



# St. Vivian Catholic School

2020-2021 Family/Student Handbook

Michael Collins

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[www.mystvivian.org](http://www.mystvivian.org)

Principal

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## MISSION STATEMENT OF ST. VIVIAN CATHOLIC SCHOOL

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.

## ST. VIVIAN SCHOOL BELIEFS STATEMENT

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. You will find information regarding the following:

- Admissions including maximum class sizes and registration priorities
- Tuition rates and payment
- Volunteer expectations
- Annual Parent contract

## HONOR CODE OF ST. VIVIAN CATHOLIC SCHOOL

On my honor, as a student of St. Vivian School, I pledge to be motivated by God, accept guidance from my parents, and respect the authority of my teachers.

I will utilize the gifts with which God has blessed me.

I will be honest & truthful.

My words & actions will reflect the teachings of Jesus.

I will be respectful to my teachers & staff, my fellow students and our school property.

I will act in a polite, cooperative & constructive manner and take responsibility for my own choices/actions.

I will make the right choice, the choice that is expected of me, even when no one is watching.

In the event that I witness an act that violates our Honor Code, I have the responsibility to report the act to an adult – parent/guardian, teacher, or principal. It may be in writing and left on a teacher's desk, sent to the school office or It may be in person. I am encouraged to sign the note to better resolve the situation.

I understand that anything that I report will be handled responsibly.

# ST. VIVIAN SCHOOL DIRECTORY

School Office: (513) 522-6858

Parish Office: (513) 728-4331

## ADMINISTRATION & LEADERSHIP

Pastor	Fr. Jerry Hiland
Principal	Michael Collins
Business Manager	Kathy Rothschild
Coordinator of Religious Education	Julie Zinser
Extended Care Director	Julie Borgerding

## AUXILIARY STAFF

Reading Specialist	Sheila Barnhorst
Speech/Language	Liz Brown
Psychologist	Vicky Gunn
School Nurse	Jennifer Hesselbrock
Title 1--Math	Katie Weigand
Intervention Specialist	Kathy White

## SUPPORT STAFF

Secretary	Alice Derrick
Office Assistant	Kiera Gibbons
Maintenance Supervisor	Paul Petronio

## TEACHING STAFF

Preschool Teacher	Kathy Brown
Preschool Aide	Jalee Connor
Kindergarten Teacher	Michele Heyob
Kindergarten Aide	Karen Rieman
Grade 1	Carrie Klus
Grade 2	Trisha Hendricks
Grade 3	Lisa Phillips
Grade 4V	Kelly Vale
Grade 4W	Gail Walker
Grade 5	Brianna Damplo
Grade 6B/Spanish (6-8)	Emily Balog
Grade 6F	Mary Franzosa
Grade 7	Conrad Kolis
Grade 8S	Michelle Surber
Grade 8Z	Vicki Zeinner

## SPECIALS

PE/Library	Pam Becker
Art	Jane Nickels
Music	Joe Shea

# ST. VIVIAN SCHOOL POLICIES AND PROCEDURES

## ARTICLE I: ADMISSION AND ENROLLMENT

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, our target goal is to maintain a percentage of at least 70% Catholic students in each grade level. No student presently attending St. Vivian School will be asked to leave in order to achieve this target.

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.

### **Section 1. Guidelines**

For Kindergarten, the optimal class size is 24. In grades 1-4 our optimal class size is 25. In grades 5-8 our optimal class size is 30. The administration may use its discretion to adjust class sizes as needed.

Waiting 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 inquiries and according to the priorities listed below about St. Vivian School.

Registration forms for the upcoming school year are made available in January to 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.

### **Section 2. Age Requirements**

An incoming kindergartener must be five years of age by August 1<sup>st</sup> of their admission year. Early admission as set by the Ohio Revised Code will be decided by the principal.

### **Section 3. Student Development and Special Needs**

Admission shall not be based solely on academic ability or achievement. However, since our school does not have the educational facilities to meet the instructional needs of all learners it may be determined that St. Vivian is not an appropriate educational placement for some students. The registration of children with special needs will be reviewed annually between administration and parent(s)/guardian(s) prior to the acceptance of registration for the following year.

### **Section 4. Re-Enrollment for Special Needs**

St. Vivian School is committed to supporting all of its students. Accordingly, efforts are made to develop individual intervention plans (ISP) and accommodation plans to assist students experiencing behavioral and/or educational problems. In some instances, however, it may become apparent that St. Vivian is no longer an appropriate educational placement for a student despite the interventions that have been

implemented. This outcome could be due to a history of chronic behavior problems or educational needs beyond the capabilities of the school. In such cases, a conference will be conducted with the parents, principal, and/or the student's teachers to help identify an appropriate placement for the student.

### **Section 5. Transfer Students**

Before a student is considered for acceptance into St. Vivian School, the following documents must be received by our school office for review:

- Cumulative folder (official transcripts, last report card, test scores, discipline reports)
- Birth certificate
- Immunization records

In addition, the following records may be requested:

- Psychological testing, counseling records
- Individual Education Plans, 504 Plans
- Baptismal Certificate
- Standardized testing scores (Ohio Achievement Tests, IOWA Tests, etc.)

### **Section 6. Probationary Period**

New students' academic and behavioral progress will be reviewed every 15 days during the first 45 days of acceptance. If the reviews are unsatisfactory, a conference will be held with teachers, parents, and the principal in order to devise an academic and/or behavioral intervention plan. This intervention plan will be re-evaluated every 15 days. If the reviews continue to be unsatisfactory, another plan may be considered or the student may be asked to withdraw from St. Vivian School.

### **Section 7. Access to School Records**

All students at Saint Vivian have a cumulative file that includes copies of all report cards and standardized test scores. This file is confidential and is only sent to another school with expressed written permission from the parent.

Parents have a right to review all of their child's educational records, as well as to obtain copies of these documents (for a nominal fee). They also have the right to have information in their child's file explained and interpreted to them. In addition, parents have the opportunity to challenge the contents of the records if they believe they are inaccurate or misleading. If a parent would like to review these records, please forward that request to the principal in writing.

### **Section 8. Custody**

The release of student records is controlled by federal and state law. The policy of the Archdiocese of Cincinnati is in compliance with the Family Education Rights and Privacy Act of 1974, 88Stat. S71,20 U.C.S12329 and The Ohio Revised Code 3319.321.

At the time of registration, or when there is evidence of dissolution of marriage, the school requires the residential parent to produce any court documentation that puts limitations on the rights of the non-residential parent. A copy of this document will be kept in the student's cumulative file in the school office. School personnel, e.g., principal, secretary, student's teacher(s), who have contact with the non-residential parent, should be made aware of any limitations on the rights of the non-residential parent.

In the absence of court documentation, both the residential and the non-residential parents will be accorded the same rights and privileges with regard to access to their child(ren)'s records, teacher(s), conferences, etc.

### **Section 9. Withdrawal**

Withdrawal of a student must be directed to the principal in writing with a statement of the official date of



withdrawal. Tuition is not refunded if a student withdraws. A Release of Records form is available in the school office for forwarding student records to the new school.

**ARTICLE II: TUITION AND FEES**

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 and the Temporal Affairs Committee, in consultation with the Business Manager and the Principal, establish tuition for each school year, which is then approved by the Parish Pastoral Council.

**Section 1. Tuition Rates for 2020-2021 School Year**

<b>Number of Children</b>	<b>Tuition</b>	<b>*Parish Scholarship Amt.</b>	<b>Net Tuition w/ Scholarship</b>
1 Child	\$5,125.00	\$1,475.00	\$3,650.00
2 Children	\$10,250.00	\$3,315.00	\$6,935.00
3 Children	\$15,375.00	\$5,515.00	\$9,860.00
4 Children	\$20,500.00	\$8,080.00	\$12,420.00

\*The Parish Scholarship is only available to registered families of St. Vivian Parish and are only applicable to children in grades K-8.

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 Virtus training/background check for volunteering in the school.

**Section 2. Payment Schedule**

To enable the Parish to plan and meet its budgetary requirements, tuition and fees must be paid in a timely manner. The Temporal Affairs Committee 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 Option C and student report cards 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.

### **Section 3. Alternate Payment Schedules**

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 should contact the Business Manager immediately.

### **Section 4. Late Charges / Penalties**

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.

### **Section 5. Tuition Assistance Program**

To support families who require assistance, specific and limited monies from the Parish are designated to be used in the Tuition Assistance Program. There are two different funds, which may be awarded to **families** in need at the recommendation of the Tuition Review Board. This Board is currently comprised of two parishioners-at-large and was established to work in conjunction with the Business Manager to review each family's request for tuition assistance and facilitate arrangements for help.

All contacts with the parish offices concerning financial matters will be kept strictly confidential.

Those who desire to be considered for tuition assistance **must complete the application process through FACTS (online.factsmgt.com) annually** prior to May 1<sup>st</sup> for the upcoming school year. Requests received after May 1<sup>st</sup> 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.

The Tuition Review Board may also request a meeting with the family to more accurately assess the situation. Where the need for assistance is determined, recipients of this support are strongly encouraged

to donate their time and talents to the Parish community through various volunteer efforts beyond what is required.

Tuition assistance only applies to a single school year or period for which it is awarded. **Annual application is required.** The Tuition Review Board will inform the family of their decision by June 1<sup>st</sup> of each year.

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 wholeheartedly 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.

### **Section 6. Annual Family Contract**

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.

### **ARTICLE III: DRESS CODE**

***Please Note: As of the 2021-2022 school year, we will phase out light blue/navy blue shirts. School jumpers and skirts will remain the same, only red or white shirts along with khaki colored and navy blue pants/shorts will be considered proper uniform attire.***

Students must be presentable and representative of high standards, not only academically but also with regard to modesty, cleanliness and good grooming. All students are expected to come to school in dress code. If, for a serious reason, a student cannot comply with the dress code a written explanation must be sent to school.

### **Section 1. Student/Family Uniform Compliance**

#### **All students must comply with the following:**

- No hooded sweatshirts, baggy or oversized sweaters. ONLY St. Vivian uniform sweatshirts may be worn in class, but must be worn over school blouse or turtleneck. Spirit wear shirts may be worn on Spirit Wear Wednesday with uniform bottoms.
- Students may wear red, navy or hunter green solid color long sleeve cardigan or pullover sweater exclusive of all ornaments and logos. No hooded sweaters or vests allowed.
- Knit, stretch, baggy/oversized pants, jeans, capris, pajama pants, cargo pants, pants with rivets, pants with logos or trim and corduroy pants are not permitted.
- Belts must be worn on pants/shorts with belt loops for students in grades 4 - 8. Belts must be brown or black. Belts with decorations should not be worn.
- Socks must be worn and must be above the ankles. Socks may be any of the following colors: solid navy, black or white. No logos are permitted on socks.
- All shirts and blouses must be securely tucked in at all times and should be long enough to stay tucked in at all times. Shirts must be red or white, plain or with the embroidered St. Vivian logo. ***At least one red shirt must be purchased with the St. Vivian logo to wear to Mass.***
- Pants and shorts must be worn at the appropriate waist level. The last day to wear shorts is October 31<sup>st</sup> each year. Shorts may not be worn November 1<sup>st</sup> – March 1<sup>st</sup> each year due to colder weather.
- Hair must be neat, clean, well-groomed and shall not create a safety or health hazard. No extreme colors are permitted. Extreme/unusual haircuts are not acceptable as determined by the Principal. Boy's hair should be above the eyes, ears and off of the collar.

- No visible tattoos or body piercings (except as noted for earrings).
- No makeup is permitted; no false nails or bright nail polish.
- Practical dress shoes or gym shoes with non-marking soles must be worn. Sandals, hiking boots, clogs, backless shoes, flip flops are not permitted. Rain boots, Uggs, snow boots, or any other boots may not be worn during school hours. No ballet-type shoes are permitted. Due to seizure concerns, NO LIGHTED or BLINKING shoes are permitted during school hours.

Since dress has become so eclectic, and styles are constantly changing, it is impossible to give definite guidelines covering every color, type or style. If you have any questions, contact the school before making a purchase.

All judgments concerning whether an item meets uniform requirements are left to the principal's discretion and his/her decisions are final.

## **Section 2. Girls Uniform**

Grades PreK – 4: Plaid uniform jumpers, khaki or navy slacks/shorts; twill or cotton blends. Red or plain white knit polo shirt (long or short sleeve) or blouse. ***No khaki or navy jumpers/skirts/skorts are permitted.***

Grades 5 – 8: Plaid uniform jumper, skort or skirt, khaki or navy slacks/shorts; twill or cotton blends. Red or plain white knit polo shirt (long or short sleeve) or blouse. ***No khaki or navy skirts/skorts are permitted.***

Skirts and Jumpers must be no more than 3” above the knee.

During cold weather: only plain black or navy blue ankle-length leggings or tights may be worn under the jumper or skirt. Sweat pants and pajama pants are not to be worn to school.

Jewelry: One small post earring per ear may be worn. One watch, one ring, and/or one simple religious cross/chain, are acceptable. Excessive/distracting jewelry is unacceptable. Plain headbands may be worn to school.

## **Section 3. Boys Uniform (Pre-K – 8)**

Pants: Plain khaki or navy blue only, twill or cotton blends. No knit, stretch, baggy/oversized, cargo pants; no corduroy, no jeans, no pants with rivets, multi pockets, logos or trim are permitted to be worn as uniform pants.

Shorts: Plain khaki or navy blue only; twill or cotton blend; fingertip length – no shorter than 3 inches above the knee. Knit, stretch, baggy/oversized shorts, athletic shorts, jean shorts, shorts with rivets, multi pockets, logos or trim are not permitted.

Shirt: Red or white polo (knit) or dress shirt, short or long sleeved. Long sleeved t-shirts may not be worn under short-sleeved uniform shirts. Shirts must be tucked in at all times.

In addition to that stated above, no facial hair is permitted. Boy's hair length must be above the bottom of the collar and off the ears. Mohawks, spikes or other “fad” styles are not permitted.

## **Section 4. Gym/Physical Education Clothes—PE Uniform**

All students in grades 4 - 8 must wear the approved PE uniform consisting of the St. Vivian T-shirt and shorts purchased through our uniform store (see school website.) Students may also wear PE shirts purchased through the PTA. No yoga or stretch leggings are to be worn to gym class. Students will not participate in PE without the PE uniform.

## **Section 5. Out of Uniform Days**

Students and parents are to use appropriate judgment on out of uniform days and comply with the

general rules of safety and taste; (e.g. no short shorts, running shorts, yoga pants, stretch type leggings, cutoffs, tank tops, sleeveless shirts or blouses that expose backs or waists or midriffs, “play” clothes or clothing that is torn in any way, no excessively tight clothes, no green hair for St. Patrick’s Day, no flip flops, crocs, etc.). Shorts must be 3 inches above the knee or longer. Students who do not observe this policy will be required to call home to obtain uniform attire.

#### **ARTICLE IV: ATTENDANCE**

Regular attendance is necessary if a student is to be successful in school. The school day is from 7:40 a.m. until 2:20 p.m. Children are to be in their homeroom, seated at their desks at 7:40 a.m. Students who arrive between 7:00 a.m. 7:25 a.m. must report to the cafeteria. At 7:25 a.m., students proceed to their classroom.

##### **Section 1. Tardiness/Early Dismissal**

Those who arrive after 7:40 a.m. must report to the office to obtain a tardy slip in order to be admitted to the classroom and will be marked as tardy.

In the event that a student arrives late or leaves early, his absence will be marked according to the length of time that she/he is absent from school. A “tardy” will be recorded for missed school time up to one hour. A “half-day absence” will be recorded for missed school time that exceeds one but is less than three hours. A “full day absence” will be recorded for missed school time that exceeds three hours.

Excused tardy and excused partial absences are defined as personal illness, doctor’s appointment, death in the family, funeral of a relative and any other extenuating circumstances as approved by the Principal. All other tardies and absences are considered unexcused. A student will receive one tardy demerit for an unexcused tardy. After three unexcused tardies, a silent lunch/recess will be given for all unexcused tardies going forward. These tardy demerits are included in the Discipline Policy. Parents must accompany their child to the office and sign them in when they are tardy. Please DO NOT send your child into the school unaccompanied.

All notes regarding an early dismissal should contain the child’s full name, date, and time of early dismissal, full name of the person picking up the child, homeroom teacher’s name, name of physician, dentist, etc. When the student arrives at school she/he must give the note to the homeroom teacher, who will forward it to the School Office. At such times, students will be called to the School Office and parent/guardian should pick up student there. Parent/Guardian must sign student out in the school office. Following this process allows the student to have an excused Early Dismissal. Failure to follow this policy will result in the student receiving an unexcused Early Dismissal.

Withdrawal of students for purposes of family vacations, trips, etc., during the school term is discouraged. Teachers are not required to prepare work ahead of time for students taking a vacation during the school year. It is the responsibility of the student to make up missed work.

Any student who is tardy or leaves the school premises during the course of the school day for any reason will not be considered eligible for perfect attendance.

##### **Section 2. Absence**

According to State Bill 321 (Missing Child Act), parents are required to notify the school when a child is absent. When a child is going to be absent, a call to the 24-hour school attendance line is necessary (522-6858 ext. 1) no later than 9:00 a.m. Parents will be called if the school has not been given prior notice of an absence. Even if there is an extended illness, parents/guardians are expected to notify the school daily.

Excused absences are defined by the Ohio Administrative Code 3301-69-02 (B)(2) as: illness of child (may require written statement from physician or medical health professional); illness of family requiring presence of the child (may require written statement from physician and explanation why child’s absence

was necessary); quarantine of the home (limited to the length of quarantine by local health officials), death of a relative (limited to three days unless reasonable causes may be shown by the family); medical or dental appointment (may require written statement from physician or dentist).

Upon returning to class after an absence, students must present a signed note from the parents/guardians stating the reason for the absence. After the fifth day that a child is absent, a doctor's note may be required for the child to be readmitted to school. Homework will not be sent home on the first day absent, rather, can be picked up outside the office on the second day of absence.

Any absences excused or unexcused will prohibit a student from receiving perfect attendance.

### **Section 3. Excessive Absence**

Students must be in school every day as absence is a major cause of failure in school. Section 3321.04 of the Ohio Revised Code states, "...every parent or guardian has the responsibility to assure regular daily school attendance of their children." By the terms of section 2151.02 (F) of the Ohio Revised Code "a child being of compulsory school age, being absent without legitimate excuse from school 7 or more consecutive school days, ten or more school days in one school month or fifteen or more school days in a school year is considered delinquent." St. Vivian School adheres to these state laws.

Students are permitted 3 unexcused absences per quarter. The Principal has the final approval for reasons for any absences that exceed 3 days per quarter. Students failing to receive approval for absences beyond 3 days may fail any or all subjects.

Eighth graders are permitted 2 (two) High School Visitation Days. They are considered two excused absences. Eighth graders are encouraged to visit high school on days that St. Vivian is closed.

"Take Your Son/Daughter to Work Day" is not recognized by the Archdiocese of Cincinnati or St. Vivian School as an excused absence from school. Students who want to learn more about their parents' workplaces and careers may do so during the summer months or on a day when school is not in session.

As a result of excessive absence, summer school and/or retention may be required. Repeat offenders may be reported to the Local Truancy Officer.

### **Section 4. Make-Up Class Work/Homework**

All in-class homework and homework missed due to absence because of illness, medical appointments, and/or family emergencies must be completed within a reasonable length of time. The amount of time to complete these assignments is determined by the number of days absent. If absent one day, a student has one day to make up the work. If absent two days, two days are given to make up the work, etc. Teachers do not always have extra time during the day to get student(s) homework ready to send home on the first day of absence. If students are absent for one day, the homework will be sent home the next school day. If a student is absent more than one day, the homework will be available the following day. On the second day of absence, the homework will be available outside the school office between 2:30-3:30pm. These assignments are not available earlier in the school day.

It is the responsibility of the student and/or parents/guardians to contact the teacher to find out about missed assignments and/or tests/quizzes, in which the teacher will create a schedule with the student to make up any missed tests and/or quizzes. If the student/parent fails to contact the teacher to create the schedule or if the student does not complete the work as stipulated or fails to make up tests/quizzes, the student may receive a zero.

## **ARTICLE V: RELIGIOUS EDUCATION**

The Office of Religious Education envisions vibrant parish and school communities on fire with faith. These communities of faith engage in evangelizing catechesis to form committed disciples who reflect the light of Christ in the World. Following the thrust of the General Director of Catechesis, the Saint Vivian Office of Religious Education states its goals as follows:

- All St. Vivian catechists will become faithful proclaimers of the Good News and will recognize that their call to catechetical ministry springs from the sacrament of Baptism.
- Our parish and school will seek out, engage, and support competent catechetical leaders who continually form themselves as animators of evangelizing catechesis.
- Our parish and school will recognize evangelization as its principle mission and intentionally integrate an evangelizing spirit into every aspect of community life.
- Our parish and school will revitalize their approach to catechesis and particularly the sacraments so that the community and liturgical assembly are the focus of the catechesis/preparation and celebration.

## ARTICLE VI: ACADEMICS

### **Section 1. Curriculum**

St. Vivian School follows the Graded Course of Study approved by the Archdiocese of Cincinnati, using textbooks on the Archdiocese approved list, and meeting all State of Ohio Standards. Auxiliary Service money is used to keep textbooks current. Parish and state money is used for updating technology.

### **Section 2. Field Trips**

Field trips are scheduled throughout the year to compliment the curriculum. These activities enable students to have experiences that cannot be reproduced in the classroom but have been judged to have educational benefit. The field trip will provide some enrichment or exercise that upholds the school mission of educating the whole child.

Religious field trips include, but are not limited to, retreats, service days at nursing homes, church tours, etc.

The cost of the field trip is incurred by the parents. PTA generously pays the transportation (bus) cost of two field trips and one service day per grade each year. If parents have a financial need, please contact the school office. No student will miss a field trip due to financial need.

Any child participating in a field trip must have permission slip completed before attending the field trip. If you do not have a printed copy of the form you may send us a handwritten note, but the note must include the date and times of the trip, the location, teacher in charge, permission to transport to and from school, and pertinent medical information. If a student does not have a valid permission slip we cannot permit the student to participate in the field trip. You are asked to update the emergency form each time a field trip occurs.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. The school may deny a student's participation in a field trip if the student fails to meet academic or behavioral requirements.

All parents who are interested in chaperoning or helping with field trips must have gone through the VIRTUS Training prior to the field trip.

### **Section 3. Books**

Tuition covers the necessary texts, paperbacks, testing materials, audiovisual material, magazines, playground equipment, etc. a student needs.

All hardback books that are taken out of the school building must have a cover. Each student is responsible for his or her books and personal as well as school property. The student's name must be clearly marked on any personal items brought to school. In addition, students are also required to have the necessary supplies such as paper, pencils, notebooks, rulers, as specified by the teachers in their grade level.

#### Section 4. Homework Assignments

Homework is an important part of an academic program. The amount of time spent on homework will vary according to the grade level, the nature of the assignment, and the individual student.

Approximate homework times are:

Grade 1: 20 min.      Grades 2-3: 30 min.      Grades 4-5: 60 min.      Grades 6-8: 75-90 min.

It is important for the student to develop good study habits. Each student is given a Student Planner in which to write assignments, tests, project information and important daily reminders. Please check this book each night to help your child keep on top of assignments and be a successful student!

#### Section 5. Report Cards

Issued at the conclusion of each quarter, report cards indicate a student's achievement in relation to certain established norms as well as in relation to the student's ability.

**Kindergarten and 1<sup>st</sup> 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
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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

### Section 6. Awards

Perfect Attendance: given to any student who has not missed a day of school during the grading period (this includes no unexcused times tardy or early dismissals, and no partial days absent). This will be given in the classroom per quarter.

End of Year Honor Roll: The criteria are High Honors: all A's and Honors: all A's and B's

### Section 7. Promotion, Retention and Graduation

In order for a student to fully benefit from the educational program, it is necessary for him/her to successfully complete the academic requirements at each grade level. Students will be placed, retained or promoted based upon attendance and performance in class work, homework, and tests. All matters of promotion, retention, and placement will be handled on an individual basis with consideration given to academic abilities, maturity, and the physical growth of the child.

- A. Promotion:  
Students who satisfactorily complete the course of study objectives at their grade level will be promoted to the next grade.
- B. Placement and Retention:  
If a student receives a failing grade as the final average for the school year in any subject area that student may be required to successfully complete a program of instruction during the summer in that subject. A certified teacher must conduct the program. A progress report should be sent to Saint Vivian at the completion of the program. Failure to successfully complete such a program of instruction, or the presence of several failing grades for the year in different subject areas, may cause that student to be retained at the same grade level for the next school year. Should a summer program of instruction or retention become necessary, the parents, teachers and Principal will hold a conference in order to reach the best possible solution for the child and the school.
- C. Graduation:  
In order for a student to graduate with their class from the eighth grade, he/she must successfully complete all of the academic requirements for that grade level during the regular school term. All fines, fees and tuition must be paid, or arrangements made with the Business Manager for a student to participate in the graduation ceremony. Participation in the graduation ceremony is a

privilege extended to all students who have completed the course of studies prescribed by the Archdiocese of Cincinnati and whose behavior reflects Catholic values.

### **Section 8. Standardized Testing**

In the Archdiocese of Cincinnati, IOWA tests cover pupil performance objectives in math, language arts and reading courses of study are taken by students in grades 2,3,4,5,6, and 7. The test results are used by the principal and faculty for yearly program evaluation. The tests are criterion-referenced and as such are designed to measure the degree to which the students are mastering performance objectives in the respective courses of study.

National Catholic Education Association's ACRE (Assessment of Catechesis Religious Education) – this assessment is administered to grades 5 and 8 in January each year to evaluate the status of our religious program.

## **ARTICLE VII: COMMUNICATION**

### **Section 1. Parent Concerns**

Communication between the school and parents is extremely important. There will be times when you will want to speak with your child's teacher about his/her progress or because you are concerned about something that happened in school. Concerns should always be taken to the teacher first and then, if needed, to the Principal. Since the teachers have no free time during the day, you can call the school and leave a voice mail message, the teacher will return your call as soon as possible. You may also email the teacher. Please do not attempt to speak to a teacher before or after school unless you have scheduled an appointment. Teachers must be in the classroom at these times to supervise children or prepare for the next day.

### **Section 2. Weekly Communication**

Weekly communication regarding school news and upcoming events is sent out via email and posted to our website every Friday, in the form of a newsletter called "Saber's Scoop."

### **Section 3. Proper Protocol**

- Do not go to a classroom during the school day to speak to a teacher, a child, or to drop off a forgotten lunch, book, or homework.
- Goodbyes should be said at the red office doors. This is for the safety of our students and staff.
- Students will be allowed to use the phone only if necessary. Students may not use cell phones to call home. Classroom phones may be used at the discretion of the teacher.
- No calls will be allowed to see if a student may go to someone's house after school, or to obtain forgotten items when the child has had previous knowledge that the item is needed. The goal is to teach responsibility rather than serve as a punishment. In case of a forgotten lunch, provision will be made for the student in the cafeteria.
- All calls to change transportation arrangements should be made to the school office by 1:45 p.m. Calls made after this time may not reach your child/ren.

### **Section 4. Parent/Teacher Conferences**

Parent/Teacher Conferences are formally scheduled twice each year. Parents may also request conferences at other times by contacting the teachers by written note, phone call, or email.

## **ARTICLE VIII: MEDIA RELEASE, INTERNET AND ELECTRONIC DEVICES**

### **Section 1. Media Release**

Throughout the school year, St. Vivian School submits various media releases regarding student achievement, school events, public relations campaign, fund raisers, publications, etc. This includes the

school newsletter, website, and social media. Your signature on the Media Release Form indicates your consent for your child's photograph, and/or name and/or participation in video/audio productions to be included in press releases and/or media productions indefinitely.

## **Section 2. Use of the Internet**

Internet access in the school is strictly limited to educational use and is teacher supervised. The school instructs about and guards against inappropriate, unethical, and illegal use of the Internet by the student or adult user. Students are not permitted to email or instant message on school computers. Email may only be checked upon individual approval by the teacher or Technology Coordinator.

### **A. Saint Vivian's Responsibility**

It is the school's responsibility to maintain contact with the Internet provider, assure educational use, (not open access of the internet), provide for teacher in-service opportunities, address security and discipline issues, supervise student access and guard against the access of objectionable material. Saint Vivian makes use of firewall protection to block objectionable sites from student access. This is not 100% effective, but coupled with adult supervision, it provides the safest access possible at this time.

### **B. Student and Adult User Responsibility**

Students and adults have internet access through the school. Students will not have individual accounts or access to email. In addition, the user must strictly adhere to the copyright laws. Unethical and/or illegal activities will not be allowed.

### **C. Online Conduct**

No student may enter his or her name or information about himself/herself onto any site while using the school internet access. All users are further encouraged to refrain from giving out personal information from a home computer without parental permission.

### **D. The student and adult users agree not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material. The user shall not encourage the use, sale or distribution of controlled substances. Any use in violation of any local, state or federal law is prohibited and is a breach of the terms and conditions of this policy.**

### **E. Disciplinary Action**

Disciplinary action for inappropriate use of the school's internet access may result in loss of internet privileges for a period of time. In certain cases, if the inappropriate use also violates other school or archdiocesan policies, further disciplinary measures may be taken.

### **F. Internet Agreement Form**

Each student and their parent/guardian will sign an Internet User Form before being granted access.

## **Section 3. Electronic Devices**

Electronic devices such as cell phones, iPods, tablets and music and/or reading devices with or without earphones or speakers may not be used by students during school hours. Text messaging during school is expressly forbidden. Students are not permitted to possess such devices on their persons during the school day. All cell phones must be turned into the homeroom teacher before the start of the school. Phones will be returned during the last homeroom class. Students violating this policy will have the device confiscated. The device will only be returned to the parents upon the parent's request made in person.

This extends to school events which take place outside regular school hours. This includes but is not limited to extended care, sacramental preparation programs, meetings, concerts, and graduation. Again, St. Vivian personnel may confiscate the device from a child in violation, and the parent will need to request the return of the device in person.

St. Vivian School is not responsible for the loss or damage of any electronic device brought to school.

## ARTICLE IX: SCHOOL FACILITY AND SERVICES

### **Section 1. Library**

Each class has the opportunity to come to the Library during the week. Books may be checked out to all students and staff members. Please adhere to the due dates for all materials. The Library welcomes books as gifts.

Overdue notices will be given out when books are seven days late. At that time a fine of five cents a day will begin. When the overdue book is returned the student will receive a final notice with the total amount of the fine listed. The fine, along with the notice, should be returned to the Librarian on the following day. If the student does not return a book after two notices, the student's name will be referred to the principal for further action. Fines for damaged books will be leveled according to the severity of damage incurred. Lost books must be paid for in full according to the current replacement cost value of the book. If the book is found and returned, the student's money will be refunded if the book's condition warrants it. Report cards and records may be held until overdue library books are returned and fees are paid.

### **Section 2. Lockers**

Lockers are issued to all St. Vivian students. They will be inspected at the beginning and end of each school year and periodically during the school year. Students are expected to keep lockers clean and in good condition, and will be charged for any damage. The lockers are the property of our school and may be searched by the principal or designee if needed.

### **Section 3. Student Property Inspection**

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, cell phones, desks, computers, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

### **Section 4. Lost and Found**

Our Lost & Found is located across from the Activity Center. Lost jewelry, watches, and glasses may be reclaimed in the School Office. PLEASE MARK EACH CHILD'S VALUABLES AND CLOTHING WITH THEIR NAME AND/OR INITIALS. Parents and/or student are encouraged to check Lost & Found periodically. Items not claimed will be donated to a charity at the end of each quarter.

### **Section 5. Before School Care in the Activity Center**

St. Vivian School provides, free of charge, a staff-monitored place for students to wait starting at 7:00 a.m. until 7:25 a.m. This is a privilege extended to all St. Vivian students who follow the rules and are respectful to other students and staff. Breakfast is served to any students and staff who wish to purchase, at a cost of \$1.85.

Before School Activity Center Guidelines:

- Students are guided by their Christian values, showing respect for all students and staff in the Activity Center.
- Students will follow instructions given by the monitor(s) in a respectful manner.

- Students will bring study material, an appropriate book/magazine to read, something to draw or color or a likewise quiet activity appropriate to school.
- There is no running, pushing, shouting, or throwing of any object.
- Students will return borrowed St. Vivian items such as coloring books and crayons to their proper place and clean up before being dismissed to their classrooms at 7:25 a.m.
- Any student in a disturbance between 7:00 – 7:25 a.m. will be sent home, suspended for the day. Students may also lose the privilege of waiting in the Activity Center.

### **Section 6. Cafeteria - Hot Lunch**

St. Vivian School participates in the USDA's hot lunch program and offers daily hot lunch including milk. Cafeteria menus are sent home every month.

Those buying hot lunches will prepay by using our K12 online payment center. We encourage families to pay for lunches electronically. If paying by check or cash is your only option, please do not send money on a daily basis as our system will require prepayment for all lunches.

Daily lunch cost is \$3.25, \$1.75 for an extra entrée and \$0.75 for milk.

- Fast food items are not permitted as a school lunch.
- Please save special celebrations until after school. Our cafeteria is a self-supporting entity and has to operate on a budget.

#### **A. National Free and Reduced Lunch Program**

Families who qualify may receive free or reduced price lunches. Application forms are sent home at the beginning of each school year, are available at the school office, or on our website. All information supplied on the application is kept confidential. It is very important for families who qualify to complete and return the application –even if they do not intend to participate in the lunch program. Federal funds are distributed based on the number of qualifying families.

#### **B. Food Services**

St. Vivian School shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The School shall annually encumber the funds needed to operate the program.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, as food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The nutrition standards adopted by the School shall apply to all competitive foods and beverages sold on school grounds or at school activities during the regular and extended school day when events are primarily under the control of the school or third parties on behalf of the school. The extended school day is defined as the time before or after the official school day that includes before and after school programs, activities, or clubs. These guidelines shall also apply to food supplied by schools during official transportation to and from school and school sponsored events.

#### **C. Food and Beverage Sale Guidelines**

All foods offered for sale during the school day will comply with the Beverage and Snack Guidelines as defined in the Ohio Revised Code Sec 3313.816.

### **Section 7. Extended Care Program**

The Extended Care program is reserved for students in PreK - 8 and begins at the end of the school day until 5:30 p.m. This program starts the first day of school and is open any day school is in session other than the last day of school. When the school is closed for inclement weather, in-services, holidays, or any other reason there will be no after school care. Students are expected to follow all rules and expectations as outlined in this book. Students have free time, snack, and homework/quiet time. All students participating in after school care must be enrolled at St. Vivian School in order to use this service. This service is provided for a nominal fee as established each year for each day used. Fee schedule and more specific information about this program are available in the extended care registration information. Report cards and records may be held until overdue Extended Care fees are paid. Extreme cases for individual students will be handled by the Principal.

### **Section 8. Emergency Drills and Crisis Management**

Emergency drills (tornado and fire, rapid dismissals, lock downs, shelter in place drills) are held according to state mandates. Proper reporting and supervision of students insures the safety of our students. In addition, the school follows a crisis management plan when the safety of an individual or group may be in question. If conditions warrant a lock down that would possibly effect dismissal time, a phone call from our automated system will be activated and notification will be made through our automated system, on the St. Vivian website and through local media. Do not attempt to remove your child from school. St. Vivian School adheres to State Laws regarding emergency procedures.

### **Section 9. School Closings**

Should school be closed due to inclement and hazardous weather conditions, parents and students will be notified via phone call, email, the local radio, television stations, and on St. Vivian's web site. If St. Vivian School is closed, it will be announced as St. Vivian School. If you do not hear St. Vivian School announced, then St. Vivian is open at the regularly scheduled time. Please do not call the school office or the Parish Office for school closing information.

### **Section 10. Distribution of Non-School/Non-Parish Materials**

- A. **Announcements:** Announcements of non-school/non parish sponsored arts, civic, cultural, educational, health, musical, sports, and similar enriching events and activities in the community occasionally are sent home. While care is taken so send only information believed to be appropriate for our students, we cannot evaluate the suitability, quality, or safety of such programs, activities, leaders, staff, or sponsoring organizations. Therefore, parents must carefully evaluate the offerings including leaders, staff, and sponsoring organizations before allowing their children to attend or participate in them. Dissemination of information is done for the benefit of our students and their families, but it does not imply an endorsement or approval by St. Vivian School or Parish. The School and Parish cannot be held responsible for any claim, liability, cost, judgment, expense, or action arising from such participation. Final decisions regarding the distribution of any materials are at the discretion of the principal and must be submitted to the principal for approval in a timely manner.
- B. **Birthday Invitations and Treats:** We will not distribute birthday invitations in our classrooms. Parents should utilize our Student Directory to distribute. Due to allergies, birthday treats will be limited to non-food related items such as pencils, stickers, etc.

### **Section 11. Visitors**

All parents/guardians and visitors must report to the school office in order to receive permission to go to any part of the school building. The visitor will sign in and receive a badge/button to be worn in order to go to any part of the school grounds. Any visitor/parent without a button will be sent to the school office. At the completion of the visit, the visitor should return the pass and sign out.

“Unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.”

### **Section 12. Smoke-Free Building**

St. Vivian School is a smoke free environment. Anyone using the building for school events or activities during or after school hours must adhere to this policy.

## **ARTICLE X: TRANSPORTATION**

If parents of children, who normally use one method of transportation at dismissal, change from the norm, a note must be sent to the homeroom teacher. The note must state the date, child/ren’s name(s) and the method the child will be using to go home. If the school does not receive a note, the child will be dismissed by his/her normal mode of transportation or may be sent to Extended Care (parent will be called and charged the Extended Care fee.)

All phone calls to change transportation arrangements should be made to the school office by 1:45 p.m. Calls made after this time may not reach your child/ren.

### **Section 1. Dismissal**

Students riding busses are dismissed at 2:20 p.m. All other students are dismissed after the buses leave the property. Any student still remaining on the property at 2:30 will be brought to the office to contact a parent. At that time, students may be sent to Extended Care and the annual registration fee and a one-day charge for supervision will be incurred.

### **Section 2. Bussing**

Students who reside in the Finneytown Public School District and live one mile or more from school are provided bus service through the Finneytown Public Schools. Students living in the City of Cincinnati, Mt. Healthy, or Winton Woods are also bussed to St. Vivian. Any questions concerning eligibility for these services should be directed to your public school district’s transportation office. Students from other school districts (North College Hill, Princeton, St. Bernard-Elmwood Place, Northwest, Oak Hills, Wyoming) are not bussed by their districts but parents may be eligible for reimbursement from their district. Contact your public school district for further information. By law, students may be bussed only by their district of residence, which means students may not ride home with a friend on bus from another school district.

### **Section 3. Carpool and Parking**

No parents are to enter the front parking lot during drop-off or pick up times. Parents who bring their children to school must use the rear parking lot. Busses will use the front parking lot for arrival and dismissal of students.

Parents coming to school during the school day should use the front parking lot as students may be using the back lot for recess or physical education class.

Parents who drop their children off in the morning must enter at the back entrance of the playground off of Denier Place and follow the arrows to drop their children off at the “Drop Off Zone” in front of the steps to the Activity Center. After dropping off your child/ren, exit the parking lot by either: the rear exit on Finney Trail if you are going to turn left (south) on Winton Road or the rear exit on Denier Place if you will be turning right (north) on Winton Road. Parking in the rear parking lot is limited to the area behind the Activity Center.

Cars are not permitted on the back parking lot during the school day since students use this area as a playground and for physical education classes. Exceptions are made for funerals.

#### **Section 4. Walking to School**

When walking to and from school, students must use the overpass at Winton Road and Finney Trail or cross at the crosswalk at Winton Rd. and Galbraith Roads.

### **ARTICLE XI: HEALTH AND SAFETY**

An Emergency Medical Card and Authorization Form MUST be on file in the school office before the student is permitted to attend class. In the event of a change in phone numbers, place of employment or residence, please contact the school office with the new information.

#### **Section 1. Physical Education Exclusion**

A written note signed by the parents is necessary for a child to be excluded from Physical Education class. The note must include the reason and the period of time for the exclusion. Often physicians will provide documentation at the office visit for the physical education teacher. You are required to present a physician's note if a student needs to be excluded from Physical Education for more than two days.

#### **Section 2. Administration of Prescribed and Over the Counter Medications at School**

Students who require medication during the school day must have a completed medication form on file in the office. Forms are available in the school office and on the school website.

Whenever it is absolutely necessary that medication be given to the student during the school day, the following will apply:\*

- Medication must be in original containers and have an affixed label including student's name, name of medication, dosage, route of administration, and time of administration.\*\*
- Written request MUST be obtained from a licensed healthcare provider and the parent or guardian before any medication may be administered by school personnel. The request must
- include instructions as to the name of the medication, dosage, time or frequency and duration of the medication, and the possible side effects.
- For safety reasons, all signed forms and medication must be delivered to the school by an adult. The parent or guardian should contact the office for further information. **NO MEDICATION WILL BE GIVEN TO A STUDENT WITHOUT THE PARENT/GUARDIAN'S WRITTEN PERMISSION.**
- Medications will not be stored over the summer. Parents will need to notify the office with regard to the transfer of medication from school to home.
- Students may not carry and administer medication with the exception of an inhaler, diabetic supplies or an EpiPen. In the case of an inhaler or an EpiPen, the school must have proper documentation from a licensed healthcare provider and parent/guardian on file. These students will be asked to sign a contract stating that she/he will be responsible for the medication during school hours.

\*Adopted from the Ohio Revised Code #3313.713.

\*\* This includes prescriptions as well as non-prescription medication such as aspirin, ointments, eye drops, etc.

#### **Section 3. Screening**

Throughout the year, the nurse will conduct screening programs such as vision (grades K,1,3,5,7); hearing (K,1,3,5) and scoliosis (grades 5 & 7 for girls and grade 8 for boys). Students are referred for additional care if a concern is noted. If the parent does not wish for their child to be screened for any or all of the screenings, they must notify the school nurse in writing.

#### **Section 4. Pupil Immunization Requirements**

Sections 3313.67, 3313.671 and 3313.37 of the Ohio Revised Code indicate state regulations regarding immunization requirements for students.



- It is the responsibility of the parent/guardian to provide written documentation of the student's immunization record (month, day, and year for each dose of vaccine received) to school personnel.
- No student shall be permitted to remain in school for more than 14 days unless the parents presents written evidence satisfactory to the person in charge of admission, that's/he has been immunized.
- The parent/guardian may request exemption from compulsory immunization requirements for religious, philosophical, or medical reasons. Religious or philosophical objections must be submitted by the parent/guardian in writing. A medical exemption must state the medical reason for the exemption and be signed by a physician.

### **Section 5. Tuberculosis (TB) Requirements**

All newly enrolled students must complete a Tuberculosis questionnaire. In addition, all students and staff who travel at any time to a "high risk country" in a non-tourist capacity are required to have a TB test. "high risk countries" are defined by the World Health Organization TB unit. For a complete list of these countries please contact the school nurse.

Families are also required to notify the school nurse of any plans of foreign travel throughout the school year. If you have questions, or would like a complete copy of St. Vivian School's TB policy, please contact the school nurse.

### **Section 6. Emergency Medical Authorization**

St. Vivian School provides parents/guardians of every pupil enrolled in school an Emergency Medical Authorization form. If a parent or guardian does not wish to give such written permission, the parents/guardian shall indicate in the proper place on the form the procedure school authorities should follow in the event of a medical emergency involving the child.

Even if a parent or guardian gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of the school shall make reasonable attempts to contact the parent/guardian before the treatment is given. The school shall present the pupil's emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment. (Ohio Revised Code 3313-712).

### **Section 7. Care of Students with Peanut or Other Food Allergies**

St. Vivian School is committed to the safety and health of all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response. St. Vivian School is committed to working in cooperation with parents, students, and healthcare providers to minimize risks and provide a safe educational environment.

All students with food allergies are required to have written documentation of such allergies from his/her healthcare provider. School health practices shall provide students with food allergies the opportunity for full participation in all classroom and school activities unless prohibited by a physician's written statement to that effect. All identified students must have an appropriate Epinephrine Auto Injector/medication at school.

All threats or harassment of students with food allergies will be taken very seriously and will be dealt with in accordance with the bullying policy of St. Vivian School and pursuant to the Ohio Revised Code 3313.666

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with St. Vivian School's confidentiality practices/policies. The confidentiality of students with food allergies shall be maintained, to the extent appropriate and as requested by the student's parent/guardian.

## **Section 8. Covid-19 Requirements**

Last school year due to the COVID-19 pandemic, St. Vivian School quickly adjusted and adopted new methods of instruction to ensure that all students continued learning from home. This year, we are faced with providing a safe learning experience. Through the collaboration of administration, teachers, parents and our school nurse, we have developed this plan to address the risks posed by COVID-19 and yet provide a safe learning environment for our students and staff. The following departments and guidelines were used as resources as we built this plan: the Ohio Department of Education (ODE), the Ohio Department of Health (ODH), the Center for Disease Control (CDC), and Hamilton County Public Health Department (HCPHD).

All students, staff, teachers, and visitors are required to wear face masks when in the building, and temperatures of all visitors will be taken upon arrival. Students will need to bring their own masks. Mask design must align with the Catholic faith and school dress code. No words, logos, or statements are permitted.

Hand sanitizer will be located in multiple locations throughout the building, including high traffic areas and the cafeteria.

### **A. Daily Procedures**

- a. Prior to Arrival: Parents/guardians need to take students' temperatures every day before leaving for school. If a student is coughing, running a fever of 100°F or higher, or is feeling ill in any way, he/she **MUST** stay home. Students must be fever- and symptom-free for **72 hours** before returning to school, without fever-reducing medications. If your child has received a positive diagnosis for COVID-19, he/she must isolate at home for 10 days from diagnosis.

In accordance with the ODH guidelines, schools must monitor daily absences of students and staff for trends. If a student is absent because he/she is experiencing high risk symptoms for COVID-19, quarantine due to positive diagnosis, suspected diagnosis, or exposure to someone who has been diagnosed with or presumed to have COVID-19, the school **must be notified** and additional monitoring questions may be required per Hamilton County Public Health Department (HCPHD) and/or the ODH. If there is a positive COVID case reported in our school, we are required to contact the Hamilton County Public Health Department at (513) 946-7800 for guidance and tracing. The need for closure will be evaluated in conjunction with the Principal, School Nurse, HCPHD, ODH, CDC guidelines and state law.

If a child comes to school sick, he/she will need to be picked up within 30 minutes from the initial phone call to prevent putting others in jeopardy. Sick students will be isolated in the nurse's office until the parent arrives. When picking up sick children, please park in the front parking lot as recess is held in the back parking lot throughout the day. (More about illness, quarantine, and return to school guidelines found in "Procedures for Student Illness at School" – Appendix B).

- b. Arrival Procedures: All students must have their masks on correctly (covering the nose and mouth) before entering the building. Please use hand sanitizer when entering the building. From 7:00 - 7:25, all St. Vivian students will proceed directly to the gym where they will sit, socially distanced, with their homerooms. Students' temperatures will be taken by supervising teachers upon arrival. Students who have fevers or symptoms will be sent to the nurse's office for parent contact and pickup.

Students arriving from 7:25 - 7:40 A.M., will proceed directly to homeroom and temperatures will be taken by the homeroom teacher.

Tardy students arriving after 7:40 A.M. will have their temperatures taken by office personnel and proceed directly to homeroom.

c. Hallway Procedures: Masks must be worn at all times in the hallways. Signage will be posted indicating hallway directions. One-way stairwells: South Stairwell (by cafeteria leading to Winton Road door) is an "Up Only staircase." North Stairwell (from junior high hallway to preschool hallway) is a "Down Only" staircase. Exception: students may go down both stairwells at dismissal to exit the building.

d. Classroom Procedures: Hand sanitizer will be located in every classroom. Lockers will be shared, but student items and coats will be placed in individual, large bags and kept in the lockers. Books and daily supplies will be kept at student desks. Bathroom/hand washing breaks will be scheduled throughout the day and before lunch. There will be a limited number of students permitted in the restroom at one time.

Water fountains will be turned off, and students are required to bring their own filled, reusable water bottles (be sure student names are on them). These bottles should go home each night to be washed and refilled.

We are unable to socially distance 6 feet in classrooms. Therefore, student desks will be placed **physically distant** within classrooms. Desks will be placed in rows and will face the same direction. Students will not share classroom materials or supplies.

The majority of students will only switch classes for specials (art, gym, music); they will remain in homerooms and teachers will move to other classrooms to limit student exposure. Student desks will be cleaned before a new group of students arrives. Maintenance staff will deep clean and sanitize overnight, including high traffic areas and high-touch surfaces (doorknobs, light switches, bathroom fixtures, etc.).

e. Lunch Procedures: There are three twenty-minute lunch periods to reduce the number of children in the cafeteria at one time. Students who pack or purchase lunch will eat in the cafeteria. Seats will be assigned and students will be physically distanced. There will be a total of six students at each double table, sitting diagonally, so students are not directly across from others. Since student masks will be off to eat lunch, talking will be limited to prevent the spread of airborne pathogens (talking allowed at recess). Those who pack need to bring a drink in their lunches and no snacks or drinks will be available for purchase. There will be two hand-sanitizer dispensers located in the cafeteria for student use. Payments for lunch will be pre-paid. It is recommended that parents use the website <http://www.k12paymentcenter.com/> to apply money to their students' accounts. Cash or check must be placed in an envelope with student name, grade, and homeroom teacher name to properly apply to student accounts. Homeroom teachers will forward envelopes to the cafeteria for payment on accounts.

f. Recess Procedures: Students will have a twenty minute recess after lunch. Students will use hand sanitizer before and after recess. Each classroom will have its own playground equipment which will be sanitized nightly. Students are not allowed to bring equipment or toys from home. Students will socially distance 6 feet, and may remove masks. If playing closer than 6 feet, masks must be worn.

g. Dismissal Procedures: Masks are required at dismissal. Bus riders will be escorted directly to the bus locations in the front of the building. Kindergarten through Grade 4 will exit through the main front door to the main sidewalk. Grades 5 through 8 will exit the building through the Winton/cafeteria stairwell door to the sidewalk by Church. Students will need to be physically distant as they exit and as they wait for buses to arrive. Car riders, walkers and extended care students will be escorted to the gym where they will sit in homeroom groups, socially distant from others. Procedures for car pickup will follow guidelines from last year. Please remember to post your name card on your dashboard for staff to see.

- B. School Closure/Hybrid Schedule: If St. Vivian has a positive case of Covid-19, the school will determine the need for a partial, grade level, or school-wide closure/quarantine, or the implementation of a hybrid schedule. Communication will be sent alerting parents.

If the school must close because of confirmed cases of Covid-19 in the St. Vivian building, school may be closed for 2 – 5 days in consultation with the Hamilton County Public Health Department.

In the event we need to follow more restrictive health guidelines, we may need to begin a hybrid schedule, with 2 days of in-person learning and 3 days of remote, online learning. Group A students would meet in-person on Mondays and Tuesdays while Group B would be online those days. All students would be online on Wednesdays. Group B would be in-person on Thursdays and Fridays, while Group A would be learning online. (See Appendix C - Remote Learning for more information.) Group A or B assignments will be communicated at a later date.

C. Additional Information:

- Field trips and all-school assemblies will be postponed/cancelled.
- Band will be postponed/cancelled. Strings/orchestra will continue after school on Thursdays from 2:30 to 3:15 P.M.
- Choir will be postponed/cancelled.
- Library - school library books will be set aside for three days before other students are permitted to check out those books.
- School Mass - Masks will be worn by all students and staff while at Mass. Homerooms will attend on a rotating basis to allow for social distancing. Parish Mass attendance guidelines will be followed.

Appendix A  
Daily Parent Checklist

People with Covid-19 have a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have Covid-19:

Each morning before school, take your child's temperature and monitor for these symptoms:

- Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Congestion or runny nose
  - Nausea (upset stomach) or vomiting
  - Diarrhea
1. **If your child has a fever, he/she needs to remain home. The student may return to school after 72 hours fever free (without fever-reducing medication).**
  2. **If your child has any of these symptoms (not including a fever) he/she must remain home for 24 hours. If a student is sent home from school with any of these symptoms, they must remain home the next school day.**

This list does not contain all possible symptoms. The CDC will continue to update this list as we learn more about Covid-19.

### Appendix B Procedures for Student Illness at School:

Parents must provide two emergency contacts, other than parents, who are able to pick up students who become ill or have an emergency. All contacts need to arrive within 30 minutes of the initial phone call. When picking up sick children, please park in the front parking lot as recess is held in the back parking lot throughout the day.

**Important:** Please be sure to update your contact list with St. Vivian School any time your information changes throughout the school year so we can reach you in an emergency.

Those students who become sick at school will be isolated in the nurse's office away from other students.

If a student is coughing, running a fever of 100°F or higher, or is feeling ill in any way, he/she **MUST** be sent home. If your child has received a positive diagnosis for Covid-19, he/she must quarantine at home for 10 days from diagnosis.

#### **Section 9. Procedures for Student Illness at School**

Parents must provide two emergency contacts, other than parents, who are able to pick up students who become ill or have an emergency. All contacts need to arrive within 30 minutes of the initial phone call. When picking up sick children, please park in the front parking lot as recess is held in the back parking lot throughout the day.

**Important:** Please be sure to update your contact list with St. Vivian School any time your information changes throughout the school year so we can reach you in an emergency.

Those students who become sick at school will be isolated in the nurse's office away from other students.

If a student is coughing, running a fever of 100°F or higher, or is feeling ill in any way, he/she **MUST** be sent home. Students must be fever- and symptom-free for **24 hours (72 hours if running fever)** before returning to school, without fever-reducing medications. If your child has received a positive diagnosis for Covid-19, he/she must quarantine at home for 10 days from diagnosis.

#### **Section 10. Health Concerns**

If your child is allergic to any medication, bee stings, etc., or has a heart condition, hearing or vision problems, ADD, ADHD, diabetes, asthma (including exercise-induced asthma), epilepsy, bladder problem, etc., please indicate on the appropriate health form (Health History and Emergency Medical Authorization).

#### **Section 11. School Wellness**

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

- Recess or snack breaks are scheduled for students as needed to maintain energy levels.

#### 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 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.
- Other school-based activities
- St. Vivian School encourages the use of non-food rewards for student behavior.
- 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.

### **ARTICLE XII : HARASSMENT, INTIMIDATION AND BULLYING**

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

#### **Section 1. What Constitutes Harassment, Intimidation and Bullying**

Harassment, Intimidation and bullying is 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.
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. Any 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.
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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.

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

## Section 2. Types of Conduct

Harassment, intimidation and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, shame, 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.
- 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.
  - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

## Section 3. Complaints

### A. Formal Complaints:

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

### B. 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.

### C. 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.

## Section 4. School Personnel Responsibilities

**A. Teachers and Other School Staff:**

Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

**B. Administrator Responsibilities:**

- a. Investigation:** The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

- b. Response:** Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

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



Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

**c. Reporting:**

**i. Report to the Parent or Guardian of the Offender:**

If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

**ii. Report to the Parent or Guardian of the Victim:**

If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

**iii. Police and Child Protective Services:**

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

**Section 5. School Judgement and Discretion**

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

**Section 6. Threats**

All threats to inflict any harm to self or others must be taken seriously. Whoever hears the threat should report it immediately to the Principal. The principal shall investigate the situation and take appropriate action.

**Section 7. Sexual Harassment**

Students who engage in sexual harassment on or off school premises at a parish/school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, electronic messages of a sexual nature, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate

consequence for the sexual harassment. Any student who believes they are sexually harassed needs to report such behavior to a parent, teacher, or the principal within a timely manner.

### **ARTICLE XIII: CHILD ABUSE AND NEGLECT**

Ohio Revised Code Section 2151.421 requires any schoolteacher or school authority to report suspected cases of child abuse or neglect to the Department of Human Resources or a municipal or county peace officer. The legislation also guarantees immunity for anyone filing a report or participating in a judicial proceeding from any civil or criminal liability that might otherwise be incurred or imposed as a result of such action.

### **ARTICLE XIV: CODE OF CONDUCT**

Students are expected to respect the rights of each other so that all may learn. Self-discipline is a part of everyone's life; therefore, good discipline is essential to the emotional growth of every student at St. Vivian School. This discipline should be positive, consistent, and appropriate to the age of the student. Positive behavior is recognized in many routine ways throughout the school year, including the Personal Development Award. At the same time, students must face the consequences of his/her actions. All adults on staff are responsible for providing positive reinforcement for appropriate behavior as well as for enforcing discipline.

#### **Section 1. A Positive Learning Environment**

In order to provide a welcoming environment for learning, students are expected to:

- Enter, leave, and move about the building in an orderly manner.
- Show respect and courtesy to people and property.
- Cooperate with the school and classroom rules.
- Not talk in the hallways
- Students involved in physical altercations, rowdiness, cyberbullying on the way to or from school or any general misconduct in public places outside of school, may be subject to disciplinary action by the school.

#### **Section 2. Integrity**

CHEATING is defined as representing another's work as your own, manipulating information to gain an unfair advantage, or enabling others to use your work as their own. This includes, but is not limited to, the following:

- Looking at another student's test, quiz, or exam.
- Using, copying or submitting another student's work on a test, quiz, homework, or any other assignment.
- Using a textbook, notebook, "cheat sheet" or digital resource on a test when it is not authorized.
- Turning in a term paper, report, essay, project, lab experiment, computer program, language tape, artwork, etc., or any other work submitted to meet class requirements that is written or prepared (in whole or in part) by another (including authors); this also includes information obtained (in whole or in part) over the internet.
- Using any material from a previous semester or year prepared by another student.
- Talking during a test or quiz.

ENABLING (or giving the power to others to cheat) is also cheating. This includes, but is not limited to, the following:

- Allowing your work (test, quiz, exam, homework or any other assignment) to be copied and turned in by another student as their own.
- Digitally transmitting course documents or assessment answers to another student without permission of the teacher.
- Writing a term paper, report, essay, lab work, or preparing a project or language tape, etc., for another student.
- Passing down a previous semester or year's work, notebook, homework, tests, etc.
- Obtaining unauthorized information about a test or quiz and/or spreading this information. (This includes spreading information to students who have not yet taken an announced or unannounced test or quiz.)
- Knowing that cheating is going on and not reporting it.

In all cases when cheating has been determined, the following sanctions will ensue:

- For a first offense, the student is required to re-do the assignment or assessment in question but may earn no grade higher than a 50%. For a repeat offense, academic credit will not be given for the assignment in question.
- A letter of notification (and copy) sent home to the parents. The copy is to be signed and returned to school.
- Disciplinary actions, to include multiple demerits and/or suspension.

The following sanctions may ensue:

- Additional work assigned and the student(s) put on probation until the work is turned in.
- The student(s) being barred from leadership positions, clubs, activities, or any event in which the participant is representing St. Vivian (e.g., sports events, music competition, exhibits, drama, scholastic competition, etc.

### **Section 3. Expected Behaviors**

Cafeteria:

- Students will follow all instructions by staff, cafeteria monitors, and volunteers in a respectful manner.
- Be courteous while moving through the lunch line.
- Use appropriate table manners; behave in an orderly manner by sitting while eating.
- Talk in a normal speaking voice.
- Keep your hands to yourself and do not touch other student's food. Do not play with or throw food.
- Clean your place and leave it in an orderly fashion.
- Assist with cleaning tables, floors, and trays.
- Raise hand for permission to go to the restroom.

Classroom:

- Be an attentive listener.
- Participate in discussion and sharing ideas.
- Cooperate and become actively involved in group projects.
- Complete assignments on time.
- Treat others in a way that respects that person's dignity.
- Use learning materials meaningfully and return them to their proper place and in the proper condition.

#### Church:

Students must be in uniform for Mass. If a class is out of uniform for a field trip, the students must wear their uniform to Mass and change after Mass.

- Use holy water if desired to make sign of cross.
- Walk quietly to pew, bow with your class.
- Kneel, reflect; be seated, pray silently.
- Participate in songs and responses.
- Listen to readings and homily.
- Respect other people's desire to pray.
- Leave in quiet, orderly manner with your class.

#### Playground:

- Stay in designated areas, and do not leave the school premises.
- Make proper use of playground equipment.
- The throwing of rocks, sticks, snowballs, or any other object is prohibited.
- Placing all paper in proper containers is expected.
- No rough games are permitted on the playground.
- Students may not re-enter the building without permission from the staff member on duty.
- Respond to the whistle that signals the end of recess. Students are to stop playing, walk to the designated line-up area, and take their places quietly.
- Students are not permitted to be on the playground unsupervised after school. No bicycles, skateboards, skates or roller blades are permitted on school property.

#### School Bus:

- Students shall follow policies as directed by the public school district under the direction of the bus driver.
- If a student receives a discipline slip from the bus driver, the school will be notified and will take appropriate action as necessary.
- All possible behaviors cannot be anticipated nor described within this document but their general intent should be clear. Thus, the more common situations only are included. The principal will use his/her judgment when there is a need for clarification or modification of these rules and policies.

#### **Section 4. Public Display of Affection**

Young children have a natural way and desire to show affection to their peers and siblings. Primary students like to "hug" their older siblings and their friends when seeing each other around our campus. This is acceptable behavior to share their love and care for each other.

On the other side, "hugging" and/or "inappropriate touching" by students that may or may not offend students and "invade" their personal space, is very unacceptable behavior. This pertains mainly to junior high students, but is applicable to all children. This will be dealt with accordingly through the discipline plan and our demerit system. This is enforced by the professional staff.

#### **Section 5. Inappropriate Material**

Any student who brings any pornographic or extremely violent material to school will face automatic suspension/expulsion. Parents will be notified immediately. Any student who knows of such material in school or who views such material will also be disciplined.

#### **Section 6. Drugs, Alcohol, And Tobacco**

A student shall not possess, use, sell, transmit, or be under the influence of any narcotic, controlled substance, counterfeit (look-alike) drugs, marijuana, alcohol or tobacco product of any kind while on

school grounds, during, before or after school hours, off school grounds at a school activity, function, or event unless the medication is prescribed by and taken according to the child's physician's orders.

Violations occur when a student is witnessed using or possessing; shows signs or visible effects of abusing drugs or alcohol or a student possesses, makes, sells, offers to sell, delivers or gives away those items while on school property or at a school function. Possession or sale of drugs, alcohol, and/or tobacco is illegal and police will be notified.

While aspirin, Tylenol, allergy sinus medication and cough drops, etc. are not illegal drugs, they must be administered in accordance with school policies that regulate distribution of medications. (See health and safety section.)

## **ARTICLE XV: DISCIPLINE PROCEDURE**

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

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

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

### **Section 1. Conduct Point System**

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

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

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

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

- Hurtful and/or inappropriate language, acts, or gestures
- Violation of safety rules
- Lying, cheating, plagiarism
- Violation of internet acceptable use policy
- Misbehavior at school related activities
- Display Christian behavior at all times
- Show respect for others and their property
- Follow directions the first time they are given
- Bring required materials to class
- Obey all rules and procedures
- Forgery (4-8)
- Repeated violations of the Code of Conduct

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

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

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

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

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

- 3 Conduct Points: Student assigned a 30-minute detention (2:20-2:50pm)
- 5 Conduct Points: Student assigned a 60-minute detention (2:20-3:20pm)
- 8 Conduct Points: Student assigned a 60-minute detention (2:20-3:20pm)
- 10 Conduct Points: Student assigned a 2-hour Friday School detention (2:20-4:20pm). A \$25 fee is assessed to be paid in the office on or before day of the detention. Student will be ineligible for extra-curricular activities for two days. Parent and student required to meet with teacher(s) and principal.
- 13 Conducts Points: Student assigned a 2-day out of school suspension and placed on behavioral contract. Student and parent required to meet with principal upon student's return to school. Student will be ineligible for extra-curricular activities for one week.
- 15 Conduct Points: Student assigned a 5-day out of school suspension. Student and parents required to meet with principal upon student's return to school. Student will be ineligible for extra-curricular activities for four weeks.
- 18 Conduct Points: Student expelled and may be referred to juvenile court, depending upon the cause of the expulsion.

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

In addition, the principal may involve the police for any activity deemed to be of a criminal nature.

## **Section 2. Procedure for Conduct/Detention Slips**

When a conduct slip is sent home, the parent is asked to sign it and return it to school the next day. If the conduct slip indicates a missing assignment, the missing assignment is due with the conduct slip the next day.

Failure to return a signed conduct point slip or detention slip the next school day results in an additional conduct point.

### **Section 3. Procedure for Detention**

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

- Students are not to leave school grounds prior to the beginning of the detention period.
- Students are not permitted in the school building (hallways, classrooms, lockers, etc.) after a detention.
- Students having more than one detention assigned for a given day will serve the additional detention the following day.
- Students requesting a change of date for a scheduled detention must bring a written request from a parent or guardian stating the reason a change is needed. This request must be approved by the principal.

### **Section 4. Process for Suspension**

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

### **Section 5. Ineligibility for Athletics and Other Parish-Sponsored Activities**

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

### **Section 6. Authority of Principal and Teachers**

Under the laws of the state of Ohio, principals and teachers are given the authority of parents in the discipline and control of students.

In serious or extreme cases, the administrator may bypass the above procedures and may suspend or expel a student for academic or disciplinary reasons that have serious and detrimental effects on the health, safety, or general welfare of that child, other students, faculty or school.

The principal and/or pastor is the final resource in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion (Archdiocesan policy)

### **Section 7. Notification of Legal Authorities**

Notification of rules, violations, or of the law may be made to juvenile court or legal authorities as deemed appropriate by the principal and/or pastor.

## **ARTICLE XVI: FAMILY SERVICE, FUNDRAISING AND VOLUNTEERING**

St. Vivian School has always operated as a partnership with the school staff and the parents/guardians to provide an excellent education in a Catholic atmosphere. Parental involvement and volunteerism are a hallmark of Catholic education and vital to the school mission and student success. It is imperative that each school family contribute to the partnership in substantial ways.

## Section 1. Family Involvement

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 of our entire community. **Families are asked to participate in service each school year.**

Parental involvement and volunteerism are hallmarks of Catholic education and vital to the school mission and student success. It is imperative that each school family contribute to the partnership. Your participation helps keep our school strong!

### A. Opportunities

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 office for more information.

- Join the PTA
- Pumpkin Carving
- Fall Fund Raiser
- Teacher Dinner during Parent Conferences
- Jingle Bell Shop
- Faculty Appreciation Lunch
- Classroom Coverage
- Everyone Counts
- Jr. Achievement
- Grandparent's Day
- Ice Cream Social
- Walk-a-Thon
- Box Tops
- Track & Field Day
- Graduation
- Cookie Bakers
- Fish Fry
- Scouts
- Coaching sports
- VBS Volunteer
- Boosters Activities

### B. Signing Up for Service

Volunteer service opportunities occur throughout the year. They are made known in multiple ways including registration packets, this handbook, Parish bulletin, weekly newsletter, and our website - to name a few.

### C. VIRTUS Training

Any adult working with children in a school or parish related activity must complete a background check and attend a VIRTUS training.

The Archdiocese of Cincinnati has updated its Child Protection training requirements to include the nationally recognized VIRTUS program. Called Protecting God's Children, VIRTUS strives to build on what we already know about child abuse; teaching effective and safe boundaries, how to spot predators who masquerade as people doing good in the community, and how to prevent situations where children are exposed to danger. This program centers mainly on the recognition and prevention of child sexual abuse.

## Section 2. Fundraising

Throughout the school year the PTA and other parish groups organize several money raising activities. In the spring, all students are asked to participate in a walk-a-thon, which is the major money-raising event, so participation is very much appreciated. Students are permitted to sell items on school grounds only for school/parish sponsored groups.

## Section 3. Matching Gifts Program

Saint Vivian participates in the matching funds program for education. Many area companies will match gifts to educational institutions such as Saint Vivian School. If you would like to give a tax-free gift to our school, check if your company will match it. We also have a list of matching gift companies available in the school office. The donor has the right to specify the area where the gift is to be used (i.e. technology, library, etc.) as long as it is within the realm of the school's philosophy and mission.

## Section 4. Volunteer Program

Volunteers are always welcome. One of the best ways to get to know the school, its staff and other



parents is to volunteer in one of the many areas where assistance is needed in a parish school, such as: the cafeteria, library, field trips, classroom, playground, festival, PTA events and many other areas. A volunteer sign-up form is sent home at the beginning of the school year and additional requests are often made by the teachers throughout the school year. All volunteers must comply with the Child Protection Policy of the Archdiocese of Cincinnati.

St. Vivian School is not responsible for the safety of young children brought to school while a parent is volunteering. Young children may not be in a room with machinery, paper cutters, copiers, etc.

Cafeteria and Recess Supervisors: Rain or shine, an adult volunteer is needed to help teachers supervise play areas, and assist the staff during the lunch periods. While on the playground, the volunteer assists the teacher on duty by encouraging safe play, watching for those who may be in need of assistance and encouraging inclusion of all children in games and activities. Safety is always our number one concern.

Classroom Assistance: We need your help in a variety of areas so that we can provide the most support for each individual child. A volunteer can sign up for a particular teacher and a particular task. Some of the tasks include tutoring students for math or reading, word processing, assisting in the computer lab and running copies on the copier. Each teacher is responsible for coordinating the volunteers used in individual homerooms.

#### **ARTICLE XVII: RIGHT TO AMEND THIS HANDBOOK**

The Saint Vivian Education Commission, Principal, and Pastor reserve the right to amend this handbook at any time. Parents will be given notification of any revisions and/or additions.