

St. Francis de Sales Family Handbook

2025-2026 School Year



"Rooted in Faith. Achieving Excellence. Serving Others."

St. Francis de Sales School
1602 Madison Road
Cincinnati, Ohio 45206
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SCHOOL HOURS: 9:00 AM TO 4:00 PM
OFFICE HOURS: School Days 8:00 AM to 4:30PM

A Marianist Elementary School - Archdiocese of Cincinnati



St. Francis
de Sales
School

Rooted in Faith.
Achieving Excellence.
Serving Others.

Dear Parent,

Welcome to St. Francis de Sales School. Please review this handbook thoroughly with your child/children. This document serves as our communication with parents concerning our rules, regulations and school practices. Each classroom teacher will also send home a list of classroom rules and regulations. Parents and scholars will be held responsible for the information in this handbook. Please keep the lines of communication open.

We hope that you and your child/children have an excellent school year. Our goal is to provide an excellent education in a Catholic/Christian atmosphere; Rooted in Faith, Achieving Excellence, Serving Others. We look forward to working together this year.

Go Dragons,

Ms. Browarsky

Principal

History of School

St. Francis de Sales is located in the Historic East Walnut Hills neighborhood of Cincinnati, Ohio. We serve over 200 scholars in grades Pre-K through 8th grade each school year. We have one class per grade level.

St. Francis de Sales School was founded in 1877 as the school for St. Francis de Sales Parish. It is supervised by the Archdiocese of Cincinnati and is Chartered by the State of Ohio.

De Sales is a member of the Catholic Inner-city Schools Education Fund (CISE); is accredited by the Ohio Catholic School Accrediting Association (OCSAA); is a member of the Eastern Catholic Association of Schools for Excellence (E-CASE); and a member of the DeSales Crossings Community.

Mission Statement

We are Rooted in Faith. We Achieve Excellence. We Serve Others. We are SFDS.

Belief Statements

St. Francis de Sales beliefs follow the Characteristics of a Marianist Education.

We aim to:

- Educate for formation in faith
- Provide an integral, quality education
- Educate in family spirit
- Educate for service, justice, and peace
- Educate for adaptation and change

ACCREDITATION

St. Francis de Sales School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

ADMINISTRATION

St. Francis de Sales School is a parish school which operates under the authority of the Pastor, Fr. Mike Nartker, under the direction of the school Principal, Joanne Browarsky and Assistant Principal Mike Mohr.

RIGHT TO AMEND

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

ADMISSION AND ENROLLMENT

Non-Discrimination Statement

No scholar may be excluded from St. Francis de Sales School solely because of race, color, national/ethnic origin, or ancestry.

School Age

In accordance with [Section 3321.01](#) of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Educating Scholars with Special Needs

St. Francis de Sales School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child’s needs, then the child may be offered the opportunity to enroll.

Requirements for All Scholars

New Scholars

New scholars may complete an application for enrollment consideration February 1st each year. The application fee is \$100.00. When completing an application form, you must bring the following:

- \$100.00 Application Fee
- Birth Certificate
- Current Utility bill -proof of address
- Most recent report card and any IEP and/or Service Plan
- Immunization records
- Complete Income Tax form (1040) from the previous year
- All W-2's for previous year
- Completed EdChoice Request form and Income Verification form (see below)

No enrollment is final until all the required information is provided and the application has been approved by the principal.

Current Families

Current parents with children in good standing will have first opportunity to re-enroll for the new school year. To reserve a place in the school, scholars must complete the re-enrollment process during the month of January. The re-enrollment fee is \$100.00 per family. It is **non-refundable.** After January 31st, applications for new families will begin to be accepted. If you have not re-enrolled by this time, you risk losing a seat for your child for the next school year. **All Tuition and for the current year must be up to date to re-enroll for the new school year.**

When re-enrolling a returning scholar, you must bring:

- \$100.00 Re-enrollment Fee
- EdChoice Renewal Form
- Proof you have set up your payment plan with FACTS Management Co.
- Complete Income Tax form (1040) from the previous year
- All W-2's for previous year
- Proof of Address

Admissions Process

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

The admission process at St. Francis de Sales School is as follows:

1. An APPLICATION form is completed by the parent/guardian and submitted with all requested information and required documents no later than the established deadline.
2. A REVIEW of the application begins. All required records will be reviewed by the school administration.
3. ACCEPTANCE is determined. Once the administration reaches a decision whether or not to accept a scholar, the parent/guardian will be notified in writing by a predetermined date.
4. ENROLLMENT is completed. Upon acceptance, the parent/guardian will be asked to register the scholar for the upcoming school year and pay the registration fee by a predetermined date.

When the number of scholars who have applied for a class exceeds the number of available seats in the class, scholars will be considered for enrollment based on the following criteria:

1. Catholic scholars who are members of the parish.
2. Catholic scholars of other parishes without Catholic schools.
3. Children of the local neighborhood community.
4. Children from outside the local community.

New scholars in grades K-2 who wish to be considered for enrollment may need to complete an assessment, academic screening, review of records, and interviews.

New scholars in grades 3-8 will be screened for ability and placement. If testing shows that the child does not give promise of successfully completing the academic program, or would not be a positive asset to the school, the scholar will not be admitted. All testing will be scheduled on a first come first serve basis. Testing does not reserve a place for your child in any grade. It is possible that your child's grade placement will be closed before your testing date.

Probationary Period

All new scholars enter through a probationary period which extends during the first trimester of attendance. Prior to the completion of the 1st trimester, a decision will be made to accept or not accept the new scholar into the school on a more permanent basis, based on teacher recommendations with satisfactory academic, behavior, and attendance progress.

Voluntary Withdrawal of Scholars

If you withdraw or remove your child from school, please notify the school office by coming to school and signing a withdrawal form. Any school property, including, but not limited to library books, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned. Additionally, any and all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met. Teachers will complete the "Scholar Withdrawal Sheet" attesting the return of all school property within three days of notification of scholar withdrawing from school. **The scholar must take all his/her personal possessions home on the last day of attendance.**

Accuracy of Information Statement

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

TUITION AND FEES

St. Francis de Sales School operates financially on tuition, EdChoice scholarships, individual donors, subsidy from the parish, Archdiocese of Cincinnati CISE fund, and fund-raising activities. Not one of these alone can fund the operation of the school.

Tuition Assistance/Financial Aid Opportunities

1. Ohio EdChoice Scholarship

St. Francis de Sales is a *provider* for the Ohio Educational Choice Scholarship program (EdChoice). This program provides scholarships for private school tuition to scholars who attend designated public schools, chartered non-public schools, and all incoming Kindergartners. To find out if your child is eligible for the scholarships, Traditional and Income-based, contact the Ohio Department of Education and Workforce at 877-644-6338 or <http://education.ohio.gov>

2. C.I.S.E. Fund (Catholic Inner-city School Education Fund)

SFDS is a CISE School-receiving generous support from the Fund. Families may apply for tuition assistance through FACTS (see below). *All* scholars receive some aid from the CISE Fund; aid based on income or aid to cover the tuition not covered by EdChoice.

3. C.E.F. (Catholic Education Fund)

This is an additional fund offered by the Archdiocese that is income based and can be applied for with the same application on FACTS for CISE Funds.

Tuition Payment

St. Francis de Sales School has partnered with FACTS Management Company and Grant and Aid assessment for the collection of our self pay tuition accounts.

Tuition is to be paid in full by May of the current school year. Tuition paid in full by August 15th of the current school year is discounted by \$100.00.

Families who need/wish to make monthly payments for tuition are required to set up their desired payment plan with FACTS Management Company and apply for financial aid with FACTS Grant and Aid Assessment. <https://online.factsmgt.com/signin/3XCXW>

FAITH FORMATION

Religious Education

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

Religious education is the essence of Catholic schools. Through instruction in Catholic doctrine and Christian living, the school aims to assist parents in their task of the moral and religious development of their children.

Religion classes are conducted for all scholars enrolled in school and are an integral part of the curriculum. Grades are given based on class participation and retention of subject matter taught. Incorporated into these classes are Eucharistic liturgies, prayer services, the opportunity to receive the Sacrament of Reconciliation, and the practical instruction of church seasons.

Religion And Prayer

All scholars must attend religion classes and participate in Liturgical services of the St. Francis de Sales Community. St. Francis de Sales scholars are expected to participate in the morning prayer, the end of the day prayer and religious activities at church. Scholars must be respectful of the Catholic principle and spiritual values which govern our school. Prayer is an important and essential part of our school.

ACADEMIC PROGRAM

Academic Expectations

Scholars at St. Francis de Sales School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, fine arts, enrichment, and intervention opportunities. Additional support services may be available for scholars as needed.

Homework

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

Guidelines for Homework Completion

Homework must be turned in at the assigned time. Homework will be assigned daily. A scholar's work will be accepted by teachers only if it is legible, neat, and complete and meets all other requirements set by the teacher. Parents need to check the homework planners in grades 1 through 8.

Scholars in grades 1 through 3 should spend at least 30 minutes each night on their homework; grades 4 through 6 at least 45 minutes; grades 7 through 8 at least 60 minutes. Scholars are required to have and use a homework planner.

Grades and Grading

The purpose of assessing scholar work and performance, and issuing a grade is to inform the scholar, the teacher, and the family about the scholar's growth toward proficiency of the standards.

A five letter system of reporting grades is used to communicate to parents and scholars the progress and achievement in each class (grades 4 through 8). A four letter system is used for grading in grades 1-3. Signatures are also required on interim reports and report cards.

Grading Scales

Grades K & 1 Academic Assessment Scale

- 4- Consistently Demonstrates/Exceeds Proficiency
- 3- Frequently Demonstrates Proficiency
- 2- Progressing Toward Proficiency
- 1- Demonstrates Limited Progress Toward Proficiency
- N/A- Not Assessed This Grading Period
- *Instructional Accommodations

Grade 2

O = 90-100	Strong Progress
S = 80-89	Satisfactory Progress
N = 70-79	Needs Time/Experience/Improvement
U = Below 70	Unsatisfactory Progress

Grades 3-8

A = 93-100	A = 4 points (Superior 93-100)
B = 85-92	B = 3 points (Very Good 85-92)
C = 77-84	C = 2 points (Satisfactory 77-84)
D = 70-76	D = 1 point (Below Average 70-76)
F = 69	F = 0 points (Failing – Below 70)

Promotion and Retention

Standards for passing academic courses are related to mastery of subject matter and diligence, as well as, thoroughness and completeness of assignments

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

Promotion

Primary Grades – Promotion through the primary grades will be determined by the child's proficiency in reading and math skills. If it is necessary for a child to repeat a grade, either because of immaturity or lack of understanding of basic fundamentals (reading, phonics, and number comprehension),.

Grades 4-8 - Promotion in grades 4 through 8 will be determined by the scholar's proficiency in Language Arts (Reading, Vocabulary, English), Mathematics, Social Studies, Science and Religion.

Retention

The decision of the scholar's retention is made by the principal and grade level teacher in collaboration with the parents and with the child's best interest as the primary focus. Parents will be informed in advance if retention is thought to be in the child's best interest.

Grades 4 through 8

A scholar may be retained for the following reasons:

1. Unable to reach proficiency requirements at scholar's grade level or ISP/IEP (Failing two or more major subjects at the end of the school year.)
2. Continued lack of responsibility in completing assignments
3. Excessive unexcused absence

Parents and principal are to be informed as soon as possible and kept informed if there are indications that the scholar may need to be retained. The final decision is to be made by the principal after consultation with the teacher(s), parent(s), school psychologist and/or counselor during the last trimester.

Third Grade Reading Guarantee

Scholars must meet a minimum score on the state reading test or an alternate assessment in order to move on to fourth grade without additional requirements needed.

Records Review

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

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

Withdrawal/Disenrollment for Academic Reasons

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

Curriculum

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

Standardized Testing

St. Francis de Sales School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Scholars in grades 3-7 participate in the required state testing throughout the school year.

The Archdiocese of Cincinnati also requires scholars to take an Assessment of Religious Education. All scholars in required grade levels will take this assessment regardless of religious affiliation.

Reporting Scholar Progress

St. Francis de Sales School issues report cards to the families three times a year. Report cards will be held when fees or tuition are owed.

Interim reports are issued in the middle of each of the three grading periods. These reports indicate scholars' progress and areas of needed improvement. They are to be signed and returned to the teacher. Scholar grades can be accessed at any time in Option C.

Honor Roll

St. Francis de Sales School offers an Honor Roll program each trimester for scholars in grades K-8 to award academic excellence. To become eligible for the Honor Roll a scholar must maintain an average of 3.5 to 4.0 for First Honors or an average of 3.0 to 3.49 for Second Honors. The subjects included in the Honor Roll averaging are Religion, Language Arts (Reading, English, and Spelling), Math, Social Studies, Health, Science, Art, Music and Physical Education. NO STUDENT RECEIVING AN AVERAGE OF "F" IN ANY SUBJECT IS ELIGIBLE TO BE ON THE HONOR ROLL.

Scholar Support Programs

St. Francis de Sales School follows applicable guidelines for scholar support programs offered through these sources. In partnership with the Cincinnati Public School District, St. Francis de Sales has specialized personnel and specific programs to assist children having education and/or personal difficulties. These include:

- Small group or individualized tutoring
- Speech and Language Therapy
- Psychological Services
- Counseling Services/Social Worker
- Latchkey – After school
- Title I Reading and Math
- School Nurse

Recommendations for participation in these programs come through teacher and/or parent referrals, results of group or individualized standardized testing and/or multifactor assessments. All assignments are made by the staff according to the regulations governing the program.

Temporary Home Instruction

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

ATTENDANCE

The School Day

The school day begins at 9:00 AM. The day ends at 4:00 PM. We expect our scholars to be present and on time. **Scholars will not be permitted to enter after 9:30AM without a formal doctor's note and MUST be signed in by a parent/guardian.** The school is not responsible for supervision of scholars **before 8:20 AM or after 4:00 PM.**** Parents who drop off their scholars are to make sure their children have been admitted to the building *before* driving away. Parents and others waiting to pick up scholars should wait outside the school.

Before and after school care is provided through CHAMPIONS. However, walkers/riders who are NOT registered in morning care will not be permitted to arrive before 8:20 AM. Scholars arriving at 8:20 will gather on the playground on their grade level fire drill/dismissal lines.

Arrival and Dismissal

Upon arrival, scholars will line up in their assigned place in an orderly fashion. Scholars are to go silently to their classrooms with their teacher. **No scholar, once he or she has arrived on school grounds, may leave before dismissal without the permission of the principal.**

The school day ends at 4:00 PM. All scholars are to be seated in their respective homerooms before dismissal begins. The teachers will bring the scholars to the cafeteria for dismissal when called by the office. All scholars must leave the building and school grounds immediately at the time of dismissal or report to Latchkey.

Scholars who are not picked up by 4:05 PM will be sent to CHAMPIONS. A fee will be charged for this after school care service.

Early Dismissal

If a child must be excused from school during any part of the regular school day, a written note stating the reason and the exact time of dismissal is required before the requested absence. Acceptable reasons for early dismissal are limited to doctor appointments, funerals and or a sudden family emergency. Reasons for "family emergency" will need to be approved by the Principal. Scholars leaving early from school, before 3:45 pm, will be counted tardy for that day. Scholars MUST remain in the classroom until called to the office.

Tardiness

Any child arriving in his/her homeroom after 9:00 AM is late for school. A child arriving late for school must report to the office and present a parental note explaining the tardiness in order for the tardy to be considered excused (e.g. Doctor's appointment). Failure to get to school on time, e.g. overslept, is considered unexcused.

- The scholar will be given a tardy slip to enter the classroom.
- Habitual tardiness is a real hindrance to a child's academic progress.
- Attendance records will be reviewed in mid-October. .
- Scholars arriving after 11:45am or scholars leaving before 11:45am will be counted as half day absent.
- Any scholar who leaves school for more than an hour during the day for a doctor's appointment will be counted as half day absent.
- Scholars will not be dismissed before 4:00pm without prior written notice. Scholars leaving early from school, before 3:45 pm, will be counted tardy for that day.
- If a pattern of extreme tardiness continues throughout the school year, your child/children may not be permitted to register at St. Francis de Sales School for the following school year.

Daily Attendance

Regular attendance is a key factor in the establishment of a good scholastic record. Scholars are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to be absent are personal illness, a family death, or a family emergency.

[Section 3301-69-02](#) of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

Examples of excused absences (Parent note is required):

- *Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

*Illnesses may require a doctor's note. If your child has an illness with **fever or diarrhea**, they may not return until they are **fever free and have no diarrhea symptoms for 24 hours without medication**.

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours.

Make Up Work

For all absences, scholars are responsible for making up the work, including tests, that they have missed during their absences. They will have one day for every day absent to complete assignments upon their return to school. Arrangements to pick up the child's work after 2:00 p.m. should be made before noon.

Excessive Absence and Tardiness

Scholars who are absent more than 10 days in a trimester, or who have a pattern of absences throughout the year, may be asked to produce a doctor's excuse. Additionally, when a scholar arrives after the start of the school day, leaves before dismissal, or is out of school for any reason during the school day, his or her attendance will be considered "incomplete" for that day and will be designated as a tardy on their attendance record.

Excessive unexcused absence or tardiness may result in a failure to pass the current grade. The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

- Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.
- Excessive Absence is defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.
- Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

Reporting An Absence

A call by the parent/guardian must be made to the school between 8:15 AM and 9:45 AM each day of the scholar's absence. A message left on voice mail must include the caller's name, the scholar's name, grade, and homeroom teacher, the date of absence, and reason for absence. The office staff will call parents of children who were not reported as absent by noon each day.

Upon return to school, the parent/guardian must send a written note to the homeroom teacher stating the reason for the absence. The note should include the date(s) and the reason for the absence. For your convenience a **Re-Entry after Absence form** is provided on the back page of this handbook or you can obtain one from the office.

EdChoice Scholarship scholars will lose their scholarship with 20 or more unexcused absences. An absence without a note from the parent is an unexcused absence. EdChoice recipients MUST have a note for every absence. All absentee notes will be kept on file in the office until the end of the school year.

A physician's note is required following a contagious disease or after a 3 or more day absence from school.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

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

by St. Francis de Sales School when determining whether to admit or retain a scholar.

Scholar Pregnancy

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

Gender Identity Policy

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

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

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

Catholic schools should:

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

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

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

HEALTH AND SAFETY

Medical Information

At the beginning of each school year, parents/guardians will provide current medical information for the scholars. If information changes during the school year, parents/guardians must contact the school with the updated information.

If a child becomes ill at school and we feel it is better for him or her to leave school, we will call a parent. Please keep us aware of any changes in phone numbers where you or a sitter may be reached, it is necessary for each child to have an accurate, up-to-date emergency form on file in the office.

Medication Administered at School

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

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

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

Prescription and Non-Prescription Medication

Whenever it is absolutely necessary that medication be given to the scholars during the school day, St. Francis de Sales has adopted the following policy regarding the dispensing of medication by school personnel during school hours.

1. By **state law**, Ohio Revised Code 3313.713, written permission **MUST** be obtained from and signed by the physician and the parent or guardian before school personnel may administer any prescription medication. The request must include instructions as to the name of the medication, dosage, time of day the medication should be administered, and duration of medication administration.
2. Medication must be in the original container and have an affixed label including the scholar's name, name of medication, dosage, route of administration, and time of medication. This includes prescription as well as non-prescription medications such as aspirin, ointments, eye-drops, etc.
3. Non-prescription (over-the-counter) drugs (e.g. aspirin, cough drops etc.) may be dispensed by school personnel with specific written directions from the parent or legal guardian. The directions must include the specific name of the medication, dosage, time of day the medication should be administered, and duration of medication administration.
4. **All prescription and non-prescription medicines must be kept in the school Nurse's office during the day.**
5. It is advised that the medication be brought to the school by the parent or guardian.

Specific Health Conditions

The school office and the classroom teacher should be informed about special health conditions such as allergies, reaction to insect bites or stings, asthma, diabetes, epilepsy, hemophilia, sickle cell anemia, etc., so the school can be prepared in case of an emergency.

Children who require prescription lenses should have glasses which are the proper prescription and properly fitted. The scholar should have the glasses at school every day. Teachers should be informed each year about scholars who should be wearing glasses or hearing aids.

Diabetic Care Policy

St. Francis de Sales School complies with [Section 3313.7112](#) of the Ohio Revised Code regarding diabetes care.

St. Francis de Sales School is committed to ensuring scholars who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the scholars' treating physician. Such care must include the following:

- 1) Checking and recording blood glucose levels and ketone levels or assisting the scholar with checking and recording these levels;
- 2) Responding to blood glucose levels that are outside of the scholar's target range;
- 3) In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- 4) Administering insulin or assisting the scholar in self-administering insulin through the insulin delivery system the scholar uses;
- 5) Providing oral diabetes medications;
- 6) Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the scholar's treating physician;
- 7) Following the treating physician's instructions regarding meals, snacks, and physical activity; and
- 8) Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a scholar with diabetes, the school shall inform the scholar's parent, legal guardian, and/or other person having care or charge of the scholar that the scholar may be entitled to a school accommodation plan regarding the scholar's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code and so long as all of the following are satisfied:

The school receives a written request, signed by the scholar's parent, legal guardian, and/or other person having care or charge of the scholar, that the drug be administered to the scholar.

The school receives a statement, signed by the prescriber, that includes all of the following information:

1. The name and address of the scholar;
2. The school and class in which the scholar is enrolled;
 - a. The name of the drug and the dosage to be administered;
 - b. The times or intervals at which each dosage of the drug is to be administered;
 - c. The date the administration of the drug is to begin;
 - d. The date the administration of the drug is to cease;
 - e. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
 - f. Any special instructions for administration of the drug, including sterile conditions and storage.
3. The parent, legal guardian, or other person having care or charge of the scholar agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
4. The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
5. The drug is received by the person authorized to administer the drug to the scholar for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
6. Any and all other procedures required by the school are followed.

If a drug is administered to a scholar, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the scholar for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the scholar with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the scholar.

Scholar Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a scholar and authorization by the scholar's treating physician, a scholar with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the scholar's treating physician so long as that physician determines that the scholar is capable of performing

diabetes care tasks. The scholar shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the scholar or the parent, legal guardian, and/or other person having care or charge of the scholar so requests, the scholar shall have access to a private area for performing diabetes care tasks.

If the scholar performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the scholar's permission to attend to the care and management of the scholar's diabetes.

Non-Restriction Disclaimer

St. Francis de Sales School shall not restrict a scholar who has diabetes from attending the school on the basis that the scholar has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a scholar to provide diabetes care for the scholar with diabetes at school or school-related activities.

Seizure Action Plans

[ORC 3313.7117](#) requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled scholar who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the scholar's parent or guardian, to have seizure disorder prescriptions administered to the scholar; and
- A written statement from the scholar's treating practitioner providing information on each drug prescribed to the scholar for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the scholar in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the scholar receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

Policy On Scholar Use of Marijuana

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

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

Child Protection

St. Francis de Sales School follows all Archdiocese of Cincinnati mandates and [Section 2151.421](#) of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

Immunizations

St. Francis de Sales School complies with the minimum immunization requirements set forth by Sections [3313.67](#) and [3313.671](#) of the Ohio Revised Code. Although St. Francis de Sales School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception. This means that there will be NO exemption status unless it is for a medical reason. An example of this would be a child who is getting chemotherapy for cancer. Their immune system is already compromised and he/she might not be able to comply with all the vaccines until they are healed. This exemption will require a signed note from their doctor.

Every child, entering or returning to St. Francis de Sales School, must provide the school nurse with written proof that the scholar has been immunized by a method of immunization approved by the department of health against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, and rubella or is in the process of being immunized by the first day of school for Kindergartners and the 14th day of school for scholars in grades 1-8.

Fire, Tornado, Lockdown and Shelter in Place Drills

The school administration will develop and share with scholars and staff an evacuation plan for various emergencies that may arise. Scholars will practice the fire, tornado, lockdown and

shelter in place drills throughout the year. Scholars are expected to become familiar with each drill and observe the rules of the plans developed. Emergency exit procedures are posted in each classroom. We ask that all adults who are in the building at the time of the drill follow the safety rules.

Health Screenings

Vision and hearing screenings shall be provided regularly. Routine tests of vision, hearing and scoliosis are given in certain grade levels. Speech, hearing, and vision screenings are done for each child new to the school each year.

Safety Plan

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

Security Cameras

Providing a safe learning environment for our staff and scholars is a mission of our school. Security cameras are located throughout the building and outside surrounding the church and school property. School administration and school staff will review video footage as needed. Parents will not be permitted to view classroom video recordings.

Suicide Prevention

Any mention of suicide or physical harm to self will be reported directly to the school Counselor and Principal. Parents will be contacted by the Counselor and/or Principal and the parent will be asked to pick up the scholar immediately. Counselor, Principal, parents and homeroom teacher will determine next steps. Further evaluation may be required prior to return to school.

STUDENT CODE OF CONDUCT

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

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

Discipline is fundamental in Catholic education. Parents are to partner with the teachers in guiding their children in the acceptance of responsibility. Our mission is to provide a safe and structured academic environment for all our scholars.

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

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

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

Conduct In or Out of School

Scholars are expected to follow the Scholar Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Scholar Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

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

At the beginning of each school year, the teacher will send home a list of the school and classroom rules. The principal and every teacher in the school have the authority to apply appropriate disciplinary measures to a violation of any of the school's regulations or policies.

The following is a list, non-inclusive, of acceptable and possible disciplinary measures:

- Teacher or principal speaks with the child
- Conduct Referral

- Detention (it is the scholar's responsibility to inform his or her parents if a detention is assigned for the following day and detention must be served on day assigned).
 - If a child receives a conduct referral or detention form, **it is expected to be signed by the parent/guardian and returned to school the next day.** If not signed and returned, the child may face a consequence. (ex: loss of recess or another detention.)
- Classroom Discipline Plans
- Parent –Teacher conference
- Loss of special privilege
- Scholar Behavior Agreement
- In school suspension
- Suspension - out of school suspension
- **Expulsion** – It shall be the decision of the proper school personnel, after carefully weighing all the facts and circumstances pertaining to the incident of misconduct, as to which corrective measures are appropriate or adequate.

Class Dojo

Class Dojo, in grades PK-8 will be utilized to track, reward and improve behavior and complement the current discipline plan. Classroom teachers will have specific expectations and incentives utilizing this program. They will outline their expectations and communicate them to you the first week of school.

Please look for parent information as well as online login and mobile app options to be sent home!

Primary Progressive Discipline

In each classroom, once a scholar has received their last warning or check, they are removed from the classroom to take a "break" or time out in another room. This gives them time to regroup, refocus, and hopefully correct their behavior to allow them to return to their homeroom and participate in instruction. In the event that your child is not able to rejoin the classroom and instruction has stopped for that scholar, a conduct referral will be written and they will be sent to see either Ms. Browarsky, Mr. Mohr, or Mrs. Hammerstein. A phone call will be made home and the scholar will be asked to not return to school the next day. It is our hope that this one-day

removal from the classroom will reinforce the importance of following classroom rules and expectations, being on task, and participating in the learning process.

If this one-day removal from school occurs a second time, you will be asked to schedule a meeting with the classroom teacher and Ms. Browarsky or Mr. Mohr before they may return to the school. The purpose of this meeting will be to determine next steps, including but not limited to a discipline contract, further intervention, or dismissal. If the scholar is causing physical harm to others, a more immediate action may occur and the scholar may serve an out of school suspension. (rev.Nov.2018)

Grades 3 - 8 Progressive Discipline

The Check System

In addition to Class Dojo, Grades 3 – 8 use a check system for daily classroom discipline. Each day is a fresh start with no "checks". Scholars receive checks for infractions including but not limited to: talking, disrespect, missing materials, tardy to class (grades 6-8), out of seat, and disturbing class. Scholars will be informed when they are getting a check, and a symbol will be put next to the check to denote for what it was given.

In grades 3-5, after three checks, the scholar will lose their recess. At four checks, the scholar will be assigned a detention. Grades 3 uses a modified, age appropriate version of the check system.

In grades 6-8, after two checks in a day, the scholar will lose their recess. At three checks, the scholar will be assigned a detention. The detention slip will need to be returned THE NEXT DAY signed by a parent/guardian. Removal from class will result in a conduct referral.

Progressive Discipline

- 1) 3 "checks" or Negative Dojo points = Detention
- 2) Detentions will be served on Thursdays during a scholar's lunch and recess.
- 3) A combination of 5 conduct referrals or detentions = In School Suspension
- 4) When a scholar receives their "6th" detention/conduct referral, a meeting will be held with the Principal, the homeroom teacher, parent, and scholar to determine a future plan of action.
- 5) If/when a scholar receives their "7th" detention/conduct referral a discipline contract will be written and signed by the principal, homeroom teacher, parent, and scholar to determine future placement at St. Francis de Sales School
- 6) Failure to follow the discipline contract could result in expulsion.

** Scholars admitted on discipline contracts will not follow this progression but said contract*

Suspension and Expulsion

- In case of a serious offense, accumulated detentions or conduct referrals, a scholar may be suspended by the principal. Parents will be notified in writing and may be required to come to school for a conference before the child is readmitted.
- When a scholar is on suspension, a scholar **MAY NOT** attend after school activities, clubs, field trips, or be on school property.
- **** A scholar on suspension will be required to make up missed school work following the suspension. Failure to make up work will result in zero credit for days absent.**
- If the scholar remains and a third suspension is incurred, it **may** result in an expulsion.
- **A single serious offense may also be cause for suspension and/or expulsion.**

The ultimate goal is self-discipline, but teachers and other adults in the school are responsible to guide and direct each scholar in achieving this goal. The school staff seeks to maintain a safe, structured environment free from attitudes and actions that interfere with learning.

Procedures to be Followed in Cases of Suspension and Expulsion

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

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

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

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

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

St. Francis de Sales Harassment, Intimidation, and Bullying Policy

It is the policy of St. Francis de Sales School (the “School”) that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School’s internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The “Scholar Responsible Use of Technology” form must be signed by each scholar and on file with the School.

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

Definition of Terms

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

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

Any intentional written, verbal, electronic, or physical act that a scholar has exhibited toward another particular scholar more than once and the behavior both:

- Causes mental or physical harm to the other scholar; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other scholar.

Violence within a dating relationship.

“Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a scholar has exhibited toward another particular scholar more than once and the behavior both:

- Causes mental or physical harm to the other scholar; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other scholar.

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. 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 professional and educational discretion and judgment.

Types of Conduct

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

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:

- Posting slurs on the Internet, websites, blogs, or social media/networks;
- Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
- Taking embarrassing photographs of scholars and posting them online or otherwise distributing them; and
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other scholars

Complaints Regarding Harassment

Formal Complaints

Scholars 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.

Informal Complaints

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

Anonymous Complaints

Scholars 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 scholar alleged to have committed acts of harassment, intimidation, or bullying.

Criminal Misconduct

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

Conduct Disclaimer

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other scholars 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 scholars based on the circumstances of

each incident, including but not limited to the respective age(s) of the scholar(s) involved, the scholar(s)' perceived maturity level, the conduct at issue, the scholar(s)' attitude and degree of cooperation, the scholar(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any scholar disciplinary matters.

General Behavioral Expectations

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

1. Each scholar is responsible and accountable for his or her own actions.
2. **Courtesy, respect, and consideration** will be shown to all fellow scholars, staff, parents/guardians, workers, volunteers, visitors.
3. All scholars are subject to corrections from any faculty or staff.
4. **Be in school each day on time.** School starts promptly at **9:00 AM**.
5. **The School Uniform Code** will be followed, including expectations for out of uniform days.
6. **Improper language or gestures**, deliberate injury, or threatening statements, or conduct are unacceptable and will not be tolerated.
7. **There is to be no food or drink anywhere**, at any time except in the classroom for breakfast and school-provided snack and in the cafeteria at lunchtime unless special permission is granted by the principal for a special occasion.
8. **No chewing gum is permitted at any time on school property before, during or after school.**
9. **Scholars must have teacher permission and a hall pass to be out of the classroom** during class time. Scholars must sign out in the classroom when given permission to leave.
10. **No non-educational items (toys, radios iPods, electronic games, etc.)** are to be brought to school without permission from the teacher. **The school will not assume responsibility for these objects if they are lost, broken or stolen.** They may be confiscated by the teacher.
11. Stealing, cheating, plagiarism, or forgery, including parent(s)/guardian(s) signature(s), will not be tolerated.

12. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
13. Books and materials are to be handled with care. Books must be covered and re-covered, as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
14. Scholars are expected to come prepared for class and other school activities.
15. Each scholar is responsible for his or her own belongings. Personal items should be marked with the scholar's name.
16. The scholar's use of non-medical, personal electronics, including but not limited to personal cell phones, tablets, or smartwatches, may only be used with the permission of a teacher or other staff member.
17. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
18. Scholars are to be orderly in the halls and classrooms at all times so that a positive learning environment is maintained. Scholars must walk in the halls and may speak quietly. No scholar should be in the hall without the permission of a faculty or staff member.
19. Scholars are not permitted to leave the school premises during the school day without the written, signed permission of their parents/guardians. Scholars must also obtain the permission of the principal or teacher before leaving the school.

Bus Conduct

St. Francis de Sales School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus. Riding a school bus is a privilege for scholars and a convenience for parents.

Scholars who ride yellow buses, per CPS bus referral, may be suspended from riding or removed permanently if their behavior endangers the safety of themselves and others.

No scholar shall:

- Fail to remain seated while the bus is in motion.
- Stand, change seats, or turn around in his/her seat while the bus is in motion.
- Yell, shout, scream, talk too loudly, or make unnecessary noises.

- Have feet or legs in the aisle.
- Put hands, heads, or arms out of the windows.
- Defy the directions of the bus driver.
- Eat, drink, or chew gum.
- Fight, push, trip, shove, or hit another person.
- Throw objects in or out of the bus.
- Spit or litter.
- Use objectionable or profane language, curse or use obscene gestures.
- Tamper with bus equipment.
- Display discourteous, rude, or annoying behaviors.
- Display any other behavior relating to the safety, respect, and/or well-being of others
- Use a Cell Phone.

Search And Seizure

St. Francis de Sales School reserves the right to search and inspect school property used by scholars at any time. St. Francis de Sales School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a scholar's possession; or (2) suspects a scholar may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken. Any illegal substance or weapon of any kind will be turned over to the proper authorities.

Cheating and Plagiarism

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

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

SCHOOL UNIFORM AND DRESS CODE

Scholars are required to dress in proper uniform every day. Scholars in violation of the school uniform will receive a uniform notice. **Three uniform notices in a trimester will result in a detention.**

SFDS uniforms may be purchased at Target, Walmart & other department stores.

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

Clothing worn to school is to be clean and neat and must follow the following guidelines:

- Hats, head coverings, bandannas, sweatbands and sunglasses **cannot** be worn inside building; **this includes hoods**. Head bands must be worn on top of head – not on forehead.
- Coats are not to be worn in the classroom unless the teacher gives permission.
- Shirts and blouses should be buttoned to cover cleavage.
- Uniform pants, shorts and skirts or skorts are to be worn at the appropriate level and pants must be able to stay above the hips, should not drag on the floor and should not allow any portion of the buttocks or undergarments to be exposed when the scholar sits, stands, raises a hand or bends over.
- No skin should be visible between a scholar's top and bottom garment when the child sits, stands, raises a hand or bends over.
- Torn or tattered clothing is not to be worn.
- No jewelry, clothing or other items may have obscene, violent, gang, tobacco, drug, alcohol related, or belittling messages or images.
- Jewelry that is deemed disruptive or unsafe may not be worn at school. No hoop earrings may be worn, only small stud earrings are permitted. Jewelry that causes a distraction will be asked to be removed.
- Girl's purses must be placed in "cubbies" or locked in lockers during the day.
- No gold or metal teeth may be worn to school.
- Uniform shirts must be tucked into trousers/pants.

- No Heelies (shoes with wheels) may be worn at any time anywhere in the school building during school hours or at school functions.

School Uniform Requirements

GIRLS UNIFORM

- Navy blue jumper, dress shorts, skirts and/or skorts for (grades K-4)
- Navy blue dress shorts, skirts or skorts for (grades K-8)
- Light blue or white uniform blouse/polo shirt.
- Uniform shorts, skirts and skorts must be a decent length as determined by the school authorities.
- Girls in grades 6, 7, & 8 only, are permitted to wear Khaki slacks, shorts, and skorts.

BOYS UNIFORM

- Navy blue dress shorts or slacks
- Collared light blue or white polo shirt.
- Boys in grades 6, 7, & 8 only, are permitted to wear Khaki slacks and shorts.

ALL GRADES

ID Badges

- Each scholar will receive a Scholar ID / Clever badge. The homeroom teacher will determine expectations of use.

Shirts

- ONLY WHITE or LIGHT BLUE knit polo shirts (short or long sleeve - NO SLEEVELESS) may be worn with the navy blue dress shorts or navy blue dress slacks.
- Long-sleeve Tee-Shirts: Blue or White long sleeved shirts are permitted under uniform shirt only.

Dress Shorts

- These shorts are different from gym shorts which are usually shorter and often have an elastic waistband.
- The dress shorts are dark navy blue with pockets and belt loops.
- Gym shorts and uniform shorts may not be worn interchangeably.
- Uniform shorts must be worn with a uniform blouse/shirt.

- Uniform shorts may be worn at parent discretion anytime during the school year.

Pants

- Material may be corduroy, cotton or polyester.
- Cargo pockets are not permitted.
- No denim pants of any kind. Pants MUST be worn at waist level.
- If pants are pulled down below waist level a uniform notice will be given.

Belts

- Belts are required on pants with belt loops for both boys and girls in grades 3-8. Black or brown only.

Sweatshirts

- SFDS sweatshirts are uniform. However, solid color (navy, black, gray, or white), crew-neck sweatshirts may be worn. The sweatshirt must be worn with the uniform blouse, shirt or white turtleneck.

Sweaters

- Solid color navy blue, gray, or white cardigan or pullover with no insignia, monograms or trims.

Socks and Leggings

- Socks must be worn and must be solid in color. Allowed colors for leggings are navy blue, gold/yellow, gray, white or black. Tights or leggings cannot be worn on their own and must be worn under a skirt or shorts.

Shoes

- Gym shoes are recommended. Shoes must cover toes and heels. Boots must be worn under the scholar's pants. NO SLIDES even on OOU days. Crocs may be worn in "sports mode"-with strap behind the heel, with socks on OOU days only.

Hair, Jewelry, Make Up, and Nails

- Any hairstyle that is deemed "distracting" in class will be handled appropriately by the principal.
- Hair coloring and glitter are NOT permitted unless the color is a natural color (brown, black, blonde, or red)..
- No inappropriate designs in male haircuts.

- Small studs are permitted.
- NO SEPTUM PIERCINGS.
- No makeup may be worn at school.
- Nails may be no longer than ½ inch from fingertip (sports length) and no nail designs are permitted.

Gym Uniform

On gym days, all scholars must report to school in gym uniform and wear gym uniform all day.

Warm Weather:

- SFDS T-shirt
- Plain navy, black, or grey **loose fitting** athletic shorts.
- Gym Shoes **must** be worn – **no boots**

Cold Weather:

- SFDS Sweatshirt
- Plain navy or black **loose-fitting** sweatpants; NO logo, NO leggings.
- Gym Shoes **must** be worn – **no boots**

Out of Uniform

Anything worn that is not listed as uniform is **considered "out of uniform" and is not to be worn**. Scholars coming to school out of uniform and without a note will have to call home. The parent or guardian will have to bring the uniform clothing to school in order for the scholar to be admitted to class. Scholars cannot be out of uniform on gym days. If a scholar is out of uniform a uniform referral will be given to the scholar.

Scholars in a rare emergency situation may be permitted to come to school for one day in non-uniform attire with a signed written note from a parent or guardian.

GENERAL INFORMATION

Cafeteria Information

Meals

A free breakfast is served daily to all scholars in attendance at St. Francis de Sales School from 8:35AM - 8:55AM.

For the 2025-2026 school year, St. Francis de Sales will again participate in the Community Eligibility Provision (CEP) Federal School Lunch program. This means that all of our scholars qualify for a hot lunch at no cost. "Extras" may be purchased for \$1.25

Scholars who prefer to pack their lunches may purchase milk for \$.50. Those who get a hot lunch at school may purchase extra milk for \$.50. Have lunch money in an envelope with your child's name, grade marked on the front of the envelope.

All scholars must eat lunch. If they do not like what is on the menu, they must bring a packed lunch from home. Scholars coming to school without lunch will be charged for a hot lunch.

Under the Federal School Lunch Program, no food from a Fast Food Chain can be consumed in the cafeteria.

Rules and Expectations

- All food items are to remain in the cafeteria except sack lunches which will be stored in the classroom until assigned lunch time.
- Courtesy and good manners are expected of every scholar.
- No pop or toys are permitted in the cafeteria.
- Scholars are expected to be in the cafeteria at least 20 minutes.
- When dismissed, each scholar should make sure his or her place is clean, chair is in place and trash is disposed of properly.
- No gum or candy are permitted.
- Scholars are expected to respect and obey the directions of the cafeteria staff.
- We cannot heat lunches brought from home – no microwave in the cafeteria.

Cellphones/Smartwatches/Airpods

All classrooms have telephones; therefore, cell phones are not necessary from 8:30 AM

to 4:00PM. Cell phones, Smart Watches, and Airpods, etc. MUST be turned off and turned into the office each morning before classes start and may be picked up at dismissal at 4:00 PM each afternoon.

Confiscated phones, Smartwatches, and Airpods will be held until the end of the school day. Additional consequences are as follows:

- **First violation:** Scholar will receive a detention and the cell phone will be returned to the scholar at the end of the school day.
- **Second violation:** Scholar will be receive an "in-school" suspension; the cell phone will be held in the office until a parent can come to school to retrieve it at the end of the school day.
- **Third violation:** Parent must meet with principal or her designated member of the administration team

Child Abuse/Neglect

All suspected instances of child abuse or neglect shall be reported by the staff to 241-KIDS for investigation and action as may be appropriate. Procedures for reporting such instances and information relevant to identifying victims shall be made available to all certificated personnel and school employees. Scholars will participate in an annual Child Abuse and Safety program.

Chromebooks

Chromebooks and headphones in each classroom are for scholar academic use and are the property of St. Francis de Sales School. Damage resulting from the negligence or deliberate actions of a scholar will result in the scholar's family being held financially responsible for any repair or replacement costs.

Communication

The partnership between school and home is extremely important. Positive communication between home and school is key to your scholar's success, especially when wishing to address concerns with the Principal and teachers. To that end, you are reminded the correct procedure for addressing your concerns is to please call to set up an appointment with the classroom teachers, and if further resolution is needed, with the principal. Our scholars being our first priority, we are often unavailable to meet with parents visiting unannounced during the school day. Just as you would not walk into your child's doctor's office expecting to see him/her on the spot, we ask that you extend the same professional courtesy and respect to our classroom teachers and the principal. We are more than willing to address your concerns and if need be, sit down and meet with you and your child at the appropriate time. Working together will be the best way to ensure your scholar's success!

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our scholars. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

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

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Dedicated time is set aside each school year for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

Confidentiality Regarding Scholars

Confidentiality of all scholar information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual scholars.

Cooperation as Condition of Enrollment

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

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

Custody Policy

Non-custodial parents have the right to information regarding a scholar's progress unless a current court order states otherwise. St. Francis de Sales School requires a copy of the current

official, signed, and dated court document that indicates custody, visitation, and educational rights.

Extra-Curricular Activities and Sports

St Francis deSales School provides various extracurricular activities and after school activities such as Mini Muskies, Robotics Club and Tutoring services. Sports opportunities are provided through the Friars Club of Cincinnati. Information and registration materials will be shared by the school as they are made available. A scholar may be prohibited from participating in after school activities for the following reasons:

- 1) A scholar who is suspended from school will not be allowed to participate in athletics at St. Francis de Sales School during such suspension. The suspended scholar will not be allowed to begin participating in St. Francis de Sales School sports until the date that he/she is eligible to start school after the suspension. *Check the local Athletic Association Bylaws if using this example.
- 2) When a scholar is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, Scholar Council, etc., during after school hours, he or she is expected to be respectful and behaves the scholar is required to behave during school hours. Scholars who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

Field Trips

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

When on a field trip, scholars are expected to be on their very best behavior – for their own safety and education and because they are representatives of the school. A field trip is a special privilege. Some scholars may be denied the option due to behavior concerns. Dress Code is at the discretion of the school.

Gifts

Gifts, flowers, etc. brought to school to celebrate birthdays or any other celebration will be kept in the office until the end of the school day.

Guidance And Counseling

Limited guidance and counseling services are available for every scholar in the school. The principal or teacher will make a confidential referral to the social worker, if a specific need or

concern about a child arises. Parents may also request that a child be referred for counseling. After conferencing, the counselor, the principal and/or pastor has the right to insist that scholar and/or family participate in professional counseling outside of the school in order to remain enrolled in school.

Home And School Relationship

The home and school have joint responsibility for a child's development. What happens to him or her in either place affects his or her total behavior. In order to help him or her develop a well-balanced personality, the home and school must cooperate in working out a suitable program of activities and experiences.

The school personnel expect that parents will:

- Provide the basic needs for their children such as: food, shelter, safety and love. Until the child has these, he or she will not be ready to learn.
- Provide the proper time and materials for study, both at home and in school. See that the child completes all homework assignments. Require some daily reading at home. Reading is a skill which requires much practice.
- Provide a living example of Christian values for their child to imitate.
- Cooperate with the teachers and the school as they are expected to do with you. Hold the teacher's and the school's rules in high regard. If a question arises, consult the school for explanation. Criticism of school authority hinders the child's educational progress. Specific problems will be most easily resolved if the matter is taken up with the teacher involved before consulting the principal.
- Failure to work cooperatively with the school administration can result in the scholar's dismissal.
- Instill habits of regular and punctual attendance.
- Pick up their child's report card at the end of each trimester. This instills within the child the importance of his or her presence in school.
- See that their child is in complete uniform every day.
- Instruct their child to go straight home from school and/or provide that he or she be picked up promptly at dismissal time.
- See that the child does not bring extra money or non-educational items to school.
- Notify the school office immediately in writing if there is any change in address or phone number.

The school will:

- Strive to provide a safe environment conducive to learning.
- Will communicate regularly and consistently with school families.
- Provide a living example of Christian values for scholars to imitate.
- Partner with the parent(s) to foster the success and well-being of all scholars.
- Collaborate with parents on changes to the instructional plan (i.e. if additional support services may be needed).

CHAMPIONS Before and After School Program

SFDS partners with Champions to provide before and after school care. Families should register with Champions online at: www.discoverchampions.com to enroll.

Champions Hours

Before school care: 7:00am- 8:30am

After school care: 4:00pm- 6:00pm

**St. Francis de Sales school is NOT responsible for your scholar outside of the hours of
8:20 AM - 4:00 PM.**

Library

Each class will be provided an opportunity to make use of the school library.

Rules for Scholars:

- No books or materials are ever to be taken out of the library without being properly checked out.
- No reference books are ever to be removed from the library without the permission of the Librarian.
- Scholars are to use a quiet voice when talking is necessary.
- Scholars in grades 5 through 8 may take out two books per visit. Scholars in grades K through 4 may take out one book.
- Scholars may renew a book , but it must be brought in on the next library visit and signed out again.
- Scholars and teachers leave the library together at the end of the period.

- Books may be returned only to a librarian on a day the library is open.
- Lost or damaged books must be replaced or repaired at the cost of the scholar.
- Library fines must be paid before a scholar can take out another book.

Lost and Found

Lost articles of clothing and personal items are displayed on the stage. Items deemed of greater value are given to the office and can be claimed at the end of the school day. Items will be held for a period of two weeks and then will be donated.

Parent-Teacher Conferences

Individual parent-teacher conferences are one of the most satisfactory means of making cooperative planning possible. The faculty will be glad to meet with you and may be consulted for an appointment related to a classroom visit or a needed conference concerning a child. However, no class may be interrupted by a parent or visitor without prior notification.

Two scheduled parent-teacher conferences will be held during the school year. Notices are sent home indicating the time scheduled for the conference.

NOVEMBER Parent /Teacher conferences are *required for all* scholars and parents.

WINTER Parent/Teacher conferences are only for those scheduled by *teacher invitation*.

Parents may make appointments for conferences with teachers, counselors, psychologist or the principal by telephoning the school office, 961-1953.

Playground

- Once outside, no one re-enters the building. Scholars are to play in assigned areas. There should be no unnecessary rough play.
- Playground equipment is provided at the beginning of the school year. Each class is responsible for its own equipment.
- No food may be taken outside.
- All injuries are to be reported to the teacher on the playground.
- Scholars may not leave the playground for any reason without permission. To do so is cause for suspension.
- At the specified sound, all play stops. Scholars then move slowly and quietly to the line and enter the building in an orderly fashion.

- In case of inclement weather, recess will be held indoors. When temperatures reach below 32 degrees there will not be outside recess. Scholars will stay in their classrooms and play the games provided.

PTO Activities And Fundraising

Fundraising events/projects are essential to the existence of the school. Parents are encouraged to take an active part in these events each year.

Scholars with parents who are involved in their school tend to have fewer behavioral problems and better academic performance, and are more likely to complete high school than scholars whose parents are not involved in their school.

School Closings and Delays

In the event that school must close because of inclement weather, please observe the following:

Listen or watch for **St. Francis de Sales, "Cincinnati"**

Television: WLWT CHANNEL 5

Option-C Parent Alert (communication system)- via phone call, text message, email message

If Cincinnati Public Schools are on a one or two hour delay, SFDS will also be on a one or two hour delay.

- Please DO NOT drop your child off at school more than one hour before the delayed start time. For example, if SFDS is on a 2-hour delay, scholars will not be allowed in the building before 11:00 AM. If SFDS is on a 1-hour delay, scholars will not be allowed in the building before 10:00 AM.
- You must ensure your child has safely entered the building before driving off! Faculty and staff must also be given time to make a safe commute; we cannot be responsible for the supervision of your child prior to an hour before instruction is scheduled to start.

If Cincinnati Public Schools are on a delay "Due to Cold", we will operate under normal school hours.

- Walkers and car riders should arrive at normal time. Please do not drop your child off at school during dangerous temperatures and drive away without first making sure your child has safely entered the school building.
- Scholars who ride the buses that arrive later will not be counted as "tardy."

If school is closed for any other unforeseen reason or emergency, the closing will be announced via Option-C Parent Alert as well as on television. Please do not call the school.

Smoking Policy

St. Francis de Sales is a smoke free facility. No scholars, staff or visitors may smoke in St. Francis de Sales School. [RC3313.751](#) and [Chapter 3794](#) prohibits the smoking and the use or possession of tobacco or tobacco products by scholars in any area under the control of St. Francis de Sales or in any sponsored activities. There is not a designated smoking area around St. Francis de Sales School.

Social Media

St. Francis de Sales School reserves the right to refuse admission or remove from enrollment any parent/guardian or scholar who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or scholars, or school events.

Technology

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

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

Textbooks

Textbooks are furnished on a loan basis. Some are purchased by the school and others through the State of Ohio Auxiliary Services Program. Textbooks are loaned to scholars. They are to be handled with care. That means they are to be covered at all times, kept neat and clean and carried to and from school in a book bag made of some durable, protective material.

Textbooks must never be abused. They must not be written in, stuffed with papers or pens/pencils, thrown, dropped intentionally, left unattended or treated in any manner that may cause damage or loss. Scholars who lose books or ruin them must pay the full price to replace them. Scholars who slightly damage a book will be charged a fine.

Damaged and or Lost Textbooks

Fines are charged to offset the cost of carelessness and in an attempt to foster responsibility on the part of the scholar. Parents are urged to make the scholar pay the fine out of his or her allowance or make them work for it.

Scholars are expected to pay the fine immediately or are held responsible for turning the money in to the proper authorities the following day. Outstanding fines are not allowed. No additional money will be loaned to the scholar for bus fare, lunch, etc., if he or she has an unpaid fine or loan on record.

Theft or Loss of Personal Property

St. Francis de Sales School shall not be directly or indirectly liable for theft or loss of any personal property of scholars on school grounds or at school-sponsored functions. Should a scholar choose to bring personal belongings to school or to a school-sponsored function, the scholar, not St. Francis de Sales School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Scholars are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should scholars choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St. Francis de Sales School will report to authorities and prosecute all thefts or vandalism to property.

Therapy Dog

Therapeutic dogs within school systems have been proven to show success in reducing scholar anxiety, improving confidence in reading and reducing negative emotions. As a school, these are and have always been our goals for scholars.

St. Francis de Sales School hosts a therapy dog named Eastyn. Eastyn operates as an additional support for staff and scholars. Eastyn and handler are a registered team through Therapy Dogs International. Eastyn is present at sporadic times throughout the school year.

- Eastyn is current on appropriate vaccines as outlined by the Ohio Veterinary Medical Licensing Board.
- The handler is present with Eastyn at all times, other than being confined to the crate in the Counselor's office.
- The handler assumes liability for Eastyn and safety of scholars/staff.
- The handler may deny any visitation to any scholar who has not reflected appropriate behavior to Eastyn.

Transportation

Yellow bus, metro, or parent reimbursement transportation may be provided to scholars who live more than two miles from the school and are residents of Cincinnati Public School District.

In the event that your child(ren) requires a transportation change please notify the SFDS School Office not later than 2:30PM.

Use of Scholar Pictures/Information

St Francis deSales School will photograph and/or video scholars for use in publications, print ads, direct mail pieces and electronic media outlets of school activities and/or events for marketing purposes. A form will be sent home with scholars requesting permission before any images are used.

Visitors

Visitors to our school are welcome. All visitors must report to the school office, when they arrive at the building. A visitor's badge will be given to all visitors, tutors, etc. **Visitors must have prior approval from the classroom teacher and/or principal to visit a classroom.**

Volunteers

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

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

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

- 1) Written notice will be sent to the parent/guardian and scholar describing the reasons for the scholar's potential disenrollment.
- 2) A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the scholar, prior to the disenrollment.
- 3) A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- 4) A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

APPENDICES

Appendix A - Decree on Child Protection

The Archdiocese of Cincinnati – Dated: March 2003

The purpose of this Degree is two-fold. It is intended first to prevent the abuse of children and adolescents. Prevention can best be achieved by educating children, parents, professionals, and volunteers about the realities of abuse. It can be aided by the screening of professionals and volunteers who aspire to serve the youth of our parishes and other institutions. Prevention can also be aided through assistance to those who might be inclined toward abuse. The second purpose of the Decree is to provide a system for handling incidents of abuse after they occur. The key elements of this system include a thorough assessment of the allegation, care for the victim and the victim's family, appropriate action with regard to the accused person, and attention to the affected local church community.

Appendix B – Ohio Law Regarding Missing Children

Section [3313-672](#) of the Ohio Revised Code – A pupil at the time of his/her initial entry into a public or non-public school shall present to the person in charge of admission any records given to him/her by the elementary or secondary school he/she most recently attended and a certification of birth issued pursuant to Section [3705.05](#) of the revised code or a comparable certificate of certification issued pursuant to the statutes of another state, territory, possession, or nation. Within twenty-four hours of the pupil's entry into school, a school official shall request the pupil's official records from the elementary or secondary school he most recently attended. If the school the pupil claims to have most recently attended indicates that it has no records of the pupil's attendance or the records are not received within fourteen days of the date of request, or if the pupil does not present a certification of birth or comparable certificate of certification from another state, territory, possession, or nation, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child, as this term is defined in Section [2901.30](#) of the Ohio Revised Code.

Appendix C – Wellness Policies on Physical Activity and Nutrition

(Revised June 2020)

St. Francis De Sales School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of St. Francis De Sales School that:

- St. Francis de Sales will engage the principal, scholars, parents, teachers, food service professionals, health professionals, and other interested community members in

developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.

- All scholars in grades PK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school during breakfast and lunch will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide scholars with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of scholars; will accommodate the religious, ethnic, and cultural diversity of the scholar body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for scholars to eat.
- To the maximum extent practicable, we will participate in available federal school meal programs (including the School Breakfast Program, and the National School Lunch Program).
- School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

TO ACHIEVE THESE POLICY GOALS:

I. School Health Councils

The school will work within existing school health councils to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. (A school health council consists of a group of individuals representing the school and community, and should include parents, scholars, representatives of the school food authority, school administrators, teachers, health professionals, and members of the public.)

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;

- offer a variety of fruits and vegetables;^[1]
- serve only fat free flavored milk or 1% low fat white milk^[2] and
- ensure that half of the served grains are whole grain.^{3,[3]}

Breakfast

Breakfast will again be provided at no cost to all scholars beginning the first day of school. Studies have shown that when you miss breakfast, your metabolism rate slows down and causes you to be hungry and have less energy throughout the day.

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- School will, to the extent possible, operate the School Breakfast Program.
- School will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, “grab-and-go” breakfast or breakfast during morning break or recess.
- Schools that serve breakfast to scholars will notify parents and scholars of the availability of the School Breakfast Program.
- School will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Free and Reduced-priced Meals

St. Francis de Sales School participates in the Free and Reduced School Lunch Program. This will require us to charge \$3.00 per meal and \$1.50 for extras. **You must complete the Free/Reduced lunch application to determine if you qualify for the reduced price.**

Meal Times and Scheduling

The school will:

- provide scholars with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- schedule meal periods at appropriate times, e.g., lunch should be scheduled between 12:00 a.m. and 1:30 p.m.
- not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless scholars may eat during such activities;

- provide scholars access to hand washing or hand sanitizing before they eat meals or snacks; and
- take reasonable steps to accommodate the tooth-brushing regimens of scholars with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.^[4]

Sharing of Foods and Beverages.

Schools should discourage scholars from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Elementary Schools

The school food service program will approve and provide all food and beverages to scholars in elementary schools for breakfast and lunch. Given young children's limited nutrition skills, food in elementary schools should be as balanced meals.

Foods and Beverages Sold Individually (*i.e.*, foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

Beverages

Allowed: water or seltzer water^[5] without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA);

Not allowed: soft drinks containing caloric sweeteners or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Foods

A food item sold individually:

- Will be selected by the chairperson (s) of the activity and may not be consistent with child nutrition guidelines.

Portion Sizes:

Limit portion sizes of foods and beverages sold individually to those listed below:

The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals.

Fruits and non-fried vegetables are exempt from portion-size limits.

Fundraising Activities

To support school fundraising activities the above guidelines for child nutrition will not be enforced so as to encourage fundraising activities. The school will make available a list of ideas for alternative fundraising activities.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will be at the discretion of the teaching staff and after-school program director and may not be inconsistent with child nutrition guidelines. **Outside food cannot be brought into school for parties during lunch, ex: Pizza, cupcakes, etc.** These items *may be served in the classroom*, **not** in violation of the Federal Lunch Program.

Rewards

The use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior will be used at the discretion of the Principal.

Celebrations

Celebrations (birthdays) that involve food during the school day will be held at the discretion of the teaching staff in each classroom.

School-sponsored Events- (such as, Fish Fry, family activities, athletic events, etc.)

Foods and beverages offered or sold at school-sponsored events outside the school day may not be inconsistent with child nutrition guidelines.

PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

Physical Education (P.E.) K-8

All scholars in grades K-8, including scholars with disabilities, special health-care needs, and in alternative educational settings, will receive physical education for the entire school year. All physical education will be taught by a certified physical education teacher.

(e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Scholars will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess

All elementary school scholars will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Physical Activity Opportunities Before and After School

The school will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs as finances permit. Schools will offer a range of activities that meet the needs, interests, and abilities of all scholars, including boys, girls, scholars with disabilities, and scholars with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – periods of moderate to vigorous physical activity for all participants.

Safe Routes to School

The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for scholars to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. The school district will encourage scholars to use public transportation when available and appropriate for travel to school, and will work with the local transit agency to provide transit passes for scholars.

Use of School Facilities Outside of School Hours

School spaces and facilities will not be available to scholars, staff, and community members unless prior permission is granted by the appropriate personnel.

MONITORING AND POLICY REVIEW

Monitoring

The Cafeteria Manager will ensure compliance with established school-wide nutrition and physical activity wellness policies. In each school, the principal or the Cafeteria Manager will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

School food service staff, at the school, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the school principal. In addition, the school will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school has not received a SMI review from the state agency within the past five years, the school will request from the state agency that a SMI review be scheduled as soon as possible.

The **Cafeteria Manager** will develop a summary report every three years on school-wide compliance with the school's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to all school health councils, parent/teacher organizations, school principal, and school health services personnel in the school.

Policy Review

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The school will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Please follow the links below for more information regarding the policies as outlined in the St Francis deSales School Parent/Student Handbook.

Appendix A [Accident Injury Form](#)

Appendix B [Archdiocesan Policy for Youth Activities/Permission Form](#)

Appendix C [Asthma Inhaler Form for Self-administration](#)

Appendix D [Decree on Child Protection](#)

Appendix E [Emergency Medical Authorization Form](#)

Appendix F [Parent/Guardian Authorization for Scholar Possession and Use of an Epinephrine Autoinjector](#)

Appendix G [Parent/Guardian Request for Administration of Medication](#)

Appendix H [Physician Request for Administration of Medication](#)

Appendix I [Social Media Policy and Media Release Form](#)

Appendix J [Volunteer Confidentiality Form](#)

PARENT/GUARDIAN AND SCHOLAR SIGNATURE PAGE

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

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Scholar Signature and Date

Scholar Grade

Scholar Signature and Date

Scholar Grade

Scholar Signature and Date

Scholar Grade

Scholar Signature and Date

Scholar Grade

Scholar Signature and Date

Scholar Grade

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