

PURPOSE

The purpose of this handbook is to acquaint the parents and students with the goals of Sts. Peter and Paul School and the means employed to attain these goals. It is hoped that parents will read it thoughtfully and cooperate with the staff in the very important work of educating children.

OUR BELIEFS

- Our school exists for Catholic faith formation and student learning.
- Students should acquire a love for learning that helps them become life-long learners.
- Students need to demonstrate their understanding of essential knowledge and skill, and also be actively involved in solving problems and producing quality work
- Students learn best when they are actively engaged in the learning process.
- A student's self-esteem is enhanced by positive relationships and mutual respect within the school community.

OUR MISSION

Sts. Peter and Paul School creates a Christian environment of academic excellence and spiritual formation to develop life-long learners and responsible citizens who embody Catholic values and beliefs.

NON-DISCRIMINATION POLICY

The Sts. Peter & Paul School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

ACCREDITATION

Sts. Peter and Paul School is fully accredited with the Ohio Catholic Schools Accrediting Association. The school meets or exceeds all standards of the Diocese of Columbus and the State of Ohio. The school follows an approved five year School Improvement Plan.

ABSENCE

If a student is absent, parents are to call the school before 8:00 a.m. Office personnel will attempt to call families regarding unexcused absence. (Diocesan Policy #5142.0) All unexcused absences will be made up during detention. A student who is absent must, upon his return to school, present a note bearing the reason for absence, the date or dates of absence, and the signature of a parent, guardian or other person in charge of the pupil. (Diocesan Policy #5113.0)

A doctor's excuse is required when returning after being in the care of a physician or from an absence due to a communicable disease.

Absence for reasons of vacation is highly discouraged and will count against a child.

Only the principal can give permission for absence or early dismissal. In case of an emergency, the principal may send a student home only after the parent or guardian has been notified. Any pupil showing symptoms of a communicable disease shall be dismissed from school by the principal. Before

doing this, the principal shall notify the parent or guardian. (Diocesan Policy #5113.0)

ACADEMIC PROGRAM

Sts. Peter and Paul School offers an academic program that meets all state minimum requirements in regard to the subjects taught; Religion, Math, Science, Communication Arts (Reading, English, Spelling, and Handwriting), Social Studies, Health, Music, Art and Physical Education are taught to all students. Sts. Peter and Paul School follows diocesan courses of study for all subject areas that are included in its program. These courses of study are evaluated and revised every five years to seven years. Textbooks that implement the courses of study are then examined by the faculty before adoption. (Diocesan Policy #6150.0, #6151.0)

All teachers at Sts. Peter and Paul have appropriate state certification. Religion teachers meet or are working toward the religion certification requirements of the Columbus diocese. (Diocesan Policy #4111.0, #4111.1, #4113.0, #4113.1, #4113.24)

ADDRESSING ISSUES

All issues should be addressed at the level of **immediate** concern. The order of progression usually begins with the classroom teacher. If unsolved at that level, the principal is to be contacted. After these levels are exhausted, the Pastor may be consulted.

ADMISSION AND REGISTRATION

Following Diocesan Guidelines for Admission to Catholic Schools, first priority for admission is given to children of active Catholic families. (Diocesan Policy #5111.1, #5119.1, #5119.2, #5119.3)

Other considerations are as follows:

1. A child entering Kindergarten must be five years of age by August 1st.
2. A child entering First Grade must be six years of age by August 1st.
3. Other students wishing to enter Sts. Peter and Paul School will be admitted according to priority:
 - A. if the family is already in the school.
 - B. according to date requesting admission.
4. Immunizations which are required by State Department of Health.

At the time of registering new students, parents must present a copy of the student's birth certificate and immunization record. If a student is transferring from another school, the principal may contact the other school and examine student records before making a final decision in regard to admission. Any withdrawal from school must be reported to the principal.

Sts. Peter and Paul School is open to children of parent(s) or guardian(s) who sincerely seek the religiously oriented education which a Catholic school can offer. We do not discriminate on the basis of race, color, gender or ethnic origin. While preference is given to members of Catholic parishes, others are welcome as space is available.

We accept all new students on a probationary basis. We will do all we can to help your child adjust to our surroundings and curriculum. It is important for your child to be cooperative in his/her schoolwork and behavior. Continued behavior issues may result in your child being asked to withdraw. After a trial period of one academic quarter, we will re-evaluate to make sure that our program is appropriate to meet your child's needs. All new students will, with their parents, meet with the school teacher bimonthly for the first academic quarter.

ATTENDANCE

Sts. Peter and Paul School may not give credit to any student who misses 28 or more days in a school year. At the discretion of the principal a number of excused absences will be discussed with the student's parent or guardian. (Diocesan Policy #5113.1)

BANNED SUBSTANCES POLICY

Sts. Peter and Paul School recognizes the many pressures facing our students in today's society. One of these pressures is related to the wide-spread use of banned substances within society. Banned substances are drugs, alcohol, tobacco, and all illegal substances and paraphernalia.

Our goal at Sts. Peter and Paul is to help each child develop a positive self image, to encourage them to become self-disciplined, to make each child aware of the harmfulness of these substances and to urge prevention of their use. Sts. Peter and Paul School provides a substance abuse study strand for kindergarten through eighth grade in its Health Course of Study.

Banned substances are not to be used, possessed or sold on or off the property of Sts. Peter and Paul School. This also applies to all school-related events or activities held off the school property.

Any student who is using or has in his/her possession any of the above mentioned substances shall be brought to the attention of the principal. The principal shall place student health and safety as a priority in all individual situations. Parents will be notified and the students will be removed from the classroom for the remainder of the day.

A first-time offender is required to meet with his/her parents(s) or guardians(s) and the school principal. First-time offenders will be required to seek counseling or treatment at an agency or treatment center deemed acceptable by the principal. Treatment will be monitored for a set period of time to be determined at the discretion of the principal. The principal will have contact with a counselor/staff member of the agency where the student has undergone treatment during this period of time.

A second offense by the student will result in a school suspension, with the length of suspension determined by the principal. The police may be notified.

A student who is selling an illegal substance shall be reported to the police. The student will be recommended for immediate expulsion with no possibility of reinstatement.

The principal, after consultation with the pastor and the faculty, may decide that suspension or expulsion is appropriate for any of the above instances dealing with substance abuse.
Reviewed by Sts. Peter and Paul School Board March 2003.

BINGO

ALL parents are expected to work bingo. Without the proceeds from bingo our tuition would double. The reason we are able to offer such affordable educational opportunities is because of the revenue from bingo.

BOOK CARE

A bag of some durable protective material is required for carrying books to and from school. Parental assistance in this matter is requested as textbooks and library books can be easily damaged by weather and misuse. Full or partial payment may be charged for damaged books. Wheeled book bags are not acceptable.

BULLYING AND HARASSMENT

The Diocese of Columbus Schools and their staffs shall not tolerate any bullying or harassing on school grounds or at any school activity on or off campus...Consequences for students who bully or

harass others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation. (Diocesan Policy #5140.02 and #5140.05 will be followed in handling such situations.)

CELL PHONES

Electronic devices such as cell phones and hand held gaming systems may not be used in the school building, the parish hall, or playground during school hours. The School takes NO responsibility for any losses or acts of theft. Electronic devices should not be found on any student during the school day. We advise you to leave them at home. If you choose to bring them, they must be turned off and left in your book bag. If you are caught with a device it may be confiscated and not returned until the end of the school year.

CLOSING OF SCHOOL

On days of inclement weather, Sts. Peter & Paul School will make their own decision. This applies to early dismissals, hours delayed or cancellations. Listen to one of the following radio and TV stations for announcements regarding closings and delays:

WKOV	96.7 FM	TV - Columbus Channel 10
WCJO	97.7 FM	TV - Huntington Channel 3

Our call system will also attempt to inform you or will leave a message. Information will also be available on our website: www.stspeterandpaulwellston.com

We ask that you inform your child before the school year begins as to what they are to do in case of an unexpected early dismissal. If you wish you may put these instructions in writing and send them to school to be put on file. They will be used at the time of an early dismissal.

CODE OF CONDUCT

Behavior

Behavior is the manner in which one acts. Since the essence of Christian discipline is self discipline, the students must be free to choose one form of behavior over another. In choosing to misbehave the student takes upon him/herself the consequences of that chosen behavior.

Students at Sts. Peter and Paul are expected to show respect in word and action for self, for other students, for faculty, staff, and parent volunteers, including field trips and bus behavior. Students are expected to follow all rules and regulations established for behavior in the classroom, on the playground, during their lunch period, and throughout the various activities of a school day. Classroom rules are explained to the students by each teacher at the beginning of the school year and a copy sent home to the parents. (Diocesan Policy # 5114.0)

Because we follow a system of moral and religious values we expect the same behavior outside of school that is expected in school. (Diocesan Policy # 5114.3)

Discipline

The rules and regulations mentioned above are established in order to create a healthy learning environment in which each person feels valued and respected. When student behavior is such that the learning environment is threatened or the rights of others are violated, disciplinary actions will be followed by the school.

Most discipline matters will be handled by the classroom teacher, faculty or staff member in charge at the time of the misbehavior. Discipline may involve:

- talking with the student or having the students involved resolve the issue,

- isolating the student from the activity in which he/she is involved,
- having the student write in order to reflect upon and come to a resolution of his/her misbehavior,
- losing a recess period,
- losing a privilege,
- receiving a detention.

In the event of serious or repeated misbehavior, the principal and parents will be notified. At this time a conference may be requested with parents and the student involved.

Serious or repeated misbehavior may result in a detention or in-school suspension as outlined below. The school follows the guidelines of Diocesan Policy #5114 and Sts. Peter and Paul School Policy regarding out-of-school suspension and expulsion.

Life Skills Reports

Life skills are the habits of mind and work that are important to successful higher-level work. A Life Skills report will be sent in the mail anytime a teacher determines that some area covered on the report needs improvement to support academic success.

The Life Skills report is designed to be a tool to communicate to parents the skill area of concern. Major topic areas in the report are: Thinking and Reasoning, Self-Regulation, Life Work and Working with Others. When a student is using developmentally appropriate skills no report will be sent. When a report is received, parents are to read the report and discuss it with their child. A conference or phone call to the teacher may be appropriate. The report should be signed and one copy returned to the teacher.

When numerous Life Skills Reports are received the following action will be taken:

5 reports = conference between parent, student and teacher plus a detention served.

10 reports = conference between parent, student, teacher and principal plus a detention served.

more than 10 reports = action will be on an individual basis.

Detention

As part of an effort to become more consistent in handling discipline problems, Sts. Peter and Paul School employs a detention system.

Detention will be given for the following:

- bad language or gestures, deliberate meanness, talking back,
- rough or harmful physical contact, disrespect, fighting,
- damage of school property, spitting, leaving school grounds,
- repeated breaking of rules, accumulation of five Life Skills Reports and

other offenses deemed necessary by teachers or principal.

Parents will be notified of the detention in writing on the day that it is received. The detention slip must be signed by the parent/guardian and returned to school the following day. Failure to return the detention slip may result in additional detention time. Students will serve the half-hour detention time (fifteen minutes for first and second graders) on the day following the day it is issued from 2:30 - 3:00. Parents will be responsible for arranging transportation home for the child. Detention will take place in the classroom of the teacher assigned for that day. So that schoolwork does not become associated with punishment, detention time will not be used for homework. Students will sit in silence for the period of detention. Lack of cooperation during detention will result in another detention. Missing a detention

automatically warrants an additional detention.

A student accumulating detentions will face the following consequences:

Five detentions: The student will serve an in-school suspension as described below.

Ten detentions: Parent conference with the principal, teachers involved and student, and the development of a behavior contract.

Fifteen detentions: Parent conference with principal, teachers involved, and student, and Three day in-school suspension. Continued attendance at Sts. Peter & Paul School will be in jeopardy.

In-School Suspension

Children earning an in-school suspension are to:

1. Be totally isolated from the rest of his/her classmates for time of suspension.
2. Be in a place assigned by the principal and supervised by an adult.
3. Bring a sack lunch to be eaten in the place chosen for the suspension.
4. Complete all the assigned work for the day during the time of suspension.

In-school suspensions are given only by the principal. The principal will contact the parents/guardians to notify them of the time and arrangements for the in-school suspension.

Suspension and Expulsion

Sts. Peter and Paul School follows Diocesan Policy #5114 concerning suspension and expulsion.

Sts. Peter and Paul School will not condone serious or repeated misconduct on the part of its students. Conduct that disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, damages property, or repeatedly violates regulations or policies of the diocese or school will be subject to suspension or expulsion. For such conduct, the principal or administrator in charge may immediately suspend the student from school (for three to ten days.) The student may be sent home during the school day provided that the student's parent or guardian has been notified. In the event that the principal or administrator in charge determines that the behavior or violation is serious enough, the student may be permanently expelled. Students on suspension are not permitted on school property.

Hearing

The parents of the student shall be informed immediately by telephone, and in writing of the suspension. The reason(s) for the suspension shall be given and the parents and the student shall be invited to confer with the principal in order to review the affair.

The hearing shall take place within 72 hours of the suspension. Statements in support of the charges against the students shall be submitted, as well as statements by the student and others in the student's behalf. The parents shall be given an opportunity to express their views.

Within 24 hours of the hearing, the principal, using his/her discretionary power, and with the advice of his/her staff and of the student's pastor shall advise the student and the parents of his/her decision and the mitigating reason(s).

If the decision is to extend the period of suspension, the suspension period may not exceed 10 days.

If expulsion is called for, a written notification to the parents and to the superintendent of the schools shall clearly state the reason(s) for the expulsion.

Review of an expulsion by the Diocesan Board of Education will be made only when requested by parents, pastor, or superintendent.

COMMUNICATIONS

Regular communications and monthly calendars are sent to each family from the school office. These communications attempt to keep you informed of events taking place at school. Some communications may involve a response from the parents. Please return such materials promptly.

COMPUTERS

Students in grades 3-8 are assigned a classroom computer for their schoolwork. A signed Technology Acceptable Use Policy and a paid \$20 technology fee must be on file in order for your child to have unlimited access to the classroom computers. Students will also need headphones. Please no earbuds.

COMPUTER LAB

The computer lab is staffed by a certified teacher. The Diocesan Computer Course of Study is followed with lessons planned that support and enhance various curriculum strands throughout the school. All students have at least two class periods in the computer lab each week. Educational technology is appropriately incorporated throughout the curriculum. The technology fee is \$20 per student. (Diocesan Policy #6140.0)

A Technology Acceptable Use Policy is used according to Diocesan Policy #6140.0. All students wishing to use the Internet at Sts. Peter and Paul School and their parent/guardian must sign this policy and adhere to its rules and regulations.

CRISIS PLAN

A plan has been prepared so that in the event of a crisis, all conceivable actions, which can be taken to ensure the safety and welfare of students and staff, will be implemented. Preparing staff, students, and parents with appropriate instructions and practice in how to act and react in case of an emergency will effectively minimize the problems that will arise in such a situation. We cannot foresee every situation that could be a threat to the safety of our students and staff, but we can prepare with guidelines that are readily available. Annual practice and training is provided to all students and staff members.

Emergency codes are in place to communicate with everyone in the building quickly and effectively in order to maintain a safe environment for everyone. The administrator or other school authority will broadcast the appropriate code across the intercom system.

In most emergencies, children will remain and be cared for at the school. In the rare event of an emergency affecting the school that prohibits re-entry to the building, students will be relocated to the parish hall. Parents will be notified by radio and/or telephone to pick up their child.

A copy of the crisis plan is kept on file in the school office and may be reviewed by parents at their request.

DAILY SCHEDULE

8:00a.m. Bell for entering school
10:00a.m. Recess for K, 1, 2, 3, 4
11:00a.m. Pre-school dismissal
11:20a.m. Lunch
12:00p.m. Classes resume
2:30p.m. Dismissal

DIRECTORY INFORMATION NOTICE

Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. Personally identifiable information including pictures with and without names, addresses, social security numbers, personal characteristics or educational records will only be released with a signed and dated consent form from the parent(s). (Diocesan Policy #5126.0)

DRESS CODE

- PANTS:** Colors must be Navy, Khaki, or Black. They must be a dress/uniform style pant. No cargo pants, designer stripes or decorations. No blue jeans or denim pants, if the pants have rivets you should not wear them to school. No pockets on the outside of the pants (cargo pants). Pants should have no extra gems, jewels, or designs.
- WALKING SHORTS/CAPRIS:** Colors must be Navy, Khaki, or Black. Shorts and capris may be worn on Monday through Thursday, from May 1st through Sept. 30th. Shorts are to be dress walking shorts and should reach the end of fingertips when standing. Capris are to be uniform style. Shorts should have no extra pockets, gems, jewels, or designs. No shorts or capris on days we celebrate Mass!
- SHIRTS / BLOUSES:** Colors must be Red, White, Navy, Yellow, Lt. Blue, Royal Blue, or Burgundy. Shirts are to have collars, be plain (no stripes or patterns) and are to be worn tucked in. They may be long or short sleeve and can be turtleneck. Blouses are to be white only. They are to be worn buttoned. No undershirts should show.
- SKIRTS/SKORTS:** Colors must be plain Navy, Khaki, Black or Green Plaid (French Toast uniform catalog). No extra jewels, gems, or designs.
- JUMPERS/DRESSES:** Colors must be plain Navy, Khaki, or Green Plaid. Polo Dresses are to be NAVY ONLY.
- SWEATERS / SWEATSHIRTS:** Must be plain in any of the shirt colors. Can be cardigan or pullover or vest but must be worn over an approved shirt. No designs or words. No “Hoodies” will be permitted in the classroom.
- SOCKS/ SHOES/SANDALS:** Socks must be worn at all times even with sandals. Socks must be the same color. Tights are acceptable in white, red, navy blue, and black. No clogs. Crocs may be worn if they have a heel strap. All shoes must have some type of back or strap for safety and health reasons. No flip flops, No “Heelies”, and No open toed shoes. We prefer all children to be outfitted with tennis shoes/sneakers or something with a nonskid sole.
- MAKE-UP / JEWELRY:** No makeup or fingernail polish is allowed. Jewelry should be limited and

chosen with safety in mind. No dangling earrings.

HAIR: Must be neat, well groomed with no extreme styles. Boy's hair may not exceed the length of the ear nor go beyond the top of the collar or eyebrows. For girls, only modest hair accessories. Hair color that is not the natural color is not allowed. NO Mohawks/faux hawks.

**The principal is the final authority on appropriateness of clothing, etc.

EMERGENCY CARE

By law school officials have the duty to render first aid and the duty not to render anything more than first aid. In case of emergency, no student will be sent off the school grounds without the knowledge of the principal and the knowledge and consent of the parents.

FINGERPRINTING

All school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the "Protecting God's Children" workshop.
(Diocesan Policy #4110.0 and #4110.1)

GUARDIANSHIP

"Parents have the obligation to inform the school immediately anytime the custody of a child changes. School officials will need to make a copy of the court ordered document for the child's permanent record. In addition, parental contact information needs to be updated when changes occur. Both the custodial and the non-custodial parent are entitled access to their child's records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conferences without permission from the custodial parent." (Diocesan Policy # 5119.2)

HOME & SCHOOL ASSOCIATION

The Home-School Association meets the first Tuesday of the month at 6:30 pm in the Parish Hall. All parents are strongly urged to attend these meetings in order to have a closer association with the faculty and staff.

One important source of income for the Home & School is Kroger Gift Cards. In addition, the school collects General Mills Box Tops for Education, Campbell's Labels for Education and Nestle Pure Life Water Labels.

HOMEWORK

Homework usually consists in completing a lesson begun in school or one reinforcing classroom learning. The amount and nature of homework is left to the judgment of the teachers. The teacher will accept only homework that is neatly done. Homework must be done on loose-leaf paper. Spiral notebooks are used only for taking notes or journaling.

INFORMATION RELEASE NOTICE

According to Diocesan Policy (5126.0), a school, school employee, school organization or the Diocese may publish student information in various formats, including web sites under the following conditions: If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes picture with and without names, addressed, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and education records.

The form entitled “Personally Identifiable Information Release Form” that is enclosed in this handbook must be signed and dated by the parent of a student prior to releasing personally identifiable information as defined in Policy 5126.0” (St. Catharine School)

INVITATIONS

Students are not permitted to distribute party invitations at school unless the child is inviting the entire class. The school office is not permitted to release class lists of addresses and phone numbers for party invitations.

LIBRARY

All students have library time once a week for a half hour. During this time students learn library skills and have the opportunity to choose library books. Students are expected to return library books on the date due. A fine of 5 cents per day is charged for overdue books. Students with two unreturned books will not be allowed to check out additional books.

LITURGIES

All students will attend and participate in weekly liturgy regardless of practicing religion. Students will be given opportunities to plan school liturgies.

LUNCH

The students have a choice of:

1. School Lunch Menu. These will be hot balanced meals provided daily. The menu schedule will be sent home in advance with each student. The cost will be \$2.50, which includes milk.
2. Pack a lunch. Lunch should include one third of the child’s recommended daily dietary allowance. The meal shall include at the minimum, one food from the meat/meat-equivalent group, one food from the bread/bread alternative group, two foods from the fruit/vegetable group, as well as an item from the dairy group. If your child does not have the correct items in his/her lunch the school will be required to supplement these items. You will be charged \$1.00 for a meat/meat equivalent, and .25 cents for fruits, vegetables, or sides. Please limit the amount of candy, cakes, and sweets that are sent. As always no soda/pop.
3. Go home for lunch with a parent/guardian. All students leaving school during noon hour must be signed out by an adult. Other arrangements can be made by speaking with the principal.

Milk is available for 20 cents.

A student must eat lunch. Microwave items are discouraged.

MEDICATIONS

All medication is to be kept and administered in the school office by the secretary or the principal. Medication must be in its original container. (Diocesan Policy (5141.0) The administering of medication is NOT a function of the school and as a general policy any medication including non-prescription medicines should not be administered to students by the school staff. If under exceptional circumstances a student is required to take any medication during school hours, and his/her attendance at school would not be detrimental to the health or physical well being of others, the following procedures will be followed:

1. The School Office must have on file a WRITTEN REQUEST from the physician indicating the frequency and dosage of the prescribed medication.

2. The School Office must have on file a SCHOOL REQUEST FORM from the parent to administer the medication as specified by the physician. **A VERBAL OR TELEPHONE REQUEST IS NOT SUFFICIENT.**

3. The medication should be delivered directly to the School Office by the parent. No medication should be sent to school with the child because of the temptation to “share”. At the end of the school year the parent must pick up all medications. If any medication is leftover and not picked up by the parent at the end of the year the medication will be disposed of.

4. **ALL MEDICATION MUST BE IN THE ORIGINAL PRESCRIPTION BOTTLE WITH THE LABEL INDICATING THE DRUG, THE DIRECTIONS, THE CHILD’S NAME AND PHYSICIAN’S NAME. DO NOT SEND MEDICATION IN A PLASTIC BAG WITHOUT A LABEL, THIS MEDICATION WILL NOT BE ADMINISTERED.**

5. Parent and physician forms must be submitted each year and whenever there is a change in the medication order. Please do not send your child to the office to tell the staff of the change of dosage.

6. Medication MAY NOT be kept in the classroom. All medication will be administered in the school office. The only exception to this policy will be allowances for students (in the upper grades) to self medicate with their asthma inhalers.

7. When it is decided to administer medicine, the student is responsible for coming to the office at the prescribed time.

These policies are required by State law (Section 3313.713 P.R.C.) and are designed to protect your child and the school. If you have any questions please call the school office.

IF YOUR CHILD IS UNDER MEDICATION, PLEASE CONSULT WITH YOUR PHYSICIAN ABOUT GIVING THE MEDICATION BEFORE AND/OR AFTER SCHOOL HOURS, AS NO CHILD WILL BE ALLOWED TO TAKE ANY MEDICATION IN SCHOOL UNLESS THE ABOVE PROCEDURES HAVE BEEN FOLLOWED. It should be accompanied by a note from the parents giving permission to administer and with specific directions for times and dosage to be given. Any non-prescription drugs must be brought in their original containers and accompanied by permission from a parent. Permission for use of over-the-counter, non-prescription medications such as throat lozenges may be given by the classroom teacher when accompanied by a note from the parents verifying that it is needed by the students.

At no time will the school administer aspirin to any student because of its connection to Reyes syndrome.

All medications given will be recorded in the student's health file.

PARTICIPATION IN BAND

Students in grades 5-8 have the opportunity to participate in the Wellston City School band program. Lessons are given either at the public school building or at Sts. Peter & Paul by a public school teacher.

PARTICIPATION IN SPORTS

Junior high students wishing to participate in the Wellston sports program must maintain a “+/ $\sqrt{}$ ” average in all graded subjects. Sts. Peter and Paul school will contact parents and coaches should this occur. Improvement in grades will allow a student to continue participation.

PHYSICAL EDUCATION

All students are expected to take part in the Physical Education classes offered as part of our curriculum. Therefore no child is excused from class except by a written request from the doctor and/or parent. Students may change into shorts that are of knee length and loose fitting for their Physical Education period.

PICKUP/DROP OFF PROCEDURES

Parents who drop their children off should park in the New York Ave. lot next to the Parish Hall and children should come through the gate. To keep everyone safe the Third Street entrance should only be used by students riding busses. Please do not park in the Grandview parking lot and send your child across the street.

Children should not enter the building before school but remain on the playground. In cases of inclement weather, the children will go to the parish hall.

Wellston bus students are lined up at 2:05. Jackson bus students are lined up at 2:15. If there is a change in your child’s dismissal plan please call the office as early as possible to avoid any mistakes. We will not take the word of a child about their dismissal.

All other students are dismissed at 2:30 pm. Children in grades K-4 must be signed out from the parish hall. There will be no early sign outs. We are sorry for any inconvenience this may cause; however, the safety of the children is the number one priority. If you are sending someone to pick up your child please advise them we may ask for an I.D. to match to our approved list of childcare persons. Grades 5-8 will be dismissed from their classrooms and are permitted to walk home with parental permission.

If there is a change with your child’s dismissal plans, such as a parent picking up a bus rider or a child going home with a friend, you must send a note with the change of plans to your child’s teacher. If something comes up during the school day, you should call the office to leave a message. If we do not hear otherwise from you personally, we will follow the normal routine. We will **NOT** allow a child to leave with anyone without parental permission.

Students are discouraged from habitually using the office phone (staying after for Math Counts, Power of the Pen, Gym, pickups, etc). Please make your plans before your child comes to school.

PLAYGROUND RULES AND PROCEDURES

1. Students are to respect and obey all teachers who are supervising on the playground.
2. Children may play on the blacktop area and the playground between the convent and Third St.
3. Students in Grades 5-6 and 7-8 rotate use of the basketball court during noon hour.
4. Only children in Grades K-4 are allowed on the playground equipment during the noon hour.
5. All children must get permission from the teacher on duty before leaving the playground to go

into the building.

6. Children are not allowed near the dumpster by the Parish Hall.
7. Children are not allowed to play on the sidewalk between the rectory and school.
8. Standing up on the swings or twisting the chain is not permitted.
9. Walking up and down on the slide is not allowed.
10. Children are not allowed on the outside of the jungle gym.
11. Games that may cause injury such as monster, vampire, tackling, back riding and pulling of clothes are not permitted. Rough playing is the judgment of the teacher or principal.
12. No food, beverage, or gum is allowed on the playground.
13. Snowballs or stones may not be thrown.
14. When the bell rings for classes to resume, students stop playing and walk to their assigned places. The teacher on duty instructs students to enter the building. Teachers meet them near their classroom or at the top of the steps.

In the case of inclement weather, students will have a recess period in their classrooms.

REPORTING PUPIL PROGRESS

Report cards are issued quarterly. Parent conferences are scheduled two times each year and are optional at any other time as requested by parents and/or teachers. Interim reports are sent with all students between report cards.

Teachers are to notify the parents if any academic or other problem arises between formal scheduled conferences. Parents must also be notified in writing by the end of the third quarter if retention is being considered. (Diocesan Policy #5123) This is done after consultation with the principal.

All report cards will be on a non-graded system. Report cards are uniform Diocesan developed cards. (Diocesan Policy #5124.1) Actual student performance will be reported. Report cards must be signed and returned to the school within three days.

Life Skills reports will be sent home only as needed. Parents are to read, sign and respond as required when receiving such a notice.

SCHOOL ADVISORY BOARD

The School Advisory Board meets once a month during the school year. The purpose of the School Board is to develop and define the policies which shall govern the operations of Sts. Peter and Paul School, and to promote the implementation of said policies. The Board shall also provide counsel and advice in the operation of the school. School Board members are elected for three year terms. (Diocesan Policy #2430.00)

SCHOOL BUS PROGRAM

Wellston, Jackson and Vinton School Districts provide bus transportation for students. Routes and schedules are determined by the public school system.

School bus drivers will notify the principal of any student misconduct. After three violations, students will be suspended from the bus for a period of one week or more.

SCHOOL PREMISES

Students are discouraged from being on the school property before 7:30 a.m. as there is no supervision of the school premises until then. When a student enters the school premises before the 8:00

bell, they are not permitted to leave without permission.

When school is dismissed at 2:30 p.m. the students are expected to leave. Only the bus students are supervised after that time.

No riding of bikes and scooters is allowed at any time on the school premises. They must be walked on and off the school property. Skateboards are not to be brought to school.

SCHOOL SPONSORED FIELD TRIPS

Students may only participate in any off campus school sponsored activity when a signed parent permission form is completed. Whenever possible we will use a bus from the Wellston City Schools for transportation. If a private vehicle is used, the driver must provide proof of a valid driver's license, valid registration, current proof of insurance for minimum bodily injury liability coverage limits of \$100,000 per person/\$300,000 per occurrence, and have passed a security background check.

Students transported in private vehicles must use a seat belt. A current emergency medical form must accompany each student. (Diocesan Policy #6121.0)

Any overnight trips will be governed by Diocesan Policy #6121.1.

SECURITY/VISITOR PROCEDURES

ALL school doors will be locked during the school day. All parents and/or visitors will need to enter the building through the office doors. Please ring the bell and the door will be released from the school office. In an effort to provide a safe environment for all students, all visitors must report to the school office, and sign in. Please inform grandparents, neighbors and/or friends that may be picking up your children for appointments, etc. to be prepared to identify themselves. Parents are NOT permitted to go to the classrooms to drop off students, to pick up students or to deliver messages, lunches, etc. Please come to the school office and we will gladly contact your child.

SOCIAL MEDIA

Any staff member, parent, student, or volunteer that uses social media (i.e. Facebook, Twitter, Myspace, etc.) to insult, demean, humiliate, or in any way put down the staff, school, students, parents, and/or other volunteers may be asked to leave the school. Remember, temper lasts for a second, posts on the internet last forever.

SUGGESTIONS/ISSUES OF CONCERN

A form is on file and may be picked up in the office to address areas of concern regarding the school and its' staff. The form must be completed and returned to the office. One copy will be given to the Pastor, one to the Principal, and one will be kept on file so proper resolution of all issues can be documented in a timely matter. Since it is very important that we receive your input and understand your directives, a solution section has been added to the process so that we may work together to address all issues to their final conclusion.

TARDINESS

A child who arrives after the time scheduled for the opening of classes (8:00 a.m. and 12:00 p.m.) is considered tardy and must report to the office for a tardy slip. This does not apply to students who are tardy because a bus arrives late.

A student who is tardy more than three times a quarter will participate in a conference between the parent, student, and principal to develop a plan to rectify the problem. A student who is tardy more

than five times in a quarter will make up the amount of time missed during detention time.

TESTING

The *Terra Nova* tests are administered to students in grades 3-8. These are standardized tests providing national and local norms. Testing of skills using teacher-constructed tests is an on-going process at the completion of each level of work. (Diocesan Policy #6160.0) *ACRE Testing* is administered to grades 5 and 8. Assessment of Catechesis/Religious Education (ACRE) help school, parish and diocesan leaders evaluate the faith knowledge and attitudes of students in Catholic schools and parish-based religious programs. ACRE provides faith knowledge questions related to religious beliefs, attitudes, practices, and perceptions. It measures religious beliefs as it relates to God, the Church, Liturgy and Sacraments, Revelation, Life in Christ, Church History, Prayer/Religious Practices and Catholic Faith Literacy. (Diocesan Policy #6160.1)

TUITION COLLECTION POLICY

Definitions and Criteria

Tuition will be based on these stated criteria:

- A. **PARTICIPATING PARISHONER** In order for a family to be acknowledged by the parish as a “participating member”, it is necessary that they:
1. Are registered in the parish.
 2. Are recognized as a family participating in the sacramental life of the parish.
 3. Contribute time and talent to the ministries of the parish.
 4. In agreement with the pastor, they regularly contribute an appropriate portion of their annual income to the financial support of the parish.

Parents of new students who are claiming participating status who have not been baptized in this parish must bring a copy of the baptismal certificate or arrange to have one sent from their old parish. If students are not baptized, arrangements should be made to have this done. At least one parent/guardian must be catholic to claim participating status. Participation in mass will be checked quarterly to determine if there should be a change in status.

- B. **NON-PARTICIPATING MEMBER** Any family not meeting criteria in category A.

Tuition category status may be changed throughout the year by determination and/or approval of the Pastor.

Tuition and Fees for 2011-2012

TUITION FOR CATEGORY A - PARTICIPATING PARISHONERS

First child	\$1,788.00
Second child	\$1,276.00
Third child	\$1,201.00

Other parishes will pay an agreed upon subsidy to Sts. Peter and Paul Parish for their students attending. If the subsidy is not paid by the parish, the family will be responsible for the subsidy.

TUITION FOR CATEGORY B - OTHER

First child	\$2,242.00
Second child	\$1,672.00
Third child	\$1,672.62

REGISTRATION FEE

A non-refundable \$100.00 registration fee for the first student and \$75 for each additional student must accompany registration.

TECHNOLOGY FEE

A \$20 technology fee is due by the first week of school.

Payment Plans

Tuition will be paid in ten monthly payments from August 10 - May 10th. Tuition is due the 10th of each month and a \$10.00 late fee will be assigned after the 20th of the month. Families will receive tuition books early in August. Families needing to pay on a different schedule must speak with the principal before the September payment is due. This request must be in writing. Due to the many problems that have been reported, we will no longer accept waiting for income tax payments.

Report cards will be held each quarter if tuition is not up to date.

Non-Payment of Tuition

Transcripts of students' records will not be released and/or family's children will not be accepted for the next semester unless all tuition and registration fee payments are current by the end of the first semester.

Also, if the full tuition is not paid by the last day of the school year, transcripts will be held and children will not be accepted for the next school year.

If this is not possible, families must confer with the principal and/or the pastor before the above due dates.

Any students going from one school to another in the Diocese will be accepted only if tuition is current at the sending school.

TUITION REFUND POLICY

Refunds are provided on a prorated basis only in cases where withdrawal from the program occurs after fees have been paid in advance.

TUTOR

A part-time reading/math tutor is provided through State Auxiliary Funds. Students participate according to need. Classroom teachers direct the content.

VACATIONS

Taking your child out of school for several days because of family vacation plans is strongly discouraged. Written notification of prolonged absence due to family vacations must be done a minimum of one week prior to departure. Teachers may be able to give some of the work for students, but it is impossible to predict what material will be covered from day to day when students miss several days. All previously assigned work must be turned in on the day the student returns to school. Students should complete any additional work within the next week after return to school.

If both parents are to be out of town for any period of time, but the child is to remain in school, the school office must be notified and informed of the person who is assuming parental responsibility.

VISITORS

Please see message under Security.

VOLUNTEERS

Anyone who wishes to volunteer in the school must first be fingerprinted and attend a Protecting God's Children Workshop. (Diocesan Policy #4110.0) The website for registering is www.virtusonline.org/.

WEAPONS

A student shall not possess, handle, transmit or conceal any object capable of harming another person.

Revised June 2011.

PRINCIPAL'S OPEN DOOR POLICY

I have an open door policy. Students are permitted to come to the office to discuss concerns as well as ask questions. The student must get permission from the teacher to leave the class. The policy is extended to parents as well. However, it is recommended that parents having urgent business make an appointment to insure adequate time for discussion. I can be reached by calling the school or by email.

STS. PETER AND PAUL STAFF 2011 - 2012

Father Donald Maroon	384-2359	Pastor
Ms. Christine Unger	384-6354	Principal
Mrs. Chris Kirby	286-8340	Preschool
Mrs. Teresa Bierhup	384-6491	Preschool
Mrs. Nancy Taylor	286-4455	Kindergarten
Mrs. Starla Chenault	286-7360	Grades 1 and 2
Mrs. Barb Apsley	288-4572	Grades 3 and 4
Mr. Mark Chevalier	596-0452	Grades 5 and 6
Mr. Mark Anderson	286-6182	Grades 7 and 8
Mrs. Joy Staten	384-3639	Computer
Mrs. Kristyl Fulton	286-8509	Librarian
Mrs. Pam Updike	384-3277	State Tutor
Mrs. Pam Coffman	384-2529	Parish/School Secretary
Mrs. Pam Downard	384-3967	Bookkeeper
Mrs. Pam Updike	384-3277	Maintenance

PHONE NUMBERS

Sts. Peter and Paul School	384-6354	Sts. Peter and Paul Rectory	384-2359
Sts. Peter & Paul Parish Hall	384-5425	Sts. Peter and Paul FAX	384-2945

STS. PETER AND PAUL SCHOOL
229 South New York Avenue
Wellston, OH 45692

Since the Parent-Student Handbook contains much of the essential information about Sts. Peter and Paul School, it is important that each student and each parent/guardian read it in order to better understand the school. It is expected that each student and parent/guardian will make a sincere effort to comply with the regulations, and will support the religious, Christian and Catholic nature of the school.

We ask that this page be signed by both (if applicable) of the parents/guardians and student(s) to insure that you have read the material and intend to abide by the philosophy and rules set forth. These signatures will be kept on file in the office.

Parents' Signatures _____

Student(s) Signatures _____

Date _____

Please return to the office by Friday, August 26th, 2011.