

Have Faith in  
**Sts. Peter & Paul Catholic School**



## **Parent-Student Handbook**

Sts. Peter & Paul Catholic School  
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### **Non-Discriminatory Policy**

Sts. Peter and Paul School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

### **FOREWORD**

This Parent-Student handbook has been compiled to acquaint you with the mission, philosophy, policies, and procedures of Saints Peter and Paul School. Jesus entrusted to His Church the educational ministry of His children. Your child’s education begins and rests primarily with you, the parents/guardians. We continue the education you begin at home and will assist you with this great responsibility. SPPS supports the family in the task of nurturing Christian growth by challenging its children to live the Gospel values. The school provides quality academic programs where each child can develop his/her unique personality. Mutual cooperation and

communication between home and school are important in creating a positive, productive school year.

The SPPS Parent-Student Handbook states the general academic and disciplinary policies and procedures. Because they are general, the use of discretion is often necessary. The ultimate interpretation and decision-making must rest with the principal and/or pastor as the educational leader(s). The principal and/or pastor retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

### **FAMILY COMMITMENT**

Sts. Peter and Paul School expects Catholic parents and their child(ren) to attend Mass on Sundays and Holy Days of Obligation. Parents will promote frequent reception of the sacraments and realize their responsibility to be good Christian role models for their child(ren).

### **MISSION STATEMENT**

The mission of Sts. Peter and Paul Catholic Elementary School is to provide a quality education where academic excellence, faith, love and service are instilled. The mission is to inspire each person to learn to be the good in the world by using the grace received from the sacraments to know Jesus, love Him, and serve Him.

### **BELIEF STATEMENTS**

#### **Purpose of a Catholic Education:**

We believe the purpose is to offer a Catholic faith-based education which teaches the Gospel values across the curriculum and fosters continual academic and spiritual growth.

#### **Student Learning and Achievement:**

We believe in academic excellence and developing students to their fullest potential.

#### **Instruction:**

We believe that all students are capable of learning. By honoring their style of learning in a safe classroom environment they become successful.

#### **Role of Curriculum:**

We believe that the curriculum assists in preparing students to succeed in the world and be contributing members of society.

#### **Assessment:**

We believe that we must hold our students and ourselves to the highest standards.

#### **Leadership for Continuous Improvement:**

We believe that the administration/teachers are leaders for continuous improvement, and they should collaborate with parents who are their child's first teachers.

**Community-Building in the School:**

We believe our teachers build community within our classrooms, and the entire school, where everyone is recognized as important.

**Christian Service:**

We believe it is important for students to perform daily service, modeling Christ while serving others.

**Formation:**

We believe faith formation is the core reason for Catholic education. Using the grace received through the sacraments, we will be the good in the world.

**PHILOSOPHY OF EDUCATION**

Sts. Peter and Paul School's philosophy of education reflects that of the Diocese of Toledo and the educational standards for the state of Ohio. The philosophies, goals, and policies contained in this handbook shall be reviewed every three years.

True education aims at the formation of the human person with respect to the ultimate goal, the attainment of heaven. This goal is reached through the efforts of the individual, parents, school and community. The Christian philosophy of SPPS emphasizes the strong conviction that Catholic schools make a vital contribution to the teaching mission entrusted by Jesus to the people.

- As religious educators we recognize our responsibility and privilege to assist parents in educating their children to grow in understanding, love, and reverence for God, themselves and others.
- Gospel values based on charity, respect, trust, personal responsibility, and social concern are integrated into the instructional programs and school atmosphere.
- We are committed to academic excellence appropriate to the individual needs, skills, and abilities of each student. Guided by Christian wisdom, our educational efforts prepare students to become contributing, mature members of the Church and responsible citizens in society.
- In a faith filled community, students, faculty, and staff experience frequent prayer and worship as all members are guided toward pursuit of the ultimate goal of eternal happiness with God.

**Diocese of Toledo Catholic School CREDO**

- As Catholic School educators, we believe our Catholic school is not only a school, but a community of faith;
- we believe those entrusted to us are not only students, but children of God;

- we believe we are not only educators, but ministers of the Gospel;
- we believe the values we teach are not only character development, but a call to holiness;
- we believe our courses of study are not only academic pursuits, but a search for truth;
- we believe the purpose of education is not only for personal gain and the development of society, but for the transformation of the world.

## **GRADUATE PROFILE**

The following seven standards represent particular qualities desired of our Catholic school graduates, as outlined by the Diocese of Toledo:

- a devout disciple of Christ formed in the Catholic faith community, who possesses a solid grasp of Catholic faith and morals; who lives a devout spiritual life; who gives witness to Christ by word and deed; and who strives to build up Catholic culture whenever possible.
- a critical thinker who possesses a Catholic worldview and applies this to the study of any subject; who makes responsible decisions using an informed Catholic moral conscience for the common good; and who is capable of discerning and promoting that which is good in modern media and popular culture, while creatively countering that which is not.
- an effective communicator who speaks and writes with clarity and listens with compassion, responding critically in light of Gospel values.
- a self-directed, lifelong learner who possesses a love of learning and desire for truth; and who develops and utilizes one's God-given potential.
- a collaborative contributor who finds meaning, dignity, and vocation in work; and who respects the human rights of all as defined by God's Commandments and Church teaching, while contributing to the common good.
- a loving family member who attends to family, parish, school and the wider community.
- an informed, discerning and engaged participant in American civic life and culture; who possesses a basic familiarity with the foundational documents of our constitutional republic; as well as understands the importance of these texts to human rights; and who gives witness to Catholic social teachings by promoting human dignity whenever possible, both in America and around the world.

## **ACCREDITATION**

Sts. Peter and Paul School is fully accredited by the Commission of the Ohio Catholic Schools Accrediting Association and will be reevaluated every six years. The purpose of the accreditation process is to involve Catholic schools in an ongoing comprehensive process of evaluation, accountability and enrichment. O.C.S.A.A. seeks to obtain and maintain an accreditation status for all Catholic schools within the state of Ohio. Catholic schools are

required to maintain specified standards and to develop, implement, and monitor a school improvement plan based upon goals identified by the state. Full Accreditation is public validation of Sts. Peter and Paul School's excellence in education.

## **ADMISSION**

Parents/guardians of students in kindergarten through eighth grade wishing to inquire about SPPS are encouraged to visit our website ([sppsottawa.com](http://sppsottawa.com)), Facebook ([facebook.com/sppsottawa](https://facebook.com/sppsottawa)) and/or stop by the school office for more information. For entry into kindergarten it is recommended that a student be five years of age by August 30 of the respective school year and take part in kindergarten screening prior to full admission.

SPPS admits students of any race, color, nationality or ethnic origin. Children of the parish will not be denied a Catholic education because of financial reasons. However, financial concerns need to be discussed with the pastor/principal at least once a year. Tuition helps the parish with the cost of salaries and facility operation. Payments for tuition can be made on a yearly, quarterly, or monthly basis. For convenience, an automatic withdrawal may be arranged for the payment of tuition.

## **FAITH FORMATION**

Catechetics is the center of Sts. Peter and Paul School. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values and morality in the classroom and throughout the school. Faith is integrated into the entire school curriculum.

MASS, the central act of Catholic worship, is celebrated by the entire school community twice a week, including holy days of obligation. These Masses are seen as opportunities for students to participate in Liturgical celebrations they plan.

CLASSROOM PRAYER, including the Rosary, allows students to have daily conversations with God - praising, thanking, and petitioning.

SACRAMENTAL PREPARATION is key throughout all grades at SPPS. The Sacraments of Reconciliation and Holy Communion are the main focus in grade two while junior high centers the faith formation on the Sacrament of Confirmation.

FAITH EXPERIENCES also include Benediction on the first Friday of each month, Reconciliation during Advent and Lent, Stations of the Cross weekly during Lent, and a special devotion to Mary in May. Students will have opportunities to take pilgrimages to Ohio shrines and historic churches. Students are encouraged to serve the church as altar servers and choir members.

Since the parents are the primary educators of their children, it should be stated that neither the faculty or staff of Sts. Peter and Paul School will assume the full responsibility for providing the

child with all the discipline which is necessary to foster the spiritual and moral growth of the child. This is a shared responsibility with parents.

## **ACADEMICS**

Sts. Peter and Paul School's philosophy concerning academic achievement is based on the premise that children have diverse capabilities and individual patterns of growth and learning. Resources for special services are available. SPPS uses instructional standards based upon the State of Ohio Standards and recommended by the Toledo Diocese. Students are held to high standards, infused with the Catholic faith.

Sts. Peter and Paul School's educational objectives are:

- to instill a knowledge and love for Christ so that the student will fulfill the duties he/she owes to God, neighbor, and self.
- to help the student to develop a sound value system.
- to provide each student with educational opportunities which will actualize the child's mental endowments.
- to accept the student at his/her level, recognizing intellectual ability, aptitudes and interests, and guiding him/her to the programs which will help the child to fill the place in life destined for him/her.
- to provide an atmosphere of educational growth by the openness and cooperation between students and teacher, by means of a stimulating teaching situation and a positive learning environment in the classroom.
- to establish habits which will help the students acquire and maintain sound moral, mental, and physical health.

Sts. Peter and Paul School's instructional programs reflect our philosophy.

- We endeavor to lead students to a total commitment of themselves to the Person of Jesus.
- We strive to promote learning experiences to meet the needs of the individual students.
- We maintain academic excellence through the continual striving to provide up-to-date curriculum and relevant textbooks.
- We seek to provide a multi-learning experience through individual and group instruction.
- We have available the services of a psychologist, speech, hearing and language therapist, and reading and intervention specialists.

TESTING - The ACRE test, which measures knowledge in Religion is given to grades 5 and 8 in the fall. The Northwest Evaluation Association's Measure of Academic Progress (MAP) Test is given to grades 1-8 in the fall and grades K-8 in the spring as required by the Diocese.

### **JUNIOR HIGH SCHOLASTIC HONOR AWARDS:**

Honor Roll is a special recognition many students in grades seven and eight receive for achieving exceptional grades during a nine week period. At Sts. Peter & Paul School we

encourage every student to achieve their best, and are proud of our students when they earn this honor. To determine the Honor Roll, the following formula will be used:

A - 4 points x hours per week	Top Honor	4.0
B - 3 points x hours per week	First Honors	3.5-3.9
C - 2 points x hours per week	Second Honors	3.0-3.4

- Anyone receiving a D or F on the report card or anyone receiving unsatisfactory in a Personal Development area will automatically be disqualified from the Honor Roll.

***Promotion Policy/Retention/Transfer Policy***

Advancement to the next grade in Sts. Peter and Paul School is based on a student’s daily performance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

***Report Cards/Progress Reports***

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

**Progress Reports** will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, debit cards, library fines, or any other fees are in arrears.

***SIXTH GRADE OUTDOOR EDUCATIONAL PROGRAM:***

Each year the SPPS Sixth Grade studies many aspects of the environment. SPPS provides an opportunity for all Sixth Graders to attend an outdoor educational program or camp. Parents and students work on projects during their Fifth and Sixth Grade years to earn money to cover the cost of the camp. Parents may choose to pay the FULL Camp Week amount and not work on fundraising projects. The program does not cost the school any additional money.

***FIELD TRIPS:***



Field Trips, when are appropriate, can be an effective instructional aid. SPPS has a lease agreement for the use of school buses with the O-G Local School System, for field trips. All field trip transportation costs will be paid by Boosters except for interscholastic athletics. The parent must provide his/her signature on the parental permission form or the student will not be permitted to attend the field trip. Field trips during school hours are encouraged so long as they are related to and supplement the regular classroom curriculum. They must be properly supervised by the teacher and a group of parents. All parents must meet Parish and Diocesan requirements to chaperone a field trip. There may be a nominal fee connected with the trip.

### **STUDENT RECORDS**

Cumulative records for each student are kept in the school office. These include copies of the report cards, achievement and psychological testing, permanent record cards, attendance and promotion data. Health records are a part of the cumulative file.

Access to records is granted in accordance with diocesan policy (Principals' Handbook Section 1514, E & F). If a student transfers, records are forwarded to the school receiving the child in accordance with diocesan directives (Principals' Handbook Section 1514, E & F) and with parents permission given through the school's Release of Records form.

**Sts. Peter and Paul School reserves the right to withhold academic records of students whose financial commitment is in arrears.**

### **AUXILIARY SERVICE PROGRAM:**

Sts. Peter and Paul School has an Intervention and Title I program for those students who need this service. This program is funded by the Ohio Auxiliary Services Program. The student is recommended for these services by a classroom teacher. Following this recommendation, the parent is contacted regarding a psychological evaluation for the student. This evaluation measures a student's school achievement, intelligence, interests, and physical and sensual coordination to determine if the student does have a learning disability. Written parental permission for the psychological evaluation must be obtained before the evaluation takes place. The psychologist will have a parent conference after the evaluation. The psychologist will then have a conference with the classroom teacher, principal, intervention specialist, and other teachers to discuss the best placement for the student and the implementation of a service program. All psychological and learning disability information on individual students will be confidential. Due process regarding permission placement, planning and records will be followed at all times.

### **READING INTERVENTION (Title I Program)**

The Every Student Succeeds Act, provides the Ottawa - Glandorf Local School District with funds to provide Sts. Peter and Paul School with a Reading Intervention teacher for grades one and two. This teacher works at Sts. Peter and Paul School.

### **SPEECH AND LANGUAGE PATHOLOGIST**

SPPS has speech and language therapy for those students who need these services. This program is funded by the Ohio Auxiliary Services Program. Teacher, parent, or physician recommendation for the program would qualify the child to be evaluated and also for placement in the program.

### **PSYCHOLOGICAL SERVICES**

Parents, teachers or the principal may wish to have a psychological evaluation done. The request may be for underachieving, nervousness, hyperactivity, or inappropriate social problems. Due process will be followed at all times. The request for the evaluation must be first made to the principal who will make arrangements for parental permission and then schedule an evaluation time for a student.

All special classes which are funded by Federal or State monies are conducted in a public facility. All guidelines are followed.

### ***Eligibility for Extracurricular Programs***

Students who are on a Services Plan or Accommodation Plan and receive academic interventions, excluding speech, will be determined eligible for extracurricular activities unless student's teacher, intervention specialist, and/or Title I instructor feel that a lack of effort is obvious. All other students will follow the Athletic Contract signed by each athlete prior to the start of each season.

### **SCHEDULE**

#### **School Time Schedule**

<b>8:10 A.M.</b>	<b>School Begins</b>
<b>11:00 - 12:00</b>	<b>Lunch</b>
<b>2:50 P.M.</b>	<b>Dismissal</b>
<b>2:55 P.M.</b>	<b>School Bus Departure</b>

### **PROCEDURES**

#### **Registration**

During Catholic Schools' Week, a registration form will be sent home to register students for the following school year. We ask parents to turn in the registration form during Parent Open House or during our Registration Day. Additionally, Registration can be made at any time by contacting the office.

#### **Drop Off/Pick Up**

**Morning Drop Off** - If you plan to continue north on Locust Street after dropping off your child(ren), pass the Locust Street school parking lot and pull your car off the road to the right (East) at the designated drop-off zone near the bike rack.

If you plan to travel south on Locust Street after dropping off your child(ren), enter the Church parking lot using the North entrance off of Locust Street, near the soccer field. Circle around to the South exit, closer to the rectory. Child(ren) should proceed to the crosswalk or to Fourth Street building entrance.

If you plan to drop your K-2 child off at the Fourth Street building, park along the sidewalk in front of the school on the north side of Locust Street. If your student arrives before 7:50, please send them to the cafeteria. Do not use the South side of Locust street to drop off students. Do not use the Fourth Street parking lot. This is reserved for handicapped parking on Mass days and is used by the busses.

**Afternoon Pick Up** - Drivers picking up a child in grades K - 2 must leave their vehicle and stand near the bottom of the steps. Children are not permitted to run unsupervised to vehicles.

### **CAFETERIA**

The lunch program is managed by a cafeteria administrator. Following are the cafeteria procedures:

1. Each student is assigned a 4 digit PIN Number to use to access their Lunch account
2. Money can be put on lunch accounts by sending cash or check with students to give to their homeroom teachers. Money is collected and given to the office.
3. A student may charge up to three (3) days. If a fourth (4) charge is needed, it must be approved by the principal.
4. All prices are subject to change because of inflation and uncertainty of USDA Commodities allotted to Sts. Peter and Paul School.
5. The school will publish a Monthly Menu. All menus are subject to change.
6. Students are to eat at least some of all the food and drink their milk unless excused by a physician. Students are to be reminded of a well balanced diet and the importance of learning to eat different foods.

### ***Food Allergies***

Please notify the school office about any food allergies your child may have. Accommodations will be made in the classroom and in the cafeteria to ensure the safety of a student with a food allergy. Parents may be required to have a physician's note of the food allergy

### **DISCIPLINE**

*All actions by students and/or parents that reflect negatively on Sts. Peter and Paul School even if not on school grounds or at a school function, are subject to disciplinary action at the school.*

The discipline within each classroom is the responsibility of the teacher in that class. Order is necessary for learning to take place, but different learning situations may require different classroom atmospheres. When students go to the restrooms, playground, or change classes, there should be quiet and order in the hallways. Running, loud talking, or pushing in the building is prohibited at all times.

Each teacher is expected to handle his/her own disciplinary problems. Students should not be sent to the office for disciplinary problems except as a last resort. If a student proves to be a source of ongoing disturbance, this should be discussed with the principal before the problem has progressed too far. The principal and teacher shall decide further steps in each individual case. If a problem arises in the school between a parent and teacher or teacher and student, the person lodging the complaint must first schedule a meeting with the teacher in question, then the principal.

### ***Bullying and Cyberbullying***

Sts. Peter and Paul attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face discipline, including possible suspension and/or expulsion.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face discipline, including possible suspension and/or expulsion.

For the 2018-2019 school, Sts. Peter and Paul School will integrate the Be Kind First program as a positive behavior support. Staff will be trained throughout the school year.

The staff at Sts. Peter and Paul School are required to use the following procedure for reporting bullying and/or harassment:

- Document all reports of reported bullying whether it be first-hand from a student or second-hand from a peer. Staff will use Bullying/Harassment Report form.
- Bullying/Harassment Report is sent to the office as soon as possible.
- Principal will conference with the staff member making the report to determine further action.
- School staff and students should be encouraged to report violations without fear of retaliation and all reports are kept confidential and private.

### ***Serious Misconduct Code***

The Serious Misconduct Code is a set of rules designed to maintain a Christian atmosphere in the Sts. Peter and Paul Catholic School and to make known to all those offenses which are contrary to this atmosphere. The Code also protects the students' right to fairness and outlines our procedure in serious disciplinary matters.

A violation of the Serious Misconduct Code may result in severe disciplinary action, including suspension or expulsion from school.

This Code is in effect at those times when a student is scheduled to be in attendance during regular school sessions, traveling to and from school, in attendance at extra-curricular activities

at the school or other places and whenever a student may be engaged in serious misconduct related to the school or its staff.

**ARTICLE 1** - Disruption- A student shall not cause a disruption of the regular operation of the school or school activities.

**ARTICLE 2** - Damage/Theft-A student shall not damage or steal school property or the property of others, or attempt to do so.

**ARTICLE 3** - Assault/Fights - A student shall not behave in such a way as could cause physical injury to any person.

**ARTICLE 4** - Dangerous Weapons/Instruments-A student shall not possess, handle, transit, or conceal any object which could be used as a dangerous weapon or cause injury to other persons. This includes fireworks of any type.

**ARTICLE 5** - Tobacco-A student shall not use, attempt to use or transit tobacco of any type.

**ARTICLE 6** - Alcohol/Drugs-A student shall not possess, use, transit, conceal, or be under the influence of narcotics, alcoholic beverages, unprescribed drugs, or any other controlled substance and any improper use of any other substance.

**ARTICLE 7** - Unchristian Behavior-A student shall not engage in conduct which is contrary to Christian living; included are lying, cheating and obscene, degrading or malicious behavior, and interfering with the property of others.

**ARTICLE 8** - Truancy-A student shall not be absent from school without parental permission, absent from school without teacher permission, or leave the school grounds during the school day without the principal's permission.

**ARTICLE 9** - Repeated Misconduct-A student shall not repeatedly violate the regulations of the school or the reasonable directions of the staff. A student who is suspended one or more times a semester may be subject to expulsion.

**ARTICLE 10** - Insubordination-A student shall not be unruly, use profanity, be grossly disrespectful, or refuse to submit to reasonable forms of punishment from the staff.

### ***Suspension***

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

#### Suspension Procedure:

- 1) The principal has the authority to suspend a student.
- 2) Suspensions shall be for more than 24 hours but not to exceed 3 days.
- 3) The principal shall give advance notice of intended suspension to the student, stating the reason and length of time for the suspension.
- 4) The student will have an opportunity to appear at an informal hearing before the principal and explain his/her actions.
- 5) Within 24 hours of the meeting, the principal shall notify the parents or guardian, giving them an opportunity for a conference to discuss the reasons for the suspension and the guidelines to be followed during the suspension period.

- 6) Students will not be allowed to attend or participate in any extra-curricular activities during suspension.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Sts. Peter and Paul School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Expulsion procedure:

- 1) The principal has the authority to expel a student.
- 2) The principal shall give the student and his/her parents or guardian written notice of the intended expulsion. The notice will include: 1) Reasons for the intended expulsion; 2) Notification that the student and parents or guardian will have an opportunity to appear at a hearing before the principal to explain the student's actions; 3) Notification that the hearing will be heard within one week after receiving the notice of expulsion. The principal shall set the date, time and place of the hearing and notify the parents or guardian in writing. The pastor and the teacher involved (if any) may be present at the hearing and will confer with the principal before the final decision is made regarding expulsion.
- 3) Within one week after the hearing, the principal will transmit in writing the final determination to the student and the parents or guardian.
- 4) The student and parents or guardian who are dissatisfied with the final determination may appeal to the Pastor in writing, within one week of final determination.
- 5) The parents or guardian will be given the option to withdraw the student from the school.

### ***Bus Conduct***

The driver of the bus will have complete charge of the conduct of all students as they enter, leave, or ride the bus. Bus drivers and/or chaperones may assign and reassign seats whenever and as often as the driver feels it to be advisable—drivers do not need to have a reason. Students will sit where the drivers assign them to sit and will follow the driver's instructions at all times.

## **SAFETY**

### ***Emergency Drills***

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of twos, facing away from the building;

5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to the classroom when signal is given.

Safety Drills (Lockdown, Evacuation, etc.) are practiced three times per year. These drills are done in cooperation of the Putnam County Sheriff's Department and the Ottawa Police Department. The effectiveness of these drills and best practices are reviewed biannually.

### **ATTENDANCE**

When a student is absent from school, a parent must call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Sts. Peter and Paul School students and is aligned with the state statutes of the state of Ohio. Failure to notify the office of an absence will result in an unexcused absence.

Three unexcused absences will be referred to the Putnam County truancy officer. If a student misses 10 excused days of school in a quarter, the parents will receive an Attendance Notice. The Attendance Notice will outline the procedure for any continued absences which may include loss of Parish Scholarship or other financial aid. Excessive absence of 40 days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Students should be free from infection symptoms, including fever, nausea, and/or vomiting for 24 hours before returning to school. Students who are sent home during the school day due to illness will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Parents and students are responsible for working with the student's teacher when an extended absence is planned. Each teacher will determine if homework should be given to the student before or after the return. Parents and students are also responsible for any missed academic content. Students have the same number of days missed to make up any assignments, quizzes, and tests.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. A student arriving at school between 8:10 A.M. and

9:10 A.M. will be marked tardy. Students arriving after 9:10 A.M. or leaving before 1:50 P.M. will be marked a half (½) day absent. Any appointments one hour or less and appointments during the lunch period will not be counted as absent.

### **PARENT'S ROLE IN EDUCATION**

We, at Sts. Peter and Paul School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of Sts. Peter and Paul School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with us at Sts. Peter and Paul School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.



Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled during the second nine weeks grading period. These conferences are scheduled during the school and evening hours to permit more parent participation. Sts. Peter and Paul School encourages parent-teacher communications as often as necessary. Good communications help students in his or her educational endeavors at Sts. Peter and Paul School.

### **DRESS CODE**

The SPPS dress code has been formulated with solid Christian principles and values in mind. Proper dress and appearance reflect discipline, respect, and good judgment, while providing an environment conducive to learning. It helps minimize or eliminate competitive dress issues. Proper dress and appearance promote character, integrity, and self-esteem, and present students in a way fitting for participation in the sacred liturgy of the Mass.

#### ***Guidelines for All Students -***

Students should be dressed to fit the weather conditions since they are expected to play outside and travel between buildings each day. Students will be encouraged to wear a coat or sweatshirt while outside when it is below 60 degrees. Parents should send their student with a coat or sweatshirt if the weather is projected to be below 60 degrees.

Tennis shoes and socks are needed for gym class and may be worn on gym day or at any time. Students are expected to have appropriate dress for gym class. All shoes should have laces or velcro straps. Laces must be tied and velcro must be secured.

Hats or Hoods may NOT be worn in school.

All clothing should be neat, clean, and in good taste. Clothing that is too tight or too short is unacceptable.

#### ***Shirts, Tops, Blouses***

- One solid color of WHITE, BLUE, GREEN, OR YELLOW.
- These may be short sleeve or long sleeve button-up dress shirts, oxfords, blouses, polo shirts, or golf shirts, with traditional colors.
- Solid color turtlenecks of WHITE, BLUE, GREEN, OR YELLOW may be worn UNDER a school shirt.

- Solid color sweaters, vests, or cardigans, of WHITE, BLUE, GREEN, OR YELLOW may be worn OVER a school shirt.
- Only SPPS logos can be on shirts or sweaters. Any other type of logo, printing, or applique, is not permitted.
- SPPS approved gray, long sleeve quarter-zip pullovers are permitted with a plain t-shirt underneath. If the child plans to remove the pullover during the day, he/she must wear a school approved collared shirt.
- SPPS approved green or white zippered fleece may be worn with a collared shirt.
- SPPS approved half-zip pullover may be worn with a collared shirt.
- Hoods are NOT permitted on any shirts or sweaters. Turtleneck sweaters are NOT permitted.
- School issued jerseys are permitted on game days for our 7th and 8th grade SPPS team members. These jerseys are to be worn over appropriate school shirts or blouses.

### ***Pants***

- One solid color of NAVY, BLACK, OR KHAKI
- No denim, sweatpants, wind pants, stretch pants, or frayed pants or skirts.

### ***Skirts, Jumpers, Skorts***

- Solid colors of NAVY, BLACK, KHAKI, OR PLAID GREEN AND WHITE. They must be fingertip length or longer and worn with a proper school shirt or blouse.
- Cheerleading outfits are permitted on game days for 7th and 8th grade SPPS cheerleaders.

### ***Shorts, Capris (may be worn in the months of August, September, May, and June)***

- One solid color of NAVY, BLACK, OR KHAKI
- Short shorts, biking shorts, gym shorts, cut-offs, or blue jean shorts or Capris are not permitted. Shorts may not be layered and need to be fingertip length or longer.
- When a class is in charge of the liturgy, they are to change into shorts or Capris after Mass. This also applies to members of the choir.

### ***Shoes***

- All tennis shoes, dress shoes, or sandals must have full back or a strap around the back.
- Hosiery, leggings, or tights can be worn when wearing a skirt, skort, or jumper. They must be a single solid color or white, green, black, tan, or navy.
- Socks must be worn with tennis shoes and need to be in good repair. All socks should be modest in nature and should not be distracting to the classroom environment. It is of the teacher's discretion to determine if socks are distracting to their classroom environment.

### ***Boys Guideline's***

- Body piercing is not to be visible during school hours. Hair should be clean, well-groomed, and cut above the eyebrow and should not interfere with their vision.
- Boys must be clean shaven.

### ***Girls Guideline's***

- Only ear piercing may be visible during school hours.
- Hair should be clean, well-groomed, and should not interfere with their vision.

**The dress code has been established to reflect the solid Christian principles of Sts. Peter and Paul Catholic School. We thank parents for assisting us in enforcing these standards for our students.**

### **Policy Statement on Gender-Related Matters**

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created<sup>1</sup>, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - i. What is the specific request of the adult, student and/or parent(s)/guardian?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

<sup>1</sup> Pope Francis, *Amoris Laetitia* 56.

### **Catechesis Regarding Human Dignity and Gender-Related Matters**

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are<sup>1</sup>. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth<sup>2</sup>. Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality.

It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit<sup>3</sup>.

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

<sup>1</sup> *Gaudium et Spes* 27.

<sup>2</sup> Pope Francis, *Amoris Laetitia* 285.

## **Pastoral Care Guidelines**

Recalling that each moment when a person or persons come to the Church—regardless of reason—is an opportunity to provide pastoral care and to evangelize, an opportunity to introduce (or reintroduce) them to Jesus Christ, who is the way, the truth, and the life, these following general guidelines have been developed as a means to help us assist others with their needs and concerns.

These guidelines are general insofar as it can apply to many different people and scenarios. Because of this generality, it would be impractical to provide a specific answer for each and every pastoral possibility or variation. The guideline includes suggestions and reminders on how to approach a situation when presented by a person who is actively engaging or pursuing a lifestyle contrary to Catholic teaching. Examples of this include, but are not limited to: those engaging in a sexual relationship that is not in harmony with the teachings of the Church (same sex relationships; marriages that cannot be recognized by the Church; non-marital heterosexual relationships, such as premarital and extramarital cohabitation; and those persons desiring to be identified in a manner inconsistent with their biological sex).

1. Welcome and thank the individual(s) for expressing an interest in the Church and her apostolates.
  
2. Ascertain what the person(s) is(are) seeking:
  - i. Reception of a sacrament
  - ii. Use or rental of parish or school property
  - iii. Admission to school, religious education program, or parish/institution-related activity.
  - iv. Involvement in parish ministry
  
3. Ask for other pertinent details regarding what it is the person(s) is(are) asking, for example:
  - i. Are you a member of the parish; do you have children in the school?
  - ii. Where is the wedding being held? What are the names of the parties to be married?
  - iii. Who is celebrating the anniversary? Are they Catholic; were they married in the Church?
  - iv. Who are the parents/guardians of the child?
  - v. What charity or for what purpose are you raising funds?

4. If something in the answer given or conversation suggests the person(s) is(are) not pursuing a lifestyle that is in accord with Church teaching, the matter should be referred to the pastor or pastoral leader.

5. The pastor or pastoral leader should meet with the person(s), listen to the person(s)'s story, and discover where the person(s) is(are) spiritually at the moment. With all pastoral charity, inquire if the person(s) is(are) living in a manner consistent with the teachings of the Church. Then, invite the person(s) into a deeper life in Christ. This moment becomes the opportunity to ask how the Church can possibly help. Perhaps this would include assistance with the convalidation or sanation of a marriage or inviting them to celebrate their wedding in the Church (or even to be prepared and celebrate the marriage with a dispensation from the canonical form of marriage). Perhaps this would include (re)introducing the person(s) to the Courage apostolate. In all situations, this is an opportunity to present, in a clear and pastoral fashion, the teachings of the Church (see Catechesis on Human Dignity and Gender-Related Matters), to evangelize, and to encourage all persons we encounter.

6. The catechetical exhibit then logically leads to sharing the policy statement of the diocese. Perhaps, from the pastoral discussion, the pastor or pastoral leader may determine that the Church is able to assist in and perhaps fulfill the person(s) request of the Church. If the Church is not able to assist, she has provided the opportunity for the person(s) to meet a caring person from the Church who has taken an interest in the person(s), has helped the person(s) to understand Catholic teaching, and has invited the person(s) into a deeper relationship with Jesus Christ, to share in his truth and in the life of the Church.

7. At the end of the encounter, the person(s) should be both invited into the life and truth of Christ and his Church, and thanked for their understanding.

8. If the pastor, pastoral leader or school administrator requires assistance or guidance beyond what is provided in this document, please contact the Office of Marriage and Family Life in the Diocese of Toledo.

**Handbook Acknowledgement Page**

I have received a copy of Saints Peter & Paul School Handbook. I acknowledge that I have read and reviewed the Handbook. I understand the policies and procedures of the Handbook, and I agree to adhere to these policies and regulations. I further understand that Saints Peter & Paul School has the right to change, modify, and/or revise any of the policies set forth in this Handbook at any time.

\_\_\_\_\_  
Print Full Legal Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date