

St. Vivian School

Family Handbook
2023-2024 School Year



St. Vivian Parish School
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School Office Hours
7:00 a.m. – 3:00 p.m.

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WELCOME

Principal Letter

Welcome to St. Vivian School! We are building young men and women of virtue – laying the groundwork for boys and girls of all backgrounds to grow to be successful, caring, responsible, spiritual, and active adult men and women. We believe that parents and guardians are the first teachers of their children and that we create a partnership with parents and guardians to educate their children. We also believe that faith, knowledge, support, and exercise are all equally important and necessary for children to live rich lives. We appreciate that you have chosen St. Vivian to educate your children. We know that you have many choices and we feel blessed by the families that join us. We are all unique, but we are all one living body of Christ. We embrace our Catholicism and invite all to explore our beliefs and share in our spirituality. We respect that we are different, but we know that to be successful, we must work as one. This handbook provides an overview of our policies and guidelines so that we can work together to insure success for our children. Please read our handbook and support us in our journey. Join us this year in making it the best possible for all our students, families, and greater community!

~Mrs. Kemberly Markham

History of School

St. Vivian School is a ministry of our parish community. St. Vivian Church was founded in 1943 and the school was established in 1947. Our school is rooted in our Catholic faith and traditions. Religious education and spiritual development are essential components of the overall experience for our students. Our faith is formed through academic study, prayer and liturgy as well as through witness by staff, families, students and the entire parish community.

Mission Statement

As a ministry of St. Vivian Parish and in partnership with our school families, St. Vivian School provides an education that nurtures students to become lifelong learners and models of Christianity. We strive to engage each student academically and spiritually in a Catholic environment.

Belief Statements

1. Everyone is made in God's image and should be valued.
2. Academic and spiritual growth are the priorities of St. Vivian School, which are fostered by the faculty, parish and families.
3. Each student is a valued individual whose unique learning style is met by using a variety of instructional approaches.
4. Providing a Catholic environment prepares students to become responsible members of their community; making good moral choices, living the Gospel, and serving as Christ did.
5. We strengthen each person's respect for one another by recognizing and accepting diversity.

There are many educational choices, each a fit for each family's needs and values. St. Vivian School, in partnership with St. Vivian Parish, is a special place. Therefore, we reiterate that **families who choose St. Vivian School acknowledge that they support the above mission and beliefs statement and affirm the value of a Catholic education.**

In order to be successful in its mission, **everyone involved (staff, students, families) in the education process at St. Vivian School must be engaged and willing to support the values upon which this community is founded.** The following policies serve to clarify some fundamental values and expectations.

Philosophy Statement

St. Vivian believes that all children are children of God and that in conjunction with families, we lay the groundwork for boys and girls of all backgrounds to grow to be successful, caring, responsible, spiritual, and active adult men and women.

ACCREDITATION

St. Vivian School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

ADMINISTRATION

St. Vivian School is a parish school which operates under the authority of the Pastor, Fr. Andrew Umberg, and under the direction of the school principal, Mrs. Kemberly Markham.

RIGHT TO AMEND

This handbook is not a binding contract on St. Vivian School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

Non-Discrimination Statement

No student may be excluded from St. Vivian School solely because of race, color, national/ethnic origin, or ancestry.

Application Requirements for All Students

As a ministry of St. Vivian Parish, St. Vivian School exists to support and encourage the responsibility of parents as the primary educators of their children. We believe that a Catholic identity and atmosphere is more effectively achieved when a percentage of Catholic students predominates. Therefore, we will strive to enroll Catholic students and families first. St. Vivian School admits students on a space availability basis, with first consideration given to registered parish families. Families seeking to become parishioners must first register in the parish before registering in the school.

St. Vivian does not discriminate on the basis of race or gender.

We strive to maintain an enrollment of no more than 24 students in a homeroom, kindergarten through grade 8, and 12 in preschool 3 and 14 in preschool 4. Wait lists will begin when a specific grade level exceeds the optimal number of students. Prospective students will be listed based on the specific date of their applications and according to the priorities listed below about St. Vivian School.

Application forms for the upcoming school year are made available during Catholic Schools Week to current families with children currently enrolled in St. Vivian School and parishioners of St. Vivian Parish.

The following priority list is used to admit students:

1. Children of registered parishioner families with siblings currently enrolled in St. Vivian School.
2. Children of registered parishioner families.
3. Siblings of students currently enrolled in St. Vivian School.
4. Children of Catholic families not registered at St. Vivian Parish.
5. Children of non-Catholic families.

Once a child begins preschool at St. Vivian, they have the right to continue in school, even if parishioners apply and the class is already filled according to the St. Vivian order of preference for admissions.

All families must complete an application for enrollment or re-enrollment to St. Vivian. The application must be accompanied by supporting documents – application and medical forms, birth certificate, conduct report and report cards of current school if transferring, IEP, immunization records, language survey if transferring or new to school, standardized test scores if transferring, custody information if applicable, sacramental records if new to parish, and registration fee.

****New students' academic and behavioral progress will be reviewed every month. If the reviews are unsatisfactory, a conference will be held with teachers, parents/guardians, and the principal in order to devise an academic and/or behavioral intervention plan. This**

intervention plan will be re-evaluated every month. If the reviews continue to be unsatisfactory, another plan may be considered or the student may be asked to withdraw from St. Vivian School.

School Age

In accordance with R.C. 3321.01, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six after October 1 will not be permitted to enroll in kindergarten or first grade at St. Vivian School. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Educating Students with Special Needs

St. Vivian School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child’s needs, then the child may be offered the opportunity to enroll. However, each case is independently evaluated based on the services a child would need and whether St. Vivian can offer those services as required for student success.

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Acceptance of Application

Acceptance of application at St. Vivian School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as Ed Choice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

Voluntary Withdrawal of Students

St. Vivian School is a school of choice. We are faith based, nonpublic, and do not always follow the same guidelines as other educational settings. We recognize that sometimes we are not the right setting for a student or family. If a family decides to withdraw a student for any reason, the family is required to notify the school principal either by letter or email so that written documentation exists. When a student withdraws, all tuition and fees must be current and all textbooks, electronic devices, library books, and school property must be returned first in order for St. Vivian School to release records to another entity. We do not accept parent requests to transfer records. Entities themselves must send records’ requests to St. Vivian School. This may be done either by fax or email.

ACADEMIC PROGRAM

Academic Expectations

Students at St. Vivian School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, fine arts, and intervention opportunities. Additional support services may be available for students as needed.

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student’s ability and of

such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

Kindergarten	15 minutes
Grades 1 – 3	20 to 45 minutes
Grades 4 – 6	45 to 90 minutes
Grades 7 – 8	60 to 120 minutes

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocesan recommended reporting structure for recording student progress. Report cards are issued at the conclusion of each trimester. There are 3 trimesters in each school year, approximately each 12 weeks long.

Kindergarten and 1st Grade: Report cards use a standards-based system (1-4)

Grades 2-3: Report cards use a progress code of O, (Outstanding), S, (Satisfactory), N, (Needs Improvement)

Grades 4-8: Academic grades of A, B, C, D, or F are given.

Interim reports are available online. Please check Option C to access your child(ren)'s grades.

Grades K-1 Grading Scale*Failing Grade: 1.49*

Grade	Low Limit	Detail
4	3.50	Consistently Demonstrates Proficiency
3	2.50	Frequently Demonstrates Proficiency
2	1.50	Progressing Toward Proficiency
1		Demonstrates Limited Progress Toward Proficiency
N/A		Not Assessed this Quarter

Grades**2-3****Grading****Scale***Failing Grade: 69*

Grade	Low Limit	Detail
O	92.5	Outstanding
S+	87.5	High Of S
S	81.5	Satisfactory Progress
S-	75.5	Low of S
N		Needs Improvement

Grade**4-8****Grading****Scale***Failing Grade: 69*

Grade	Low Limit	Detail
A+	97.5	High of A
A	94.5	Superior
A-	92.5	Low of A
B+	89.5	High of B
B	86.5	Very Good
B-	84.5	Low of B
C+	81.5	High of C
C	78.5	Satisfactory
C-	76.5	Low of C
D+	73.5	High of D
D	71.5	Below Average
D-	69.5	Low of D
F		Failing

Field Trips

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian.

Promotion and Retention

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/Guardians' input will be considered.

Students who fail the core subjects of reading/ELA and math 2 out of 3 trimesters will be required to attend summer jumpstart, summer school, or summer tutoring in order to be placed in the next grade. Science and social studies are also considered core subjects and may require summer jumpstart, summer school, or summer tutoring. The final decision will be made by the principal in conjunction with the teacher(s).

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/Guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Withdrawal/Disenrollment for Academic, Attendance, or Conduct Reasons

A student may be asked to withdraw for academic, attendance, or conduct reasons from **St. Vivian School** if it has been determined the school cannot meet the student's instructional needs, or if the student or parents/guardians have not cooperated with the faculty in the educational process of the school. **St. Vivian School** may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic, attendance, or conduct reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

St. Vivian School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Curriculum

St. Vivian School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion Courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

Standardized Testing

St. Vivian School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. The Archdiocese of Cincinnati requires that schools administer assessments annually. St. Vivian administers I-Ready formative assessments in reading and math. Students receiving State of Ohio scholarships are also required to participate in additional state testing in science.

St. Vivian School also tests students in religious knowledge through the ARK test (Assessment of Religious Knowledge). ARK is administered in grades 2-8.

Reporting Student Progress

St. Vivian School issues report cards to the families on a trimester basis. Additionally, interim progress reports may be issued throughout each grading period. Student grades can be accessed at any time via Option C through a family account.

Student Support Programs

St. Vivian School strives to meet the individual needs of each student by following applicable guidelines for each area served. In partnership with our Local Educational Agency (Finneytown), and the Hamilton County Education Service Center, we offer Speech Language Intervention, Special Education Intervention, Reading Intervention, and Math Intervention. All students are evaluated independently and we provide services based upon what we can reasonably offer.

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public-school district. The student may need to enroll in the local public school to receive this instruction if the instruction will last longer than 2 weeks. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, medical personnel, school administration, and other related parties.

FAITH FORMATION

Religious Education

St. Vivian School is a Catholic school and as such strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass weekly and special liturgies on assigned days. Mass participation is included in the religion grade and all are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Sacramental Preparation

Information for Sacramental preparation is communicated through the Office of Religious Education from our family of parishes.

ATTENDANCE

The School Day

St. Vivian School is open to students and families at 7:00 A.M. on regular school days. Students who arrive by bus will enter through the front main entrance and proceed through the breezeway to the gym for morning care. Students who arrive by car will enter through the back doors next to the gym and proceed to the gym for morning care. All students must enter the building through the main doors or back doors by the gym. All students will wait in the gym until 7:25 A.M., when homeroom teachers will collect students and walk them to class. Classes begin promptly at 7:30 A.M. with homeroom and announcements. NO breakfast is served at St. Vivian. Students should eat before arriving. All others must proceed directly to the office when they enter the building, no matter the time of day or point of entry.

All students have access to hot lunch and recess during the day. The schedule is as follows:

Grades	Lunch	Recess
3, 4, 5	11:03-11:23	10:40-11:00
K, 1, 2	11:26-11:46	11:03-11:23
6, 7, 8	11:49-12:09	11:26-11:46
*PK	11:26-11:46	11:50-12:10

The school day consists of eight 40-minute periods. The periods are as follows:

7:30-7:43 Homeroom

7:45-8:25

8:27-9:07

9:09-9:49

9:51-10:31

10:33-11:13

11:26-11:46

11:49-12:09

12:12-12:52

12:54-1:34

1:36-2:16

2:18-2:25 Homeroom

At the conclusion of the day, teachers will escort students to either the breezeway and gym to await carline pick-up or to the front building parking lot to await buses. Parents/guardians who pick up children should pull into the back parking lot behind the church and get into the next available line. No one should skip ahead in line or try to pull around others for the safety of everyone. Cars will be directed by a staff member to one of 3 spots to wait for their child(ren) to exit the building and get into the car. Dismissal is at 2:25 P.M. each day, except the first and last days of school which are half-days with dismissal at 11:00 A.M.

Daily Attendance

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absences can be difficult to make up, without participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to miss school include personal illness, a family death, or a family emergency.

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours. If you must take a child out of school for an appointment, call or email BOTH the homeroom teacher and the school office so that we can coordinate having the child ready to be picked up.

Students who will be absent due to vacations must request work ahead of time by at least 72 hours (3 days) in advance. Work is due upon return to school. No extended time will be given. Any extra assignments students miss while on vacation may be picked up upon return to school. Students will have 24 hours to complete the work for credit.

Make Up Work

For all absences, students are responsible for doing the work, including tests, that they have missed during their absences. They will have one day for every EXCUSED day absent to complete assignments upon their return to school. Arrangements to pick up the child's work after 2:00 p.m. should be made before noon. Work may be picked up by 3:00 in the school office. Students may not make up work from an UNEXCUSED absence such as in a suspension from school.

Excessive Absence and/or Tardy

Any student that arrives at school after 7:30a.m. must go to the main office and receive an admittance to class slip. Excessive tardies and/or absences can be a cause for a student to fail a subject or even a grade from missed instruction. Therefore, excessive absences or tardies are taken seriously. Parents/guardians will be contacted when a student reaches 5 absences or tardies in a semester. Students may be required to serve detentions for tardies to make-up missed instructional time and/or complete missing work.

Students who are absent more than 5 days in a trimester, or who have a pattern of absences throughout the year, may be asked to produce a doctor's excuse. Additionally, when a student arrives after the start of the school day, leaves before dismissal, or is out of school for any reason during the school day, his or her attendance will be considered "incomplete" for that day and will be designated as a tardy on their attendance record. Excessive, unexcused absences or tardiness may result in a failure to pass the current grade, or in being withdrawn from the school.

Reporting An Absence

A student's absence must be reported to the school office by 8:00 a.m. A message left on voice mail must include the caller's name, the student's name, grade number, homeroom teacher, the date of absence, and reason for absence. Upon return to school, the parent/guardian should send a written note to the homeroom teacher stating the reason for the absence.

An unexcused absence from school will warrant proper corrective action. No work may be made up for credit from an unexcused absence.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

St. Vivian School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Vivian School when determining whether to admit or retain a student.

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

Gender Identity

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

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

Catholic schools:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consideration in a compassionate way, on a case-by-case basis, of the physical and psychological needs of a student are based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teaching of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

HEALTH AND SAFETY

St. Vivian School follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

Administering Medications to Students (R.C. 3313.713)

Each School shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the School adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the School. Likewise, if the School adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A School which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The School receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the School and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the School or its use by the student;
- 2) The School receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
- 4) The employee(s) designated by the School to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
- 5) The drug is received by the employee(s) designated by the School to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
- 6) Any other procedures required by the School are followed.

If the School adopts a policy permitting the administration of drugs to its students, the School shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The School shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The School also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the School must have written approval from the student's parent or guardian. Second, the School must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent or guardian; and
- (11) Any other special instructions from the prescriber.

The School also must have received a backup dose of the anaphylaxis medication from the student's parent or guardian. And in the event a student or School employee has to administer anaphylaxis medication to the student, the School must immediately request assistance from an emergency medical service provider.

COVID-19 Acknowledgement of Risks

According to the Centers for Disease Control and Prevention (CDC), the COVID-19 vaccination is recommended for everyone 12 years and older. Over the past year, a significant number of Ohioans have received the vaccination. COVID-19 infection rates have fallen, and indoor and outdoor mask mandates, as well as related social distancing restrictions, have been lifted in many settings.

St. Vivian plans to return to in-person learning for the upcoming school year, including athletics and extracurricular activities with spectators. In doing so, St. Vivian will evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combatting COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Vivian 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. Vivian staff, still 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 (and their parent(s)), teachers, and staff at St. Vivian, there may still be an elevated risk of contracting the disease simply by being in the building, on the premises, or at any St. Vivian function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

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 learning and other in-person school activities and functions, is the choice of each family, including ours. If students or parents who visit St. Vivian 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 students or parents return to St. Vivian, attend any school function, or visit St. Vivian.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) 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 students or parents while at St. Vivian or any school function, including possible infection with COVID-19.

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

Medical Information

At the beginning of each school year, parents/guardians must complete current medical information for the students prior to the first day of school. If information changes during the school year, parents/guardians must contact the school with the current information.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. *A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.*

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

St. Vivian School POLICY ON STUDENT USE OF MARIJUANA

St. Vivian School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Vivian School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Child Protection

St. Vivian School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect. All staff are considered mandatory reporters of suspected child abuse and are required by law to report suspected child abuse or neglect.

Immunizations

St. Vivian School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Vivian School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

Vision and hearing screenings shall be provided by the school nurse according to the state of Ohio guidelines.

Hearing Screening shall be completed for the following grades:

Preschool students attending a school-based program shall be screened each year he/she is enrolled in preschool. Students who cannot be screened using approved and/or optional methods shall be referred for a complete medical/audiological evaluation.

School-aged students shall be screened at six grade levels: kindergarten, first, third, fifth, ninth and eleventh grades. Students may be screened in additional grade levels as warranted.

In addition, the following school-aged students shall be screened annually or upon occurrence:

- Students new to a school (not screened within the past 12 months).
- Students referred by teachers or other school personnel.
- Students who were referred within the past year with no documented follow-up, regardless of grade.
- Students absent during the previous hearing screening.
- Students at risk for noise exposure (e.g., band, vocational education, industrial education, automotive mechanics).
- Students who request a hearing screening.
- Students whose parent/guardian request a hearing screening.

Vision Screening shall be complete for the following grades:

Children attending a school-based program shall be screened annually for each year he/she is enrolled in preschool. Children who cannot be screened using the methods described in this document should be referred for a comprehensive eye exam by an optometrist or ophthalmologist.

School-aged children must be screened in grades: Kindergarten, first, third, fifth, seventh, ninth and eleventh. By November 1, a student enrolled for the first time in either kindergarten or first grade must be given a vision screening in accordance with the requirements set forth by ODH in R.C. section 3313.673.

In addition, the following school children should be screened annually or upon occurrence:

- Children new to the school with no previously documented vision screening.
- Children referred by teacher or other school personnel.
- Children absent during the previous vision screening.
- Children whose parent/guardian request a vision screening.

Safety Plan

St. Vivian School files a completed safety plan with the state of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Vivian School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

Wellness Plan

The Healthy Hunger Free Kids Act of 2010 requires that all schools that participate in the National School Lunch Program have a wellness policy. This policy must address nutrition and physical activity.

A. Nutrition education

- St. Vivian School will implement the health objectives relating to diet, nutrition and exercise as stated in the 2015 Archdiocesan Graded Course of Study for Science and Health.
- Nutrition guidelines, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in the cafeteria and in the weekly family newsletter.
- School lunch periods are scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
- Healthy snack breaks are scheduled for students as needed to maintain energy levels.
- No vending machines or school stores will be available for students to purchase processed or junk food.
- Non-food items such as certificates, pencils, etc. will be offered as alternate rewards to food.

B. Physical activity

- All students will participate in the school's physical education program
- Physical education programs will implement the objectives of the 2015 Archdiocesan Graded Course of Study for Physical Education.
- All classes will have access to recess every day according to the school's schedule.
- Discipline will be administered in ways other than depriving a student of physical education class.
- Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.
- Our Boosters Athletics Association offers students team sports beginning in 3rd grade and continuing through 8th grade
- Periodically, special speakers such as nurses, doctors, and mental health professionals will be invited to school to speak to students about health and wellness topics, i.e. COCA presents anti-bullying, a physician met with each class once per week for 7 weeks to discuss how the body works, etc.
- St. Vivian School encourages the use of non-food rewards for student behavior such as pencils and certificates.
- St. Vivian School further encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.
- St. Vivian School will encourage its groups and organizations to consider healthy food or non-food fundraisers such as walk-a-thons that promote exercise and good health.
- A part-time nurse is employed by the school to perform eye and hearing screenings.

C. Mental Health

- St. Vivian School recognizes that mental health well-being is just as important as physical health well-being.
- St. Vivian employs mental health specialists part-time, as available or needed for student access.
- The principal and teachers of the school are also available as resources for students to talk to.
- If a student needs access to a counselor or other mental health person, he/she may contact the principal for resources outside of school for counseling.

STUDENT CODE OF CONDUCT

St. Vivian School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. *All members of our community are expected to be respectful and polite to each other at any time and place.*

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

St. Vivian School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Vivian School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, St. Vivian School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a conference will be scheduled with the teacher, parents/guardians, and principal.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school or when they represent the school. Any violations of the Student Code of Conduct may result in consequences issued by the school administration.

St. Vivian School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted. Any person(s) possessing such an item will be removed from St. Vivian School.

St. Vivian School Harassment, Intimidation, and Bullying Policy

It is the policy of the school that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The Parish and School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

“Harassment, intimidation, or bullying” means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention will be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

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

Complaints Regarding Harassment

Formal Complaints

Students and/or their parents/guardians may file written reports regarding suspected harassment, intimidation, or bullying. A report form may be found on the school website and may be emailed/handed to a teacher or principal of the school. The person reporting bullying shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any teacher or the principal.

Informal Complaints

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

Anonymous Complaints

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

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Conduct Disclaimer

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

General Behavioral Expectations

The following general rules and expectations serve as reminders and are in support of the student.

Code of Conduct

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs, including but not limited to computers.
8. Books and materials are to be handled with care. Damage to books on loan is subject to a fine of the book's value.
9. Students are expected to come prepared for class and other school activities. This includes having/maintaining school supplies and books necessary for class.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
12. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.

13. Students are to be orderly in the halls and classrooms at all times, so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without permission of a faculty or staff member.
14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parent(s) or guardian(s). Students must also obtain the permission of the principal or teacher before leaving the school.

St. Vivian is working towards building students of virtue – students who work hard, care for others, and treat everyone with kindness and respect. For this reason, each classroom has adopted the following expectations.

Students at St. Vivian will abide by the following School-wide Behavioral Expectations:

1. I will treat everyone with kindness and respect.
2. I will keep my hands and feet to myself.
3. I will not use inappropriate language toward anyone.
4. I will never tease, mock, cause harm, isolate, name-call or bully another student.
5. I will immediately notify my teacher or another staff member if I am bullied or see someone else being bullied.

Students at St. Vivian will practice these classroom rules daily in order to maintain a safe environment in which every student can learn.

1. Be in the classroom, with materials, ready to learn by the time the bell rings.
2. Keep hands, feet, other body parts, and objects to self.
3. Allow others, especially the teacher, to speak without being interrupted.
4. Use kind words and actions towards others.
5. Keep areas of the building and grounds safe and clean.

Level 1 Behavior Infraction Procedures

Level 1 behavior infractions will be handled by the classroom teacher in accordance with their classroom discipline plan. (Each individual classroom teacher will send their classroom discipline plan home to parents/guardians).

Level 1 Behavior Infractions include:

Inappropriate language (profanity or name calling)
Physical contact (minor pushing, shoving, horseplay)
Non-compliance Dress code violation
Minor class disruption (excessive talking, getting out of seat, etc.)
Lying/cheating
Inappropriate use of school property or materials (computer misuse)
Cell phone violations (Students must have cell phones turned off and kept in backpacks during the school hours of 7:00 A.M. – 2:25P.M.)

To ensure Students demonstrate appropriate behaviors in the classroom, procedures and routines will be frequently modeled and practiced.

If the behavior persists, the classroom teacher will:

1. Conference with the student
2. Document the behavior by completing a discipline referral form
3. Contact the parent and send home the referral form. (Parents must sign and return the referral form).

Other behavioral consequences and interventions could include:

1. Meeting with the parent
 2. Lunch/recess or after school detention – will notify parent of detention.
 3. Time out in another classroom
 4. Student behavioral intervention plan
 5. Removal of privileges such as being out of uniform or attending a field trip (this will be documented on the referral form).
- Once a student accumulates three level 1 infractions in a one-month period, the classroom teacher will send the student to the office with a discipline referral to conference with the principal.

Level 2 Behavior Infraction Procedures

Level 2 behavior infractions or students reaching a habitual discipline level will receive an immediate referral to the office to conference with an administrator.

An administrator will contact the parent to discuss the incident.

Level 2 infractions include:

Abusive/ Inappropriate language toward a staff member or other students
Pushing, hitting, bumping, and shoving
Disrespect/insubordination
Classroom disruption/outbursts/tantrums
Verbal altercation between students
Theft
Habitual non-compliance with rules
Habitual cheating, absences, or missing assignments

Possible consequences and interventions could include:

After school detention
Loss of Privileges (out of uniform days, field trip, use of technology, etc.)
Required Parent Conference (RPC) for admittance to class
Restitution/Payment
In-class behavioral supports
Out of School suspension

Level 3 Behavior Infraction Procedures

Students committing Level 3 behavior infractions will be immediately sent to the office with a referral and the parent/guardian will be contacted by administration.

Level 3 infractions will receive an immediate RPC/Suspension for a specific period of time and possible withdrawal from St. Vivian

Level 3 infractions include:

Bullying
Credible Threats
Alcohol/drugs/tobacco
Immoral conduct
Vandalism/Tagging
Arson
Weapons
Physical violence such as fighting, forcefully throwing objects, etc.

Other possible consequences and interventions could include:

Loss of Privileges
Out of School Suspension
Restitution/Payment
Withdrawal from St. Vivian

Please note, a pupil will be removed from the class if, in the judgement of the teacher, the pupil has engaged in behavior that seriously interferes with the ability of the teacher to teach the other pupils in the classroom and the ability of the other pupils to learn. Once the teacher has made this decision, the pupil will be assigned to a temporary alternative placement in which her/his studies will continue but he is separated from other pupils. The teacher will provide the pupil, administrator, and the parent with an explanation of the reason for removal. The principal will then decide whether to return the pupil to the classroom or to continue the alternative placement. If the decision is to return the pupil to the classroom, and the pupil continues to negatively affect the classroom environment, the pupil will be sent home for the day or even suspended or withdrawn from school.

St. Vivian Cafeteria Expectations

Students will:

- Enter the cafeteria quietly
- Use the restroom only during recess time
- Listen and be respectful to all cafeteria staff members
- Wait in line quietly and wait their turn when getting lunch.
- Keep hands, feet and objects to themselves
- Eat their own food
- Not throw food
- Always walk in the cafeteria
- Clean up after themselves
- Respect others personal space
- Raise hand for assistance
- Talk using an inside voice (no screaming)

St. Vivian Hallway Expectations

Students will:

- Walk on the right side of the hallway
- Look straight ahead and keep arms folded when walking with their class
- Be quiet while walking in the hallway
- Make sure they always stay with their class
- Always a pass when walking in the hallway unless you are with your class

St. Vivian Restroom Expectations

Students will:

- Always have a bathroom pass unless you are with your class.
- Use restroom facility appropriately and keep restroom clean.
- Always flush the toilet after use.
- Wash their hands with one squirt of soap, dry their hands with no more than two paper towels, and throw the paper towels into the garbage can, after using the restroom.
- Not talk or horseplay in the restroom
- Return immediately to their class after using the restroom

St. Vivian Playground Expectations

Students will:

- Line up for recess as soon as the instructor blows a whistle or directs students
- Not bring food out of the cafeteria to class or other areas of the campus
- Return all equipment to the cart at the end of recess.
- Share space with other students when playing
- Always follow the rules of the game and wait for their turn to play

Arrival Expectations Students will:

- Walk on the sidewalks and not on the landscaping.
- Not climb on any trees on the school campus
- Follow school-wide behavior rules when waiting for the doors to open.

Dismissal Expectations

All Students will:

Teachers will escort their entire class during dismissal.

- Leave the school campus immediately, unless they are participating in an afterschool activity.
- Walk on the sidewalk and stay off the landscaping

- Not climb on any trees on the school campus

Bus Transportation

St. Vivian School works with many different busing services. It will comply with the local public-school district's transportation policies with regards to bus service as it relates to misconduct on the bus. Student bus misconduct may be disciplined through a variety of ways – parent conference and behavior plan, assigned seats, detention, bus suspension, or bus expulsion. Ultimately, the bus drivers in conjunction with public school officials will determine bus rules. Any misconduct procedures that must ensue due to St. Vivian student misconduct will be enforced by St. Vivian School.

Detentions, Suspensions, Expulsions

Any level two or three conduct may result in detention, suspension or even expulsion. Parents/guardians will be contacted for any infractions that result in such consequences.

Procedures to be Followed in Cases of Suspension and Expulsion

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A conference will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then a conference will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Finality of Decisions

In consultation with the pastor, the principal will make the final decision on all cases. Notification will be given in writing to the parents/guardians of the disciplined student.

Search and Seizure

St. Vivian School reserves the right to search and inspect school property used by students at any time. St. Vivian School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Cheating and Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Student are expected to acknowledge the ideas and words of others appropriately through conventional standards.

GENERAL INFORMATION

Communication

The best educational atmosphere is one in which parent/guardian, teacher, school, and church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

St. Vivian School publishes a school website with general school information such as supply lists and a newsletter (Sabre Scoop) every Friday afternoon unless otherwise noted. Supplemental communication for specialized items such as reminders will be sent as needed. Email is the primary source of communication as it widely accessible for all.

All communication is set up through OptionC. *Every family must submit a working email address and phone number in which communications can be sent.* For emergencies, such as inclement weather closings, emails as well as phone calls will be sent. All teachers, kindergarten through grade 8, are required to publish due dates for assignments (homework), quizzes, and tests. Teachers may do this using Google classroom or Class Dojo. Teachers will communicate to parents/guardians at our Meet the Teacher event and during the first week of school the specific methods they will use to communicate.

If conduct issues or concerns occur, teachers are required to communicate with parents/guardians in a timely manner. It is expected the parents/guardians will reciprocate communication respectfully in a timely manner as well. Parents/guardians who repeatedly do not respond to communication about on-going issues or concerns may be required to withdraw their child(ren).

Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Please note:

Teachers can generally be available after school to meet with parents/guardians.

Parents/guardians must schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments.

Parents/guardians are asked to write or phone the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are not acceptable, as they are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Time is set aside in the fall for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences through Option C prior to conferences. All teachers follow a parent/guardian schedule for conferences and will not take conferences with those who just drop in.

Confidentiality Regarding Students

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students. No academic, medical, conduct, or personal information about a student will be shared with non-custodial persons. Parents/guardians may designate individuals as emergency contacts to act on their behalf when a child becomes ill or must be picked up from school. However, no teachers or other staff members or volunteers may meet with or discuss students with non-custodial individuals unless a parent or guardian is present or has given consent through appropriate legal means such as in the case of doctors, lawyers, judges, counselors, etc.

Cooperation as Condition of Enrollment

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

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

Custody Policy

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. St. Vivian School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

Extra-Curricular Activities and Sports

St. Vivian is lucky enough to be able to offer athletics to grades 3 through 8 courtesy of our Boosters Association. Boosters schedules sign-ups, practices and games through their organization. Please use the tab on the school website to access more information about our athletics.

*A student who is suspended from school will not be allowed to participate in athletics at St. Vivian School during such suspension.

St. Vivian also offers extra-curricular activities and clubs. Information can be found in the weekly newsletter as well as on the school website. Clubs and activities can change from year to year depending on the availability of club and activity sponsors. However, some activities and clubs that have been offered are: dance, robotics, academic team, band, spelling bee, student council, art club, drama club, and tutoring. Please view the website for the most current clubs and activities and information on how to join.

When a student is participating in an extracurricular activity, including but not limited to After School Care, Dance, Fine Arts Activities, Student Council, etc., during after school hours, he or she is expected to be respectful and behave as a student is expected to behave during school. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action, or even asked to leave the club or activity.

Emergency Closings

In the event that St. Vivian School experiences an emergency and must close, communication will be sent via email and phone call through OptionC. All families must have current email addresses and phone numbers on file in OptionC to receive emergency communication. It is the responsibility of families to ensure that the school has the most up to date email addresses and phone numbers.

We will also notify the local television news stations of our closing. If the news stations air our closing, it will be listed as St. Vivian School.

Gifts/Classroom Celebrations, Parties

St. Vivian School recognizes special milestones and events for its staff and students. We understand that it is important to celebrate. However, given that we are dedicated to education and spirituality, we ask that gifts be dropped off at or sent to the school office. They will be handed out during breaks or at the end of the day to individuals. All gifts should be modest – i.e. no limousines picking up students, no giant floral arrangements, no fast food meals, etc. Gifts that are excessive will be denied at the sender's expense.

Invitations to parties may only be handed out to all the boys or all the girls in a class, or the whole class. If you intend to invite only certain students, you must make other arrangements for invitations. They may not be distributed at school.

Homerooms may have celebrations throughout the school year. These typically coincide with holidays such as Halloween, Christmas, and Valentine's Day. Homeroom teachers are responsible for communicating to families or to the PTA chairperson how celebrations and parties will be handled/scheduled. Please check with your child(ren)'s homeroom teacher for any guidelines.

Library/Media Center

All students will have access to computers during the school year. Students will also have access to check out books from the library. Books may be borrowed for 2 weeks at a time and then returned or renewed. Any book that isn't returned on time will be subject to a fine or even replacement by the student. Fines/payment will be run through Matt Money/OptionC. Parents/guardians will be notified of fines or replacements charges each trimester.

All students will be required to check out grade level appropriate books each trimester and complete special book projects for credit in reading.

Lost and Found

Lost and found items can be retrieved from the table outside the trophy case area near the gym. Lost and found items will be purged at the end of each trimester.

Lunch Program

Hot lunches are served daily at St. Vivian School for a fee. Families may apply for the National School Lunch Free/Reduced Lunch Program each year. Applications are sent home before school begins for the year and then again during the first week of school. For students who do not qualify or participate in the NSL Free/Reduced Program, lunches may be purchased for \$3.50 each. Menus are added to the school website monthly. Lunch payments may be made online through OptionC in Matt Money. Parents/guardians will be contacted if a lunch account reaches \$50 and no payment has been scheduled/made. Some payment must be made at \$50 or the student(s) will only be allowed to get a PB&J lunch until arrangements for payment are made.

Parent/Guardian Service Requirements

In order to volunteer with any students at St. Vivian School, parents/guardians are required to be trained through Safe Parish and maintain bulletins in their Safe Parish accounts.

SafeParish™ is a learning management platform that provides a broad array of training, education, information, and programs for Catholic organizations. It is a child and workplace safe environment program specifically designed for Catholic entities. Every person in a position which requires contact or interaction with youth or vulnerable adults must complete the **SafeParish™** edition of Protecting Children from Sexual Abuse training session before they are permitted to work or volunteer within any of the Archdiocese of Cincinnati parishes, schools, or institutions. No one under the age of 18 is permitted to complete the training. To access or register for your Safe Parish account go to <http://www.aocsafeenvironment.org>.

Click [here](#) to access the **SafeParish™** registration instructions.

Social Media

St. Vivian School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved photos or statements pertaining to school or school events.

Student Directory

In the spirit of promoting community, St. Vivian School will publish grade level directories. These directories will be sent home with students whose parents/guardians have opted into the directory. The directory will include the family name, parent/guardian names, student name, and the parent/guardian email address.

Technology

Use of the internet at St. Vivian School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent’s/guardian’s signature before a student can use the internet at school.

While St. Vivian School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Vivian School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

Tuition

At St. Vivian School we believe all of us are part of God’s family, and therefore we look after each other with the care and love of a Christ-centered family. The school exists to foster and promote our Catholic faith. Our families are required to support the parish and school both financially and through their volunteer service efforts.

The Pastor in consultation with the Business Manager and the Principal, establish tuition for each school year, which is then approved by the Parish Pastoral Council

Every family must complete and sign a tuition contract prior to the first day of attendance. This contract outlines the specific amount of tuition and how tuition will be paid. All tuition and fees are handled through the Parish Business Manager at the Parish office. School personnel do not have access to tuition charges or payments.

	Tuition		Tuition
1 Child, Kdg. – 8 th grade	\$6,165	1 Child, Preschool	\$5200

*The Parish Scholarship is only available to registered families of St. Vivian Parish and are only applicable to children in grades K-8. The St. Vivian Parish Business Manager will apply parishioner scholarships as applicable. Please contact the parish office for more details.

A facilities fee, technology fee and cafeteria fee (\$50.00 each and \$25.00 for the cafeteria: \$125.00 total) **per family** are due at the time of enrollment for each school year. These fees are non-refundable. \$175.00 per family is assessed the first year. The extra \$50.00 is for Safe Parish training/background check for volunteering in the school.

To enable the Parish to plan and meet its budgetary requirements, tuition and fees must be paid in a timely manner. St. Vivian has adopted the following payment schedule:

- A. Four equal installments: Jul. 31 (25%), Nov. 30 (25%), Sep. 30 (25%), Jan. 31 (25%)
 - B. Ten monthly installments (Jul. 31 – Apr. 30)
- Payments for tuition and fees may be paid by cash, check, money order, or an automatic account withdrawal/credit card payment through myoffering.com (see school website.) Checks/money orders should be made payable to St. Vivian School. *A check returned for any reason will be assessed a fee of \$25 and future payments may be required by cash or money order.*
 - Payments are expected on the dates outlined above. If financial circumstances are encountered that make adherence to the payment schedule impossible, parents/guardians should contact the Business Manager immediately at the Parish Business Office, 513-728-4331.
 - All tuition and fees must be paid in full for the current school year in order to register in February for the upcoming school year.
 - Parents/guardians will be denied access to OptionC and student report cards/records if tuition payments and/or fees are delinquent.
 - Tuition and fees for all eighth-grade students must be current by April 30 in order to participate in graduation ceremonies.
 - For students who withdraw from St. Vivian School during the school year, no tuition will be refunded due to the costs already incurred by the School to educate the students. Additionally, any monies owed (including tuition, cafeteria, library, extended care fees, etc.) are due at the time of student withdrawal. Educational records, including report cards, will not be released until all outstanding tuition/fees are paid in full.
 - *All families that participate in any of the state of Ohio scholarship plans must give permission for St. Vivian parish to deposit payments without parent/guardian signature or students may not be enrolled in the school on the scholarship plan.*
 - If a child loses his/her scholarship for any reason, the remaining tuition balance will become the responsibility of the child(ren)'s family to pay, or the family will be required to withdraw the child(ren).
 - Those who desire a payment plan different from the Payment Schedule (see above) must submit a written or email request annually to the Business Manager at the time of registration for the upcoming school year. If financial circumstances are encountered after this date that make adherence to the payment schedule impossible, parents/guardians must contact the Business Manager immediately.

For all families who are using the normal payment schedule, the following late charges and penalties will apply if payment is not received or the Business Manager is not contacted before the payment is due:

- First tuition payment and fees are not received by July 31, a late charge of \$25 will be imposed on August 10.
- First tuition payment and fees are not received by the first day of school; students will not be admitted to class.
- Tuition payments are not paid by the remaining dates of the payment schedule, a late charge of \$25 will be added to each following payment date.
- Tuition payments are not paid in a timely manner, the student(s) may not be permitted to attend St. Vivian School until all current tuition and outstanding fees are paid.

It is the responsibility of the Business Manager to notify families of their failure to meet the established tuition payment guidelines and of the relevant consequences. The Parish cannot subsidize tuition for those who are able but who do not meet their financial commitments in a timely manner. If necessary, a collection agency may be appointed to acquire the tuition owed.

It is the responsibility of the parents/guardians to notify the Business Manager via a phone call, letter or email if they encounter financial circumstances at any time that make adherence to the payment schedule impossible. To support families with adverse financial circumstances, the Tuition Assistance Program and Alternate Payment Schedules are available.

To support families who require assistance, specific and limited monies from the Parish are designated to be used in the Tuition Assistance Program. Those who desire to be considered for tuition assistance **must complete the application process through FACTS**

(online.factsmgt.com) annually prior to May 1st for the upcoming school year. Requests received after May 1st may not receive assistance due to limited funds.

If a family's financial circumstances change during the current school year and these changes create a hardship for the family with respect to paying their child/children's tuition, it is the parent/guardian's responsibility to contact the Business Manager. The parent/guardian and the Business Manager will work together to identify a reasonable payment plan, which may include tuition assistance.

All requests for financial assistance are handled with the utmost confidentiality and sensitivity.

Tuition assistance only applies to a single school year or period for which it is awarded. **Annual application is required.**

St. Vivian Parish has made every effort to make this financial policy as comprehensive as possible, however, there is no written policy that can anticipate and cover all situations. While we believe whole-heartedly in the policies and procedures stated herein, the Pastor, in consultation with our Business Manager, Principal and Temporal Affairs Committee reserves the right to modify, revoke, suspend, terminate, change, or make new any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice. All requirements, financial, service or otherwise, will be documented in an individualized Family Contract. This will be the signed agreement between each family and St. Vivian Parish and School. These will be available to families by May 1 and must be signed and returned to the Business Office by the first day of school for the upcoming school year.

Use of Student Pictures/Information

Student or staff pictures may not be included in any print or social media materials unless permission has been granted by administration. No minors shall be identified by full name and grade or other personal identifying information along with pictures in order to protect minors' privacy. Any picture requests must be submitted to the principal for publication/information/detail approval.

Visitors

All visitors to the school must go directly to the school office first and sign in. He/she must get a visitor badge and wear it while in the building or on the campus.

Volunteer Organizations

Any adult that participates in any volunteer organization at St. Vivian School or Parish must comply with the Decree on Child Protection as set forth through the Archdiocese of Cincinnati. This includes but is not limited to PTA, Boosters, Youth Ministry, etc.

We encourage all adults who are SafeParish trained, have obtained a background check from Selection.com, and are current on SafeParish bulletins to get involved in volunteer organizations. When youth see adults modeling service, whether it is at PTA events or through chaperoning field trips, they are more likely to take their education seriously.

Volunteers

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the SafeParish Training, an electronic (on-line) background check through Selection.com and remain current with the scheduled SafeParish training bulletins. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form ([Appendix N](#)) prior to volunteering.

Each family is asked to give time and talent to St. Vivian School. In making a choice to attend St. Vivian School, we expect both Catholic and non-Catholic families to participate in activities in order to strengthen our school as part our entire community. Families are asked to participate in service to St. Vivian School each year. There are many volunteer opportunities throughout the year to offer your time and talent with the school. The following list is a few examples but there are plenty more creative ways too, please check with the PTA for more information:

- Join the PTA
- Pumpkin Carving
- Fall Fund Raiser
- Teacher Dinner during Parent Conferences
- Jingle Bell Shop
- Faculty Appreciation Lunch
- Classroom Coverage
- Grandparent's Day

- Ice Cream Social
- Walk-a-Thon
- Track & Field Day
- Graduation
- Coaching sports
- Boosters Activities

SCHOOL UNIFORM CODE

Parent/Guardian cooperation to enforce the dress code is essential. Parents/Guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits. New uniform items may be ordered from <https://www.shaheens.com/saint-vivian-ohio> .

ALL GRADES
Shirts
Plain white or red polo shirts with a collar. Shirts must be tucked in. Shirts may have the school emblem on them. Dry fit material is permitted.
Sweaters
Solid navy, red, or green sweaters or pullovers from Shaheen’s may be worn over polo shirts.
Sweatshirts
Only school uniform sweatshirts may be worn in the classrooms.
Socks and Leggings
Only solid navy, black, or white socks may be worn. Girls may wear solid navy or black ankle length tights with socks in cold weather. White tights with feet are permitted.
Shoes
Gym shoes may be worn each day. No open toe, boots, or other shoes may be worn in class.
Make up, Jewelry, and Accessories
Makeup of any kind is not allowed. Any form of jewelry that is distracting is not permitted. For example, a simple cross or religious medal may be worn on a simple chain. One simple ring may be worn on a hand. Temporary or permanent tattoos are not permitted. Hats or scarves may not be worn in the building except for special, announced occasions.
Hair and Grooming
Hair must be clean and neatly groomed. No non-natural, extreme, or distracting hair colors or styles are permitted.

GIRLS UNIFORM K-4
Plaid Jumper
Uniform skirt should be a modest length. Shorts may be worn under the jumper but may not hang below the skirt.
Pants
Navy blue or khaki twill dress pants only.
Shorts/Skirts
Navy blue or khaki twill, or uniform walking shorts may be worn in August, September, October, April, and May. Shorts and skirts should be a modest length. Uniform plaid skirts may be worn all year and with tights during winter months.
GIRLS UNIFORM 5-8
Pants
Navy blue or tan khaki tailored dress pants only.
Shorts/Skirts
Navy blue twill, or tan khaki uniform walking shorts may be worn in August, September, October, April, and May. Shorts and skirts should be a modest length. Uniform plaid skirts may be worn all year and with ankle length tights during winter months.
BOYS UNIFORM K-4
Pants
Navy blue twill or khaki dress pants only. Long pants must be worn during November, December, January, February, and March.
Shorts
Navy twill or khaki walking shorts may be worn in August, September, October, April, and May.
BOYS UNIFORM 5-8
Pants
Navy blue twill and tan khaki dress pants only. Pants must be worn at the waist. Trendy and cargo pants are not considered dress pants. Long pants must be worn during November, December, January, February, and March.
Shorts
Navy twill, or tan khaki walking shorts may be worn in August, September, October, April, and May.
Socks – all boys should wear black, white or navy-blue socks only.

For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, drugs, violence, or political position is not permitted. Students who arrive at school in inappropriate attire will be sent to the office to wait for an adult to drop off a change of clothes, or in extreme cases, the students will be sent home for the day.

APPENDICES

Appendix A	Accident Injury Form
Appendix B	Archdiocesan Policy for Youth Activities/Permission Form
Appendix C	Asthma Inhaler Form for Self-administration
Appendix D	Decree on Child Protection
Appendix E	Emergency Medical Authorization Form
Appendix F	Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector
Appendix G	Parent/Guardian Request for Administration of Medication
Appendix H	Physician Request for Administration of Medication
Appendix I	Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector
Appendix J	Responsible Use of Technology
Appendix K	School Calendar https://mystvivan.org/wp-content/uploads/2023/05/CCE05012023.pdf
Appendix L	Social Media Policy and Media Release Form
Appendix M	Tuition Information https://mystvivan.org/tuitionrates/
Appendix N	Volunteer Confidentiality Form

The Parent/Guardian(s) and Student(s) Signature(s) page is required to be signed and returned to school by or on the first day of class. Students/parents/guardians who do not complete and return this page by August 24, 2023 will not be admitted to class on that day or until the signature page is completed.

St. Vivian School PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

I/We hereby affirm that I have read the Family Handbook. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything contained in the **St. Vivian School** Family Handbook.

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade