

STUDENT/PARENT HANDBOOK

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INTRODUCTION

This handbook has been prepared to provide information for parents and students regarding the operating philosophy and procedures at St. Francis de Sales. As parents, you are the primary educators of your children. It is the partnership between home and school that promotes the success of students in their spiritual and academic formation. Parents are the first educators and teachers shares in this goal of formation. Teachers, professional educated in psychology, pedagogy, and developmental milestones, are an integral part of this mission.

The school, as an extension of the parish, can be one of the first experiences with Christ outside of their family. The treatment, respect, and cooperation that parents, teachers and administrators exhibit amongst themselves should be modeled on this Christian framework. Just as Christ welcomed children, the community embraces and expects the treatment, respect, and cooperation of and by the students.

Parental attitudes towards the parish school and the respect for the faculty and staff are absorbed by and reflected through children. Just as parents are teachers of the faith, they are also models of mutual respect to authority, other families, and the dignity of the individual.

It is our intention that this handbook will help to develop cooperation between home and school. We ask that you review this handbook **with your children** to help them understand the goal and intent.

Mission Statement

St. Francis de Sales Elementary School is a Roman Catholic school operated by St. Francis de Sales Parish in the Archdiocese of Cincinnati. The staff of St. Francis de Sales is committed to the spiritual, intellectual, physical, emotional and social growth of each student. St. Francis de Sales School strives for academic excellence in an environment permeated with Catholic values. The School endeavors to prepare each student to confidently meet the challenges of the future and to live out the Gospel message in service to the Church and the civic community.

Statement of Beliefs

Working in partnership with the parish of St. Francis de Sales and the parents of our students, we, as a school, endeavor to bring about the spiritual, moral, and educational growth of the students. St. Francis de Sales School seeks to bring about a climate where all can experience Christ.

- We believe that all the parents are the primary educators of their children who entrust their children to us.
- We believe that the teaching of religion is of prime importance.
- We believe that each child is unique in the eyes of God.
- We believe that we are called to prepare students to be active contributing members of the Catholic Church and the world community.
- We believe in educating the whole child.

- We believe in encouraging, directing, and assisting children in the development of self-discipline and responsibility.
- We believe that students should be encouraged to use their talents and gifts for the benefit of all.

Catholic Identity

Liturgical celebrations are a very important part of the school week. The liturgies are planned by the teachers and students and are for growth and spiritual development of the entire school community. Students are required to enter church in a reverent manner. Parents and family members are always invited to attend these celebrations. Please refrain from taking pictures or video taping during Mass. School liturgies are usually scheduled on Wednesdays at 9:00 a.m. Sunday liturgy participation is expected from the St. Francis de Sales parents/guardians and students.

Religious Education Program

The Religious Education Program at St. Francis de Sales School is based on a philosophy of Catholic Christian Life. The teachers, parents/guardians, and students work hand-in-hand to live a life of Christian faith, hope, and love. The parents/guardians are the primary religious educators of their children. With parents/guardians and teachers building a foundation of positive religious attitudes, the students can establish a deep personal relationship with God.

The religion program is designed to provide quality education in a daily, Catholic atmosphere. The doctrines, beliefs, oral teachings, and the heritage of the Catholic Church are taught in ways designed to best help today's students. The program presents and emphasizes teachings at the proper age levels according to the curriculum guidelines of the Archdiocese of Cincinnati.

To help build the Catholic Christian community, all students in grades K - 8 attend weekly liturgies. Students are actively involved in planning and participating in liturgies. Parents/guardians are strongly encouraged to attend these celebrations as a witness to the importance of the liturgy and as a support to their child. The Sacrament of Reconciliation is available during class time at various times during the school year. Parents/guardians are invited to attend the parish-wide services offered during Advent and Lent with the entire family.

The following sacraments are received for the first time in each of the corresponding grades:

- Reconciliation – Grade 2
- First Communion – Grade 2
- Confirmation – Grade 8
- Christian community is established as an important part of our life. We observe the Church seasons, holy days, sacramental preparation, vocation and mission awareness, and daily prayer.

Faith Formation

Parents have unique calling to be responsible for the spiritual development of their children. The uniqueness of a Catholic parochial school is in its explicit charge to support, complement and reinforce this role of parents. Christian values permeate all that we do and are a critical element of the total curriculum. This is made evident by the community services in the school and parish settings. Students participate in Morning Prayer, Adoration of the Blessed Sacrament, praying the rosary, reconciliation, Stations of the Cross and weekly celebration of the Eucharist in school Mass.

We encourage parents to support their child with more opportunities for reconciliation, Sunday Mass, and other parish community experiences. Religious instruction takes place multiple times a week as part of our academic core. This instruction has unique variations as they progress through the grades and sacrament formation.

ADMISSIONS

First and foremost, St. Francis de Sales School is established to serve the St. Francis de Sales Parish community. However, our school does not discriminate based on race, sex, color, religion, or national origin.

1. Kindergarten

St. Francis de Sales welcomes children who are five years old on or before September 30th of the current school year, if deemed to be ready through the universal screening process (the Kindergarten Diagnostic Instrument and parent interview).

Priority List:

- a.) Children of active parishioners who have siblings presently enrolled in our school.
- b.) Children from families of active parishioners whose older siblings attended St. Francis de Sales.
- c.) Children of active parishioners who do not have siblings present attending the school.
- d.) Children of non-parishioners who do have siblings present in the school.
- e.) Children of non-parishioners who do not have siblings presently enrolled in the school.

Preliminary acceptance letters, based on the above criteria, will be issued on or before March 15, presuming all fees, participation forms and tuition agreements are completed. After that date, each registration will be considered independently.

2. First through Eighth Grade

Students enrolling in First through Eighth Grade will participate in a universal screening process (entrance assessment in Reading and Mathematics, review of previous school academic record and parent interview).

Priority List:

- a.) Children of active parishioners who have siblings presently enrolled in our school.
- b.) Children from families of active parishioners whose older siblings attended St. Francis de Sales.
- c.) Children of active parishioners who do not have siblings present attending the school.
- d.) Children of non-parishioners who do have siblings present in the school.
- e.) Children of non-parishioners who do not have siblings presently enrolled in the school.

Acceptance letters, based on the above criteria, will be issued on or before April 1, presuming all fees, participation forms and tuition agreements are completed. After that date, each registration will be considered independently.

Registration

Registration for the next school year begins February 1st with fees and paperwork being turned in completely by March 1st. New Student Registration starts on February 1st and is on going through April 15th. An Acceptance letter will be sent to new Kindergarten students on or before March 15th for those current on paperwork and fees. New students entering First through Eighth Grade, current on paperwork and fees, will receive their acceptance letters on or before April 1st.

New Students

A student new to St. Francis de Sales School will be subject to a probationary period of one trimester. The purpose of this time period is to determine if our academic program and environment will allow the new student to succeed and reach his or her full potential. Tuition will be prorated if a refund is necessary.

Universal Screening Process

All incoming students must complete their grade level specific Universal Screening Process. The intention is to be sure that students and families fully understand the commitment being made to attend St. Francis de Sales and that students will be successful in our rigorous academic program.

Incoming Kindergarten students must meet the age requirement, participate in the Kindergarten Diagnostic Instrument assessment, and complete a parent interview.

New students entering First through Eighth Grades must take the Reading and Mathematics Screening tool and score greater than 10% points below class median NPR of that grade level peer group. For example, the present day second grade students are performing at a median NPR of 64thile, incoming students would need to score at or better than the 54thile.

Parent Interviews are intended to communicate both the nature of the school's academic expectations as well as our requirement for parents to participate in volunteer hours to support student activities and programs that impact the students.

Math Content Acceleration for the Upper Grades

At times, however rare, students may demonstrate that they are not only doing well in our rigorous curriculum but are thriving and may be prepared to work at the next grade level. There are many conversations surrounding this decision, which is ultimately made by the Principal, they include but are not limited too; skill mastery, sustained high levels of mastery on standardized test assessments in the 98th and 99th percentile (Iowa and STAR), maturity and ability to maintain total workload.

A record release is required for all incoming students and records need to be reviewed in their entirety prior to acceptance letters being issued.

Non-Discrimination Policy

St Francis de Sales School admits students of any sex, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on sex, race, color, national or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs, and/or in hiring faculty and staff.

Class Size

Class size is targeted at 25 students per homeroom for grades Kindergarten through Eighth Grades. The Principal, in consultation with the Pastor, may limit or increase class size at their discretion if there are special considerations.

School Tuition

St Francis de Sales School provides an education for its parish members and non-parish members. Applications must be completed to be eligible for assistance. All fees must be paid prior to graduation and promotion. For complete information on Tuition and Tuition Assistance please contact the Parish Business Manager.

Parents/guardians who are parishioners and unable to pay the cost of education at St Francis de Sales School may apply for **financial aid** by contacting the school for the FACTS website with code 16615. Deadline for application is April 15 for the upcoming year. Late applications are considered on a case-by-case situation. The Archdiocesan Tuition Assistance Program has a deadline of January 31st of the year prior to implementation.

Tuition is monitored monthly. **Delinquent tuition** is unacceptable. Late payments may incur a late fee and requires notification to the principal. All tuition must be current by the close of each quarter. Families with delinquent tuition at the time of Christmas break may not be permitted to send their children to St Francis de Sales School, when school

resumes in January, until their account is current. Delinquent tuition after April 30 removes your child from the school roster for the following school year until account is current and space permitting. Report cards will be held if your account is not current.

Withdrawal/ Re-Admission

Families withdrawing a child/children from St Francis de Sales School should inform the school office in writing as soon as possible. This allows time to notify the teachers who can provide positive closure for the children at the appropriate time. The school will inform the business office and make arrangements for records to be transferred.

So that St Francis de Sales School can release records, the school office must receive a release form, signed by the parent(s). All pertinent records, including health records, will be released after all forms; payments, exit interview and pertinent information have been addressed. It is the goal of St Francis de Sales School to make the exit process as collaborative as possible.

Working in partnership with parents and the community, St Francis de Sales School strives to meet the developing spiritual, moral, social, and intellectual needs of each student. There are times when, for a variety of reasons, parents may begin to feel that a different educational program is more desirable. Changing schools can have a serious impact on a child's progress, and for this reason it is hoped that before parents come to the decision to remove a child from the school, they have been in discussion with the teachers and the administration and have explored a variety of accommodations and options.

Families who have left the school, other than for a move from the area, who later decide to seek re-enrollment are invited to meet with the school's administration. Parents will be asked to complete a questionnaire, which will serve as the basis for discussions regarding availability and other concerns. In most cases, students will be readmitted in accordance with the admission policies as stated in the **ADMISSION POLICIES/REGISTRATION** section of this Handbook.

If a student or his/her parent or guardian behaves in ways that hinder the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St Francis de Sales School is not the appropriate educational environment for that child. These behaviors include, but are not limited to:

1. Lack of respect for the school's mission, programs and activities.
2. Lack of respect for school employees; hindering them from discharging their duties, and
3. Lack of respect for school/parish property.

STUDENT CODE OF CONDUCT

The belief statements of St. Francis de Sales School states that children have divinely given rights, among them the right to be educated. In keeping with this statement, the student's role in discipline is one of respecting that right along with the rights of others – the teacher's right to teach and the other students' right to learn.

Effective discipline, aimed toward growth, respect, service, and self-discipline, is viewed as the parents' role, and begins at home. The teachers' role is viewed as one of supporting this, working to include, and develop other dimensions such as service to others.

General School Regulations for Student Conduct

Students are expected to be respectful of the educational environment, the rights of others in that environment, to develop self-discipline and to reflect the values taught at home and at St. Francis de Sales School. These standards extend to all phases of school activity. Disciplinary matters and decisions are made by the Principal.

In Church – Students should recognize that the church is a place of worship and that people act reverently there. All students attend and participate in designated religious functions.

In the Classroom – Students are expected to contribute to the proper learning environment through active participation, responsibility in completing assignments, following the classroom rules, respecting teachers, aides, volunteers, and other students.

In the Cafeteria – Lunch is a time for students to relax and socially interact. Students are expected to be respectful and friendly toward all classmates, volunteers, and staff members, and to use acceptable table manners and quiet voices. They should accept responsibility for the cleanliness of the area in which they eat.

On the Playground – Students will use the time at recess for relaxation and being with their classmates. Students are expected to follow the rules and expectations of their grade and playground monitor.

In the Hallways and Restrooms – Students are expected to show courtesy and respect to one another. They are not to loiter in these areas. **Students should help to keep these common areas clean and in working order.**

Respect - Respect for human dignity is a cornerstone of Catholic teaching and is expected from every person in every encounter whether it be child or adult. The courteous interchange between adults and students must be modeled in all forms and interactions.

Detentions

Prior to detentions being issued, classroom teachers provide warnings and communicate with parents regarding student behavior. At times, students behavior develops into patterns that are disrupting their own and others education. When this takes place detentions will be issued via a slip that needs to be signed and returned to school the next school day. The time and date will be determined by the teacher and it is the

responsibility of the parent to arrange for transportation. Should the behaviors continue despite detentions students will be issued demerits.

Students who receive more than two detentions in any quarter may lose the ability to attend and participate in field trips and special activities.

Detentions may be issued for the following (not comprehensive)

1. Persistent dress code violations
2. Persistent Gum chewing
3. Inappropriate playground, cafeteria, church or bus behavior.
4. Disrupting class.
5. Persistent missing homework.

Demerits

Demerits may be issued for cumulative detentions, or for serious and/or chronic offenses. A student who receives a demerit(s) during any one quarter may not earn honor roll status during that quarter. Students who receive a demerit may lose the privilege of being able to attend and participate in enrichment activities such as field trips and special activities. Demerits may be issued for the following (not comprehensive)

1. Harassment and Bullying; physical, verbal, sexual etc.
2. Academic dishonest; forgery, plagiarism, cheating etc.
3. Physical or verbal abuse and/or threats of abuse towards a student or staff member.

Bullying Policy

St Francis de Sales School has elected to use Ohio Revised Code, section 3313.666 as a model for its Bullying Policy. This policy includes the litmus test for defining bullying, a reporting mechanism, implementation of a staff and volunteer reporting requirement, parent notification standard, procedures for responding and investigating, strategies for protecting a victim from additional bullying and retaliation, and lastly a disciplinary procedure for those found guilty of bullying a student.

Bullying Defined

The law defines “harassment, intimidation, or bullying” to be any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior:

- causes mental or physical harm, and
- is sufficiently severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Bullying, as defined previously, can take place in a variety of areas. These areas can include but are not limited to: school, home, sporting events, practices, social networking sites, mobile device communication, etc.

Reporting Events to School - Archdiocesan Policy Manual 406.05

Parents have the right, ability, and obligation to report what they interpret as bullying to the teacher and administration. You should maintain a record of your communication with the school; the school will do the same. The school administration and affected family will work together to develop action steps to address the problem. Any student may also ask their parent to contact the school or contact a teacher, staff member or the Administration to report a bullying. Many times a student is a witness to bullying behaviors and can be a force for change.

School Staff Reporting

All school employees, faculty, and staff are required to report, in writing, any allegations of bullying or violations of this Policy involving students to the Principal. Failure to report will result in disciplinary action.

Parent Notification

If and when the school suspects or receives a report of bullying, the Principal will contact the affected families. It is the school's objective to have united effort; school and home, staff and student to address and resolve incidents of suspected bullying in school. The administration's intent is to have a clear line of communication so as to develop strategies that work towards solving incidents of bullying and a Christian culture.

Responding and Investigating

When an incident of suspected bullying is presented to the administration, the following will occur.

- Use of the previously stated definition to determine if bullying is occurring.
- Protect the child/victim's anonymity.
- If it is found to be bullying, the administration and/or appointed designee will conduct an investigation. The strategies of the investigation may include, but not limited to: parent/school discussions, supervised interviews with victim, collection of anecdotal data (stories, interviews, etc.).
- Develop strategies to protect the child from additional bullying and/or retaliation.

Protecting Anonymity

When an incident of suspected bullying has been shared with the administration, the school will implement strong measures to maintain confidentiality of the victim's identity. Despite the odds that this may cause challenges for an investigation, it is of the utmost importance to the administration, staff and general school community. The goal of anonymity is to protect all children from further bullying and/or retaliation.

Discipline

If at the conclusion of a given investigation, the suspected child is found guilty of bullying, appropriate measures will be taken. Discipline at St. Francis de Sales School is rooted in the Gospel, and it is the goal of the administration to end bullying and help those found guilty to no longer be a bully. This will be done through a collection of: behavior contracts, school/pastoral/outside counseling, school and service projects and frequent and regular check-ins with student, family, administration. If in the event the bully relapses into negative behaviors the administration has the authority to choose to re-initiate the above strategies, implement school suspension or expulsion.

Sexual Harassment

St. Francis de Sales School does not tolerate harassment of students or adults, including sexual harassment. If a complaint is registered, the school will follow the guidelines listed in the Archdiocesan Decree on Child Protection and its own policies and discipline procedures after investigating the incident. Consequences are in proportion to the seriousness of the offense. False complaints will be subject to disciplinary action. Harassment includes, but is not limited to, language and gestures of an offensive sexual nature, inappropriate touching, and the possession of, or the creation of, offensive printed material.

Suspension

The Principal will determine the length of the suspension. Parents will receive a written notification. A conference is required, in person or over the phone, for re-admittance. A student is placed on probation should he/she receive a second in-school suspension and may be a candidate for expulsion.

Out-of-school suspension will take place for just cause. The Principal will determine the length of the suspension. Parents will receive written notification and a conference is required, in person or over the phone, for readmittance. The student may be placed on probation at that time.

Demerit Based Suspension/Expulsion

1. Upon issuance of the third demerit, the student will be suspended (in-school or out-of-school) for a period of one day. Zeros will be recorded for all work.
2. Upon issuance of the fourth demerit, the student will be suspended (in-school or out-of-school) for a period of two days. Zeros will be recorded for all work.
3. Upon issuance of the fifth demerit, the school administration and faculty will meet to determine student status. They will either recommend a mandated behavioral modification plan, alternative education plan, or expulsion.
The Principal will make the final decision.

Probation

A student may be placed on probation either as a condition for beginning the school year or during the school year.

- When a student on probation has a detention free grading period, his/her probationary status may be removed.
- If a student on probation has any detentions during a trimester, his/her probation period will be continued for another trimester.
- Any student can be placed back on probation at any time during the school year at the discretion of the Principal.
- A student that receives a suspension, whether in or out of school, will be asked to withdraw and/or expelled.

Expulsion

A student who has been expelled from St Francis de Sales School will not be re-admitted. The school may expel a student by following the process for expulsion by the Archdiocesan Commission on Education Policies. Students that are expelled from the school are not eligible for a tuition refund.

Misconduct Warranting Suspension/Expulsion (This list is not exhaustive)

- Possession of weapon, real or otherwise, or the use of any object as a weapon.
- Possessing, handling, transmitting, concealing, or using explosive devices or substances, which could be used as explosives including fireworks.
- Destroying or marring property, whether school or personal. Any student found directly responsible for any damage is responsible for payment of repair or replacement of the damaged object.
- Leaving the school grounds without permission.
- Smoking, chewing tobacco, drinking alcohol, using drugs, and/or possessing any of these substances.
- Arson
- Sexual assault or harassment, including unsolicited language, touching, or innuendo of a sexual nature, not necessarily repetitive.

Student Property Inspection

The Principal may inspect any student's property at any time for any reason without prior notice as a condition to bringing them onto or taking them from school premises. This property includes, but is not limited to: desk, computers, packages, lunch container, backpacks, duffel bags, book bags, purses, and pockets. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance of the school. Refusal to consent may result in disciplinary action up to and including expulsion, even for a first refusal.

Guidelines for these procedures are:

1. Another staff member should be present in any search of property.
2. The student will be required to unlock any electronic device including passcodes.
3. The confiscated item would be put into a separate container or bag. The student would sign a statement that states where the item(s) were found. The item(s) will then be taken to the office and parents will be notified.

Enforcement of Discipline

The policies of this handbook are not limited to actions or behaviors on school premises or at school functions. The school reserves the right to enforce the policies contained herein for student action and/or behavior not occurring on school grounds or a school functions.

Substance Abuse

St Francis de Sales School does not permit student use of tobacco, alcohol, or other drugs at any time or in any context, other than the proper administration of medication as requested by a child's parent and physician.

If a student or his/her parent/guardian recognizes that there is a problem and brings it to the attention of a teacher or an administrator of the school, every effort will be made to assist in the solution to the problem. The student remains a student in good standing during this process, and information will be kept as confidential as is reasonable.

If a student violates the policies as stated below, he/she has committed a disciplinary infraction and is subject to severe disciplinary action.

School policies regarding these three possibilities are:

1. First offenders found in possession of a controlled substance, depending upon what the substance is, will be given detention(s), suspended, or have a similar penalty imposed. In some cases the police will be contacted.
2. Those found to be using a controlled substance (a second category), for the first time will be handled in a similar manner as first offenders found in possession, except that beyond detention(s) or suspension, the person will be required to participate in one or more education programs, such as:
 - a. Counseling sessions or educational sessions for approximately nine weeks. Parents should be present at some of these sessions.
 - b. Application to and participation in a family-counseling program, usually at a local mental health agency, or the local Catholic social service agency. There should be active participation by parents.
 - c. Counseling sessions from a private source, such as a psychiatrist, psychologist, or some agency person trained in this area, for a length of time determined by the professional person and agreed upon by the school. Parents should actively participate. In all of these programs, the school will require documentation that the student and family have received the services. The school will work in

close alliance with these programs. However, in certain circumstances, the principal or assistant principal may determine that a student be withdrawn.

- d. For those trafficking in illegal substances, even for one offense, serious consideration will be given to expulsion, and it is a likely consequence.

In the three categories listed here, a second offense for use, possession, and/or trafficking could mean automatic expulsion. The administration shall make that determination.

DRESS CODE

St. Francis de Sales School enforces a dress code for both girls and boys in order that all of our students come appropriately attired for school. Students are expected to dress in a manner that indicates that they are engaged in a serious business— education. It is our desire that the dress code be focused on uniformity and also be cost effective for the parents.

GIRLS: K to 3

SHIRTS: white knit polo, long or short sleeve, no emblems, with or without school logo, any supplier; Navy Blue polo, long or short sleeve, must have school logo. Buttons must be the color of the shirt. Plain white t- shirt or undershirt may be worn under the uniform polo.

SWEATER: (Optional) Navy uniform style long sleeve cardigan, crew or V neck pullover from any uniform supplier. Plain style only, no ruffles, cable, adornments, etc. No hoods or zippers. This must be worn with the uniform shirt.

NAVY PULLOVER: ¼ zip or full zip - must have St. Francis logo. Available from Uniform vendor and other uniform suppliers.

PLAID JUMPER*: Plaid #57, style #194 (drop waist) available from the uniform vendor. Shorts must extend between the fingertips and knee.

SHORTS: Khaki (tan) in color, available from any uniform supplier, dressy style and fabric, e.g. polyester/cotton twill. Must be plain style. No cargos, rivets outside pockets or loops. Shorts must extend between the fingertips and knee. Shorts may only be worn during the first and fourth quarters.

LEGGINGS: plain, white or navy (must cover complete leg) or tights may be worn with the jumper. Must be plain with no ruffles, adornments, etc. No sweatpants.

SLACKS: Khaki (tan) pants available from any uniform supplier. Must be straight leg uniform style, dressy style and fabric e.g. polyester, cotton, twill. No flare, boot cut, knit, cord, cargo, spandex or stretch styles. No “skinny” style. No rivets or outside pockets. A sample is available in office.

SOCKS: solid white, black, or navy; must be visible above shoes at all times.

GIRLS 4 TO 8:

SHIRTS: white knit polo with 2 or 3 buttons, long or short sleeve, no emblems, with or without school logo, any supplier; Navy Blue polo, long or short sleeve, must have school logo. Buttons must be the color of the shirt. Plain white t-shirt or undershirt may be worn under the uniform polo.

SWEATER: (Optional) Navy uniform style long sleeve cardigan, crew or V neck pullover from any uniform supplier. Plain style only, no ruffles, cable, adornments, etc. No hoods or zippers. This must be worn with the uniform shirt.

NAVY PULLOVER: ¼ zip or full zip- must have St. Francis logo. Available from Uniform vendor and other suppliers.

PLAID SKIRTS*: Kick pleat, plaid #57, style #134 available from uniform and other suppliers. Shorts must extend between the fingertips and knee.

SHORTS: Khaki (tan) in color, available from any uniform supplier, dressy style and fabric, e.g. polyester/cotton twill. Must be plain style. No cargos, rivets outside pockets or loops. Shorts must extend between the fingertips and knee. Shorts may only be worn during the first and fourth quarters.

LEGGINGS: plain, white or navy (must cover complete leg) or tights may be worn with the skirt. Must be plain with no ruffles, adornments, etc. No sweatpants.

SLACKS: Khaki (tan) pants available from any uniform supplier. Must be straight leg uniform style, dressy style and fabric e.g. polyester, cotton, twill. No flared, boot cut, knit, cord, cargo, spandex or stretch styles. No “skinny” style. No rivets or outside pockets. A sample is available in the office.

SOCKS: solid white, black, or navy; must be visible above shoes at all times

***Modest length will be measured 3 inches below the fingertips. No skirt is to be rolled up.**

BOYS K TO 8:

SHIRTS: white knit polo with 2 or 3 buttons, long or short sleeve, no emblems, with or without school logo, any supplier; Navy Blue polo, long or short sleeve, must have school logo. Buttons must be the color of the shirt. Plain white t-shirt or undershirt may be worn under the uniform polo.

SWEATER: (Optional) Navy uniform style long sleeve cardigan, crew or V neck pullover from any uniform supplier. Plain style only, no ruffles, cable, adornments, etc. No hoods or zippers. This must be worn with the uniform shirt.

NAVY PULLOVER: ¼ zip or full zip- must have St. Francis logo. Available from uniform vendor or other suppliers.

SHORTS: Khaki (tan) in color, available from any uniform supplier, dressy style and fabric, e.g. polyester/cotton/twill. Must be plain style. No cargos, rivets, outside pockets or loops. Shorts must extend between the fingertips and knee.

Shorts may only be worn during the first and fourth quarters.

SLACKS: Khaki (tan) pants available from any uniform supplier. Must be straight leg uniform style, dressy style and fabric e.g. polyester, cotton, twill. No flared, boot cut, knit, cord, cargo, spandex or stretch styles. No rivets or outside pockets. A sample is available in the office.

SOCKS: solid white, black, or navy; must be visible above shoes at all times.

ACCESSORIES: GIRLS ONLY

HEADBANDS/ HAIR ITEMS- must be plain, simple (not wider than $\frac{3}{4}$ inch) and match plaid or uniform colors.

EARRINGS- may wear stud-style earrings that lay against the earlobe, one earring per ear.

ACCESSORIES: BOYS AND GIRLS: ALL GRADES

BELT: if worn, must be a brown dress belt

SHOES: dress shoes or gym shoes. Shoes must totally enclose the foot (no sandals, boots, clogs, or shoes with open toes or backs. Shoes must not mark the floor.

JEWELRY- students may wear one simple band type ring, a watch, and/or a simple single strand necklace with the pendant smaller than one inch diameter. No ankle bracelets. Students who do not follow the necklace/jewelry guidelines will forfeit the opportunity to wear jewelry for the remainder of the school year. All jewelry must be in good taste as seen by the teacher or administration.

GENERAL GUIDELINES:

- All clothing is to be clean and in good condition- not worn, faded, torn, or frayed.
- Clothing must fit appropriately- not be form fitting, too tight or too loose.
- Pants must be long enough to cover the ankle, not drag on the floor when walking, and must be worn at the waist.
- Shirts must be tucked in at all times.
- Sweaters and fleece must be worn with the uniform shirt.
- Shoes must not mark the floor.
- Socks are to be worn at all times.
- No make-up, including lip gloss, mascara, face powder or foundation, eyeliner, or nail polish.
- Hairstyles are to be neat and clean, and in no extreme style. Definition of “extreme” will be defined by the teacher/principal. Students are not permitted to dye or highlight their hair. Hair must be out of the sight lines at all times.
- The St. Francis de Sales logo is required on the navy blue shirt and the pullover.
- The school administration reserves the right to amend/clarify this policy as needed.
- Girl students are permitted to wear gym shorts or bicycle shorts under their skirts for modesty at any time.

SPIRIT DAYS (OUT-OF-UNIFORM EVENTS)

Periodically throughout the school year, Spirit Day will be announced. On Spirit Days, students may wear items of the school colors (blue and gold) or items with the school name. Students will be permitted to wear jeans. Occasionally these events will have special circumstances attached and may not extend to the entire student population. Special guidelines for these days will be explained at that time.

GYM DAYS

The school does not require a gym uniform at this time. Girl students are permitted to wear gym shorts or bicycle shorts under their skirts for modesty at any time. Gym shoes must be worn.

OUT OF UNIFORM DAYS

Students are expected to follow the spirit of the dress code on out of uniform days. Students attire must reflect Christian attitudes and all garments must have sleeves and be knee length. Clothing promoting violence, drugs, alcohol, tobacco or of a sexual nature are not permitted. Students must follow the above rules regarding shoes and must wear socks or stockings on out of uniform days.

Failure to follow the dress code will result in negative consequences for the student. These include calling parents to bring the proper uniform items to school, loss of recess time, extra written work, and after school detention.

ACADEMICS

Report Cards

Report cards are sent home 4 times per year.

Kindergarten: The kindergarten report card focuses on developmental tasks since that is the purpose and function of kindergarten.

Primary students are basically learning to read, while those in grades 4 and up are reading to learn. This constitutes a major shift in instruction, and in the intellectual responses required of students. Grades used in the primary years to indicate the student's ability to master the learning-to-read skills mean something altogether different when reporting reading-to-learn skills. In order to eliminate some of this confusion, the report cards use two different systems of reporting progress in the primary grades and the intermediate/upper grades.

Grades K - 3:

- O - outstanding
- S+ - strong progress
- S - satisfactory
- N - needs time/experience/improvement
- U - unsatisfactory

Grades 4 - 8:

- A - 93-100%
- B - 85- 92%
- C - 77- 84%
- D - 70- 76%
- F - below 70%

Conduct - G - Good

S - Satisfactory

N - Needs Improvement

Subject to change based on implementation of standards based report card.

General

1. Retention, summer school, or placement may be considered for any student whose absences/tardies during one school year exceed twenty (20) days. Absences/tardies more than 20 days (per academic subject) will be acceptable only with a doctor's written verification of illness.
2. Parents/guardians of students who are experiencing academic difficulty will be notified at the end of the first semester and a mandatory conference will be held. Parents/guardians of students who are in danger of being retained will be notified by the third quarter midterm.
3. In the event that a student does not meet the requirements for the grade level, the principal will make the final decision for retention or placement in grade for the upcoming school year.

Students in Grades K - 3

Difficulty and lack of progress in these grades is often related to emotional and physical development and maturation. Each case will be considered individually, and consensus on placement will be the goal for the teacher, principal, and the parents/guardians.

Students in Grades 4 – 8

Generally, lack of progress in these grades results from either a learning disability or a lack of application, motivation and failure to do the necessary work. (Diagnosed learning disabilities are a separate case.) In order to be promoted to the next grade level, the student must demonstrate competency in meeting the subject area objective as stated in the Archdiocesan Graded Course of Study. The teachers and principal will consider the following factors in making promotion decisions:

1. The student's cumulative average in each of the following: Language Arts, Math, Science, Religion and Social Studies;
2. The student's basic skill development in reading, written expression, and math computation;

3. The student's work habits and organizational skills;
4. The student's attendance record;
5. The student's pattern of conduct, and ability to demonstrate appropriate academic stamina.

Retention, mandatory summer school, or promotion contingent on successful completion of summer school may be recommended in the case of a student whose cumulative average is 69% or below in the core courses which include: Language Arts, Math, Science, Religion and Social Studies. Failure in three or more subjects may result in retention.

Honor Roll

Students in grade 5 - 8 may earn honors based upon their report cards.

First Honors

93% - 100% average (A) in each of these areas: Religion, Science/Health, Social Studies, Math, Reading and English. A grade of C or higher in Art, Music, and Physical Education

Less than two detentions

No demerits

Second Honors

85% - 92% average or above (B) in these areas: Religion, Science/Health, Social Studies, Math, Reading and English. A grade of C or higher in Art, Music, and Physical Education

Less than two detentions

No demerits

Graduation

The St. Francis de Sales Parish, families, faculty, and students, celebrate the eighth graders' completion of the school's programs with a ceremony held usually during the last week of school. The students are honored at a special liturgy after which each receives a Certificate of Completion.

Testing

The testing program strives to improve the quality of instruction in the school. Also, tests can provide a basis for curriculum development, measure pupil progress, and indicate the quality of educational service provided by the school. St. Francis de Sales will participate in any competency based/proficiency educational assessments implemented by the Archdiocese of Cincinnati and the State of Ohio. The tentative test schedule is:

- In November, High School Placement Testing for Grade 8.
- In February, the ACRE test of Religion is administered to Grades 5 and 8.

- During March/April, in grades 2 and 5 the *COGAT Assessment* is administered; in grades 2-7 the IOWA G Test of Basic Skills is administered.
- Students identified as English Language Learners will take the OELPA test in the late winter.

Promotion/Placement/Retention

Students who have completed the course of study for a grade level and have exhibited an adequate grasp of basic skills and knowledge that gives reasonable assurance of success in the following grade level shall be promoted. The student will be promoted if he/she has successfully completed all the requirements for the present grade level and passing grades have been obtained in all subjects. In Kindergarten, and in grades 1-3, passing grades are O's and S's and in grades 4-8, passing grades are A's, B's, C's, and D's.

A student will be "placed" to the next grade level if he/she fails one major subject. Major subjects include Religion, Reading, English, Math, Social Studies, and Science/Health. The placement means that the student will be moved to the next grade only on the condition that summer school tutoring has been successfully completed. Parents will receive written notification of the placement with the stipulation that twenty (20) hours of tutoring be conducted with a certified teacher. After the tutoring has been completed, documentation needs to be submitted to the school office.

Documentation of the placement status/completion of tutoring will be placed in the student's permanent file. Tutoring can be group or one-on-one instruction. If parents do not secure the summer tutoring for their child, the student will not be permitted to return to St. Francis de Sales School for the new school year.

A student in grades 4-8 will be retained if he/she fails two or more major subjects. Major subjects include Religion, Reading, English, Math, Social Studies, and Science/Health. Parents will receive written notification of the retention; the parent will meet with their child's teacher(s) and with the school principal to discuss the retention. If the parents disagree with the school's recommendation for retention, then the student will not be permitted to enroll at St. Francis de Sales School for the following school year.

In grades K-3, students must successfully complete requirements in Math, Reading, and Language Arts in order to be promoted to the next grade. Summer tutor will be recommended for students who do not successfully complete all other subjects.

Students who have not completed the course of study for a particular grade level and have not exhibited an adequate grasp of basic skills and knowledge and thus do not give reasonable assurance of success in the forth coming grade level shall be considered for retention at the present grade level.

The school reserves the sole right to promote or retain students at a grade level. All decisions on promotion, recommendation, placement, and retention will be handled on an individual student basis with the school principal making the final decision.

COMMUNICATION

School and Home Communication

Each teacher has an e-mail address through the school and parents are encouraged to use e-mail communications with their students' teachers. Due to busy schedules, phone calls are often not the most efficient means to communicate between families and teachers. Please provide the teacher with your e-mail address and notify the teacher and office if there are any changes. Phone messages can be transferred to the individual teacher for them to pick up at the end of the day.

At St. Francis de Sales we treat one another with dignity and respect. Jesus is our model for all of our actions. At all times, both in the building, on the playground and when present at any school sponsored function, parents are expected to model behavior that reflect these expectations.

Parents and teachers are partners in the education of students. It is vital to their roles that parents and teachers speak to one another with care and concern. Negative talk about a child's teacher in front of the child destroys the partnership and hampers the student's progress at school. Some meetings related to student conduct will be held among the adults only. A positive and safe school climate is the responsibility of parents and teachers.

In the unfortunate circumstance of a court imposed restraining order, please immediately provide documentation to the school office.

Information from School

School information comes out once per week. The Crusader Chronicle, with events for the coming days of school, is released on Wednesday.

Addressing Concerns

Should a concern arise, please don't hesitate to connect with your child's teacher via email. She will make every effort to contact you within 24 hours. If you then feel the concern was not addressed satisfactorily or needs to be brought to the attention of the Principal, please call the office or email the Principal

Custody

The office needs, in writing, any information regarding custody and visitation rights. A copy of the divorce decree should be sent to the office.

This school will abide in the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parent-Teacher Conference

Parent-teacher conferences are scheduled once a year but conferences are available year round by request or parent and/or teacher. Parents/guardians are strongly encouraged to attend this conferences in order to better understand the academic achievement and social growth of their child. The faculty is available for conferences upon request. If you have a question or concern, e-mail or call the teacher and set up a conference.

If the matter is not resolved to your satisfaction, you may call the office for an appointment with the principal and the teacher.

Emergency Closings

When adverse weather conditions exist, students and parents should watch local television stations for announcements on school closings. We will follow Lebanon City Schools. A notification will be sent via Email and Social Media. *If there is some other kind of emergency situation, every effort will be made to notify parents in writing as to procedure. Every effort will be made to notify families as early as possible.* **PLEASE INFORM THE OFFICE IMMEDIATELY OF ANY CHANGE OF PHONE NUMBERS OR EMAIL ADDRESS**

Cell Phones/Phone Calls

The school phone lines are for business only. Students are discouraged from bringing a cell phone to school. However, if they do come to school, it is the student's responsibility to turn them off and leave them in their backpacks. Students may not use their cell phones during the school day nor should they use school phones without permission. Phones used or taken out of backpacks will be confiscated and must be picked up from the Principal's office by parent/guardian. Arrangements for transportation should be made with the school office.

School Office Hours

The school office is open each school day from 8:30 AM – 4:00 PM. The summer hours are amended to 9:00 AM – 2:00 PM, Monday through Friday. Please call or email ahead of time to confirm hours.

School Visitors

For the safety and welfare of students and employees, **all visitors must sign in at the school office.** If it is necessary to bring an item to a student during the school day, please clearly label it with name and homeroom, to the school office.

HEALTH AND SAFETY

Emergency Forms

An emergency medical form with parent/guardian authorization and guidance must be on file in the school office. Designated personnel will observe any student who becomes ill or has an accident. Emergency care that may be legally given will be administered. If necessary, the parent or guardian will be notified if it is deemed

best that the child leave school for further care. If the parent/guardian cannot be reached, the office will then initiate the emergency notification plan.

Student Illness

Students that are ill should be kept at home. Students must be fever and vomit free for 24 hours. This is for the good of the ill child and well-being of the school community. If you are not sure as to whether or not you should send your child to school, please consult the Absence Section of this handbook for guidance.

Immunizations

Every student at St. Francis de Sales must have proper immunizations as required by the Ohio Revised Code (Section 3313.67). By law, students should not be admitted to school unless they have the required immunizations. A fourteen-day grace period is provided. Students not in compliance will be excluded on the fifteenth-day of school until the requirement is satisfied. Students are to be excluded from school unless they have proper documentation of compliance or signed exemption form with family and physician signatures. In the event of an outbreak, unimmunized students will be exempt from school for the duration of the outbreak and until deemed safe for their return by the administration.

Required Immunizations:

DTAP/DT 3-5 doses (depending on age)

Tdap/Td

Polio 3-4 doses (depending on age)

MMR 2 doses (Measles, Mumps, Rubella)

Hepatitis B 3 doses

Varicella 2 doses (K-8),

Tdap 1 dose (7-8)

MCV4 (Meningococcal) 1 dose (7-8)

All immunizations must adhere to appropriate age and spacing when administered.

HIV and AIDS Guidelines

Archdiocesan policy stipulates that each instance of A.I.D.S. (Acquired Immune Deficiency Syndrome) or H.I.V. (Human Immunodeficiency Virus) involving a student or an employee shall be treated as strictly confidential or an individual matter. Decisions regarding the student or the employee shall take into account Christian concern and compassion, community health and wellbeing, and individual privacy and needs. Information concerning infected persons will be divulged strictly on a need-to-know basis.

Or online at: www.odh.ohio.gov

Injuries

Students who have been diagnosed with traumatic brain injuries (concussions), have casts, braces or crutches (etc.) will be required to refrain from physical participation in gym, recess, field day, field trips, travel or any other activity deemed appropriate by the administration. A note from the parent/doctor will be required before the student is cleared to participate. Discretionary activities will not be permitted. Students may go outside with their class for recess, but must restrain themselves from activity. They also have the option of playing a board game, either outside or inside on the bench. Other options may be available if arranged in advance.

Medication Policy

Whenever possible, medication should be administered at home. When medication must be administered during the school day, specific guidelines in accordance with the Ohio Revised Code (3313.73) must be followed in accordance with state and archdiocesan regulations to maintain the health and safety of your child at school.

- St. Francis de Sales will not dispense any medication to a child without an Authorization to Administer form on file. A physician and guardian signature must be present and the form is to be turned in with the medication to the school office upon arrival.
- The principal shall appoint a responsible person or persons to supervise the storing and administering of the medication in the absence of the school nurse. All medication should be kept in a secure location.
- Parents must personally deliver all prescriptions and controlled substance medications to the school nurse. Over the counter medication and prescription medication must be in the original container including name, physician, date, name of medication, dosage, directions, time of administration, and the prescription number.

Severe Food Allergies

Any student diagnosed with a severe food allergy will be offered the following options in order to provide the safest environment possible.

- A letter sent home to parents in the class requesting that no treats or snacks be sent in for the classroom with that food item or ingredient.
- A seat at the no peanut table during lunchtime.
- An option to carry an epipen with them at all times during the school day (with required paperwork).

St. Francis de Sales **does not** completely ban peanuts or nuts throughout the school.

Screenings

Each year all students in grades 2,4,6 and 8 will have their vision checked by the volunteer school nurse. Each year all students in grades 1,3 5 and 7 will have their hearing checked by the speech and hearing therapist. Each year all students in grades 6, 7 and 8 will be screened for scoliosis. The results of all these screenings will be noted in the student's health file. Each student new to the school will be screened by the speech and hearing therapist for possible placement in speech and/or hearing therapy.

Head Lice

Head lice screening is not done routinely. When one or two cases are reported, a note is sent home with the children in those grades to alert parents to check their children. If multiple cases are reported a schoolwide notification will be sent.

Lice and nits are visible to the naked eye. They are tiny, wingless, grayish-tan insects that live and breed in human hair. They move quickly, but cannot fly or jump. They are about the size of a sesame seed. The nits are pearly-white color and are firmly attached to individual strands of hair (something like dandruff, but cannot be flicked off).

When a child is found to have head lice, they will be sent home and excluded from school until treated with a pediculicide shampoo. At the school's discretion, siblings may also be screened.

Pregnancy Policy

In each case, the decision must take into account the welfare of the student involved and the common good and welfare of all of the students. Each instance will be dealt with on an individual manner.

Pandemic Flu

In the event that a pandemic health crisis emerges, St. Francis de Sales School will follow the guidance and operating principles of the Archdiocese of Cincinnati, Ohio Department of Education, Ohio Department of Health, the Ohio Governor's Office and local agencies.

EMERGENCY DRILLS

Fire Drills

Fire drills are conducted as required by state regulations. Annual inspection by local and state officials ensures that school procedures and building meet state and local fire codes. Each teacher explains the procedures for fire drills at the beginning of the school year. For the safety of all, the students must proceed in an orderly and quiet manner when evacuating the school.

Tornado Drills

Tornado drills are practiced periodically. In the event of a tornado watch the weather will be monitored. In the event of a tornado warning, students will leave of a tornado warning, students will leave their classrooms and report to their designated places, remaining until the warning has been lifted.

Shelter in Place

The school's location for shelter is in their classrooms. All students are required to remain there. When the school has been alerted that things are safe the students will be gathered with their siblings for reunification. Each student will need to be signed out by a parent/guardian or their designee as stated on the emergency contact sheet.

Please do not call the school as communication will be limited and the school may not be answering the phone. The children will not be released to anyone without written authorization.

Lockdown/Evacuation

A lockdown/evacuation plan has been implemented in the case of emergency.

Wellness Policy

St. Francis de Sales School is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

Nutrition Education:

St. Francis de Sales School will implement the health objectives relating to diet, nutrition, and exercise as stated in the Archdiocesan Graded Course of Study for Science and Health.

Teachers will be encouraged to integrate nutrition education across the curriculum in areas such as math, science, language arts, and social studies.

Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in or near the school cafeteria.

School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.

Recess or snack breaks will be scheduled for students as needed to maintain energy levels.

Physical Activity:

Students will participate in the school's physical education program.

Physical education programs will implement the objectives of the Archdiocesan Graded Course of Study for Physical Education.

Physical education will include instruction of individual activity as well as competitive and non-competitive team sports to encourage life-long physical activity.

Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

Other School-Based Activities:

The school encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.

Nutrition Guidelines for foods available during the school day:

The school lunch program will follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.

The cafeteria will evaluate products sold on the premises offering healthy alternative snacks and beverages. Drinking fountains will be available to students in the building.

LOGISTICS

Bus Service Bus service is provided by Lebanon City Schools, Franklin City Schools, Springboro Schools, Waynesville Schools, and Little Miami Schools.

For information regarding the buses, contact the following:

Lebanon transportation	934-5838
Franklin City Schools	937-743-8670
Springboro transportation	748-3960
Waynesville transportation	897-8511
Little Miami transportation	899-2941

The bus service or school reserves the right to discontinue bus service for a child who is disruptive on the bus. Children may only ride buses to the district in which they live. A waiver to do otherwise must be obtained from the non-residential district.

Students need permission from the bus company to change the bus they normally ride. Only the public school transportation department may give permission for non-riders to occasionally ride a bus to a friend's home.

The school office must be notified if a child is not going to their regular after school destination (E.G. - friend's house, library, etc.). A written note is necessary if your child is to ride home with someone other than their parent or guardian. One note at the beginning of the year with the names of persons having permission to pick up your child is sufficient. Phone calls received at dismissal time can no longer be accepted as a valid form of permission.

Absence due to Illness

Students who are running a fever (100 degrees), even if they are started on medication, must be fever-free for a full 24 hours before returning to school. In some instances, a note may be required from a physician. If a student has been vomiting, he/she must be kept home until he/she has not vomited for a full 24 hours and has no other symptoms. The student needs to regain strength and be able to retain solid food before returning to school.

Attendance

All absences must be phoned into the office each day a child is absent. The school office will contact the parents of an absent child if the parent has not called the office by 9:00 a.m. Excessive absences or tardies (20 or more a school year are considered excessive) may result in retention, summer school, or reporting to the responsible authorities. **It is mandatory that a written excuse stating the reason for the absence, signed by the parent/guardian is sent with the student upon returning to school.** Any absence, which is not followed by a written note signed by parent/guardian, will be considered

unexcused. Absences of three days may require a physician's note. All absences or tardies due to doctor's and/or dental appointments must be followed with a doctor or dentist statement.

An **UNEXCUSED** absence/tardy includes any absence or tardy not due to illness and/or exposure to a contagious disease. Upon request, absences may be excused for a limited amount of time for medical examination, emergency, or a bona fide situation, which enhances the educational or cultural growth of that student. It will be the decision of the principal and teachers whether or not the situation enhances the student's education. Teachers may not provide re-teaching, assignments, or make-up tests for unexcused absences.

Teachers will not be able to give assignments to students leaving for early dismissal. The office can take calls at any time, day or night, during regular office hours or by voice mail.

Students who are absent are required to complete missed assignments. A student who is absent due to illness will not be expected to complete schoolwork while ill. Upon returning to school, it is the responsibility of the student to find out what work must be completed. The teacher will discuss the assignments with the student upon his/her return and decide upon a completion deadline. Assignments not completed by the deadline will be treated as missing assignments.

Teachers may provide work in advance for students who will be absent due to family vacations. Teachers are not responsible for re-teaching material covered while a student is out for vacation. This becomes the responsibility of the parent/guardian. Upon the return of the student, the teacher will discuss the assignments missed and decide upon a completion deadline. Students who miss routine testing due to unexcused absences may be permitted to make-up tests.

CRUSADER CARE- Before and After School Care

St. Francis de Sales offers a Before School Care program from 7:00-8:30 a.m. After School Care is from 3:30-6:00 p.m. The Crusader Care program is organized by the Parish/School. All employees of the program have received a background check, Safe Parish verified, and are in good standing.

The employees organize activities for the students to complete while in the program.

For parents to use the program, there must be a pre-paid balance on their family's account.

ADDITIONAL SCHOOL ACTIVITIES/ITEMS

Birthday Treats

Student birthday treats may be brought to school with prior approval from the teacher. These should be simple and easy to distribute. Food brought into the school needs to be consistent with the Peanut/Food Allergy guidelines discussed in the handbook.

Invitations to events should only be distributed at school if the entire group of boys, Girls, or the entire class is invited.

Book Bags

A durable book bag is recommended for carrying items to and from school.

Cafeteria Expectations

1. Students should walk in the cafeteria and keep their hands and feet to themselves.
2. Once seated, students are to remain seated until given permission to get up or they are dismissed.
3. Students should remain seated and use inside voices while they are eating and remember to keep the volume of their voices under control.
4. Students should bring their coats to the cafeteria on inclement days.
5. Students should cleanup the area around their table before leaving the cafeteria.
6. The adult on duty will dismiss the tables.
7. Students should walk as they leave the building once they are dismissed.
8. Students should never take food from the cafeteria.
9. Students are not to save seats for another student.
10. Students will be permitted to buy snack items and seconds after they have finished eating their regular meal.

Classroom Parties

The classes celebrate some holidays. The homeroom parents will be in contact with the parents/guardians prior to these celebrations.

Field Trips

Field trips are a part of the school curriculum. Students are expected to participate. Since they occur off the school campus, parent permission is required. Field trips are a privilege, not a right, and can be forfeited by behavior. Students not going on the field trip will be assigned work to do at school.

Periodically activities that are part of the curriculum are held outside the school hours (8:45 - 3:30), e.g. Christmas program, field trips, retreats. Student attendance is **mandatory** at these activities. A parent note is required for students' absence. Students not attending for any reason will be required to do an alternative activity or assignment.

High School Release of Directory Information

St. Francis de Sales School has designated the following information (student name, address, home phone number, grade level, gender and parent email) as directory information and will release this information for students in grades 5-8 to the Archdiocesan Catholic Schools Office for distribution to the Catholic high schools unless the parent has submitted a Request to Restrict Directory Information for to the school office prior to June 1.

High School Shadowing

Opportunities exist to visit the high schools on days when we aren't in session and the high school is in session, this is the preferred way of shadowing. Appropriate paperwork and documentation is required.

Please know that if you and your 8th grade student choose to do a "shadow day" at any of the high schools and that day is also a school day for SFDS, that day will count as an *excused* absence. Our objective is to support education and a well informed decision. Should you choose to do a "shadow day", parents need to communicate this to the classroom teacher and school office in advance.

High School Recruitment

The school will release information for students in grades five through eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese for purposes of high school recruitment, unless the parent/guardian has submitted a Request to Restrict Directory Information form to the school office prior to June 1, of that given year.

Homework

Homework is assigned as an aid to the students. Assignments evolve out of the classroom experience. Students must learn to budget time and to exert themselves realistically to meet deadlines. Homework should enhance classroom learning.

At the beginning of each school year, students receive an assignment book. Students are encouraged to use this tool on a daily basis. Parents are encouraged to review it and the homework section of the student portal for thoroughness.

The amount of homework varies by grade level, the nature of the assignments, and the ability of the student. Every student is made to see that the amount of time spent is reasonable. Parents should consult with the teacher if they observe, over an extended period of time, that their child is spending an excessive amount of time on homework or if their child claims they have none.

Library

Students are given instruction in library skills. Books are checked out during the library period and are to be returned on time. All classes have the opportunity to access the library. If a book is lost or damaged, the child is responsible for its replacement.

Lost and Found

Lost clothing and articles are a continual problem. Students' names should be on **everything** they bring to school. Periodically the school will work to identify these items and any unclaimed item will be donated appropriately.

Technology

The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world...” Aetatis Novae, #2, #3; Rome, 1992.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Archdiocese of Cincinnati Office for Educational Services has provided guidelines for the use of technology in the classrooms along with specific curriculum expectations for each grade level. **Students and parents must sign an Acceptable Use Policy and work in accord with its provisions.** Students who violate these policies will be excluded from Internet access at the school along with other disciplinary actions.

Technology use at St. Francis de Sales School is curriculum driven. The software and hardware reflect the curriculum in each grade level and is used as enhancement in the classroom as well as a content area.

The following policies and restrictions apply within and outside of the boundaries of St. Francis de Sales School and carry consequences ranging from detention to expulsion dependent on the severity of the behavior.

- All students and parents read and sign the Archdiocesan “Responsible Use of Technology Agreement/Parent Permission Form” annually, promising moral and ethical use of the World Wide Web and associated applications.
- Harassment, intimidation, and bullying, which includes cyberbullying defined as “repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites” is subject to consequences and strictly enforced. Any current and future use of technologies such as sexting that can be construed as harassment, intimidating or bullying are strictly forbidden.
- When using the Internet, copyright laws are enforced; plagiarism is not permitted.
- Any electronic communications that send or display offensive messages or pictures, uses obscene language, harasses, insults or attacks others is not permitted.
- Any willful damage of computers, computer network, printers, scanners, SmartBoard, Projectors etc. is not permitted.
- Using another’s password and/or trespassing into another’s folders is not permitted.
- School administrators may review files and communications to maintain system integrity and insure that their use is limited to educational purposes. Users should not expect that laptops, files, folders, e-mail stored or connected to school servers are private.

- Appropriate student behavior is expected in the stationary and mobile lab at all times. No food or drink is permitted when using the computer.

Textbooks

All textbooks are approved by the Archdiocese of Cincinnati for use in parochial schools. Our school curriculum team reviews textbooks for each subject area at least every five years. The curriculum team is composed of subject area teachers and the principal. A list of students and the texts they have been assigned is maintained for each class. Students who lose their books will be assessed the value of the book. Students will also be charged for textbooks and library books that are defaced, marred or destroyed while in their possession. When a student withdraws from school, teachers will collect texts. Workbooks that have been written in may be retained by the student.

Volunteers

Parents are the child's first and most important teacher. The best way to show a child that a parent values education is for the parent to become involved in the school.

All families are encouraged to volunteer at the school or parish. Any volunteer activity requiring contact with children, for example: field trips, classroom volunteering, tutoring, after school activities, mentoring extra curricular sports and activities, volunteering in the school cafeteria and others as determined by the school require that the volunteer do the following before the volunteer activity:

1. Register through aocsafeenvironment.org (code: protectincy)
2. Participate in Safe Parish Training.
3. Maintain Safe Parish eligibility through on-line bulletins and a Selection.com background check.

Volunteers must be ever mindful that they are working with children. They are required to maintain the family's' right to privacy and not discuss student issues or personal matters in or outside of the school. In the event that a volunteer has a concern about a situation that occurred in the school, the matter should be brought to the attention of the principal. All volunteers must park in back of playground and enter door #1. Volunteers who do not follow these guidelines are not permitted to volunteer in the school. If you fall behind on your bulletins, your volunteer status can be suspended and you will not be able to volunteer.

EXTRACURRICULAR ACTIVITIES

Education is not limited to the classroom experience; it is derived from all opportunities that contribute in any way toward personal and social growth. It is a privilege to participate in extracurricular activities not a right or guarantee.

Robotics Club: The SFDS Robotics Team competes in the First Lego League. The Robotics team will compete at regional, state, and national competitions. The team is open to students in grades 5-8.

Servers: Girls and boys in grades 5 - 8 may become altar servers after training. Training will be announced.

Sports: Various sports are offered through the parish. These activities depend on parental involvement and are not lead by the school or its teaching staff. The following sports are offered:

All students must abide by the school rules and any additional instructions of the moderators. Any violation may result in the student being dismissed from the program or activity.

APPENDIX

Archdiocesan Gender Identity Policy

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

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

RESPONSIBLE USE OF TECHNOLOGY

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form.

The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further

governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

USER AGREEMENT / PARENT PERMISSION FORM
Both Signatures Required

- I have read the terms and conditions of the **Responsible Use of Technology Policy**
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print) _____ School _____

User Signature _____ Date _____

Grade _____

Homeroom _____

Parent / Guardian Permission Form

I have read the terms and conditions of the **Responsible Use of Technology Policy**. I am requesting that the above named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print) - _____

Parent Signature _____ Date _____

My student's name, grade, homeroom and signature appear above.

Cincinnati Catholic School Attendance Policy

HB 410 REMINDERS

- Decriminalizes truancy.
- Eliminates previous legal distinction between “Chronic Truant” and “Habitual Truant.”
Now just
“Habitual Truant.”
- Bases measure for “habitual truancy” on hours instead of days absent.
- Distinguishes between Intervention Strategies and Absence Intervention Team.
- Beginning 2017-18 school year, districts must amend board policy to include guidance for
- Staff on addressing and ameliorating student absences. The policy MUST include intervention strategies.
- School cannot suspend or expel for truancy.

ATTENDANCE MEETING SCHEDULE

Principal will monitor attendance

Scheduling weekly meetings with school secretary/attendance monitor which will include running attendance reports for these meetings to identify attendance issues and compliance timelines.

Absence Intervention plan implementation will be done at the school level. Principal will be available as a consult and support for the school.

CONVERTING DAYS TO HOURS

6 hours = approximately 1 day

Option C is capable of calculating attendance in hours/minutes

Everything will be converted to hours.

Tardies/Early Releases Rounding off to the nearest hour.

Run attendance reports to monitor tardies/early releases and review with Principal for chronic issues.

ATTENDANCE PROCEDURE STAGES

Stage 1- Excessive Absence letter

Stage 2- Absence Intervention Plan Parent Notification letter & Attendance Supervisor letter

Stage 3- Absence Intervention Team Meeting & Plan Developed / Implemented

Stage 4- Progress Monitoring for Improvement or Court Referral

STAGE #1

Summary of tasks: 1 Excessive ABS Letter & Start Attendance File

Triggering Event: 38 hours/ month OR 65 hours/ year of Excused and Unexcused Absences
[6 days in month/ 10.5 days in year]

STAGE #1 Required Actions

1. Principal or Attendance Secretary runs attendance report weekly and meets with the Principal weekly.
2. ALL students with a total of 38 hours of absences in a month (6 days in a month) or a total of 65 hours of absences for the year (10.5 days for the year) MUST have a letter mailed within 7 days of reaching the hours. This includes Excused and Unexcused absences.
3. School uses standard mail to send form letter (Notice of Excessive Absences).
4. Create an Attendance Folder for the student to be maintained in the school office. Document in Option C or in Excel Spreadsheet (when letters are sent, contacts).

STAGE #2

Summary of tasks. Absence Intervention Parent Notification Letter & Intervention Plan Meeting

Triggering Event: 30 consecutive hours, 42 hours in a month, or 72 hours/year Excused and Unexcused Absences

STAGE #2 Required Actions

1. Principal or Attendance Secretary will send Absence Intervention Notification Letter to parent/guardian.
2. Within 10 days of the triggering absence the student will be assigned to an Absence Intervention Team. (must include student, parent/guardian and school staff)
3. Within 14 days after the assignment, the team will implement, develop, and document absence intervention plan.
4. Put copies of all attendance letters and absence intervention plans in Student's attendance folder. Document contact or attempted contact in Student Management Software or in Excel Spreadsheet
5. **STAGE #3**

Progress Monitoring for Improvement or Court Referral

Triggering Event: If the student does not make progress on the plan within 61 days or continues to be excessively absent, the school will file a complaint in the juvenile court.

STAGE #3 Required Actions

Principal will monitor improvement.

1. Attendance Secretary will notify Principal if student continues to be excessively absent.
2. If court referral is made, Attendance Secretary will send Principal all documents in attendance folder as well as copies of report cards and assessments to be included in the court referral.

What Goes in Attendance Folder

Excessive Absence Letter

Absence Intervention Parent Notification Letter

Absence Intervention Plan Document including signatures of participants

COVID-19 Acknowledgement of Risks

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

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

We further acknowledge, understand, and agree that we have obligations to St. Francis de Sales School, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19. Specifically, we agree that neither student nor parent(s) will come to St. Francis de Sales School or attend any St. Francis de Sales School function in person, if in the 14 days prior to coming to St. Francis de Sales School or any St. Francis de Sales School function, student or parent(s) has had any of the following: new cough, shortness of breath, difficulty breathing, fever of 100.4 °F or higher (intermittent or constant), chills, new muscle pains or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, or gastrointestinal symptoms like nausea, vomiting, or diarrhea. This does not apply if these symptoms have been affirmatively diagnosed by a healthcare provider as being caused by some non-contagious illness or condition. In such case, we agree to obtain supporting documentation from our healthcare provider and share such documentation with St. Francis de Sales School. Additionally, we agree that neither student nor parent(s) will come to St. Francis de Sales School or any St. Francis de Sales School function if in the last 14 days, student or parent(s) has had prolonged (more than 10 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.

**ST. FRANCIS DE SALES SCHOOL
20 W. DESALES AVENUE
LEBANON, OHIO 45036
513-932-6501**

**Website -- stfrancisdesales-lebanon.org
e-mail – schooloffice@stfrancisdesales-lebanon.org**

Pastor	- Rev. Bernard Weldishofer
Parochial Vicar	- Rev. Bob Farrell
Principal	- Mrs. Sarah Bitzer
Secretary	- Mrs. Monica Boland
Grade 8	- Mrs. Andrea Ferraro
Grade 7	- Mrs. Theresa Dearie
Grade 6	- Ms. Kaitlyn Cartone
Grade 5	- Mrs. Tisha Jackson
Grade 4	- Mrs. Janet McHugh
Grade 3	- Mrs. Edwina Harvey
Grade 2	- Ms. Molly Rounds
Grade 1	- Ms. Allison Rogiers
Kindergarten	- Ms. Natalie Villella
Teaching Assistant	- Mrs. Deb Fredrick
Computer Instructor	- Mrs. Samantha McNerney
Music	- Mrs. Cassie Georgeff
Phys Ed	- Mr. Ken Sovern
Art	- Mrs. Lisa Paytes
Intervention Specialist	- Ms. Tamara Jordan
Title I/Enrichment	- Mrs. Jeanne Borja
Speech/Language Therapist	- Mrs. Alana Powell Jacobs
Maintenance	- Mr. Jim Kreitzer