

St. Francis de Sales School



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

Parent/Student Handbook

(rev. Aug. 2020)

St. Francis de Sales School

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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
Accredited by Ohio Catholic School Accreditation Association - 2016



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 students 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

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**NOTE: THIS DOCUMENT CAN BE AMENDED AT ANY TIME BY
THE SCHOOL ADMINISTRATION AND SCHOOL STAFF.**

RESPECT
INTEGRITY
PERSEVERANCE
FAITH
SERVICE

MISSION STATEMENT

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

(Staff Approved Aug,2019)

CORE BELIEFS

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

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

RELIGIOUS EDUCATION

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 students 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.

Catholic students are prepared for the Sacrament of the Eucharist and Sacrament of Reconciliation in grade 2. Most students receive First Holy Communion in grade 2 and the Sacrament of Reconciliation in grade 3. Confirmation preparation is offered to Junior High students every other year. Parents are the prime educators and their involvement in sacramental preparation is essential. For this reason, parents are expected to attend meetings which are held early in the period of intense preparation with the children.

RELIGION AND PRAYER

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

ACCREDITATION

Our school is fully accredited by the Ohio Catholic Accreditation Association from 2016-2022. The most recent review and evaluation was completed in May 2016.

Archdiocese of Cincinnati Board of Education Policy Regarding Individual's Rights and Responsibilities

The Catholic School System accepts the premise that each individual's freedom (rights and responsibilities) must be guarded. Therefore:

- 1.** No person or persons, no student or group of students, will be permitted to disrupt the academic program in any school;
- 2.** No person or persons, no student or group of students, may defy authority of the principal or teachers in any school by refusing to cooperate with a reasonable directive or rule;
- 3.** No person or persons, no student or group of students, may harm the person or property of another student, or other personnel in the school;
- 4.** Students should be given the opportunity to express their thoughts, grievances, and displeasure through an explicit process;
- 5.** Each local school should define the procedure to be used if violations occur;
- 6.** Parents who send their children to Catholic schools, and teachers who teach in them, are presumed to agree with the philosophy and policy as stated above.

ACADEMIC AND PROMOTION POLICIES

St. Francis de Sales' reporting schedule is in Trimesters, reporting grades 3 times a year.

Grading Policy

A five letter system of reporting grades is used to communicate to parents and students 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.

GRADE 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

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)

(Based on Archdiocese Criteria)

Grade 2

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

Homework - Homework will be assigned daily. Students 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. Students are required to have and use a homework planner. Homework must be turned in at the assigned time. Parents need to check the homework planners in grades 1 through 8.

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.

Promotion

At the primary level (grades K through 3), a pupil will be promoted if he or she has done satisfactory work according to grade level standards in the Language Arts (Reading, Vocabulary/Spelling and English) and Math Programs and has given evidence of adequate social development.

Third graders must pass, by law, the Third Grade Reading Guarantee by meeting the state promotion score on a state approved English/Language assessment.

At the 4th to 8th grade levels, a pupil will be promoted if he or she has done satisfactory work in Language Arts (Reading, Vocabulary, and English), Mathematics, Social Studies, Science and Religion.

Retention

A student who has failed to complete the requirements at his or her grade level or IEP by failing two major subjects for the year may be retained at the grade level for the following school year. Parents and principal are to be informed as soon as possible and kept informed if there are indications that the student 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.

Quality of Work - Student's work will be accepted by teachers only if it is legible, neat, and complete and meets all other requirements set by the teacher.

Report Cards - Report cards are issued three times a year at the conclusion of each trimester. **Report cards will be held when fees and/or tuition is owed.**

Interim Reports - An interim report is issued in the middle of each of the three grading periods. These reports indicate students' progress and areas of needed improvement. They are to be signed and returned to the teacher.

Option C - Online grading reports are updated weekly. You will be given a password to access Option C. It is expected that parents will utilize this program to monitor student progress.

Honor Roll - St. Francis de Sales School offers an Honor Roll program each trimester for students in grades K-8 to award academic excellence. To become eligible for the Honor Roll a student 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.**

ADMISSION, REGISTRATION AND TUITION - No student will be excluded from St. Francis de Sales School because of race, color, handicap, religion, national origin or ancestry. Admission shall not be based solely on ability or achievement, but only those pupils will be admitted who give promise of being capable of successfully completing the educational program of the school. Students will be evaluated at the end of the second trimester to determine eligibility for re-admission for the next school year. ***All children entering Kindergarten must be 5 years old by September 30.***

New students (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 student 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.

When the number of students who have applied for a class exceeds the number of available seats in the class, students will be granted admission based on the following criteria:

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

Probation Period: - All new students 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 student into the school on a more permanent basis, based on teacher recommendations with satisfactory academic, behavior, and attendance progress.

Admission and readmission is made on an annual basis based upon academic performance, student behavior, and daily attendance.

REGISTRATION

New Student - Registration of new students begins February 1st. The registration fee is \$100.00.

When registering a child for the first time, you must bring:

- \$100.00 Registration Fee
- Birth Certificate
- Social Security Card
- 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 OhEdChoice Request form and Income Verification form (***see below***)
- Proof you have set up your payment plan with FACTS Management Co.

No registration is final until all the required information is provided and approved by the principal.

Current Families - Parents with children in good standing will have first opportunity to register for the new school year. To reserve a place in the school, students must be registered during the month of January. The registration fee is \$100.00 per family. It is **non-refundable.** After January 31st, registration for new families will begin. If you have not registered by this time, you risk losing a seat for your child for the next school year. **Tuition for current year must be current to register for the new school year.**

When registering a returning student, you must bring:

- \$100.00 Registration Fee
- OhEdChoice 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

No registration is final until all the required information is provided and approved by the principal.

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 students 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 at:

- **Ohio Department of Education**

- 25 South Front Street
- Columbus, Oh 43215-4183
- Ph: 877-644-6338
- <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* students 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.

Acceptable forms of 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 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 the financial aid** with FACTS Grant and Aid Assessment.

<https://online.factsmgt.com/signin/3XCXW> (Currently there is no "Late Payment" fee when using FACTS; that is subject to change.)

Tuition is to be paid in full by May of the current school year.

NOTE: Report cards, Permanent records and other records will not be released unless all tuition and other fees are paid, (other than IEP's and medical records.)

ATTENDANCE POLICIES - *We expect our scholars to be present and on time.*

The school day begins at 9:00 AM. The day ends at 4:00 PM. The school is **not** responsible for supervision of students **before 8:15 AM or after 4:00 PM.**** Parents who drop off their students are to make sure their children have been admitted to the building *before* driving away. Parents and others waiting to pick up students should wait outside the school.

****Latchkey is available for before and after school. (see pg. 13)**

Absences - A call by the parent/guardian must be made to the school between 8:15 AM and 9:45 AM each day of the student's absence. The office staff will call parents of children not in attendance by noon each day. (Missing Children Act.)

Following an absence, a written note signed by a parent is required by law. The note should include the date(s) and the reason for the absence. **For your convenience an Absentee Note form is provided on the back page (pg.25) of this handbook or you can obtain one from the office.** NOTE; **EdChoice Scholarship students will lose their scholarship with 20 or more unexcused absences.** 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.

Excused absences:

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

Doctor/Dentist appointments- note required.

Positive COVID-19 test result. Written proof required. See page 12-COVID-19 GUIDELINES.

Quarantined- (See page 12 COVID-19 GUIDELINES Quarantine Policy)

Long Term absence - Any student who misses more than 10% of the school year (18 days) may be required to repeat the grade level. When a student has accumulated five unexcused absences, he/she may be referred to court. Additional referrals occur at the ten and/or fifteen unexcused days mark.

Arrival - Upon arrival, students are to remain in the cafeteria. Students will line up in the assigned place in an orderly fashion. Students are to go directly to their classrooms in silence with their teacher.

No student, once he or she has arrived on school grounds, may leave before dismissal without the permission of the principal.

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

Students who are not picked up by 4:15 PM will be sent to Latchkey.

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. **Students MUST remain in the classroom until called to the office.**

Tardiness

Any child arriving in his/her homeroom after **9:00AM** 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 student will be given a tardy slip to enter the classroom.
- **Habitual tardiness is a real hindrance to a child's academic progress. For this reason SFDS has implemented SATURDAY SCHOOL* beginning the 2018-2019 school year.**
 - When a student accumulates 5 days absent or 5 days tardy or combination of the two during the trimester, the student will serve a **SATURDAY SCHOOL.**
 - ****SATURDAY SCHOOL will occur monthly from 9:00am-12:00pm at a cost of \$15.00. A valid doctor's note will be the only "excused" tardy.***
- Students arriving after 11:45am or students leaving before 11:45am will be counted as half day absent.
- Any student who leaves school for more than an hour during the day for a doctor's appointment will be counted as half day absent.
- **Students will not be dismissed before 4:00pm without prior written notice.**
- **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.**

BULLYING

- **Any form of bullying behavior (physical, verbal, social, cyber, etc.), whether in the classroom, to and from school, on a school bus, or at a school sponsored event, is expressly forbidden.**
- The school reserves the right to impose progressive discipline, as outlined in our code of conduct, for harassing, intimidating, bullying and other inappropriate behavior that takes place off school grounds and outside school hours.

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

RETURNING to the 2020-2021 school year, St. Francis de Sales School **will participate 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.

Students 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. **Students must eat a lunch. If they do not like what is on the menu, they must pack a lunch. Students coming to school without a 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.

NOTE:

- 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 student.
- **No pop or toys are permitted in the cafeteria.**
- Students are expected to be in the cafeteria at least 20 minutes.
- When dismissed, each student should make sure his or her place is clean, chair is in place and trash is disposed of properly.
- No gum or candy.
- Students are expected to respect and obey the directions of the cafeteria staff.
- **We cannot heat lunches brought from home – no microwave in cafeteria.**

CELLPHONES

Since we have a telephone in each classroom, cell phones are not necessary from 8:30 AM to 4:00PM. Cell phones MUST be turned off and turned in to the office each mornings before classes start and may be picked up at dismissal at 4:00 PM each afternoon.

Confiscated phones will be held until the end of the school day.

- **First violation, the student will be assigned a detention and the cell phone will be returned to the student at the end of the school day.**
- **Second violation, the student will be assigned 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 will result in parent meeting with principal.**

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. **Students will participate in an annual Child Abuse and Safety program.**

CHROMEBOOKS

Chromebooks and headphones in each classroom are for student academic use and are the property of St. Francis de Sales School. Damage resulting from the negligence or deliberate actions of a student will result in the student's family being held financially responsible for any repair or replacement costs. Report cards and/or permanent records may be held until financial obligations for Chromebook damage are met.

CURRICULUM

The curriculum includes all subjects required by the State of Ohio plus Religion. The Archdiocese of Cincinnati Office of Education issues a graded course of study for each subject based on the Ohio Learning Standards.

DISCIPLINE POLICIES - Code of Conduct

Discipline is fundamental in Catholic education. We ask the parents to assist 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 students.

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 Referrals
- Classroom Discipline Plans
- Detention (it is the student'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.)
- Parent –Teacher conference
- Special privileges denied

- Individual Discipline Contract
- 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 and LIVESCHOOL

Class Dojo, in grades K-4 and Live School in grades 5-8 will continue to be utilized to track, reward and improve behavior. Both will complement the current discipline plan. Classroom teachers will have specific expectations and incentives utilizing these programs. 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 student 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 student, a conduct referral will be written and they will be sent to see either Ms. Browarsky or Mrs. Hammerstein. A phone call will be made home and the student 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 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 student is causing physical harm to others, a more immediate action may occur and the student may serve an out of school suspension. (rev.Nov.2018)

Grades 5 - 8 Progressive Discipline

The Check System

In addition to Class Dojo and LiveSchool, **Grades 5 – 8** use a check system for daily classroom discipline. Each day is a fresh start with no "checks". Students 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. Students will be informed when they are getting a check, and a symbol will be put next to the check to denote what it was given for. After two checks in a day, the student will lose their recess. At four checks the student 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. Two (2) conduct referrals in a trimester for being removed from class will result in a detention.

***Grades 3 and 4** will use a modified, age appropriate version of the check system.

Progressive Discipline

1. 4 "checks" or Negative Dojo/LiveSchool points = Detention
2. Time and date of detention will be assigned by the classroom teacher. If a child cannot serve a detention of an assigned date, the parent must communicate this in writing in addition to returning the signed detention slip. Failure to return signed will start the day with one "check"
3. 5 Detentions = In School Suspension
4. When a student receives their "6th" detention, a meeting will be held with the Principal, the homeroom teacher, parent and student to determine a future plan of action.
5. If/when a student receives their "7th" detention a discipline contract will be written and signed by the principal, homeroom teacher, parent and student. to determine future placement at St. Francis de Sales School
6. Failure to follow the discipline contract could result in expulsion.

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

Code of Conduct

- 1.) **Disruption of School** – No student by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct, shall intentionally cause the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct.
- 2.) **Damage, Destruction, Theft, or Misuse of School Property** – No student shall intentionally cause or attempt to cause damage to school property including defacing or stealing or attempt to steal property.

- 3.) Damage, Destruction, or Theft of Private Property** – No student shall intentionally cause damage to private property, including that of other students, teachers, administrators, or other school employees, or steal or attempt to steal private property.
- 4.) Assault Upon Another** – No student shall intentionally cause or attempt to cause or threaten physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, follow a student, or any other person.
- 5.) Bullying, Harassment, Verbal Abuse of Another** – A student shall not harass, bully, retaliate against, coerce, interfere with, intimidate, inflict injury, cause another to inflict injury, or behave in any way, which could cause physical injury or mental anguish to another student, teacher, or other school personnel. A student shall not intentionally direct to another student, teacher or other school employee words, phrases, or gestures which are vulgar, obscene, or degrading.
- For purposes of the rule, “bullying” is defined as an intentional written, verbal, electronic or physical act that a student exhibits toward another particular student more than once; and the behavior both (1) causes mental or physical harm to the student, and (2) is sufficiently severe, persistent, or pervasive that a reasonable person under the circumstances should know will have the effect of:
- Placing a student in reasonable fear of physical harm or damage to the student’s property;
 - Physically harming a student or damaging a student’s property; or
 - Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.
- 6.) Weapons and Dangerous Instruments** – No student shall knowingly possess, handle, or transmit a knife, razor, ice pick, explosive, loaded cane, sword cane, pistol, rifle, shotgun, pellet gun, machete, or other object that reasonably can be considered a weapon.
- 7.) Narcotics, Alcoholic Beverages and Stimulant Drugs**
1. Unless prescribed by a physician or dentist, or, in the case of legally obtainable non-prescription drugs, used with the consent of his/her parent/guardian, no student shall knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, or other stimulant, barbiturate or other sedative, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind.
 2. Unless possessed for a lawful purpose and with the consent of his/her parents/guardians, no student shall knowingly possess:
 - a. Any instrument, article or thing whose customary and primary purpose is for the administration or use of a dangerous drug, i.e., any drug which, under F.D.A. regulation, Federal Narcotic Laws, of Ohio Statutes, may be dispensed only on a prescription; or narcotic drugs available without prescription, or drugs intended for inject-able use;
 - b. Paraphernalia for the use of marijuana, i.e. any instrument, device, article or thing whether or not of crude or extemporized manufacture of assembly that is used or intended for use of any kind of the following:
 - (a) Preparing marijuana for ingestion, inhalation or other introduction into the body;
 - (b) Ingesting, inhaling or otherwise introducing marijuana into the body;
 - (c) Enhancing their effect of marijuana upon the body;
 - (d) Testing the strength, effectiveness, or purity of marijuana.
 - c. Section 2925.37 O.R.C. makes it a crime to make, possess, sell, or attempt to sell a counterfeit controlled substance, i.e., something which appears to be a drug abuse substance, but is not.
 - d. A student permit shall be used for dispensing short term and long term prescription and non-prescription medications during school hours.
- 8. Failure to Obey Instructions** – No student shall fail to comply with reasonable instructions or requests of teachers, student teachers, substitute teachers, security personnel, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel.
- 9. Tobacco free/Smoke free** – No student shall smoke, use or possess any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco: e-cigarettes, any electronic vapor product at any time anywhere on school premises and/or at any school activity regardless of its location.
- 10. Removing or Altering Student Records** – No student shall remove any student record from its official place of deposit without the permission of the record custodian, or alter, or in any way change such record.
- 11. Extortion** – No student shall obtain something of value from another person by physical force, threat, or intimidation.
- 12. Trespass** – No student shall be present in an unauthorized place on school property or refuse to leave any such place when ordered to do so by authorized personnel.
- 13. Pornography** – No student shall have in his/her possession, or display to another person any pornographic material. Student may not transmit pornographic materials via computer or cell phone (texting).
- 14. Leaving School Premises** – No student shall leave the school premises during the school day or be absent from a scheduled class without permission from his/her teacher or from other school authorities or without other justifiable reason.
- 15. Truancy** – No student shall be absent from school without written authorization for such absence from a parent/guardian.

General School Rules and Consequences

- There is to be no food or drink anywhere, at any time except in the cafeteria at lunchtime, and breakfast in the classroom unless special permission is granted by the principal for a special occasion.
- **No chewing gum is permitted at any time on school property before, during or after school.**
- Students must have teacher permission and a hall pass to be out of the classroom during class time. Students must sign out in the classroom when given permission to leave.
- 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.
- MP3, IPOD and other electronic devices are **not** allowed.
- Show respect for teachers, tutors, fellow students and any other persons affiliated with the school.
- Students are not permitted to put their hands on each other.
- Show respect for school property and the personal property of others.
- Be in school each day on time. School starts promptly at **9:00 AM.**
- Move in halls and on the stairways in silence. Other classes are in session.
- Leave school promptly after dismissal.
- Lockers are the property of the school and therefore may be entered by school authorities at any time. **No food shall be left in student lockers.**

Suspension and Expulsion

- In case of a serious offense, accumulated detentions or conduct referrals, a student 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 student is on suspension, a student **MAY NOT** attend after school activities, clubs, field trips, or be on school property.
- **** A student 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 student 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 student in achieving this goal. The school staff seeks to maintain a safe, structured environment free from attitudes and actions that interfere with learning.

EMERGENCY PROCEDURES

Fire, Tornado, Lockdown and Shelter in Place Drills

The school administration will develop and share with students and staff an evacuation plan for various emergencies that may arise. Students will practice the fire, tornado, lockdown and shelter in place drills throughout the year. Students 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.

School Closing and Delays

In the event that school would be closed because of inclement weather, please observe the following:

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

- **TELEVISION: WLWT CHANNEL 5, CHANNEL 9, OR CHANNEL 12**
- **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 greater than one hour before the delayed start time. For example, if SFDS is on a 2-hour delay, students will not be allowed in the building before 11:00 AM. If SFDS is on a 1-hour delay, students 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.**
- Students 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.

FIELD TRIPS

Field trips that have been planned by any teacher are an important part of a child's instruction in a particular area of knowledge or experience. Individual classes will be making these field trips throughout the year, but no child may attend unless a permission slip has been **signed by the parent/guardian** and is on file in the school office. **Verbal permission by telephone is not acceptable.**

When on a field trip, students 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 students may be denied the option due to behavior concerns. Dress Code is at the discretion of the school.

GENDER IDENTITY POLICY

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

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

GUIDANCE AND COUNSELING - Limited guidance and counseling services are available for every student 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 student and/or family participate in professional counseling outside of the school in order to remain enrolled in school.

HEALTH POLICIES - Under the direction of the school nurse, complete health records are maintained for each student. 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.

Immunizations - Every child*, entering or returning to St. Francis de Sales School, must provide the school nurse with written proof that the student 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 students in grades 1-8.

***As part of our continuing efforts to safeguard our children the Archdiocese of Cincinnati has updated our policy on immunizations to read, "All schools shall comply with ORC 3313.67, which specifies the state regulations regarding immunization requirements for students."**

Although SFDS complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception." 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.

Our policy reinforces the immunization requirements for all students while respecting the Archdiocese of Cincinnati's efforts to protect the health of *all* children.

Prescription and Non-Prescription Medication - Whenever it is absolutely necessary that medication be given to the students 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 original container and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of medication.**

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.
 - * Adopted from the Ohio Revised Code #3313.713
 - ** This includes prescription as well a non-prescription medication such as aspirin, ointments, eye-drops, etc.

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.**

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 student should have the glasses at school every day. Teachers should be informed each year about students who should be wearing glasses or hearing aids.

AIDS GUIDELINE - Archdiocesan policy stipulates that "Each instance of AIDS involving (a student) (an employee) shall be treated as a strictly confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and wellbeing and individual privacy and needs."

COVID-19 GUIDELINE – Daily temperature checks will be taken on all students and staff.

Any student or staff member whose temperature is above 99 degrees will be sent home and required to get a COVID-19 Test and follow the quarantine policy.

POSITIVE COVID-19 test- Any student or staff member who has tested positive for COVID-19 must present written proof to the school office and follow the quarantine policy.

If a student tests positive, only the student who tested positive for COVID 19 and their siblings are required to quarantine* for 14 days. Due to social distancing and the requirement to wear masks, the student's peer group will not need to also quarantine. .

Quarantine Policy- Infected person and siblings must remain at home for 14 consecutive days.

Illness with FEVER and/or DIARRHEA- before returning to school, the student must be "symptom free", no fever or diarrhea, for 24 hours ***without medication.***

HAND WASHING POLICY- *Must be done while singing Bro. Bob's Covid-19 "Wash Your Hands" song!

- Hand washing posters are posted near restrooms and sinks.
- Hand washing guidelines will be taught to students.
- Hand washing protocols and information will be sent to parents.
- Staff and students will wash hands according to the following protocols:

When to wash: Students

- Before eating
- After using the bathroom
- After playing outside
- After coughing, sneezing, or blowing the nose
- Whenever hands are visibly dirty

When to wash: Staff

- Same as above for students
- Before and after caring for sick or injured child (wound, cut, etc.)
- After cleaning
- Before and after dispensing medication
- After touching garbage
- After using gloves for any purpose
-

How to wash: Sing "Wash Your Hands!"

- Wet hands and apply a small amount of liquid soap to hands.
- Rub hands together until lather appears and continue for at least 20 seconds. Scrub between fingers, under nails, and the backs and palms of hands.
- Rinse under running water. Let the water run while drying hands.
- Dry hands with paper towel. Avoid touching the faucet handles or towel holder with clean hands.
- Turn off the faucet using the towel.
- Throw the towel in the trash can.
- Hand sanitizers may be used if washing is not an option. Rub over all surfaces of hands until dry.

HOME 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 period of 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.**
- 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.

LATCHKEY - St. Francis de Sales School has available a "before school" and "after school" Latchkey Program. It provides professional care, supervision, recreation, and enrichment activities for SFDS children of working parents. Contact the office for Registration. **Fees:** There is a non-refundable registration fee of \$15 and a \$20 fee for returned checks. **All fees must be prepaid each week for the entire week.** - A five percent late fee will be added if fees are not paid on time. **Latchkey Program hours are:**

Before School Latchkey: 7:30-8:15am (Flat rate fee of \$5.00 per day/per child)

After School Latchkey: 4:00-6:00pm. (Hourly rate: \$5.00 per hour/per child)

LIBRARY - **Each class will be provided an opportunity to make use of the library.**

Rules for Students

- 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.
- Students are to use a quiet voice when talking is necessary.
- Students in grades 5 through 8 may take out two books per visit. Students in grades K through 4 may take out one book.
- Students may renew a book, but it must be brought in on the next library visit and signed out again.
- Students 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 student.
- Library fines must be paid before a student can take out another book.

NO HOMEWORK EVER: JUST KIDDING! YOU WILL GET HOMEWORK SO BE PREPARED!

The first person to report this error to the Principal will receive a five dollar gift card to a restaurant of their choice!

PARENT - SCHOOL 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 students 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!

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 will be required for all students 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. Students 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.
- ❖ Students may not leave the playground for any reason without permission. To do so is cause for suspension.
- ❖ At the specified sound, all play stops. Students 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. Students 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.

Students 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 students whose parents are not involved in their school.

SCHOOL SAFETY - Providing a safe learning environment for our staff and students is a mission of our school. We have security cameras throughout the building and outside surrounding the church and school property. All visitors are required by State of Ohio law to report to the school office, when they arrive at the building and sign in. A visitor's badge will be given to all visitors, tutors, etc. **Parents must have prior approval by the classroom teacher and/or principal to visit a classroom.**

SEARCH AND SEIZURE - Lockers, desks, closets, cubicles, and/or any other area belonging to St. Francis de Sales School may be searched regularly, periodically, or due to suspicion of misbehavior to maintain a safe and orderly school environment.

Students may be asked to display contents of personal property, inclusive of, but not limited to book bags, purses, or pockets when the school is investigating a misbehavior or suspicion of misbehavior. If, during the search contraband not permitted at St. Francis de Sales is discovered, it will be taken and will not be returned to the student. Legal authorities will be contacted.

At any time a student is in possession of jewelry that does not comply with the dress code, cell phones, pagers, electronic games, and other such items that are not permitted at St. Francis de Sales School, the item/s may be taken and discarded. Any illegal substance or weapon will be turned over to the Cincinnati Police.

SMOKING POLICY - **St. Francis de Sales is a smoke free facility.** No students, 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 students 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.

SPECIAL SERVICES - 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.

STANDARDIZED TESTING - Students in grades 2-7 participate in Iowa testing, the Archdiocesan standardized test, typically given in March. All students in grades 3-7 also participate in state testing also held in the spring.

THIRD GRADE READING GUARANTEE State law currently requires all students who are on an EdChoice Scholarship to be given the state-mandated reading test. Students who do not achieve the minimum score on this test (as set by the state) are subject to being retained in the third grade for a second year. (effective: July 2015)

SUICIDE PREVENTION

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

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 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.
- Textbooks are loaned to students. 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.
- Students who lose books or ruin them must pay the full price to replace them. Students 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 student. Parents are urged to make the student pay the fine out of his or her allowance or make them work for it.
 - Students 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 student for bus fare, lunch, etc., if he or she has on record an unpaid fine or loan.

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

Riding a school bus is a privilege for students and a convenience for parents.

Students who ride yellow buses may be suspended from riding or removed permanently if their behavior endangers the safety to themselves and others. Based on State of Ohio statute no student 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.

UNIFORMS – Scholars are required to dress in proper uniform every day.

(See **Out of Uniform** below)

NEW effective 2020-2021 Following both local orders and the advisement of our local health department, **masks will be worn at all times (K-8) except when eating.** Families will be expected to provide their own masks and will be worn as part of the school uniform.

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

Girls: Navy blue jumper (grades K-4) or skirt (grades 5-8) with light blue or white uniform blouse/polo shirt OR navy blue slacks and light blue white blouse/polo shirt.

Navy 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 and shorts, not skirt/skorts .NOTE- Cargo pockets are not permitted.

Boys: Navy blue slacks with a light blue or white cotton polo shirt with collar. Navy blue shirts are **not** part of the uniform. **Boys in grades 6, 7, & 8 only, are permitted to wear Khaki slacks and shorts. NOTE- Cargo pockets are not permitted.**

Pants: Material may be corduroy, cotton or polyester. **NOTE- 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. Three uniform notices in a trimester will result in a detention.

BELTS – Belts are required on pants with belt loops for both boys and girls.

Sweater: Solid color navy blue, red or white or cardigan or pullover with no insignia, monograms or trims.

Socks/Leggings: Socks **MUST** be worn. Allowed colors for socks and leggings are navy blue, red, white or black. Tights or leggings **MUST** be worn under a skirt or shorts.

Sweatshirt: SFDS sweatshirts are uniform. However, solid color (navy, black, red, or white), crew-neck (NO HOODIE) sweatshirts may be worn. The Sweatshirt must be worn with the uniform blouse, shirt or white turtleneck.

Long-sleeve 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 uniform blouse/shirt. Uniform shorts may be worn at parent discretion anytime during the school year.

Knit Polo Shirts: White or light blue knit polo shirts (short or long sleeve - NO SLEEVELESS) may be worn with the dress shorts or navy blue dress slacks. **NO RED OR NAVY BLUE**

Long-sleeve Shirts: Light Blue or White long sleeved shirts are permitted **under uniform shirt only.**

Belts: Belts must be worn with the uniform pants.

Shoes: Gym shoes may be worn. Shoes **must** cover toes and heels. **NO SLIDES even on OOU days.**

Boots/Shoes: Boots and shoes **MUST** be worn under the student's pants

Undershirts: Undershirts must be white and no shirts should be hanging out from under the sleeves of uniform shirts.

ID BADGES: Each student will receive a Student ID / Clever badge. Homeroom teacher will determine expectations of use.

Hair, Jewelry, Make Up and Nails:

Any hairstyle that is deemed "distracting" in class, will be dealt with appropriately by the principal.

Hair coloring and glitter are **not** permitted. Hair must be a natural color.

No inappropriate designs in male hairstyles. Long hair for males must be in braids.

Small studs are permitted in ear lobes **only**.

No makeup may be worn at school.

No nail polish, no artificial nails, no sculptured nails no nail designs are permitted.

Out of Uniform: - Anything worn that is not listed as uniform is **considered "out of uniform" and is not to be worn.**

Students 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 student to be admitted to class. Students cannot be out of uniform on gym days. If a student is out of uniform a uniform referral will be given to the student.

Students 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.

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 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 student sits, stands, raises a hand or bends over.
- No skin should be visible between a student’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 more than one small bracelet or small ring may be worn at one time. No hoop earrings may be worn, only small stud earrings are permitted.**
- 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.**

GYM UNIFORM - On gym days, all students must report to school in gym uniform and wear gym uniform all day.

Warm Weather: SFDS T-shirt
SFDS Shorts
Gym Shoes **must** be worn – **no boots**

Cold Weather: SFDS Sweatshirt
SFDS Sweatpants
Gym Shoes **must** be worn – **no boots**

VISITORS - Visitors to our school are welcome. All visitors must register in the office and receive a **visitor pass**. **Visitors must have the permission of the classroom teacher and/or principal prior to walking up to a classroom.**

WITHDRAWALS - If you withdraw or remove your child from school, please notify the school office by coming to school and signing a withdrawal form. School records, with the exception of health records and Individual Service Plans (ISP), will not be forwarded to another school if the child’s tuition and other fees are not paid in full to the date of withdrawal. All school property, (books, library books, etc.) must be returned before records are sent to the receiving school. Teachers will complete the “Student Withdrawal Sheet” attesting to the return of all school property within three days of notification of student withdrawing from school.

The student must take all his/her personal possessions home on the last day of attendance.

APPENDIX

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.

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.

Wellness Policies on Physical Activity and Nutrition (rev. June 2020)

PREAMBLE

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, 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, students, 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 students 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 students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students 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, students, 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 milk² and
- ensure that half of the served grains are whole grain.^{3,3}

Breakfast. Breakfast will again be provided at no cost to all students. 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 students will notify parents and students 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. **RETURNING to the 2020-2021 school year,** St. Francis de Sales School will participate 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 students 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 students may eat during such activities;
- provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk).

¹To the extent possible, schools will offer at least two non-fried vegetable and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable. children, based on income; promote the availability of school meals to all students; and/or use nontraditional methods for serving school meals, such as “grab-and-go” or classroom breakfast.

² As recommended by the *Dietary Guidelines for Americans 2005*.

³ A whole grain is one labeled as a “whole” grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include “whole” wheat flour, cracked wheat, brown rice, and oatmeal.

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 students 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 students 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 water⁵ 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.

⁴ School nutrition staff development programs are available through the USDA, School Nutrition Association, and National Food Service Management Institute.

⁵ Surprisingly, seltzer water may not be sold during meal times in areas of the school where food is sold or eaten because it is considered a "Food of Minimal Nutritional Value" (Appendix B of 7 CFR Part 210).

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.

III. NUTRITION AND PHYSICAL ACTIVITY PROMOTION AND FOOD MARKETING

Nutrition Education and Promotion. St. Francis De Sales School aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting

Students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into each day through recess.

Communications with Parents The school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will send home nutrition information, post nutrition tips on school websites, and occasionally provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The school will provide opportunities for parents to share their healthy food practices with others in the school community.

The school will provide information about other school-based physical activity opportunities after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Food Marketing in Schools. School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).⁶ School-based marketing of brands promoting predominantly low-nutrition foods and beverages⁷ is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

Staff Wellness. St. Francis De Sales School highly values the health and well-being of every staff member and support personal efforts by staff to maintain a healthy lifestyle by encouraging healthy eating, physical activity, and other elements of a healthy lifestyle. The staff wellness coordinator should distribute its plan to the school health council annually.

⁶ Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

⁷ Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

IV. PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

Physical Education (P.E.) K-8. All students in grades K-8, including students 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. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess. All elementary school students 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 students, including boys, girls, students with disabilities, and students 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.

Physical Activity as Punishment. Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or indefinitely withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

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 students 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 students 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 students.

Use of School Facilities Outside of School Hours. School spaces and facilities will not be available to students, staff, and community members unless prior permission is granted by the appropriate personnel.

V. 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.

ST. FRANCIS de SALES SCHOOL 2020-2021 EVENT CALENDAR

DATE	ACTIVITY	TIME
August 10-13	SFDS Lead Off Academy (Teacher Training)	9:00
August 19	NEW STUDENT ORIENTATION Grs. 1-8 BLUE team	12:00-12:45
August 19	NEW STUDENT ORIENTATION Grs. 1-8 GOLD team	1:00 - 1:45
August 19 & 20	TEACHER IN-SERVICE	9:00 AM
August 24	PRE-K ORIENTATION	12:00-1:00
August 24	KINDERGARTEN ORIENTATION BLUE team	12:00-12:45
August 24	KINDERGARTEN ORIENTATION GOLD team	1:00 - 1:45
August 26	<i>FIRST DAY OF SCHOOL - ALL virtual</i>	9:00 AM
September 7	LABOR DAY- No School	
September 15	PICTURE DAY	BLUE team
September 17	PICTURE DAY	GOLD team
September 25	NO SCHOOL-TEACHER IN-SERVICE	
October 5	INTERIMS sent home in white envelope	
October 26	PICTURE RE-TAKE DAY	
November 11	END OF FIRST TRIMESTER	
November 13	NO SCHOOL-TEACHER IN-SERVICE (RECORDS DAY)	
November 19	PARENT TEACHER CONFERENCES - Report Cards given out	4:00-7:30 PM
November 23	PARENT TEACHER CONFERENCES - Report Cards given out	4:00-7:30 PM
November 25-27	THANKSGIVING BREAK - No School	
December 21 - JAN 1	CHRISTMAS BREAK	
January 4	SCHOOL RESUMES (Registration for 2021-2022 begins!)	
January 18	MARTIN LUTHER KING, JR. DAY - No School	
January 21	WINTER CONFERENCES- interims given out	4:00-7:30 PM
February 1-5	CATHOLIC SCHOOLS WEEK	
February 12	NO SCHOOL - Teacher Inservice	
February 15	NO SCHOOL - Presidents Day	
February 17	ASH WEDNESDAY- All school Mass	9:45 AM
February 26	END OF SECOND TRIMESTER	
March 1	NO SCHOOL - RECORDS DAY	
March 8	2nd TRIMESTER - report cards mailed	
April 1, 2 5 - 9	EASTER BREAK	
April 12	SCHOOL RESUMES	
April 15	SPRING PICTURES / 8th Grade Graduation Pictures	
May 20	GRADUATION DINNER	6:30 PM
May 27	Preschool GRADUATION	2:00 PM
May 27	GRADUATION GR.8	7:30 PM
May 28	LAST DAY OF SCHOOL	
June 4	REPORT CARDS MAILED	
June 7	DRAGON SUMMER ACADEMY BEGINS	

updated 8/11/20

STAFF VOICE MAIL EXTENSIONS 2020-2021

	NAME	TITLE	EXT #
SCHOOL OFFICE	Ms. Joanne Browarsky	Principal	120
MAIN: 513-961-1953	Mrs. Jessica Beck	Assistant Principal	110
FAX: 513-961-2900	Mr. Caleb Allen	Dean of Instruction	118
	Mrs. Lynn Mills	Secretary	119
	Ms. Greta Brandon	Receptionist	100
	Mrs. Rosetta McDowell	Receptionist	100
TEACHERS			
	Mrs. Tamiko Smiley	Pre-K	102
	Ms. Emily Hervey	Kindergarten	108
	Mrs. Patricia Moores	Kindergarten- Aide	108
	Mrs. Molly Pfalz	First Grade	107
	Ms. Mary Dole	Second Grade	106
	Ms. Courtney Lamb	Third Grade	111
	Mr. Jaime Marengo	Fourth Grade	109
	Mrs. Jean Meier	Fifth Grade	113
	Ms Hannah Wallach	Gr. 7 HR, Reading & Language Arts 7-8	116
	Mr. Caleb Allen	Seventh Gr. HR, 6th SS & LA	118
	Mrs. Sarah Nonnamaker	Eighth Gr. HR, 7&8 Math & SS	115
	Mrs. Henneya Owen	Science 5-8	121
	Mrs. Judy Maly	Religion 4-8, Campus Ministry	169
	Ms. Bailey Davis	1st floor instructional aide	
	Mrs. Debra McMullen	2nd floor instructional aide	
	Mrs. Jessica Beck	Math- Gr. 6	110
SPECIALS TEACHERS			
	M, W, F(1/2)	Br. Bob Dzubinski	Music
	T, Th	Mrs. Lisa Paytes	Art
		Mr. Trent West	Physical Education, Athletic Dir.
SPECIALISTS		Mr. Dacian Vogt	Technology Coordinator
	T, TH	Ms. Genise Caldwell	Speech Therapist
	M-F	Ms. Kelly Benson	Title 1 Reading
	M-F	Ms. Jamie Pykosz	Title 1 Math
	M-TH	Mrs. Jane Heyl	Nurse
	T-F	Mrs. Chris Carton	Librarian
	Alternating -TH	Mr. Kevin Shaw	Psychologist
	M-F	Mrs. Vicky Hammerstein	Social Worker
	M, F	Ms. Kelly Morehead	Therapist- RtL
	T,TH	Mrs. Megan Uihlein	Auxiliary Clerk
	M, W, TH		LD/HD tutor
	W,F	Ms. Anita Del-Toney	Behavior Preventionist
	M,W,TH	Mrs. Julie Ulliman	Reading Specialist
KITCHEN		Mrs. Brenda Beckemeyer	Manager (7am-2pm)
		Ms. Sonia Harper	Head Cook
		Ms. Cassandra Shamel	
		Ms. Tyler Townsend	
MAINTENANCE			
		Dearis Brock	Maintenance
		Kevin McKenzie	Maintenance
		Terry Meinking	Grounds & Maintenance
LATCHKEY		Ms. Greta Brandon	Latchkey



ABSENTEE NOTE

Student's Name: _____ **Grade:** _____

Date(s) of absence: _____

If more than 3 days, a doctor's note is required. Has student been seen by a doctor? Y / N

Reason for absence:

Parent signature: _____

Date: _____

* Signed absentee notes are required by law. Students with 20 unexcused absences are at risk of losing the Ohio EdChoice Scholarship and/or not being accepted for enrollment for the next school year.



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BLANK PAGE INSERTED SO ABSENTEE FORMS CAN BE USED/REMOVED

Handbook Acknowledgement

One form per family; each member acknowledges below:

I have read, understand the contents, and am willing to accept the responsibility of adhering to the norms set forth in this Handbook and the Family/School Partnership Pledge.

I also understand that failure to comply with the contents of the Parent Handbook could result in my child/children being asked to leave St. Francis de Sales School.

Student Name (PRINT) Grade Student Signature

Parent Name (PRINT) Parent Signature Date



Principal Signature



PLEASE TEAR OUT THIS PAGE,
PARENT & STUDENTS SIGN IT,
AND RETURN IT TO SCHOOL.