



# **SAINT MARGARET OF YORK SCHOOL PARENT/STUDENT HANDBOOK**

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**August 4, 2023**

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August 4, 2023

Dear Parents, Guardians and Students of St. Margaret of York School,

On behalf of the faculty and staff, I welcome you to the 2023-2024 school year! It promises to be one filled with prayer, study and service. We are happy that you have joined us for another remarkable year.

The Parent/Student Handbook reflects the policies and values of our school. Parents are highly encouraged to read the handbook and share it with their child/ren. After reviewing the handbook, please acknowledge that you have read and shared it with your child/ren by affirming those statements as they are listed in the electronic forms sent at the beginning of the year. This agreement states that your family and child/ren intend to uphold the policies and practice the values we promote.

Our school faculty and staff look forward to working with you in providing an outstanding experience that focuses on challenging all students to be their best person: spiritually, academically, physically, socially and artistically. It is our honor to work with and walk with you and your family on the journey to be closer to Christ. If we can be of any assistance, please contact us.

Yours in Christ,

Kristin Penley  
Principal

## **FORWARD**

This handbook is prepared by the St. Margaret of York (SMOY) Catholic School administrative staff in collaboration with the pastor, Education Commission, parents, and faculty. The purpose of the handbook is to inform the school community of the philosophy, goals, policies and standard operating practices of St. Margaret of York Catholic School. Given the complex nature of education and common purpose, it is impossible to predetermine a policy to cover every situation. The handbook is a guide. There may be situations that the administration may be required to make judgments as to the best course of action in a given circumstance or to make revisions to this handbook. When necessary, exceptions or revisions will be made with the greatest benefit to the educational purpose in mind. The Principal and Pastor reserve the right to amend this handbook at any time. Parents will be given prompt notification of any revisions and/or additions. Please contact your child's teacher or the administrative staff if you have questions. Any suggestion for improvement is welcome and may be turned in at the school office or to any member of the Education Commission, faculty or staff.

## **1. INTRODUCTION**

### **a. General**

- 1) St. Margaret of York School is a parochial school in the Archdiocese of Cincinnati, supported by St. Margaret of York Parish and the parents who send their children to the school. Classes are offered for Kindergarten through Eighth Grade. The school is chartered by the State of Ohio and is a member of the Archdiocese of Cincinnati System of Schools.
- 2) Our curriculum stresses academic achievement within a Catholic community where the child feels loved and respected by peers as well as teachers. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of Catholic life. At St. Margaret of York, we are attempting to "teach as Jesus did."

### **b. History**

In December of 1983, Archbishop Daniel Pilarczyk announced that a new parish would be formed in northeast Cincinnati. Early on, the parish wanted to reach out to the educational needs of its youth. St. Margaret of York School became the first new Catholic grade school established within the diocese in twenty-five years. From its humble beginnings of a kindergarten in rented space, to the Education Center's dedication in 1992, St. Margaret of York School (SMOY) today is home to approximately 580 students.

c. **The Crest of St. Margaret of York School**

The Chalice and Cross, white mantle and deep blue field are taken from the “Coat of Arms” of the Ancient Catholic See of York. The “MC”, for Margaret Clitherow, is in red, for the martyred St. Margaret of York. The “torch” symbolizes both the Lamp of Knowledge and the students of this school who are called to be the Light of the World.



d. **Mission Statement**

Saint Margaret of York School is rooted in the values of the Roman Catholic faith. In partnership with our school families, we promote spiritual, academic, emotional, and social growth. Our diverse community of life-long learners think critically and use their talents to make a positive impact as responsible stewards of God’s gifts.

e. **Philosophy**

- 1) St. Margaret of York School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Cincinnati.
- 2) Catholic education encompasses the whole person, nurturing the spiritual, intellectual and physical aspects of personal development. The Staff of St. Margaret of York School fosters this development in a Christian environment, imparts basic Catholic teachings, builds a sense of Community, and involves students in active Christian service, both within and beyond the parish school community.
- 3) Every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. Catholic education is of the utmost importance in early childhood years because through education and guidance the children of today become the Catholic citizens of tomorrow.

f. **Commitments**

- 1) **Foster** growth in the life of faith through a program of Catholic religious education in the teachings of the Church, participation in private and communal worship, modeling Christian values, and participating in the sacramental life of the Church.

- 2) **Collaborate** with parents who are the primary educators of their children.
- 3) **Encourage** each student to develop a sense of worth, helping him/her to identify and develop his/her unique gifts and capabilities.
- 4) **Embrace** with reverence and wonder the plurality of cultures, creeds, and student abilities as a gift from God.
- 5) **Develop** students academically in an environment of educational excellence.
- 6) **Promote** aesthetic values which broaden and enrich the student's experience of today's world and that of the future.
- 7) **Empower** students to express their personal commitment to the Catholic Church through service to parish and community.
- 8) **Form** citizens who contribute positively and responsibly to the challenge of participating in local, national, and global relationships.

g. **Curriculum**

St. Margaret of York School curriculum is guided in all subject areas by the Archdiocese of Cincinnati Graded Course of Study and is consistent with the State of Ohio guidelines. With current content and fresh approaches to methodology, the curriculum addresses the individual educational needs and learning styles of each student. Emphases are on principles rather than facts, and on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

h. **Religious Education**

Catholic doctrine, values, traditions and service to others are an integral part of the total school program, ever-present in our activities and learning. Students participate daily in formal religious education within the classroom. Throughout the year, the children participate in liturgies, prayer services and activities for those in need.

i. **Education Commission**

Education Commission meetings are held five times throughout the year: September, November, January, March, and May. They are open to all parents; however, the commission may call for a closed session at any time. Parents who have concerns about school policy and who wish to be placed on the agenda must contact the chairperson at least one week prior to the meeting.

School regulation items are not usually discussed at the Education Commission meetings. Parents who are not on the agenda may still come to the meetings, but they might not be accorded speaking privileges (at the discretion of the chairperson) since agenda items must be covered in a reasonable amount of time.

j. **Family/School Covenant**

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. Ultimately, all the good, exciting and valuable things that make up the school year will happen because of the cooperation between the home and school. The positive and supporting relationships between parents and the school is a remarkable example for children on how to problem solve and interact in the world. If, in the opinion of the administration, the partnership is no longer positive, supportive or irretrievably broken, the school reserves the right to require the parents to withdraw his or her child. This includes behavior that could be considered as non-cooperation, verbally harassing or yelling at staff, or berating staff through email, phone calls or meetings. This is a very serious decision that is not made lightly. The support we give each other helps to make Saint Margaret of York the special school that it is. The commitment to God, to excellence, to the best that is in each of us, and concern for each other, are always our goals.

2. **GENERAL ADMINISTRATIVE PRACTICES**

a. **Privacy & Confidentiality:**

- 1) All students, families and staff within the school have an expectation of privacy relative to their school experience. The expectation includes, but may not be limited to, behaviors noted during the day, performance on assignments or projects, and involvement in any special program.
- 2) Many activities require the help of volunteers in order for us to complete our educational mission. Volunteers may, as a result of performing their duties, come to know information about our students, families and staff. Class project results, fundraising results and behaviors observed while helping in a classroom are all examples of information a volunteer might be exposed to in the normal course of his or her duties. **All information learned as a result of performing those duties is expected to be kept completely private and confidential.** Sharing of information learned in the performance of volunteer duties, however incidental, is a violation of the privacy expectations of our students, families and staff. The volunteer should never discuss such information, even though it might become public in some other fashion. Rather, the volunteer should simply decline to discuss the information, neither confirming nor denying the information if it comes up in a conversation.

- 3) All requests for information should be referred to the teacher or office. For example, while grading papers, a volunteer should not discuss grades with any student, other volunteers or parents. Questions regarding activities and practices in the classroom should be referred to the teacher. Parents asking about their own children should also be referred to the teacher. Even general comments, such as a child does not do well on tests, are inappropriate.
- 4) Persons working with computer systems, in particular, must maintain a high level of discretion. Under no circumstances should passwords or other security information be divulged to any unauthorized person.

**b. Non-Discrimination Statement**

St. Margaret of York Parish School does not discriminate on the basis of biological sex, race, color, or national ethnic origin in administration of educational policies, admission policies, athletic and other school administered programs, nor does it discriminate in the hiring of teachers.

**c. Admission**

**1) Preamble**

- a. St. Margaret of York School admits students of either biological sex and any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students. Parents/guardians of students, and students, agree, as a condition of admission, to abide by the guidelines and all governing administrative policies or regulations of St. Margaret of York School in effect at the time of admission, and as amended, for the duration of enrollment of the student.
- b. Education in a Catholic school includes the formal teaching of the Catholic faith and the communication, development and modeling of values that will last a lifetime. Among these values are the laws of the Church that include participation in Sunday liturgy, financial support of one's parish, and the continuing religious education of oneself and one's children. Catholic parents whose values differ from those expressed in these teachings of the Church may cause confusion and interior conflict for their children by enrolling them in St. Margaret of York School.
- c. All students attend St. Margaret of York on a probationary period of 60 days annually. This takes effect with the first day of school for returning students or after the initial start date for new students.

2) **Eligibility For Admission To St. Margaret Of York School As Parish Members**

- a. The family, parent(s) or guardian(s) has registered in St. Margaret of York Parish providing name, address, and telephone number with the parish office and completing the census forms.
- b. The family, parent(s) or guardian(s) normally participates in Saturday or Sunday liturgy at St. Margaret of York Parish.
- c. The family, parent(s) or guardian(s) has an interest in the life and activities of St. Margaret of York Parish community, contributing time and talent when able and the support of prayer always.
- d. The family, parent(s) or guardian(s) provides financial support to the parish by using EFT, contribution envelopes and other approved methods.
- e. The family, parent(s) or guardian(s) contributes to the parish fund-raising activities according to their abilities.
- f. Arrangements for subsidies considered with members of other Parishes on a case by case basis.

3) **Definition of active support of the school**

- a. The family, parent(s) or guardian(s) has at least one child registered at St. Margaret of York School.
- b. The family, parent(s) or guardian(s) has an interest in the life and activities of St. Margaret of York School community contributing time and talent when able and the support of prayer always.
- c. The family, parent(s) or guardian(s) contributes to the school fund-raising activities according to their abilities.

4) **Admission Priority**

- a. **Current Students.** Highest admission priority is given to students currently enrolled in St. Margaret of York School. Parents must register students currently enrolled in St. Margaret of York School by a designated time to retain this special priority.
- b. **Siblings of Current Students**
  - i. Children of parishioners with other children in St. Margaret of York School are given the next priority for admission. The eligibility criteria for parish membership must be satisfied to qualify for this priority.

- ii. Children of Staff Members of St. Margaret of York Parish with other children in St. Margaret of York School are given the next priority for admission. The conditions of support of the school apply.
- iii. Siblings of other children currently enrolled in St. Margaret of York School whose parents are parishioners of other Catholic parishes in the Archdiocese are given the next priority for admission. The conditions of support of the school apply.
- iv. Siblings of other children enrolled in St. Margaret of York School are given the next priority for admission. The conditions of support of the school apply.

**c. Children of St. Margaret of York Parishioners**

Children of parishioners of St. Margaret of York without other children in St. Margaret of York School are given the next priority for admission. Priority is determined according to the number of years of membership in St. Margaret of York Parish. To qualify for this priority, the parents or guardians of the children must be registered parishioners of St. Margaret of York Church.

**d. Children of Staff Members of St. Margaret of York Parish**

Children of Staff Members of St. Margaret of York Parish without other children in St. Margaret of York School are given the next priority for admission. Priority is determined according to the date of hire at St. Margaret of York Parish. The conditions of support of the school apply.

**e. Children of Archdiocesan Catholic Parishes**

Children of parishioners registered in Archdiocesan Catholic parishes without other children in St. Margaret of York School are given the next priority for admission. Priority is determined according to the number of years of membership in Archdiocesan Catholic parishes. To qualify for this priority, the parents or guardians of the children must be registered parishioners of an Archdiocesan Catholic parish.

**f. Other Applicants**

- i. Other applicants to St. Margaret of York School are given the next priority for admission.

- ii. At the conclusion of open registration, these admission priorities are used to establish the initial waiting list for the next academic year.
- iii. The waiting list will be revised throughout the year to provide priority to siblings and then children of parishioners and staff members of St. Margaret of York Parish followed by children of other Archdiocesan Catholic parishes.

**g. Order of Admission/Waiting List Determination**

Class sizes are limited and therefore a waiting list may be established. Within each of the priority groups, the order of admission is based on date of receipt of application, first to Catholic students, then to non-Catholic students. The waiting list begins as the available number of spaces is exceeded.

**5) Students on the Waiting List**

- a. Children who are placed on the waiting list in their initial year of registration will retain their place on the Waiting List for subsequent registrations according to the category in which they qualify.
- b. Children of parishioners of St. Margaret of York, staff members of St. Margaret of York and parishioners of other Catholic parishes in the Archdiocese who have been registered for St. Margaret of York School for two or more years cannot be superseded on the waiting list by newer applicants. This provides priority admission for these children of St. Margaret of York parishioners, St. Margaret of York staff members and other Archdiocesan Catholic parishioners.
- c. The pastor shall make the final determination in all decisions regarding admission priority.

**d. Current Student Registration**

Re-enrollment of current students is held prior to open registration for any new students to St. Margaret of York School (see section below). Current families will be asked to complete the re-enrollment form and pay the non-refundable down payment for any current students. This payment holds a place for your child. It also represents a commitment to return the following year enabling us to better determine needs and expenses.

**e. Open Registration**

Registration for Kindergarten students and any other children new to St. Margaret of York School occurs during the first two weeks in February. This includes

siblings of current students. In order to register a new student, an online application must be completed. The following items are also needed as part of the application process:

- 1) Birth certificate
- 2) Sacramental records (if applicable)
- 3) Immunization record
- 4) Physical exam
- 5) Oral assessment (dental)
- 6) Custody papers (if applicable)
- 7) Most recent report card
- 8) Standardized test results
- 9) Shadow visit
- 10) Principal/Director/Teacher recommendation form

Completion of the items listed above, acknowledgement of an offer of acceptance and payment of the non-refundable down payment are required to complete the registration process. Specific dates for registration are published in newsletters, parish bulletins and school communications.

**f. Child Protection Policy**

All employees, volunteers, coaches, etc. of St. Margaret of York School are bound by the requirements of the Archdiocesan Decree on Child Protection. Please report all suspected instances of child abuse or neglect to the appropriate authorities. In general, reports may be made to your county child protection agency. Procedures for reporting to a government agency for investigation and action are available in the school office. All employees and volunteers must remain in compliance with the SafeParish Program on this Decree before they have contact with children.

**g. Class Placement**

- 1) As part of the registration process, parents who have children transferring from another school must sign a request for release of school records which includes permission to transfer all educational, medical, psychological, psychiatric, social and school related information to St. Margaret of York School.
- 2) No child may be admitted to kindergarten or the first grade unless he/she is five or six years of age, respectively, on or before September 30 of the year of admittance. Completion of an accredited kindergarten program is mandatory in the state of Ohio.
- 3) Children who become five before October 1 are “of age” for kindergarten.
- 4) Children who become five between October 1 and January 1, inclusive, shall be

considered as underage candidates for kindergarten. For underage candidates, parents may request a Kindergarten screening with their local public school district and submit that to St. Margaret of York for consideration. The final decision whether to accept the underage candidate is at the discretion of the school principal. If the student is accepted in their screening, St. Margaret of York School will accept the child on a trial basis.

- 5) Admission shall not be based solely on ability or achievement. St. Margaret of York School strives to meet the educational needs of all our children. However, the educational needs of a student must match the instructional capacity of the school. Parents of children with special needs should consult with administration to discuss appropriate accommodations and modifications.

#### **h. Tuition Payment**

- 1) Tuition payments cover part of the cost to educate a child at St. Margaret of York School. The parish shares part of the financial responsibility for educating the children of parishioners. The parish sets tuition based on the "cost-based tuition/need-based tuition assistance" program. Questions about this program should be directed to the parish office.
- 2) If the installment plan is selected, tuition payments are due in ten monthly installments beginning July 1 through the next April. Tuition payments are due the 5<sup>th</sup> or 20<sup>th</sup> of the month.
- 3) Families with their child/children presently in St. Margaret of York School must be current on tuition payments before registration can be completed for the next school year unless alternate arrangements have been made with the pastor or Administration and Finance director.
- 4) Trimester report cards may be withheld if tuition payments are two or more months delinquent unless alternate arrangements have been made with the Pastor or Director, Administration and Finance. Year-end report cards and school records may be withheld if tuition is not paid in full unless alternate arrangements have been made with the Pastor or Director, Administration and Finance.
- 5) Parents of students who are admitted after the school year begins shall pay tuition for any month or part of a month that the student attends St. Margaret of York School. For the purpose of calculating partial tuition, a ten-month school year, August through May, is used. The 10% non-refundable down payment is not pro-rated and is due when registering.

6) Delinquent School Tuition Payments:

- a. St. Margaret of York Parish School strives to provide the best Catholic education possible while nurturing the spiritual, mental and physical growth of each and every child. Accomplishing this for all students requires an on-going and timely flow of tuition payments to pay teachers and staff and fulfill the school's financial commitments to its suppliers. If difficulties arise in a student family's personal finances, the school will make every effort to accommodate late tuition payments in an effort to avoid unnecessary upset to a child's educational progress. As a first step, families will be encouraged to apply for tuition assistance through the FACTS Company Grant and Aide.
- b. Additional accommodation will include the following procedure and process:
  - i. When a tuition payment is late by 15 business days, a reminder will be made by the FACTS Tuition Management Company either by phone, email or US mail.
  - ii. In addition to the above, if a tuition payment becomes overdue by 30 or more days, the Parish reserves the right to dismiss the child from school until payment is made and the account is up to date.
  - iii. The Parish understands that issues occur that may impact paying tuition on the payment schedule as chosen in the FACTS tuition management system. Please contact the Director of Administration and Finance to make amendments to payment schedules and to discuss alternate payment plans, when needed to stay current.
  - iv. Families with unpaid tuition bills may not register their children for succeeding school years.

i. **Tuition Assistance**

- 1) St. Margaret of York provides Financial Assistance for St. Margaret of York parish families with children enrolled in our school if all the following criteria are met:
  - a. Family is registered and is active in St. Margaret of York parish life for one calendar year prior to filing for financial aid. *Active in parish life* is defined as regularly participating in parish ministries, regularly contributing financially as circumstances allow, and attending weekend liturgy.
  - b. Students must have been enrolled at St. Margaret of York School the school year prior to receiving financial aid.

- c. Financial aid forms are completed and postmarked to the third party processing agency prior to the due date. Late forms will not be processed.
  - d. If a financial crisis occurs during the course of a school year, parents will have an opportunity to request financial assistance by contacting the parish Director, Administration and Finance, and completing the application process.
- 2) If financial circumstances change, prayerfully consider repaying the parish for the assistance received.

**j. Withdrawal of Students**

- 1) The school office must be notified in advance of a student's impending withdrawal. Prior to the last day of school, the parents should inform the office of the last day the student will attend class at St. Margaret of York School, as well as the name and address of the new school. School fees and tuition payments must be paid in full. All text books, library books and devices borrowed from the school must be returned before the student's records are processed for transfer to another school. School fees cover a variety of areas: cafeteria, library, PTO bills, damaged goods or any other expenses relating to school programs. Interim progress reports or report cards can be withheld if fees are not paid.

**2) Withdrawal of Pupils from School for Academic Reasons**

- a. In the event a student is asked to voluntarily withdraw for academic deficiencies, the following conditions must be met:
  - i. Sufficient advance notice of the contemplated action must have been given in writing to the parents.
  - ii. The required progress reports have been given.
  - iii. The parents must have an opportunity to discuss the future school placement of the pupil with the appropriate staff members.
  - iv. The school agrees to cooperate with any receiving school in matters concerning the placement of the pupil in an instructional program.

**3) Withdrawal and Student Records**

A parent withdrawing a child or children from St. Margaret of York School is requested to notify the Principal two weeks in advance in order that records

and report cards may be available for forwarding at the time of the transfer to another school. All student records are processed and released according to guidelines established by Public Law 93-380 or the Family Educational Rights & Privacy Act (FERPA, January 8, 2009). A request for release or transfer of school records must be signed by a parent or guardian prior to their release.

4) **Reporting Transfers and Withdrawals**

Transfer or withdrawal of any student will be reported to the local public school attendance officer.

5) **Tuition and Withdrawal**

- a. For students who move out of the state or area served by St. Margaret of York School, parents may request a refund for any month of the school year that has not yet begun.
- b. For students who must transfer from St. Margaret of York School during the school year due to special academic or health needs, parents may request a refund for any month of the school year which has not yet begun.
- c. For students who are withdrawn for any other reason, each case will be judged on an individual basis by the principal; however, the general policy is that parents, who withdraw students except for reasons stated above, forfeit the full tuition for the entire school year.
- d. School records may be withheld until all financial obligations to the parish and/or the school is finalized.
- e. For the purposes of calculating refunds, a ten-month school year, August through May, is used. The 10% down payment is not pro-rated and no portion is refundable.

k. **Class Collections**

Class collections of money, gifts, etc. are not permitted without prior administrative approval.

3. **COMMUNICATIONS**

a. **Parent/Teacher Communications:**

- 1) **Education is a cooperative effort** among parents, teachers and students. Regular communication is essential to ensure success of the school-home-student team.

- 2) **Parent-teacher-student conferences** afford an opportunity for mutual exchange of insight regarding the attitudes, abilities and skills of each student, and are the primary means of reporting a student's progress. Parents have the opportunity to examine the student's work and discuss goals and progress. Conferences fall into two general categories—formal and informal.
- 3) **Formal conferences** will be scheduled by the school in the fall and spring, and as needed to meet student needs. All parents are expected to attend the fall conference. Spring conferences are as needed. Since conference schedules are tight, parents/guardians needing additional time should let the teacher know in advance or reschedule the conference.
- 4) **Informal conferences** between parents, teachers and principal are welcome and encouraged. Parents/guardians are encouraged to request a conference whenever they believe a student might benefit by the more detailed exchange of information. For effective communication between parents and teachers, a note (email or hard copy) should be given to the teacher requesting information, a returned communication or a conference. Parents may send a teacher a note (hard copy or email) requesting a phone conference during the school day or leave a message with the office. Conferences will be scheduled to coincide with the teacher's planning period, or for a convenient time before or after school. Parents are asked to comply with this procedure. Pop-in visits with the teacher when students are in their rooms or on the playground is not an appropriate time to hold a conference. The teacher's main responsibility is to the students at that time, and the teacher cannot give his/her full attention to the conference. Conferences with the principal may be requested at any time by calling or emailing the office to set up a time. "Walk-in" conferences are welcome, but events may preclude a conference.

**b. Interim Reports**

Interim reports are distributed mid-way through each trimester. Parents must review the report.

**c. Electronic Communication**

Electronic Communication takes many forms. The St. Margaret of York School website is [www.smoyschool.org](http://www.smoyschool.org). Several options are available to help parents and students remain informed about events within the school community. Parents should check the website frequently to ensure they are fully informed about important school news.

d. **School-Wide Communication**

The school office maintains family email addresses provided during enrollment. It is the family's responsibility to keep the school office informed of any changes. This will be used to notify families of pertinent information such as, Online Summer Packet, and weekly reminder to check the Friday Folder link.

Parents and students should log into the Parent and Student Portal pages. Specific classroom information and school wide announcements will be posted in this electronic bulletin board.

e. **School calendar and cafeteria menu**

A school calendar and cafeteria menu will be posted on the school web site ([www.smoyschool.org](http://www.smoyschool.org)). A weekly calendar and a link to a monthly calendar will be listed. Families should check the calendar frequently. Adjustments to previously scheduled events can and do happen. The calendar will be the best source of current information regarding scheduled events.

f. ***In The Loop***

A weekly newsletter will highlight happenings in the school and planned events. It will be included in the Friday Folder postings to the Parent and Student Portal.

g. **The Friday Folder**

The Friday Folder will be posted to the Parent and Student Portal each Friday or emailed directly. The folder will contain important information regarding the overall school community and class events. The Friday Folder is an excellent method to stay connected. Parents/guardians should review the folder thoroughly each week (if Friday is a non-school day, the Friday Folder may be published on Thursday).

h. **Flyers for The Friday Folder**

St. Margaret of York School and Parish ministry flyers are included in electronic Friday Folders. All flyers should be submitted by Tuesday to the school office in order to be approved by the administration for inclusion in the Friday Folder. All flyers should come to the office in an electronic format.

4. **VISITORS**

- a. Visitors must sign in and out in the school office and wear "SMOY Visitor" stickers at all times while in the building. All visitors **MUST** use the main door to enter the

school building. Parents are welcomed and encouraged to visit our school and take an active role in their child's education. All doors in the building will be kept locked during the day as a safety precaution. Parents may never stop in the classroom during homeroom times in the morning or in the afternoon to conference with the teachers. Parents should call or email in advance to schedule conferences at a time that is convenient for both teacher and parent. If there is an emergency situation or if an impromptu conference seems necessary, parents must first report to the office.

- b. Visitors to the office may “drop in” to see the principal. However, an appointment will ensure there is an opportunity to confer.
- c. Visitor procedures and policies may change quickly and dramatically at the discretion of Administration.

## **5. VOLUNTEERS**

- a. Volunteers are an essential element to the success of our educational framework. All school and parish families are strongly encouraged to be active participants in the school and school programs. Service can be in many forms and ranges from active work during events and activities, to simple phone calls made in only a few minutes.
- b. Our SMOY PTO is the most active volunteer organization in our school and offers numerous opportunities each year. Volunteers may also help in other areas such as the cafeteria. Various committees and project teams also need help from time to time. Classroom teachers can often make use of qualified persons to assist with classroom activities and projects. Please call the school office if you wish to volunteer and are not sure how to proceed.
- c. All persons volunteering to serve in a capacity that requires supervision of minors—however incidental—must comply with the Archdiocese of Cincinnati “Decree on Child Protection” training and screening requirements within SafeParish. The information, and resulting report, will be kept in the strictest confidence in the school office. See the school web page for the application form and requirements. Persons wishing to volunteer on a regular or prolonged basis must agree to abide by the provisions of the St. Margaret of York School Volunteer Handbook (Appendix 1).
- d. All volunteers are reminded that everyone in the school has a right to a certain level of privacy regarding their behaviors, status or performances while at school. In particular, students have an expectation of privacy regarding their time at school. Volunteers are not permitted to take or post photographs of students. Volunteers should bring any concerns about events or persons to the attention of the principal.

- e. Volunteer procedures and policies may change quickly and dramatically. As a school, we are committed to taking reasonable measures to limit the spread of viruses and protect our students, staff, and visitors. St. Margaret of York School will follow guidelines and regulations mandated by the Ohio Department of Health and/or the Warren County Health District. Volunteers may be restricted or denied access during the school year.

## **6. TELEPHONE**

Students are not permitted to use the school telephones. Students that must communicate with a parent should be sent to the school office. Students will not be sent to the office to use the phone except for emergencies.

## **7. NON-CUSTODIAL PARENT**

According to Federal regulations, non-custodial parents have the right to receive information regarding their children and to see the children's records. This is prohibited ONLY if specified in the divorce and custody decrees. In order to protect you and your child, divorced or separated parents are required to furnish the school with a notarized copy of the custody section of the divorce decree.

## **8. FORGOTTEN ITEMS**

Students will not be permitted to call home for items which were forgotten. If a parent brings a forgotten item to school, it should be delivered to the school office and not to the classroom. Delivering these items is an interruption to the class. The office will deliver items as time and duties allow. Therefore, unless it is an emergency, it is preferred that parents not bring these items to school. Students may charge a lunch in the cafeteria when necessary. It is expected that the charge be satisfied by payment the following day.

## **9. LOST AND FOUND**

Articles in the lost and found are maintained for a reasonable period of time before they are donated to a charitable organization. The lost and found box is located near the gym door. Parents should feel free to investigate the box if their child loses or misplaces something. To minimize the number of losses, names should be labeled on all articles of clothing and on all other possessions. Periodically, items are spread out on tables in the hall for review and reclamation.

## 10. BIRTHDAY AND OTHER CELEBRATIONS

- a. Celebration details are established by the classroom teachers. Classroom contacts may then coordinate plans for the celebrations as desired. All treats must be pre-approved by the teacher in consultation with the school nurse. Children may bring small individual treats on their birthdays only after conferring with the school nurse. Treats should be store-bought, nut-free, pre-packaged treats. Healthy treats or non-food treats are strongly encouraged. Care should be taken to ensure foods will not adversely affect the health of other children (for example, those with food allergies). Treats should be eaten during lunch or at snack time. If your child has a birthday on a weekend or holiday, or over Christmas or Easter, please choose the closest date to send the treat. If your child has a birthday during the summer vacation months, you may choose any day to celebrate his/her special date. Prior to the celebration, confer with the teacher and school nurse.
- b. Invitations to private parties may not be distributed during school time unless ALL students (or All girls or All boys) in the class are invited. The office will not distribute class lists of addresses and phone numbers to parents or students.

## 11. LOCKERS

Lockers are the property of the school and are assigned to the students for their use. The teachers and the principal have the right to inspect lockers when there is good reason. Lockers should not be padlocked; they also should not be banged, kicked, defaced, or otherwise damaged. This rule also applies to storage crates and desks for students in grades K-8.

## 12. GRIEVANCES

- a. Authority as exercised in the Catholic school system depends, in large measure, upon a spirit of willing cooperation among administrators, students and parents. However, honest disagreements can, and sometimes do, occur between various groups. In these instances, the persons involved should try to reach an agreement that is mutually satisfactory.
- b. Concerns or questions regarding POLICY ISSUES should be directed to the Education Commission chairperson. Policy issues can be discussed at an Education Commission meeting. Concerns or questions regarding regulation issues should be addressed to the teacher (if applicable), and then, if necessary, to the principal. In a complaint situation, the simplest, most effective way to resolve differences will be sought. Complaints regarding regulation enforcement must be addressed in this order: teacher, principal, pastor.
- c. Parents/guardians should contact the teacher(s) or school staff person involved first if a question or concern arises. Contacts can be made by sending a written note or e-mail, or by calling and leaving a voicemail message. Teachers normally

respond within 24-48 hours during the school week. If a response has not been received within one or two school days, please follow-up. Parents/guardians are free to schedule an appointment with the teacher(s) or staff person. If the issue remains unresolved, the assistant principal or principal may be contacted.

- d. Disputes among parents should be settled among the parties involved. However, behaviors that affect the climate at school or the ability of the school to function may be addressed by the administration.
- e. Public behaviors that might cast doubt upon the integrity of the parish or school community are counter to the essential partnership required for the successful education of students enrolled in St. Margaret of York School. Public discussions, including social media or news, that reflect poorly upon the school, members of its staff, other parents, students or others associated with the school, may be addressed by the administration. The school and parents work in partnership. If at any time, in the opinion of the administration, the partnership is irreconcilably broken, the school reserves the right to require the parents to withdraw their child(ren).

### **13. ATTENDANCE**

- a. An absence or tardy from school puts a burden on a student to attain information missed that day. Regular or accumulated absences and tardies increase this burden. Some in-class discussion information may never be fully attained and integrated. Please make punctual daily attendance a top priority.
- b. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.
- c. **Hours**
  - 1) The school day for students in Grades 1-8 and full-day kindergarten is from 8:00 AM – 3:00 PM .
  - 2) The morning kindergarten class is from 8:00 AM – 11:10 AM.
  - 3) If applicable, the afternoon kindergarten class is from 12:00 PM – 3:00 PM.
  - 4) In order to assure supervision of the children and adequate preparation time for the teachers, please do not bring your child to school before 7:30 AM in the morning or 11:45 AM for afternoon kindergarten.

**d. Absences**

- 1) **When a student is absent from school, a parent must call the office at 697-3100, press '2' for school, press '5' to report an absence by 8:30 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of St. Margaret of York students.
- 2) **A written statement giving reasons for the absence or tardiness must** be submitted to the student's teacher upon the student's return even though a phone call has been made. Written documentation of absence(s) includes parent notes and physician notes. The parent/guardian signature is required.
- 3) **Should absence for any reason other than illness** seem imperative, parents are requested to consult with the principal and present a written reason for the absence.
- 4) **Reasons for an Excused Absence:**
  - a. Personal illness or injury
  - b. Medical or dental appointments (partial days, in most cases)
  - c. Illness or death in the family
  - d. Funeral of immediate family member or relative
  - e. Quarantine/Isolation
  - f. Appointments for court
  - g. Head lice
  - h. Emergencies and other reasons deemed good and sufficient by the principal

**5) Medical Excuses**

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the need for additional medical documentation.

**e. Tardiness / Early Dismissal**

- 1) Students should make an effort to be in their classrooms at the time of the first bell, 7:55 AM. Children arriving at school after 8:00 AM are considered tardy. Students should report first to the school office and obtain a tardy slip before being admitted to class. Students absent less than one hour are tardy. Students absent between one and four hours are considered a half-day absent, whether due to tardiness or early dismissal. Students absent more than four hours are marked absent for the day.

- 2) **Appointments During School Hours.** Whenever possible, please make all doctors' appointments after school hours, allowing time for the normal pick-up procedure. If an appointment is essential during the school day, please send a note with your child prior to the day of the early dismissal. The child is expected to return to school immediately following the appointment. Children with early dismissal are to be picked up from the school office and signed out by a parent or his/her designee.
- 3) The health and well-being of students is one of our primary responsibilities. Students that leave school early or are being picked up by someone other than their legal guardian/parent must have written notification in the school office. In the cases where the person is not listed on the student's emergency contact and release card, a photo ID must be asked for and reviewed to determine that the person is who they claim. Students cannot be released into the custody of individuals who have not been previously designated by parents.

**f. Numerous Absences and Tardies**

Academic progress demands daily, punctual attendance. In many cases, irregular attendance is the major reason for poor school performance. Therefore, absence from school is discouraged. Parents are urged to make doctors' appointments and vacations outside of school hours.

The school administration will make the final determination whether absences or tardies are excessive. At 5 absences or tardies per trimester, the parents may receive a warning letter from the school. If absences and tardies continue, the school may request a parent conference to assist in remediation of the issues, and/or report the family to the local truancy officer.

It is important to note the attendance policy for maintain an EdChoice scholarship. Information can be found on the Ohio Department of Education website.

**g. Vacations During the School Year**

- 1) In order to maintain educational continuity within the curriculum, vacations during the school year are strongly discouraged. St. Margaret of York School does not grant permission for students to take vacation during the school year. If parents choose to take their child/children out of school, the following guidelines must be followed:
  - a. Parents should provide notice to the student's teacher about a vacation at least one week prior to leaving. Parents should request the work that needs to be completed upon return to school. At the teacher's discretion, missed work can be provided prior to the scheduled leave from school, but the recommendation is that it be provided upon their return. This will enable the child to have all concepts and assignments that were covered

during their absence ready for them on their return.

- b. Parents assume responsibility for seeing that the material missed during the absence is presented to the child/children and that all assignments that have been received prior to the absence are completed by the day that the child/children return to school. Students will not be approved to switch to remote learning in order to accommodate vacation plans.
- c. Parents are assuming responsibility for their child/children's completion of assignments that could not be completed outside the classroom setting and were therefore assigned upon the child/children's return, ordinarily within one week of their return.
- d. If, upon returning to class, the child/children appear to be struggling, the parents may be asked to provide a certified tutor until the material has been mastered.

#### **14. EMERGENCY CLOSING**

##### **a. General Information**

- 1) Circumstances may arise that make it prudent to remain closed for a day, delay opening school on a given day, or close early. Decisions as to whether to open on a delayed schedule or to close school will be made by the principal.
- 2) Announcements of closing decisions will be posted to the school web site, email sent and families will be called by the school administration using the emergency announcement system.
- 3) Please do not call the school office. If no announcements are made, school is open on a regular schedule.
- 4) Parents have the ultimate responsibility to determine if it is safe to attend school. Parents who judge the conditions to be hazardous should keep their children at home.

##### **b. Early dismissal**

Early dismissal will be considered only in case of health department mandates and/or extreme emergencies (i.e. city emergency, chemical leaks/spills, etc.). Your children should be aware of your early dismissal arrangements should the need arise. Students will be dismissed only after parents have been notified. If weather conditions are worsening and you wish to pick up your child before we are dismissed, please report to the office and not the classroom.

**c. Delayed opening**

A delayed opening indicates St. Margaret of York School will be opened, but on a DELAYED SCHEDULE. The exact time will be indicated in the notice of delay. Do not drop students off before the established time as there will be no adult supervision. The message will also include the status of morning kindergarten and all known school projects.

**d. Evacuation**

In the event circumstances require evacuation of the campus (fire/storm damage, gas leak, etc.), students will be escorted to the emergency location in accordance with the emergency evacuation plan. Parents will be notified as soon as possible of the evacuation and how/where/when to pick up children. Parents should not call the emergency location office, as personnel may not be aware of the necessary procedures. Parents arriving before pickup procedures are in place may compromise the safety of the operation and may be required to stand by until St. Margaret of York personnel are ready to conduct a controlled dismissal.

**15. ACADEMIC PROGRAM**

**a. Curriculum**

- 1) The curriculum and instructional program is developed with the following guidelines:
  - a. Archdiocesan school goals and objectives
  - b. The individual needs of the students
  - c. The strength of the faculty
  - d. The effective use of the facilities
  - e. The elements necessary to form a well-balanced curriculum based on the program adopted by the Education Commission, The Archdiocesan Education Commission, and the specifications of the Program of Studies for Ohio Schools.
- 2) Core content areas include the following:
  - a. Religion
  - b. Reading, English, Language Arts
  - c. Mathematics
  - d. Social Studies
  - e. Science
  - f. Health

3) The Related Arts content areas include:

- a. Art
- b. Computer Literacy
- c. Library and Study Skills
- d. Music
- e. Physical Education
- f. Spanish

**b. Additional Core Content Areas**

1) Advanced Math

- a. Beginning in 5th grade, students will have the opportunity to qualify for advanced math classes. The selection process for math placement will be comprised of the following data for each student:
  - i. Final math average for the school year.
  - ii. Math sub-section composite test score from the Spring IOWA test administration
  - iii. Percentile score on the AIMSweb+ benchmark test administration
  - iv. Percentile score for the Spring STAR benchmark test administration
- b. Decisions for Advanced Math class placement are revisited each year and a student is not guaranteed a placement based on current or former placement. A letter will be sent in the summer prior to the school year to inform parents of placement.

2) Biology

- a. 8th grade students will have the opportunity to qualify for placement in Biology class. The selection process for this class will be comprised of the following data for each student:
  - i. Final science average for the school year.
  - ii. Reading sub-section composite test score from the Spring IOWA test administration
  - iii. Science test score for the Spring IOW test administration
  - iv. Biology placement test administration
- b. A letter will be sent in the summer prior to 8<sup>th</sup> grade year to inform parents of placement.

**c. Religious Formation**

- 1) Religious formation is central to the purpose of our school. Our formation program is prescribed by the Parish Formation Office and the Archdiocese of Cincinnati Graded Course of Studies. Our goal is to form and develop the knowledge, and commitment to the Church of our Catholic students, and to help them grow into a way of life centered on our Catholic faith. Additionally, our non-Catholic students should gain an appreciation for the history and basic beliefs of the Catholic Church so as to encourage ecumenical understanding.

- 2) All students, Catholic and non-Catholic, participate in the Religion lessons which are implemented as part of the school curriculum. Students are instructed in the basic beliefs of Catholicism. The Religion program includes liturgical celebrations, prayer services, penance services, and sacramental celebrations. With the assistance of faculty and staff, students will plan and celebrate a weekly liturgy/prayer service (normally on Friday mornings).
- 3) Our second graders prepare for and receive the Sacraments of Reconciliation and First Communion.
- 4) Our eighth graders prepare for and receive the Sacrament of Confirmation.

**d. Related Arts Classes**

**1) Art**

All students participate in Art instruction. Art instruction uses the discipline-based art education (dbae) approach--a form of inquiry-based training focusing on the students and their interests, judgment, reasoning and critical-thinking skills. It seeks to impart a well-rounded view of art by studying any given work or type of work using four different disciplines, tailored to specific ages and grade levels: production, history, criticism and aesthetics. Students learn skills and techniques in order to produce personal, original artwork.

**2) Computer Literacy/Technology**

Technology is woven throughout all curricular areas. All classrooms are equipped with desktop computers while middle school students also have access to portable computers for various projects. Classrooms are equipped with interactive display systems. Teachers are able to project all lessons from the computer onto the board and can show web and/or video presentations. Students use many of these resources when presenting class projects. New programs are regularly assessed. All students learn how to safely navigate websites to perform tasks such as web-quests or to take online quizzes to test their comprehension of a subject matter and to help with studying. Students learn keyboarding skills to become proficient in touch typing, and how to create presentations using words, clipart, illustrations, video and voice recording. Whenever possible, technology lessons are integrated to support other learning.

**3) Library**

The school library offers books, magazines, and reference materials for assigned study and recreational reading. Books can be checked out for a two-week period. Students must respect library materials as school property and return them on time and in good condition. Accelerated Reader is used as an incentive to promote student mastery of reading skills. The STAR reading test is also used to help establish reading skill level and goals. Students will be

assessed a replacement cost for lost or damaged materials. Student progress reports will be held in the office if there is an outstanding library "debt".

4) **Music**

K-8 students receive music instruction. The philosophy of the Orff Schulwerk process is the basis of music instruction. Music is a living force, vital to the activities of every child. The opportunity to create speech, movement, and music in an ordered framework with the guidance of trained teachers should be made available to every child. Curriculum centers around vocal, movement, and instrumental opportunities using the National Music Standards. This includes: singing alone, with others, playing instruments, reading music, composing, and listening to different music types. Another key component includes understanding the history of music and cultures, and their relationships with other disciplines. Students explore various genres, with a wealth of instruments and integrate other subjects where possible. Third graders perform a musical in December, and middle school students have the opportunity for optional performances in the Talent Show during Catholic Schools Week.

5) **Physical Education**

Physical education is paramount to the development of self-confidence, social skills and an appreciation of God's gifts of life. Our goal is to provide a quality physical education program, introducing students to a variety of activities throughout the year that will encourage enjoyment of physical activity. Curriculum centers around movement education, skill development, health related fitness and sports education. Students develop a level of physical activity and understanding of concepts that enhance and promote physical fitness and health. We strive to provide students with the skills, knowledge and confidence that will enable them to become a lifelong physically active person. Students are introduced to a wide variety of sports and activities including: bowling, dance, lacrosse, archery, soccer, volleyball, basketball, and track.

6) **Foreign Language**

K-8 students participate in Spanish, emphasizing conversational use of the language. Different levels of vocabulary units are taught at each grade level. Instructional strategies include games, songs and prayers to reinforce new vocabulary words and to make learning a foreign language fun. Middle school students learn grammar concepts. Students develop a more global perspective through the study of Spanish speaking countries, cultures and the location of these countries.

e. **Additional Academic Services**

1) **Counseling**

- a. When children are stressed by various circumstances, it is exceedingly difficult for them to fully grow emotionally, intellectually, socially, and spiritually. Our counselor is available to help with identifying problems and working toward their resolution.
- b. Counseling is available for preventive work such as parent and teacher education, consultation, and classroom discussions. If you have specific questions or suggestions about our counseling services, or would like to arrange for an appointment, please contact the school office.

2) **Educational Intervention Specialist (IS)**

- a. The Intervention Specialist assists with the Response to Intervention process, specifically Tier II and III interventions as determined by the Intervention Assistance team. The IS, funded by Jon Peterson Scholarship, will implement student IEP goals and objectives as determined by the IEP developed in consultation with local school districts. The Intervention Specialist, funded by school budget, will be the sole provider and case manager for students being served through an Individualized Service Plan (ISP).
- b. The IS provides instruction in individual and small group settings for those students with an IEP.

3) **Speech and Language Pathologist (SLP)**

- a. The Speech and Language Pathologist assists with the assessment of children to determine the presence of a specific speech or language impairment. The SLP will assist the IAT in designing a program of interventions which meets the educational needs of the child. The SLP manages the Individual Education Plan (IEP) once it is in place.
- b. The SLP provides instruction in individual and small group settings for those students with an IEP.

f. **Academic Integrity**

- 1) **Students must complete their own work.** Accurate assessment of student progress is not possible when academic integrity is compromised.
- 2) **Homework** may be completed with help and reference to other sources. However, outright copying of homework compromises academic integrity, as it inhibits a determination of student understanding.

- 3) **Testing and other assessments** must be completed without reference to the work of others, unauthorized notes, or any other sources of information. Talking to others or looking at another's paper compromises academic integrity as it calls into question the test-taker's ability to show mastery. Violations of testing procedures must result in the voiding of the student test or assessment involved. Remakes are allowed at the teacher's discretion.
- 4) Researched written work must be substantially the work of the student. Referenced work must be properly noted and credited to the original source. Students who compromise academic integrity by copying substantial amounts of the work of others (plagiarism) may lose substantial or all credit for an assignment. Students may also be subject to disciplinary action.

g. **Grading**

- 1) Grades are used to indicate student achievement and progress throughout the year. While there are many facets to assessing a student's academic achievement, the grading system is a reasonable method of communicating overall academic capabilities to students, and parents. The following standards apply:
- 2) **In Kindergarten and Grades 1-2**
  - a. 4 Consistently Demonstrates/Exceeds Proficiency
  - b. 3 Frequently Demonstrates Proficiency
  - c. 2 Progressing Toward Proficiency
  - d. 1 Demonstrates Limited Progress Toward Proficiency
  - e. N/A Not Assessed This Grading Period
- 3) **Grades 3-4**
  - a. A - 90-100 Superior
  - b. B - 80-89 Very Good
  - c. C - 70-79 Satisfactory
  - d. D - 60-69 Below Average
  - e. F - Below 60 failing
  - f. Effort:
    - i. 1 - Satisfactory
    - ii. 2 - Needs Improvement
- 4) **Grades 5-8**
  - a. A - 93-100 Superior
  - b. B - 85-92 Very Good
  - c. C - 77-84 Satisfactory
  - d. D - 70 - 76 Below Average
  - e. F - Below 70 failing
  - f. Effort:
    - i. 1 - Satisfactory
    - ii. 2 - Needs Improvement

#### h. **Assessment**

- 1) **Student progress** is determined by a student's attainable goals, his/her achievement in a subject matter, and the quality of the work examined in light of the student's ability. Many forms of evaluation are used by the teacher within the classroom. A student evaluation process will be implemented that encourages and facilitates the student's self-evaluation under the guidance of the teacher, and that reports student progress through both the parent-teacher-student conference and a written report to the parents. Classroom tests are a formal measure used to assess the student's knowledge of the content taught. Classroom tests will be graded, returned to the students and sent home for the parents' review (teachers may require the tests to be signed). It is the responsibility of the student and the parents to stay informed of test results.
- 2) **The Parent/Student Portal** is used to record, average and report student progress and grades. Parents and students in all grades should check the Portal regularly for assignments. Report cards, school announcements and important files will be kept on this site. The Portal link may be found on the school home page.
- 3) **Standardized tests**, in coordination with the Archdiocese School Office and Ohio Department of Education, will be conducted in grades 2 through 8. Scores will be reported to parents and used as one method of understanding the many factors involved in student achievement. AIR testing will be conducted for Jon Peterson and Ed Choice Scholarship recipients and 8<sup>th</sup> grade students as deemed necessary by the Ohio Department of Education.
- 4) **The Assessment of Catechesis of Religious Education (ACRE)**, sponsored by the National Catholic Educational Association (NCEA), is given to students in 5<sup>th</sup> and 8<sup>th</sup> grade. This test is nationally normed and measures the achievement of St. Margaret of York students with regard to knowledge in all religious domain areas.
- 5) **Potential Kindergarten students** will be assessed for school readiness at the request of their parents. Test will be administered during the regular school day, usually in March or April.

#### i. **Homework**

- 1) Homework serves to extend the academic experience of students and has real meaning and value for the student's learning in school and at home. Individual assignments are designed to meet the academic and developmental needs of the students. Learning is important and should continue after school hours. The daily homework assignments are one method to encourage and extend

learning. Homework should be completed and ready at the assigned time. If there is a serious reason why the student does not have his/her homework, a written note from the parent explaining the reason will be acceptable.

- 2) Home study or written assignments should be expected at least four nights a week or at the discretion of the teacher. Recommended homework time per day for each level is:
  - i. Grades 1-2 = 10-30 minutes                      Grades 3-4 = 30-40 minutes
  - ii. Grades 5-6 = 40-60 minutes                      Grades 7-8 = 60-80 minutes
- 3) Consideration should be given to the fact that children work at different speeds, and may take more or less time to complete assignments. Long term assignments may require students to spend extra time. Students in grades 3-8 are expected to write down assignments each day in their Assignment Notebook. An electronic version which could be an application or in the Portal is a backup means to keep track of assignments.
- 4) Parents/guardians should check their child's homework periodically to see that the material is done correctly and neatly. Talking to your children about their work and engagement in school can help motivate them to be successful.
- 5) Homework assignments and long-term projects are posted to the Portal/Google Classroom in grades 1-8. Parents should check the site whenever there is a question regarding homework.
- 6) Parents should know that each child may need a different environment in order for homework to be beneficial. Some children can work alone in a quiet place, while others need to be closely supervised. Most children benefit more from their studies when distractions – family noise, TV, Radio, etc. – are kept to a minimum.
- 7) Parents/guardians will be notified of late or missed assignments through the Portal or by the teacher directly. All notes from the teacher must be signed by the parent/guardian and returned. Chronically late or missing homework may have a serious detrimental effect on the child's progress and could be a reason for further action by the teacher or administration.

**j. Make-up Work**

- 1) In general, the length of make-up opportunity is equivalent to the length of the absence plus one day. For example, a student who was absent three days would be given four school days to complete the missed work.
- 2) It is up to the student (or parent of younger students) to make arrangements with the teacher for both requesting and returning make-up work.

- 3) Work may be requested one week prior to a planned absence. However, teachers are not required to give specific, detailed assignments weeks in advance. Any work given by the teacher is due the day of the student's return to school. It is our recommendation that all work be given to the student on the day of their return.
- 4) Students should check for assignments on the Portal/Google Classroom, which are also available on the weekends. Tests and quizzes are posted online well in advance. This is especially important for grades 4-8.
- 5) Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.
- 6) If a student will have a late arrival or early dismissal that will result in missing a test or quiz, the missed test or quiz will be completed upon his/her return to school, or after school if necessary.
- 7) In the event of unusual circumstances, parents should coordinate with teachers to formulate a make-up plan.

#### **k. Graduation**

Graduation from the 8th grade highlights the students' responsibility as members of their parish community to continue their active participation in the Catholic concept of life. The completion of nine years of religious and academic training will be celebrated near the end of the school year. A Mass planned jointly by the students, staff and pastor will immediately precede the graduation ceremonies. Parents and friends will be invited. Graduation attire should be proper and appropriate for the occasion: suit and tie, or sport coat and tie for boys; and modest street length or tea length dress for girls. Halter dresses, sun dresses or dresses with spaghetti straps are not acceptable unless worn with a jacket or shawl; shoulders must be covered. Boys and girls should wear dress shoes appropriate to the occasion.

#### **l. Class Size**

- 1) St. Margaret of York School strives for a manageable class size for the best interest of our students. In the event that children of St. Margaret of York Parishioners or St. Margaret of York parish staff members are on the waiting list, class size may be increased. Whenever class sizes exceed the target cap, the principal will assess steps necessary to ensure a high-quality educational environment. Factors such as the resultant class size, the skill and experience of the teacher, the learning needs of the student population will be considered along with any other relevant information. Options include, but are not limited to the addition of aides, regular volunteers, or technological assist devices.

- 2) Instructional aides may be available to assist our teaching staff. Other aides may be assigned as needed, at the discretion of the principal.

**m. Field Trips**

- 1) **Field trips** are designed to broaden the students' knowledge and awareness of the happenings in their community. Field trips are a privilege, not a right. Any student may be refused the privilege of participation if, in the teacher's opinion, attendance on the trip might place the student or others at risk, the student has demonstrated a pattern of behavior inconsistent with the expectation of the class, or the teacher is concerned with the student's ability to comply with expected behavioral norms. The type and frequency of field trips are determined by the distance, age level, and the value as an outgrowth of class instruction. The principal must approve all field trips. All students must have returned the signed permission form in order to participate in the field trip; phone permission will not normally be accepted. Students will not normally be permitted to call home for permission.
- 2) **Chaperones** may be needed on any field trip. Parents and guardians are encouraged to participate. However, the rigors of field trip duty are incompatible with care for a child not assigned to the class. Chaperones must be able and willing to devote their complete attention to maintaining the safety of all students on the trip. Chaperones should not bring any child along on a field trip, regardless of the child's age. Chaperones must have completed and are in compliance with the SafeParish Program well as be in compliance with the Archdiocese of Cincinnati Decree.
- 3) **Behavior** on a field trip must comply with school norms. All persons on a field trip represent St. Margaret of York School through their actions (or lack of action) and behavior. Accordingly, all staff, parents, and students must exhibit behavior of the highest standards. The dynamic situation of a field trip presents challenges to adults and students alike. Normal school rules and expectations apply. Participants must be particularly aware of safety issues. Instructions from a teacher or chaperone must be obeyed immediately. Students may be placed in a restricted status if behavior becomes unacceptable. No student will be allowed to attend if that student's behavior or lack of self-discipline puts others at risk.
- 4) **Field trip costs** are kept to a minimum. It is usually impossible to refund field trip monies since the admissions and bus are booked in advance.
- 5) **Any parent driving** on field trips must provide a current driver's license and insurance certificate and have the SafeParish Program training on file. However, the normal mode of transportation is a bus; parents will drive only under unusual circumstances. When possible, parents should ride the bus with students and teachers.

- 6) **The Eighth Grade class trip** may be planned in the school year. The trip must have the full support of the principal. Plans will be clearly presented to parents/guardians. Guidelines for behavior and participation will be provided for parents and students before the trip. Participation by any student is not guaranteed, and is contingent on that student's cooperative compliance with school rules for expected behavior and academic performance. If a student has serious behavioral problems or disregard for the law outside school hours, that student is choosing to forfeit participation in such a trip.
- 7) **Some additional restrictions may apply** for trips staying overnight. Consideration will also be given to the availability and willingness of the staff to attend.

n. **Testing for Special Needs**

- 1) St. Margaret of York utilizes a tiered system of academic and behavioral support so all students can be successful in the classroom. When a student requires additional support, the teacher will meet with the Special Education Coordinator or Principal to plan interventions to try in the classroom.

If a follow-up meeting indicates the classroom interventions have not been effective enough to help the student make adequate academic progress, and there is a suspicion the student may need specialized instruction to be successful in learning, then in consultation with the Special Education Coordinator or Principal and the parent a Request for Evaluation is completed by the Special Education Coordinator.

o. **Retention**

- 1) Each child's progress must be constantly evaluated in relation to his/her abilities, and teachers will make recommendations to parents on ways to improve the child's progress. Decisions about student retention will be made by the principal in collaboration with the teacher and the parents/guardians.
- 2) Student evaluation is discussed formally at conferences, and at other conferences requested by the parents or the teacher. If there is a possibility that a student might be retained, the teacher will notify the parents and the principal at the end of the second trimester. If at the end of the school year it is the judgment of the principal and the teacher(s) that a child does not have the skills and/or the developmental level necessary to succeed in the next grade he or she will be recommended to repeat the grade. If the parents/guardians choose not to retain the child and wish to remain at St. Margaret of York School, they must acknowledge in writing their decision to proceed in deference to the recommendation of the faculty. This will be noted on the student's permanent record card.

**p. Summer School**

A summer school program may be recommended to strengthen and reinforce a student's skills. Successful summer school completion may be mandated by the teacher as a prerequisite for promotion to the next grade. If this is the case, proof of satisfactory summer school attendance must be furnished at registration in August. In some cases, the student may be tutored by a certified teacher in lieu of the summer school program. The tutoring must be a minimum of 25 hours to enable the student a chance to improve his or her skills. A statement from the tutor, the skills covered, and the progress made must be furnished to the school at registration in August.

**q. Honor Roll**

Students in grades 5-8 are eligible to be recognized on the Honor Roll for their academic achievement at the conclusion of each trimester. Honor Roll is determined by the following:

1. Honors with Distinction will be given to a student who has:
  - a. Straight A's in all core academic subjects (Religion, Math, Language Arts, Reading, Science, Social Studies).
  - b. No grade lower than a "C" in Phys. Ed, Art, Spanish, or Music.
  - c. No effort grade in a core subject lower than a 1.
  - d. No more than 1 X on the Personal Development section of the report card.
2. Honors will be given to a student who has:
  - a. All A's and B's in all core academic subjects (Religion, Math, Language Arts, Reading, Science, Social Studies).
  - b. No grade lower than a "C" in Phys. Ed, Art, Spanish, or Music.
  - c. No effort grade in a core subject lower than a 1.
  - d. No more than 1 X on the Personal Development section of the report card.

**16. TECHNOLOGY ACCEPTABLE USE**

**a. Introduction**

- 1) The use of technology is guided by the philosophy and mission of the school. The school promotes the use of technology, recognizing the need to prepare students to be responsible, ethical, and contributing members of society and the work force. These guidelines apply to school-owned and installed equipment as well as to any personal device brought to school for use by students or parents. These rules will be evaluated and updated as needed in response to the changing nature of technology and its applications.

- 2) Technology is woven throughout all curricular areas. All Kindergarten through Grade 4 classrooms are equipped with two desktop computers. Students in grades 3 – 8 have access to portable computers for various projects. Classrooms are equipped with interactive display systems. Teachers can project all lessons from the computer onto the board and can show web and/or video presentations. Students use many of these resources when presenting class projects. New programs are regularly assessed. All students learn how to safely navigate websites to perform tasks such as web-quests or to take online quizzes to test their comprehension of a subject matter and to help with studying. Students learn keyboarding skills to become proficient in touch typing, and how to create presentations. Students are taught the basics of coding, how to use a 3D printer, robotics, electronic circuitry, how to pilot drones, the use of micro processing boards in addition to other valuable 21st Century skills. Whenever possible, technology lessons are integrated to support other learning.
- 3) Access to electronic resources, including mail and internet connections, will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. While our intent is to make internet access available in order to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe the benefits to students (information, resources, expanded learning environment, and opportunities for constructive collaboration) exceed any disadvantages.
- 4) Students will be instructed in the proper and careful use of computers and other forms of technology. Students may not tamper or be destructive of computers and other hardware. Students are expected to behave ethically and responsibly with all technology devices.
- 5) The network and all installed equipment is the property of the school. The school reserves the right to monitor all communications through the network without any notice. If investigation reveals irresponsible, unethical or illegal use, the school reserves the right to open files and documents, search a computer's history, and any other means to track usage.
- 6) Students are responsible for good behavior when on personal devices, school computers and networks, just as in the classroom. The network is provided for students to conduct research and communicate with others. Communications over the network are public in nature. Access to the network is given to students who agree to act in a responsible manner. Access is a privilege – not a right.
- 7) Violations of regulations regarding the proper and responsible use of technology shall be reported to the principal, assistant principal, or

Technology Coordinator, who will follow up as required, and may administer discipline as appropriate. In addition to disciplinary consequences, a student engaged in irresponsible, unethical, or illegal use may be subject to loss of the privilege to use available technologies in the school.

- 8) Violations of this policy may result in loss of access to school devices, loss of privilege to use personal devices and/or formal disciplinary action.
- 9) All students must complete the Responsible Use of Technology form or their access to technology in the building could be limited or denied.

**b. School Equipment**

- 1) Network administrators may review files and communications to maintain system integrity and to ensure appropriate use. Network storage areas are subject to search and inspection at the discretion of the administration. Users should NOT expect files stored on school machines to remain private.
- 2) Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
- 3) Download of materials must be for valid academic purposes. Appropriate copyright regulations apply at all times. Improper use or distribution of information is prohibited. This includes using the network for financial gain or for commercial activities. Interactive activity such as chat or Skype must be for valid academic purposes and done only under the supervision of a member of the staff.
- 4) Communication between faculty and students should be limited to class topics or academic content. E-mail of a personal nature is not to be exchanged between faculty and students.

**c. General Prohibitions**

- 1) Revealing personal information online (name, phone number, address, etc.)
- 2) Receiving, displaying, or sending offensive messages or pictures
- 3) Using obscene, profane or vulgar language
- 4) Downloading, sending, storing or printing files or messages that are profane, obscene, or that use language that offends or degrades others

- 5) Harassing, insulting, or threatening others
- 6) Damaging computer systems or computer networks
- 7) Bypassing or subverting security or access settings
- 8) Changing network or system settings
- 9) Violating copyright laws
- 10) Submitting documents from the internet as personal work
- 11) Using another person's password or device
- 12) Trespassing in someone else's folder, work or files
- 13) Intentionally wasting limited resources
- 14) Using the network for commercial purposes
- 15) Using school e-mail accounts to subscribe to non-academic on-line services
- 16) Posting of school e-mail address to any personal account
- 17) Propagating chain messages
- 18) Making unauthorized downloads
- 19) Participating in personal chat or instant messaging—except in specifically authorized circumstances
- 20) Opening or reading of another person's e-mail
- 21) Using any device to make a voice or video recording of another without the permission of the subject
- 22) This list is not all inclusive.

**d. Personal Devices**

- 1) Personal devices are to be silenced and stored in lockers or backpacks. Devices include but are not limited to: cellular phones, iPods, e-Readers, iPads, Apple Watch, Fitbits and similar devices, and other personal computers and any other personal device.

- 2) Misuse of the device may require the student to surrender the device to the teacher or staff member. The parent will be contacted to pick up the device from the office.
- 3) Any device brought to school, whether turned on or not, is subject to search at the discretion of the school administration.
- 4) The privacy of students and staff may not be violated by using the device.
- 5) Loss or damage is strictly the responsibility of the device owner. The school accepts no liability, implied or specific, for the safety of personal technology devices.

## 17. PTO

The Parent Teacher Organization promotes participation of parents, guardians and teachers in the programs and activities of St. Margaret of York School. The efforts of the PTO are to be directed toward providing those things that contribute to the overall quality of education. This organization assists by building community, coordinating parent volunteers, and raising money to provide programs, services and equipment to enhance the educational experience at St. Margaret of York.

## 18. TRANSPORTATION

### a. General

- 1) A student who walks after school must be documented as a walker on his/her transportation form on file in the school office.
- 2) Parents are asked to send **in writing** any change in the ordinary transportation plan for their children **on a daily basis**. Phone calls to the school office to change transportation should be for emergency purposes only.
- 3) Look for and follow any signals of the faculty member(s) on duty.
- 4) During arrival and dismissal, please be aware of the possibility of children in the area. Drivers should refrain from using cell phones or other electronic devices while driving on campus.
- 5) Please keep speed low.
- 6) Please abide by all traffic laws when entering and exiting our campus.

**b. Arrival**

- 1) **Morning supervision** begins 7:30 AM. Supervision will not be available for children before that time. Accordingly, parents should not drop children off before 7:30 AM. Students may enter through either the main or MPR doors. Once in the building, students should report to class as required.
- 2) **AM walkers** should cross Columbia at the light. Take care to watch for traffic and be sure drivers are aware of the signal. Neighborhood walkers should be mindful of traffic as walking through the neighborhood.
- 3) **AM car riders** should enter the parking lot (right turn in only) and continue towards the rear of the lot. Just past the grass divider, turn right toward the school doors. The drop off zone is the area from just past the beginning of the curve back to the beginning of the area marked by cones. Pull as far forward as possible. Students should be prepared to exit the vehicle as soon as traffic stops. Parents remain in the vehicles.
- 4) **Drivers should not pass other vehicles in the line.** After dropping off students, drivers should continue around the edge of the lot to the exit lane. Take care to remain well right near the exit in order to facilitate other traffic entering the campus. You may only turn Right out of the parking lot.
- 5) Due to the safety of our students and our neighboring communities, please be sure to abide by all traffic laws when entering and exiting our school grounds.

**c. Dismissal**

- 1) Dismissal procedures will begin at 2:55 PM each day. No visitors will be checked in during that time. Any early pick-up of students must be completed before 2:40 PM. No student will be called for dismissal once the announcements begin.
- 2) In order to facilitate time for the change, the school should be notified by 2:00 PM about any changes to dismissal and transportation for students. Notice after 2:00 PM may not allow time to make the change.

**d. PM Walkers**

- 1) Students will be escorted to the back gate and to the neighborhood across from school.

- 2) Due to an increase in traffic and neighborhood complaints, we ask that all afternoon walkers are true walkers and not crossing the street to become car riders.
- 3) Students who walk must have permission to leave early in the event of an early dismissal.

**e. Car Line Pick-up**

- 1) All car riders must be picked up using the car line on campus.
- 2) Upon entering campus, follow the same route as drop off until passing the grass divider. After passing the grass divider, look for the faculty signal directing you to the appropriate row. Rows should be marked by a cone at the end of the row. If the faculty member is not present begin lining up, starting with the row closest to the church. Pull up as far as possible. Do not use lanes with the light poles.
- 3) Drivers should remain with the vehicle.
- 4) A faculty member will assist in getting students to the appropriate vehicle. Please use the dismissal name placard (found in the Summer Packet) on your dashboard.
- 5) When all riders are present in the vehicle, the row will be released.
- 6) In case of long delay for riders to arrive, a driver may be directed to exit the lane with other cars and turn immediately back into the queue to clear the way for waiting vehicles.
- 7) When released, continue to the exit lane and follow the outer route of the parking lot to the exit. Take care exiting at the light or using the right turn only exit.
- 8) All car riders are to be picked up on campus; students will not be escorted off campus for the purpose of loading into cars. Only walkers proceeding to their home will be escorted to neighborhood locations.

**f. Bus Transportation**

- 1) Several school districts (\*) presently provide bus transportation for children who attend St. Margaret of York School. Each public school district determines regulations and routes.

- 2) Districts will not transport children who live in another school district.
- 3) Districts do not permit students to change buses within the district without submitting written permission from parent/guardian to the school office.
- 4) Bus transportation is not presently provided by Goshen, Lakota, Lebanon, Milford and Sycamore School Districts. Parents may request reimbursement of transportation costs in any district where the Board of Education of the school district declares that bussing is unavailable or impractical. Forms can be obtained from the local district transportation office.

a. Goshen	513-722-2229
b. Loveland*	513-683-3103
c. Kings*	513-398-8050 (ext. 10024)
d. Mason*	513-398-6682
e. Lakota	513-755-5821
f. Milford	513-575-1563
g. Lebanon	513-934-5838
h. Princeton*	513-554-0105
i. Little Miami*	513-899-2941
j. Sycamore	513-686-1700

## 19. HEALTH

### a. **School Nurse**

St. Margaret of York provides a school nurse daily from 8:00 AM to 3:00 PM. The school nurse ensures all health practices are consistent with the most up-to-date information available. The school nurse will decide the proper course of action in the event of unforeseen or unusual circumstances, or if there appears to be a conflict between these rules and the accepted medical practice. The school nurse will provide appropriate information and forms on the Health Room page of the school web site. Parents should check the page periodically for important health updates.

### b. **Accidents**

The school nurse and principal will be notified immediately of any accident that occurs on the school premises. For serious injuries, the parent will be contacted and emergency medical aid will be arranged, if necessary. Insurance claim forms may be obtained from the school office.

### c. **Automated External Defibrillator (AED)**

An AED (for use in treating persons with sudden cardiac arrest) is located across the hall from the art room on the main floor near the Emergency Exit door. It is in an alarmed, unlocked cabinet. The AED is available for use during any emergency where it is an appropriate tool. After school organizations are encouraged to ensure someone is proficient in its use. Information regarding the use of the AED is located on the school nurse web page.

**d. Communicable Disease**

- 1) To insure the health of all of our children, guidelines from the Ohio Department of Health are followed when determining which children should be excluded from classes. Detailed guidelines are available in the health room. Please contact the school nurse at 513-697-3155 with questions. Please follow the guidelines below.
- 2) Your child should stay home from school if they have had any one or more of the following symptoms within the past 24 hours before the school day:
  - a. Fever of 100.5 degrees or higher
  - b. Diarrhea
  - c. Vomiting
  - d. Diagnosis of a communicable disease
    - i. Your child should be symptom free for a full 24 hours before they return to school. In addition, children with any degree of fever accompanied by body aches and chills should be observed for influenza.
    - ii. For children receiving antibiotics for a communicable disease, the student may return to school 24 hours after receiving the first dose of the antibiotic, if they are feeling well, or as advised by a health care provider.

**e. Food Allergy Action Plan**

- 1) The purpose of this practice is to:
  - a. Provide a safe and healthy learning environment for students with food allergies;
  - b. Reduce the likelihood of severe or potentially life-threatening allergic reactions;
  - c. Ensure a rapid and effective response in the case of a severe or potentially life threatening allergic reaction.
- 2) Food allergic students will be included in school activities to the maximum extent possible.
- 3) A core team of, but not limited to, school nurse, teacher, principal, cafeteria coordinator and counselor (if available) will work with parents and the student (age appropriate) to establish a care plan. Changes to the care plan to promote food allergy management should be made with core team participation.
- 4) The school nurse will:
  - a. Review the health records submitted by parents and physicians.

- b. Ensure that all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, know what to do in an emergency, and will work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
  - c. Work with staff to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Students are allowed to carry their own epinephrine, if age appropriate after approval from the student's physician/clinic, parent and school nurse. The school nurse will maintain a list of school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
  - d. Review policies and the care plan with the core team after a reaction has occurred.
  - e. Discuss field trips and major changes to the school routine that alter food consumption with the teacher and family of the food-allergic child to decide appropriate strategies for managing the food allergy.
  - f. Coordinate with any group or organization providing mass food service during a special event to attempt to provide allergen-free foods or snacks, or that separate food items are available which do not pose a hazard to students with food allergies.
  - g. Appropriate staff will review/practice the Food Allergy Action Plans before an allergic reaction occurs to assure the effectiveness of the plans.
  - h. Appropriate staff must be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- 5) Parents of a child with food allergies should:
- a. Notify the school of the child's medically diagnosed allergies using the Parent Inventory for new students to St. Margaret of York School, which can be found in the School Office link under Health News. Updates to a current student's health status can be communicated to the school by using the Student Health History Update form, which is also found under Health News.
  - b. Work with the school administrators and their designees to develop a plan that accommodates the child's needs throughout the school including in

the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, as well as a Food Allergy Action Plan.

- c. Provide written medical documentation, instructions, and medications as directed and signed by a physician, using the Food Allergy Action Plan, which can be found in the School Office Link under Health News on St. Margaret of York's website. Include a photo of the child on written form.
- d. Provide properly labeled medications and replace medications after use or upon expiration.
- e. Educate the child in the self-management of his / her food allergy including:
  - i. Safe and unsafe foods
  - ii. Strategies for avoiding exposure to unsafe foods
  - iii. Symptoms of allergic reactions
  - iv. How and when to tell an adult they may be having an allergy-related problem
  - v. How to read food labels (age appropriate)
  - vi. Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred
  - vii. Provide emergency contact information on the Parent Inventory and Health Room Information Card
  - viii. Provide "safe snack box" when applicable
- f. Students with food allergies should:
  - i. Not trade food or implements with others
  - ii. Eat only foods known to be safe. Students should avoid anything with unknown ingredients or known to contain any allergen
  - iii. Be proactive in the care and management of their food allergies and reactions based on their developmental level
  - iv. Notify an adult immediately if they eat something they believe may contain the food to which they are allergic
  - v. Notify an adult immediately when feeling ill or experiencing symptoms of an allergic reaction

**f. Medication**

- 1) Under certain circumstances, some students may require medication during school hours to enable them to participate in the academic setting. If medication is needed by your child, the following guidelines **MUST** be met in accordance with the Ohio Revised Code and the Ohio Nurse's Practice Act.

- 2) The administration of any drug, prescription or over-the counter medication (including topical medications and all cough drops) must be accompanied by a MEDICATION REQUEST FORM signed by both the physician or provider licensed to prescribe medication, and the parent or guardian granting St. Margaret of York School personnel permission to administer medication to your child. A copy of the Medication Request Form is available on the school nurse webpage for your immediate use.
- 3) This form must be completed for each academic year and/or whenever any medication change is made.
- 4) All medication, both prescription and over-the-counter, must be in an original container. Prescription medications must have an affixed label, which includes the student's name, name of medication, dosage and route of administration.
- 5) All medication must be brought into school by an adult and delivered to the health room or the school office, or as otherwise instructed by the principal or school nurse. STUDENTS ARE NOT PERMITTED TO BRING MEDICATIONS INTO SCHOOL.
- 6) All medications will be kept in the health room except for epinephrine auto injectors and asthma inhalers that may be kept in possession of a student when proper authorization has been obtained from the student's physician, student's parent/guardian, school principal and school nurse.
- 7) Medication in the health room will be contained in locked cabinets, except those drugs that require refrigeration. Refrigerated medications will be kept in the health room refrigerator.
- 8) The school nurse will coordinate to ensure any necessary medication is taken on school field trips and that the responsible teacher is aware of when and how the medication is to be taken by the student.

**g. Pregnancy**

In the event that a student at St. Margaret of York School becomes involved in a pregnancy, decisions concerning continued attendance will be made by the principal in collaboration with the student and his/her parents or guardians. Each occurrence will be handled on an individual basis in a sensitive, Catholic manner taking into account the needs of the student and the common good and welfare of the school community. Counseling services will be available to assist in the implementation of the decision.

#### h. **Gender Identity Policy**

In being consistent with Catholic doctrine and following Archdiocesan policy, Saint Margaret of York School supports students with gender dysphoria by treating them with sensitivity, respect, mercy and compassion. Policy does require that these students' biological sex will determine: names and/or pronouns used, uniforms and gender appropriate dress, bathrooms, participation on any sports teams, and sleeping accommodations while on overnight trips. Saint Margaret of York would provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

### 20. **SAFETY**

- a. The students will practice for and use the following emergency procedures. Visitors to the building should follow with the class they are with, or follow staff instructions as needed.
  - 1) **Fire/Emergency Evacuation:** The signal to evacuate the building will be a continuous sounding of the emergency klaxon. Students should keep their hands at their side and file out in complete silence to the appointed area. Attendance will be taken to ascertain if all students have left the building.
  - 2) **Tornado/Severe Weather:** Severe weather will normally be preceded by a period of alert such as a watch. Teachers will review procedures upon notice of the watch. An announcement will be made over the intercom to go to the safe locations. Students will go quietly to the designated area and remain in the correct position in their places until given the "all clear" signal. Students should remain quiet and await further instructions.
  - 3) **Earthquake:** In the event of an actual earthquake, immediate action is necessary and there is no warning. The teacher's directive will be "drop, cover and hold". Students should sit under a desk or table and hold on to the legs of the furniture. They should be away from windows and large cabinets; heads should be covered. When it is safe, the students will file outside the building using the emergency evacuation procedures. All persons should take care to avoid fallen debris or damaged equipment during evacuation. Persons may re-enter the building only after it has been checked. Only designated safe areas may be used. Attendance will be taken in the assembly areas.
  - 4) **Bomb Threats:** The emergency evacuation procedures will be used to vacate the building as soon as possible. The school will notify 911 of any bomb threats and the appropriate authority will determine the course of action to follow. The Archdiocesan Office will also be notified.
  - 5) **Intruder/Lockdown:** Procedures have been created and will be practiced throughout the school year. These procedures include notifying staff and

students of the situation, notifying local emergency services, securing the building, and protecting the students and staff of St. Margaret of York School. Specific actions are kept in confidence, in order to safeguard all the children and adults.

- 6) **Bus drills** for each grade level will be held during the first month of school. Students will be instructed in the evacuation procedures of exiting a bus in case of an emergency.

## 21. PROPERTY INSPECTION

- a. A member of the St. Margaret of York School educational staff may inspect any school property at any time for any reason without prior notice. This property includes, but is not limited to: desks, computers, electronic devices, and lockers. Additionally, any personal items are subject to inspection at any time for cause, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include packages, lunch boxes/bags, containers, backpacks, electronic device histories and indexes, purses and pockets.
- b. Consenting to an inspection does not imply wrongdoing by the adult or student being inspected. A student and his/her parent's and/or guardian's consent to inspection of personal items as a condition of enrollment and attendance at the school. Refusal to consent, even an initial refusal, may result in disciplinary action up to and including expulsion of a student. Adults may lose the privilege of visiting campus.

## 22. CAFETERIA AND LUNCH

- a. Hot or box lunches are available for students through a satellite program of Kings Local School District. Menus are provided and students may order lunches one month at a time. Lunch order due dates will be adhered to and late orders will be returned.
- b. Lunch charges are only available for students who have forgotten or lost their lunch. There are not enough extra lunches brought from Kings Local School District to accommodate students who did not pre-order. Families who qualify, may apply for free or reduced-priced lunch.
- c. Only food served by the Kings Local School District personnel or food brought by individual students or their parents should be served to students.
- d. Student may not trade food with others or share utensils.
- e. Students may bring a snack. These should be nutritious and easy to eat while working. Students may bring a small water bottle with a sealable top or lid (such

as to prevent spills if tipped over or dropped). Snacks should only be consumed during designated snack times or in accordance with the rules in each classroom. Parents should ensure any snacks brought to school will not adversely affect the health of food allergic students. Therefore, no peanuts or tree nut snacks are allowed in the classrooms.

- f. Parents are permitted to bring food in **for their own children** prior or during lunch. Bringing in food for other children to be served during lunch is **not allowed**. For example, a parent brings in a pizza for their own child and 5 others to share. This is no longer appropriate.

## 23. AFTER SCHOOL CARE PROGRAM - CHAMPIONS

Students enrolled in St. Margaret of York School are eligible for participation in the after school care program. The program is provided by Champions and is held in the school or parish until 6:00 PM. All students participating in this program will need to read and agree to abide by the After School Care Program guidelines. All school rules and policies in this Parent/Student Handbook apply to the After School Care Program. Contact the school office or see the webpage for more information.

## 24. CLASSROOM CONTACTS PROGRAM

Classroom contact parents are an important part of volunteer services. Parents who participate in the program assist the teacher in numerous ways. Parents work through the PTO to help maintain a quality social and instructional environment in the classroom. Their responsibilities may include coordinating volunteers to assist the teacher with projects, field trips, treats for parties, or monitor classes during teacher appreciation day, etc. They also help to communicate to other classroom parents. Classroom contact parents are selected by a committee of PTO representatives in concert with the teacher, from a list of class room parents.

## 25. CONDUCT AND DISCIPLINE

### a. Introduction

- 1) The goal of Catholic discipline is self-discipline. In order to maintain and promote good order and discipline, students must comply with regulations. The student chooses one form of behavior over another. Students must learn to accept the rewards or consequences of their chosen behavior. Students who choose specific actions which violate the rights of the school community will be dealt with in Catholic justice. Failure to obey the rules will result in disciplinary action. The desired approach will seek to help form the judgment and habits of the student.

- 2) The methods employed to lead students toward these goals include, but are not restricted to, the reinforcement of positive behavior, individual contracts designed to increase appropriate behavior and decrease unacceptable behavior, counseling, a discipline notice, and other techniques considered by the faculty to have a positive impact on behavior.
- 3) No policy that affects St. Margaret of York School students would be complete without the support and involvement of their parents. Therefore, parents are encouraged to become familiar with the discipline policy and cooperate with the staff in attaining our mutual goal— growth in self-discipline and the Catholic development of your child, our student.
- 4) Because the school has the delegated right and responsibility of educating the students, the school reserves the right to exercise discretion concerning discipline. Any student who is disobedient or disrespectful, or who violates another's basic rights can expect disciplinary action.

**b. Citizenship**

- 1) Each student is responsible for displaying the qualities of good Catholic citizenship. Students should show their best conduct in the halls, in the cafeteria, on the playground, in church, in the classroom, or when traveling to or from school. Owners of homes near the school have the right to expect no trespassing on their property. These neighbors are expected to report any action of students that is harmful to their property or to other students. Proper behavior will help the students become better citizens. The staff will place special emphasis on honesty, morality, and courtesy.
- 2) The student is a St. Margaret of York's student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school community, may be disciplined by school officials. Any activity which spills over into school or affects the atmosphere of the school may be treated as a disciplinary issue in school.

**c. Classroom Conduct**

- 1) Students have the responsibility to conform to the rules of conduct set up by a teacher within a classroom or area of responsibility. Each classroom will have a posted set of rules which are consistent with the school's general rules.
- 2) At the start of the school year, the teacher and students will discuss the rules for their classroom. There will also be rules for when the teacher is out of the room, and a substitute teacher is present. Students are expected to comply with these rules or face the consequences. Consequences are determined by the individual teacher and should conform to the basic discipline philosophy of

St. Margaret of York School. Students may be sent from the classroom for disturbance of the class and they must report immediately to the principal.

**d. Church Conduct**

Proper etiquette is expected and demanded of all students while they are in the church. Acceptable church behavior will be explained in the classroom.

Inappropriate behavior during liturgy will be reflected in the student's report card. Students will not be permitted to use the church restroom except in cases of emergency.

**e. Cafeteria Conduct**

- 1) In order to keep the cafeteria clean and attractive as well as a pleasant place to be, appropriate behavior is expected of all students. All school rules, as well as the rules listed below, must be observed in the cafeteria.
- 2) Students must sit in their assigned area, assigned table or assigned seats, depending on the procedure used. Staff members and volunteers will serve as cafeteria monitors to supervise during the lunch periods. Respect must be shown to the monitor, as well as to the cafeteria staff.
- 3) There must be no loud talking, cutting in line, pushing, etc. Students may not bounce playground balls. They may not throw balls or other objects or food.
- 4) All food is to be eaten in the lunch room or other designated lunch area. No food should be thrown. Students are responsible for their own eating area, which includes the use of napkins, cleaning the area around them, and returning chairs to the table after eating. Students should also check the floor space near their places. All paper plates and eating utensils are to be deposited in the proper places.
- 5) Students will not be permitted to leave the cafeteria or designated lunch area during their lunch time unless it is an emergency and they have the permission of the monitor on duty. Students must sign out when leaving the cafeteria and sign back in upon their return.
- 6) Students may not share food or utensils.

**f. Playground conduct**

- 1) Students will be supervised on the playground by teachers/aides, and volunteers. Appropriate behavior is expected of all students. Appropriate number of supervisors should be present.

- 2) All school rules apply to playground behavior. Students must also observe the following rules for recess:
  - a. Students are never to play or conduct themselves in a manner that endangers the safety of others. Rough or dangerous play will not be allowed.
  - b. Students are not permitted to return to the classroom from the playground for any reason unless they have a note from their teacher.
  - c. Students will have outside recess on most days. Appropriate attire should be worn for the cold weather. If the weather conditions are such that it is impossible to go outside, students will have recess in a designated area.
  - d. Students may not move in and out of parked cars in the school lot.
  - e. Students may not leave the grounds at any time. Students may not go after a ball if it has escaped the playground.
  - f. Students may not communicate or interact with any student serving a consequence for improper playground play.
- 3) Various procedures will be used for student misconduct. Options include: being required to "stand the line" during recess, being sent to the office, a loss of privileges, assignment of a written punishment, assignment to detention or suspension, etc. Corporal punishment is not a disciplinary procedure for students.

**g. Bus conduct**

- 1) The students must observe the directions of the bus driver as well as obey all bus regulations. All school rules apply to bus behavior.
- 2) Students are to conduct themselves at all times according to the rules of behavior established by the bus company and bus driver.
- 3) No one is to change seats after boarding the bus unless requested by a school representative or the bus driver.
- 4) Voices are to be kept to a hushed tone, and when the bus driver requests silence, it must immediately be established.
- 5) Any behavior deemed unacceptable by the driver will be reported to the principal. Parents will be contacted when there is a second offense. If there is a third offense, the student may be ineligible to ride the bus. Serious

misconduct may result in immediate ineligibility to ride the bus.

- 6) Stay back from the bus until it comes to a complete stop and the doors are open. When boarding the bus, students are to be in a single line and wait until each student has stepped onto the bus before the next student starts to board.
- 7) Students should exit the bus slowly and carefully:
  - a. Stay seated until the bus stops.
  - b. If there is a need to cross the street, it must be done in front of the bus.
  - c. Quickly get to the side of the street; walking in the street is never permitted.
- 8) No food, drinks, candy, or gum are permitted on the bus.
- 9) Objects of any kind may not be thrown on or off the bus.

**h. Destruction of school property**

Recompense for willful or careless destruction of school property or that of another student must be made by the offender. The consequence and/or fine for the defacement or destruction of school property will be determined by the extent of the damage or seriousness of the act. Parents will be notified of the event and the possibilities for recompense. Repeat offense of the same nature may result in serious disciplinary action.

**i. Unacceptable behavior**

Examples of offenses might include, but are not limited to:

- 1) Pushing, shoving or annoying other students
- 2) Chewing gum
- 3) Uniform infraction
- 4) Failure to return a discipline notice
- 5) Misbehavior during liturgical or paraliturgical celebrations
- 6) Leaving an assigned room without permission
- 7) Any other behavior a teacher judges to be unacceptable
- 8) Habitual disregard of any school direction
- 9) Deliberate disobedience or defiance
- 10) Verbal or non-verbal disrespect
- 11) Seriously disruptive behavior
- 12) Improper or abusive language
- 13) Threatening abuse to another person
- 14) Willful damage of another's property

- 15) Cheating
- 16) Fighting
- 17) Hazing of any kind
- 18) Stealing
- 19) Lying
- 20) Leaving the premises without permission
- 21) Possession and/or use of a weapon (includes pocket knives)
- 22) Possession and/or use of any toy or replica that “looks like” any type of weapon
- 23) Possession and/or use of an abusive substance
- 24) Other grave infractions not explicitly mentioned in the St. Margaret of York Discipline Policy will be dealt with on an individual basis by the educational staff.

**j. General Procedures**

The class room teacher is best situated to ensure high standards of behavior in a classroom. He or she will implement procedures to help students realize expected standards of behavior, the mistakes that lead to unacceptable behavior, and alternative behaviors that may prove more successful. Teacher/Administration options include, but are not limited to, the following:

- 1) Verbal correction or conference with the student regarding the unacceptable behavior
- 2) Written assignment
- 3) Extra task assigned related to the behavior
- 4) Verbal/written apology
- 5) Withdrawal of privileges.
- 6) Time out experience
- 7) Student contract
- 8) Discipline notice – see procedure below.
- 9) Lunch Detention
- 10) Community service on campus
- 11) Conference with the parents regarding the student’s behavior
- 12) Written explanation by the student of the behavior, which is sent by the administration and parents for signature and returned to the faculty member.

**k. Discipline Notice**

- 1) A ‘think sheet’ may be filled out and may be sent from the teacher to the parent using the school Portal system.
- 2) Once the parent has read about the incident, we ask that they let the teacher know they have the information through email.

- 3) Depending on the seriousness of the offenses, the number of notices given to the student and/or the student's general attitude towards the disciplinary action, the faculty members will determine the need for a phone call to parents, parental conference, further disciplinary action and/or referral to the school office.

#### **l. Probation**

- 1) Probation is a disciplinary procedure by which a student who is in school is evaluated with regard to attitude and behavior over a specified period of time by the teacher and the principal to determine the student's resolve to remain in the school community. When a student is placed on probation, the following procedures are generally followed.
- 2) The administration conferences with the student, parent and teacher to advise of reasons, conditions and length of the probation.
- 3) After the period of probation, the administration, teacher, parent and student may meet to decide whether the probation is to be terminated or if any other disciplinary actions are necessary.
- 4) If probation continues, expectations and conditions will be reviewed, and either continued or is modified as appropriate to meet the goals of the probation. A follow-up parent conference is scheduled.

#### **m. In-School Suspension (ISS)**

In-school suspension is a disciplinary procedure by which a student remains in school, but is removed from the classroom. Students will be assigned space in the office for ISS. The teacher(s) will assign sufficient work for the day. The student must stay seated in this area at all times during the day, except for restroom breaks. The student may not communicate with or distract other students. The student will return to homeroom at the end of the day to obtain the homework assignments. Parents will be notified of the circumstances leading to ISS and any further actions necessary.

#### **n. Suspension**

- 1) Suspension is a disciplinary procedure by which a student is removed from the school for a specified period of time to provide the student with the opportunity to realize that certain aspects of his/her attitude and behavior are unacceptable in the school community.
- 2) The administration will convene a conference with the teacher and student before imposing suspension. Exact reasons for the suspension and conditions

to be met before the suspension can be revoked will be detailed in a suspension letter to the parents, with a copy to the archdiocese. A conference must be held with the parents prior to the student's return to school.

**o. Expulsion or Indefinite Suspension**

Expulsion or indefinite suspension is a disciplinary procedure of last resort. It will be applied only in the most serious of incidents or after all other discipline measures have been applied without success. The pastor, principal, and parent(s) of the child will confer before a student is indefinitely suspended. Indefinitely suspended students may not attend school or receive any school services (normal parish services--sacramental preparation, etc. are not affected). Indefinitely suspended students may petition for readmission in the next academic year. Students may be indefinitely suspended for a one-time event of a very serious nature or a continuous pattern of infractions that prove detrimental to the learning environment. Exact circumstances cannot be determined in advance. All expulsions are reported to the Archdiocesan Superintendent.

**p. Harassment, Intimidation, and Bullying**

- 1) Rooted in the values of the Roman Catholic tradition, the St. Margaret of York School community will not tolerate bullying or bullying behaviors. We believe in the Gospel message, "This is my commandment: love one another as I love you." (John 15:12)
- 2) General
  - a. It is the policy of St. Margaret of York that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
  - b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
  - c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.
- 3) Definition of Terms
  - "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

- “Harassment, intimidation, or bullying” means either of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

#### 4) Types of Conduct

- a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
  - i. Engaging in unsolicited and offensive or insulting behavior;
  - ii. Physical violence and/or attacks;

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

## 5) Complaints

### a. Formal Complaints

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

### b. Informal Complaints

- i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving

rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. Anonymous Complaints

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

6) School Personnel Responsibilities

a. Teachers and Other School Staff

- i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
- ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help

eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. Administrator Responsibilities

i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous

complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

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

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

### iii. Reporting

#### 1. Report to the Parent or Guardian of the Offender

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

#### 2. Report to the Parent or Guardian of the Victim

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

### 3. Police and Child Protective Services

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

### 7) Miscellaneous

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

## 26. **DRESS CODE**

Students are to be in dress standards each day. If for some reason, a student cannot be in uniform, he or she must bring a note from the parent to the office for the principal's approval, and then it must be presented to the homeroom teacher. Students who do not comply with the uniform regulations must be prepared to accept the consequences for being out of uniform. Dress standards are listed in table 1 below. Please label all items of apparel.

### a. **General Dress Standards – at the discretion of the Administration**

- 1) **ALL CLOTHING ITEMS MUST FIT PROPERLY AND BE IN GOOD REPAIR.**
- 2) Shoes are to be appropriate and safe for school activities. All shoes should completely enclose the foot. Open toes or open back are not permitted. Athletic shoes are the best choice for school. The following are not appropriate at school: clogs, boots such as Uggs, “wheelies” and sandals. Shoes with laces must be tied across the top of the shoe. Slip-on shoes must fit tightly enough

to avoid slipping off.

- 3) Jackets may not be worn in the classroom unless we are experiencing heating problems. Students who are routinely cool or uncomfortable should wear an approved sweater, sweatshirt, or fleece. Hooded sweatshirts may not be worn in class.
- 4) Sports caps or hats are never permitted within the building.
- 5) Except for girls' earrings, other body piercings are prohibited.
- 6) No visible tattoos are permitted.
- 7) All shirts must be tucked in except for banded bottom knit shirts and 8<sup>th</sup> grade class shirts.
- 8) Bandanas and/or any other large hair ornaments are not permitted.
- 9) Shirts worn under the uniform shirts or blouses must be solid white.
- 10) Hairstyles should remain conservative. If hairstyle is deemed inappropriate, Administration reserves the right to request it be corrected. Fad hairstyles are not permitted (including mohawks and mullets).
- 11) Hair must remain a natural color.
- 12) Socks should be worn at all times.
- 13) School issued identification badge should be worn at all times. If lost or damaged, a \$1.00 replacement fee will charged.

**b. Girls**

- 1) Girls in all grades may wear the approved uniform skirt/skort. Girls in grades K-4 may also wear the approved uniform jumper.
- 2) Make-up is not allowed unless the student is participating in a school production that requires it.
- 3) Fake fingernails are not allowed. Fingernails are to be kept short in length and non-distracting.
- 4) Hairstyles must be neat and clean and not be a distraction to the student or another student in the room.

- 5) Girls' jewelry may be worn. However, it must be in good taste and not cause a distraction or present a safety hazard. All jewelry should be light-weight and necklaces no more than 18 inches in length. Only one necklace may be worn at a time. One bracelet may be worn on each arm. Earrings may not extend below the ear lobe.
- 6) In extremely cold weather, girls may wear navy or black athletic sweatpants under the skirt while in transit to and from school and while at recess. The leg coverings must be removed as soon as entering the building. Leg coverings may be donned just prior to leaving the building.
- 7) Girls in all grades may wear leggings under the jumper or skirt. Leggings should extend below the ankle, and may be black or navy blue.

**c. Boys**

- 1) Hairstyles must be neat and clean and not be a distraction to the student or another student in the room.
- 2) Boys must be clean-shaven at all times.

**d. Non-uniform Days**

- 1) Students will be notified through announcements when the uniform is not required. Student dress should be comfortable and in good taste. Clothing and shoes should also provide for the safety of the student. Shorts, skirts and dresses must conform to uniform length. In regards to shorts, for both boys and girls, they should be no more than three inches above the floor when kneeling. Dress and walking shorts length as required for the school uniform are a good guide for acceptable length along with basketball shorts. Sleeveless blouses with a full shoulder may be worn. Students are permitted to wear blue jeans (should not be torn or ripped), polo shirts etc.
- 2) Inappropriate images or messages, contrary to the Catholic ideals and purpose of the school, are not allowed on any clothing item. Examples include, but are not limited to, messages or images dealing with illegal activity, death, violence, bad language, or designed to be a "cut down." Students are not permitted to wear sundresses, tank tops, spaghetti straps, tube tops, halter tops, see-through shirts, midriff tops, spandex shorts, pajamas, or boxer shorts.
- 3) On periodic SMOY spirit days, all students may wear a shirt or jersey representative of SMOY. Jerseys and tops should not compromise modesty.
- 4) The administration reserves the right to award periodic specific spirit days. In this case, a student may wear a shirt or jersey representative of the assigned theme. Students may otherwise wear their school uniform on these days.

e. **Violation of Dress Code and Options to Correct the Violation**

- 1) Parents will be notified immediately when a student reports to school in violation of the dress code. Parents are expected to take action to remedy the violation as soon as possible.
  - 2) A phone call will be made to request a parent or other person to bring the appropriate article of clothing.
  - 3) Parent may take the child home to change clothes.
  - 4) Repeated violations of the dress code may be addressed as a disciplinary issue.
- f. The administration is the final authority when there is a question concerning the appropriateness of dress.
- g. Our uniforms are provided by:
- 1) **Educational Apparel:** 3906 Brown Park Drive – Hilliard, Ohio 43026  
Phone: 1-800-776-3034 Online: [www.educationalapparel.com](http://www.educationalapparel.com)
  - 2) **Shaheen's (formally Educational Outfitters):** 2656 East Sharon Road – Sharonville, Ohio 45241 Phone: 513-771-1234
  - 3) **Schoolbelles:** 1751 Monmouth Street – Newport, KY 41071 Phone: 888-637-3037
  - 4) Items of the uniform not purchased from a uniform company must be identical in both pattern and color to articles sold by Educational Apparel.

Table 1. Dress Combinations and Options				
Student Group	Dress Item	Material	Color or Style	Additional Comments
All Students	Dress Pants	Cotton/Polyester Corduroy, wool	GR. K-4: navy GR5-8: navy or khaki	No pockets, zippers, or ornamentation on legs
	Blouses/shirts	Poly-cotton, oxford cloth, dri-fit or knit with collar, turtlenecks, or banded bottoms	White or light Blue	All shirts except banded ones must be worn tucked in.
	Socks—knee-high, crew, sport crew, or tights (to below the ankle)		Solid colors in White, navy, black, or red.	Socks must be worn at all times.

All Students (Optional)	Dress/Walking Shorts	Cotton/polyester	GR. K-4: navy GR. 5-8: navy or khaki	No pockets, zippers, or Ornamentation on legs.
	Sweatshirt Pullover ¼ zippered	Cotton/polyester with SMOY school logo	Navy	Must be purchased from Educational Apparel, Educational Outfitters, or Schoolbelles.
	Sweatshirt	Cotton/polyester with SMOY school crest	Heather gray	Must be purchased from Educational Apparel, Educational Outfitters, or Schoolbelles.
	Fleece Pullover – ¼ zippered	Fleece	Navy – embroidered in white	Must be purchased from Education Apparel, Educational Outfitters or Schoolbelles.
	Pullover – ¼ zippered	Poly/Spandex with SMOY school crest	Navy	Must be purchased from Educational Apparel
	Sweaters: cardigan, v-neck, crew neck	100% acrylic knit	Navy, white or Red	Must be identical to Educational Apparel stock.
GR. K - 4 Students (Optional)	Sweatpants (on gym days only)	Cotton/polyester	Navy – plain, solid color	
	Belts	Leather or synthetic	Solid colors: navy, brown, black or khaki	Plain, standard buckle. Worn with all dress items with installed belt loops
GR 5-8	Belts	Leather or synthetic	Solid colors: navy, brown, black or khaki	Plain, standard buckle. Worn with all dress items with installed belt loops
GR. K - 4 Girls	Uniform Jumper Uniform skirt/skort	School Plaid	School Plaid	May be no shorter than 3 inches above the floor when kneeling.
GR. 5 - 8 Girls	Uniform Skirt/Skort	School Plaid	School Plaid	No more than 3 inches above the floor when kneeling May not be rolled up at the waist.
GR. 5 - 8 Girls (Optional)	Sweater Vest	100% acrylic knit	Navy	Must be identical to Educational Apparel stock.

**Welcome Volunteer**

Welcome volunteer! We thank you for your generous gift of time and energy to help us provide the finest possible learning environment at St. Margaret of York. Whether your time commitment is several hours a week or several hours each year, your participation as a volunteer is always welcome. Volunteers play an integral role in our efforts to enhance the educational experience of our students. You are a valued and welcome resource for our schools. Volunteer activities make it possible for us to provide enhanced educational programs and services as well as improved community involvement and commitment to the school.

As you perform your volunteer duties, it is important to remember to model the attitudes and behaviors embodied in our Catholic faith. Our greatest gift to our students is to help them build a positive, Catholic faith life. Your example will help demonstrate the values we hope to build each day. You will also be helping us build the academic skill and maturity so necessary for our students to be successful. We encourage you to be a strong advocate of our schools and of the experience of volunteering, and to encourage others to join us in our endeavor.

**1. VOLUNTEER PROGRAM OVERVIEW**

The principal is ultimately responsible to ensure the volunteer program in the school runs smoothly and properly supports the Catholic educational purpose. Where questions arise, the principal should be consulted for clarification.

**2. VOLUNTEER QUALIFICATIONS**

Volunteers must be at least 18 years of age. All volunteers working with children must complete the Archdiocese of Cincinnati required training program. In July 2021, the Archdiocese of Cincinnati moved to SafeParish as the new platform for Child Protection training and compliance. SafeParish will continue to work with our current background check provider – Selection.com. All training and background information in your current VIRTUS account (if applicable) will be transferred to SafeParish if your VIRTUS account is active. Ongoing child protection training will still be required for all volunteers and employees and will consist of quarterly interactive video-based training. Volunteers must complete a background check as described in the archdiocesan policy. Each volunteer is responsible for maintaining his or her currency in all training.

**3. ATTENDANCE**

Many volunteer activities occur outside the constraints of time or place. However, when volunteering for an activity scheduled for a particular time or place, it is very

important to be on time. Please notify the coordinator, moderator or staff member in charge as soon as possible if you will be unable to be present as expected. You may contact the office if you are unsure how to contact the person in charge.

#### **4. SAFETY**

- A. General school safety rules are posted throughout the building. Each room should have a building map and instructions for emergency evacuation. Please look for these placards in all rooms. In the event of an emergency, the care of children you are helping with is the paramount concern. Please follow the emergency instructions as closely as possible. If you are helping in a public area, please go to the office, or to the nearest classroom, and ask the teacher what to do. In general, all volunteers should be familiar with emergency procedures for fire, intruders, earthquake, and severe weather.
- B. In the event a child is injured, please contact the office and school nurse immediately. An injury report must also be completed by the supervising adult. Children who are able, without aggravating an injury, are to go to the school nurse (or office, if the school nurse is not present) immediately. Send a buddy with the injured child. NEVER leave children unattended in order to bring someone to the school nurse or office. If necessary, send a runner to ask the office to send help.
- C. Volunteer procedures and policies may change quickly and dramatically. As a school, we are committed to taking reasonable measures to limit the spread of viruses and protect our students, staff, and visitors. St. Margaret of York School will follow guidelines and regulations mandated by the Ohio Department of Health and/or the Warren County Health District. Volunteers may be restricted or denied access during the school year.

#### **5. DISCIPLINE**

- A. Our discipline policy is based on the principle that each person is a temple of God, and should be treated with the dignity and respect God asks of us. In general, discipline should remain formative—allowing the child an opportunity to learn by realizing the error, other (better) options for behaviors, how to avoid the error in the future, and the responsibility for restitution when appropriate.
- B. Please remember you are a model to our students at all times. Children will notice what you do and say, and what you do not do and say. When helping a staff member, please refer disciplinary issues to the staff member. When serving as the supervisor in charge of the children, follow the procedures outlined in the St. Margaret of York School handbook. Consult with the teacher when supervising a particular class to be sure you are familiar with the classroom expectations. If you are not sure, or for extreme behaviors, feel free to consult with the office.

## 6. PRIVACY

- A. All students, families and staff within the school have an expectation of privacy relative to their school experience. The expectation includes, but may not be limited to behaviors noted during the day, performance on assignments or projects, and involvement in any special program. Information has two characteristics—access, and need to know. A volunteer working on a computer system may, for instance have both access to, and need to know, the passwords of staff members in order to perform critical system maintenance tasks. In those circumstances, the access and knowledge are appropriate. However, the volunteer would not have a need to know information about specific students, even though knowledge of passwords might allow access. It would be inappropriate for a parent or student to have access to anything other than his or her personal information. Only the principal has the authority to authorize access to private information.
- B. Many activities require the help of volunteers in order for us to complete our educational mission. Volunteers may, as a result of performing their duties, come to know information about our students, families and staff. Results of health screenings, class project results, fundraising results and behaviors observed while helping in a classroom are all examples of information a volunteer might be exposed to in the normal course of his or her duties. **ALL information learned as a result of performing your duties should be kept completely private.** Sharing of information learned in the performance of your volunteer duties, however incidental is a violation of the privacy expectations of our students, families and staff. The volunteer should never discuss such information, even though it might become public in some other fashion. Rather, the volunteer should simply decline to discuss the information, neither confirming nor denying the information if it comes up in a conversation with someone else.
- C. All requests for information or rulings should be referred to the teacher or office. For example, while grading papers, a volunteer should not discuss grades with any student, other volunteers or parents. Questions regarding activities and practices in the classroom should be referred to the teacher. Parents asking about their own children should also be referred to the teacher. Even general comments, such as, “a child does not do well on tests,” are inappropriate.
- D. Persons working with computer systems, in particular, must maintain a high level of discretion. Under no circumstances should passwords or other security information be divulged to any unauthorized person.
- E. Any volunteer who believes he or she has or might have revealed private information should notify the principal immediately. The principal will discuss the incident and decide on an appropriate course of action.
- F. Volunteers are prohibited from taking/posting photographs of students.