



STUDENT/PARENT HANDBOOK

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Table of Contents

SECTION I

Mission Statement and Statement of Beliefs	5
Acknowledgement Form	8

SECTION II – POLICIES & GUIDELINES

I. Admission of Students	10
II. Arrival and Dismissal Procedures/Parking on Playground	11
III. Attendance	12
A. Absences	12
B. Tardiness	12
C. Early Dismissal Requests	12
D. Student Illness While at School	12
E. Perfect Attendance	12
F. Leaving Schools Grounds/Dismissal Request for Bus	13
G. Vacations	13
H. Transfer/Withdrawal	13
IV. Bicycles and Skateboards	13
V. Birthdays and Holiday Treats	13
VI. Communications	14
A. Telephone Messages	14
B. Calls to the Principal/Calls to Teachers	14
C. How to Handle Concerns	14
VII. Course of Study	15
VIII. Damaging, Destroying or Loss of School or Church Property	15
VIX. Discipline Code	15
A. Primary	16
B. Intermediate	16
C. Middle School	17
D. Discipline Referrals	17
1. Levels of Discipline	17
2. Process for In-School Suspension and Expulsion	18
a. One Day In-School Suspension	18
b. Two Day In-School Suspension	18
c. Immediate Removal	18
d. Counseling/Therapy	18
e. Expulsion	18
X. Electronics	19
XI. Emergency School Delays/Closings	20
XII. Evaluation Procedures	20
A. Interim Reports	20
B. Report Cards	20
C. Parent/Teacher Conferences	21
XIII. Fire, Tornado, and Safety Drill Regulations	21

XIV. Gender Identity	22
XV. Harassment/Bullying Policy	23
XVI. Health Services / Medical Emergency Information	28
A. Health Screenings	28
B. Medical Emergencies at School	28
C. Excused from Class or Restrictions	29
D. Dispersion of Medication	29
E. Immunizations, Medical & Dental Records	30
XVII. Homework/Make-Up Work	31
XVIII. Honor Roll	32
XIX. Internet Policy	33
XX. Lunch	33
XXI. Lost and Found	33
XXII. Media Policy	33
XXIII. Parent's Rights and Responsibilities	34
XXV. Programs	35
XXVI. Principal's Right to Amend Handbook	35
XXVII. Promotion/Graduation	35
XXVIII. Property Inspection	35
XXIX. Records	36
A. Confidentiality of Student Records	36
B. Procedures Regarding Divorce/Special Circumstances	36
C. Withdrawal from School	36
XXX. Retention	37
XXXI. School Guidelines for Known Allergies	48
XXXII. Security	41
XXXIII. Testing Program	42
A. MAP	42
B. COGAT	42
C. ACRE	42
XXXIV. Tuition Policy	42
XXXV. Uniforms	43
A. Girls' Uniform Description	43
B. Boys' Uniform Description	44
C. Additional Uniform Description	44
D. Hot Weather Uniform	45
E. Out-of-Uniform	45
XXXVI. Visitors	45
XXXVII. Volunteers	46
XXXVIII. Weapons/Threats	46
XXXIX. Additional Policies	46

SECTION III – SERVICES	
I. Auxiliary Services Program	48
A. Speech-Language Pathologist	48
B. Reading Specialist	48
C. Math Specialist	48
II. Bus Transportation and Discipline	49
III. Crusader Care	50
IV. Extracurricular Activities	50
SECTION IV – STAFF	52
SECTION V- FORMS	54

Introduction

This handbook has been prepared to provide information for parents and students regarding the operating philosophy and procedures at St. Francis de Sales. As parents, you are the primary educators of your children. It is the partnership between home and school that promotes the success of students in their spiritual and academic formation. Parents are the first educators and teachers shares in this goal of formation. Teachers, professional educated in psychology, pedagogy, and developmental milestones, are an integral part of this mission.

The school, as an extension of the parish, can be one of the first experiences with Christ outside of their family. The treatment, respect, and cooperation that parents, teachers and administrators exhibit amongst themselves should be modeled on this Christian framework. Just as Christ welcomed children, the community embraces and expects the treatment, respect, and cooperation of and by the students.

Parental attitudes towards the parish school and the respect for the faculty and staff are absorbed by and reflected through children. Just as parents are teachers of the faith, they are also models of mutual respect to authority, other families, and the dignity of the individual.

It is our intention that this handbook will help to develop cooperation between home and school. We ask that you review this handbook **with your children** to help them understand the goal and intent.

Mission Statement

The staff of St. Francis de Sales is committed to the spiritual, intellectual, physical, emotional and social growth of each student. St. Francis de Sales School strives for academic excellence in an environment permeated with Catholic values. The School prepares each student to confidently meet the challenges of the future and to live out the Gospel message in service to the Church and the civic community.

Statement of Beliefs

Working in partnership with the parish of St. Francis de Sales and the parents of our students, we, as a school, endeavor to bring about the spiritual, moral, and educational growth of the students. St. Francis de Sales School seeks to bring about a climate where all can experience Christ.



We believe that all the parents are the primary educators of their children who entrust their children to us.



We believe that the teaching of religion is of prime importance.



We believe that each child is unique in the eyes of God.



We believe that we are called to prepare students to be active contributing members of the Catholic Church and the world community.



We believe in educating the whole child.



We believe in encouraging, directing, and assisting children in the development of self-discipline and responsibility.



We believe that students should be encouraged to use their talents and gifts for the benefit of all.

Catholic Identity

Liturgical celebrations are a very important part of the school week. The liturgies are planned by the teachers and students and are for growth and spiritual development of the entire school community. Students are required to enter church in a reverent manner. Parents and family members are always invited to attend these celebrations. Please refrain from taking pictures or video taping during Mass. School liturgies are usually scheduled on Wednesdays at 9:00 a.m. Sunday liturgy participation is expected from the St. Francis de Sales parents/guardians and students.

Religious Education Program

The Religious Education Program at St. Francis de Sales School is based on a philosophy of Catholic Christian Life. The teachers, parents/guardians, and students work hand-in-hand to live a life of Christian faith, hope, and love. The parents/guardians are the primary religious educators of their children. With parents/guardians and teachers building a foundation of positive religious attitudes, the students can establish a deep personal relationship with God.

The religion program is designed to provide quality education in a daily, Catholic atmosphere. The doctrines, beliefs, oral teachings, and the heritage of the Catholic Church are taught in ways designed to best help today's students. The program presents and emphasizes teachings at the proper age levels according to the curriculum guidelines of the Archdiocese of Cincinnati.

To help build the Catholic Christian community, all students in grades K - 8 attend weekly liturgies. Students are actively involved in planning and participating in liturgies. Parents/guardians are strongly encouraged to attend these celebrations as a witness to the importance of the liturgy and as a support to their child. The Sacrament of Reconciliation is available during class time at various times during the school year. Parents/guardians are invited to attend the parish-wide services offered during Advent

and Lent with the entire family.

The following sacraments are received for the first time in each of the corresponding grades:



Reconciliation – Grade 2



First Communion – Grade 2



Confirmation – Grade 8

We observe the Church seasons, holy days, sacramental preparation, vocation and mission awareness, and daily prayer.

Faith Formation

Parents have unique calling to be responsible for the spiritual development of their children. The uniqueness of a Catholic parochial school is in its explicit charge to support, complement and reinforce this role of parents. Christian values permeate all that we do and are a critical element of the total curriculum. This is made evident by the community services in the school and parish settings. Students participate in Morning Prayer, Adoration of the Blessed Sacrament, praying the rosary, reconciliation, Stations of the Cross and weekly celebration of the Eucharist in school Mass.

We encourage parents to support their child with more opportunities for reconciliation, Sunday Mass, and other parish community experiences. Religious instruction takes place multiple times a week as part of our academic core. This instruction has unique variations as they progress through the grades and sacrament formation.

Student/Parent Handbook Acknowledgement Form

Enclosed in this Handbook are the policies of St. Francis de Sales School. These policies and guidelines are approved by the Archdiocese of Cincinnati and it is the duty and obligation of the teachers and Principal to enforce and uphold these policies.

It is your responsibility to read and be knowledgeable of the policies listed within this Handbook. You must also share this information with your child/children. It is further understood, by choosing to send your child/children to St. Francis de Sales School, that you agree to abide by the policies herein stated.

PARENT SIGNATURE

DATE

STUDENT INFORMATION

_____	Grade ____
_____	Grade ____
_____	Grade ____
_____	Grade ____

Please return by Friday, August 18, 2023.

SECTION II

POLICIES, PROCEDURES & GUIDELINES

I. ADMISSION OF STUDENTS

As stated in the policies of the Archdiocese of Cincinnati (302.02), no student may be excluded from a Catholic school solely because of race, color, national origin, ancestry. However, since our schools do not have educational facilities to meet the special instructional or psychological needs of all students, after review and subsequent determination by the Principal, such students shall not be admitted unless special arrangements have been made between the parents and the Principal. Students admitted to St. Francis de Sales School should give some promise of being capable of successfully completing the educational program offered by the school.

General Admission The registration period is usually held from January 1 - October 1 each school year for the next school year. New students are generally accepted for entrance at the beginning of the school year, however, under special circumstances, new students may be admitted at any time during the school year. A review of incoming students' records by the Principal, a grade level screening, and a meeting with the Principal are required before students are admitted to St. Francis de Sales School. *All new students are on a trial period for One Trimester as a means of ensuring it is an appropriate match between child and school.*

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

When more students apply for admission to St. Francis de Sales School than can be accommodated, the selection is as follows:



Children of Parishioners and date of registration with St. Francis de Sales School.



Children of families moving into the area, joining the parish/date of registration with St. Francis de Sales Parish.



Children of non-parishioners and date of registration with St. Francis de Sales Parish.

Kindergarten and First Grade Admission - The Ohio Revised Code (3321.01) provides that no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age on or before September 30 of the year of admittance.

Children who become five or six before September 30 are "of age" for kindergarten and first grade respectively.

All new students are screened/reviewed prior to acceptance into the school.

The Ohio Revised Code (Section 3321.01) provides that no child shall be admitted to the first grade who has not successfully completed kindergarten. Upon the request of the parent, this requirement may be waived in the case of a child who is at least six years of age by the (30) day of September and who demonstrates that he/she possesses the social, emotional, and cognitive skills necessary for the first grade. The principal shall establish a committee of selected school personnel who will advise if a waiver is to be granted.

II. ARRIVAL PROCEDURES

In order to secure the safety of our children during morning drop off and dismissal time, the following procedures are in place.

Morning Drop Off: 8:30-8:45 a.m.

Afternoon Pick-Up: 3:20-3:30 p.m.

Morning Drop Off Please enter the parking lot and drive to the main doors of the school. Please determine which method you will be dropping off your child.

If you prefer to drop off your child, please use the lane closes to the main school doors. One car will drop off at a time. Please patiently wait as the students exit their car and enter the school building. Please be prepared to have your child exit the car when it is your time.

If you prefer to park and walk your child into school, please park the car and walk with your child in between the orange cones. The cones have been places as a walkway for your child/ren. Please be vigilant of cars. Do not let your children run in the parking lot in between cars.

If you are attending Mass, please pull into the parking lot and pull into the church parking lot.

Dismissal Please pull up to the parking spots and place your car in park. The dismissal bell will ring at 3:20 p.m.

To pick up your children, please walk to the main doors of the school once the busses have been dismissed.

Please watch for students and parents as you drive off of the parking lot. Please remember to slowly exit the parking lot.

Please understand that these procedures are being used to ensure the safety of all our children.

Thank you for ensuring the safety of all of our students!

III. ATTENDANCE

Regular school attendance by the student is essential for proper student development. Excessive absences by a student may cause serious school problems; therefore, regular attendance is of prime importance. It is the responsibility of the parents or guardians to ensure that their children attend school.

Absences Personal illness, a death in the family, and other urgent reasons affecting the child may necessitate an absence by the student. Any absence for any other reason is considered un-excused. Parents are to notify the school office by 8:30 a.m. if their child will be absent for the day or tardy. If the school office is not notified, the school will call the parent to check on the student. This call-in procedure allows for the greatest safety of our students.

Students should not return to school from an illness until they have been symptom-free for 24 hours. A written excuse may be required by the school on occasion. If a written excuse is required, it should contain the student's name, date(s) of the absence, reason for the absence (if illness, please specify the type of illness), and the parent's signature. If special arrangements are needed because of a long-term absence, the Principal must be contacted.

Tardiness Students are to be in the school by 8:45 a.m. or they will be marked tardy. (The exception to this is if a bus student is late because of a bus being delayed at the pick-up point or mechanical problem with the bus). If a student is tardy, the student must report to the school office. If the student's parent has not called to notify us of the tardy, then the student needs to have a note stipulating the reason they are tardy. Students will have an un-excused tardy if they report late and there has been no phone call or written note explaining the tardiness.

Early Dismissal Requests Parents are requested to schedule medical and dental appointments for their child after the regular school day. Early dismissal is inclusive of the above mentioned medical reasons and any other occasion where child leaves prior to their designated dismissal time. If an early dismissal is necessary, the student must bring a note from the parent or guardian explaining the reason for the request; and, at what time the child is to be dismissed. Upon arriving at school, the parent must proceed to the office. The tardy section on the report cards will reflect tardy in morning and students leaving before their assigned dismissal time.

Student Illness While at School In the event that a student becomes ill during the school day, the parent will be notified. If a child is to go home, the parent or guardian must pick up the child in the school office.

Perfect Attendance For a student to be recognized for this honor, a student may have NO absences, tardiness, or early dismissals for the quarter or year.

Leaving School Grounds / Dismissal Request for Bus No student may leave the school premises at any time for any reason during the school day without the permission of the parent or guardian and the approval of the Principal. This also applies to a student who normally rides the bus at dismissal time. A note from the parent is required to state that they will not be riding the bus. Students are granted permission to get off at bus stops not assigned to their residence in a case of emergency only. The request must be in writing and approved by the Principal and the bus district. The note will be given to the bus driver. (If this is necessary for a number of days only 1 note is necessary stipulating the days.)

Vacations We encourage families to plan their vacations when school is not in session. However, we realize due to certain circumstances that a family may need to take their vacation during school sessions. Should this occur, please notify the school office and please give at least two weeks written notice to your child's teacher or teachers. It is the responsibility of the student to make arrangements with the teachers to complete all work. If parents/guardians are going to be gone during school time and the student will be left in the care of others, please send a note to school specifying who will be caring for the students, the duration of this care and contact numbers for the care-givers.

Transfer/Withdrawal The transfer or withdrawal of any student must be reported to the Principal and local public school district.

IV. BICYCLES & SKATEBOARDS

Students may ride bicycles to school. Upon entering school property, students must walk their bicycle to the designated area to park them. St. Francis de Sales School is not responsible for the bicycles; therefore, it is each student's responsibility to safely secure their bicycle. Upon leaving school, students must walk their bicycles off school property. It is the student and their parent's responsibility to be informed about and to follow all bicycle safety rules and laws.

Students may not ride or bring skateboards to school.

V. BIRTHDAYS AND HOLIDAY PARTIES

Birthday celebrations are permitted and encouraged. When it is time to celebrate your child's birthday, you may send in any treat that they would like to share. Examples: cookies, brownies, cupcakes, etc.

Holiday parties that are celebrated are Halloween, Christmas, and Valentine's Day.

VI. COMMUNICATIONS

It is of great importance, and value to the administration and faculty of St. Francis de Sales School, to establish frequent communications with parents and the school community. To facilitate this goal, school bulletins, announcements, or other pertinent information is emailed to parents, posted on social media, and/or sent home with students. Parents are urged to check the website, their email, social media, and/or with their children regarding these communications.

Telephone Messages All messages for teachers or for students will be handled through the school office. No student will be called from a class to the telephone except in cases of emergency. Messages for teachers to call parents will be forwarded to the teacher through the school office. Permission to use the school phone by students is given only through the school office and is limited to cases of an emergency nature. Students and parents are asked to make all necessary arrangements for the school day before the school day begins.

Calls to the Principal/Calls to Teachers Calls concerning school policy, procedures, or student progress areas are encouraged and welcomed by the Principal and Teachers. Generally, the Principal will deal with contacts concerning school policy and procedures; and, the appropriate teacher will respond to contacts involving student progress or classroom issues. The Principal and teachers are always glad to speak with parents to help our students have a successful school experience. If a concern requires an extended period of time, it is suggested that the school office be contacted to schedule an appointment convenient for all. All contacts will be handled promptly.

How to Handle Concerns The following policy was developed and adopted to clarify methods of problem solving involving students, parents, teachers and school authorities and to encourage interest in school affairs and the quality of education and discipline at St. Francis de Sales School.

These are the progressive steps used in handling any problem or complaint involving a student and teacher. If parents are not satisfied with the resolution to the situation, they may proceed to the next level.

1. Set up a meeting with the teacher.
2. Call and discuss the situation with the Principal.
3. The parents, teacher, Principal, and Pastor may recommend a meeting.
4. Discuss with Regional Director assigned St. Francis de Sales School.
5. Discuss with Superintendent of Schools for the Archdiocese of Cincinnati.

VII. COURSE OF STUDY

St. Francis de Sales School is a Kindergarten through Grade Eight School. The Kindergarten through Grade Four are individual self-contained classrooms; while Grades Five through Eight are arranged in a modified departmental structure where the students change classes for various subjects on a limited basis. The program of studies is well rounded, comprehensive, up-to-date, and includes quality and quantity dimensions. St. Francis de Sales School follows the Graded Course of Study (GCS) of the Archdiocese of Cincinnati. This GCS has been approved by the State of Ohio. St. Francis de Sales School is a state accredited school.

VIII. DAMAGING, DESTROYING OR LOSS OF PROPERTY

Damaging, destroying, and/or loss of school or church property are indeed a matter of a serious nature. Parents will be notified immediately upon a report of such action as it pertains to their child. Payment will be needed if destruction occurs to any school or church property.

Textbooks, library books, and other school and church materials used by the students become their responsibility. All school materials used by students should be treated with care and respect. In order to ensure the care of textbooks, all textbooks are to be covered by book covers at all times. If any books or materials are damaged or lost while assigned to the student, he or she will be assessed the cost of repair or replacement of the item.

IX. DISCIPLINE CODE

Each child who attends St. Francis de Sales School has the right to a good education and respect as a person. In the same respect, each teacher at St. Francis de Sales School has a right to teach in an atmosphere conducive for all students to learn.

As a member of the school community, the student has certain responsibilities that must be followed during the school day.

Respect for self, others, and things will result in growth in self-discipline and service to others. Effective school behavior and attitudes depend largely upon the attitude of the child and the successful growth of the child in responsibility and self-control. This responsibility and self-control can be achieved through the mutual understanding and cooperation of the home and the school. Another factor in effective school behavior is a fair, consistent, positive, and constructive school discipline code.

The outline of the St. Francis de Sales School Discipline Code is intended to be a positive and productive means of helping each child recognize appropriate behavior and grow in self-discipline. Our goal is to create the best possible educational atmosphere for each child at St. Francis de Sales School.

PRIMARY – (Kindergarten-3rd grade)

Positive Reinforcement- Since our primary children are at such a formative age, we stress positive reinforcement for them. At the same time there is such a difference in the development of the children in this age group. It is for this reason each teacher has his/her own way of positive reinforcement which is best suited to his/her own grade.

Consequences- On those occasions when a child does not always obey the rules of his/her class, these steps will be used to deal with the situation. These are for one school day. Each child enters the next school day with a clean slate.

Name Marked - Warning

Name v Recess time diminished

Name vv Recess time diminished + Discipline Notice to Parents

Name vvV Recess time diminished+ Discipline Notice + Work in Office

Name vvVV Parent conference required (Principal may attend.)

INTERMEDIATE (Grade 4)

Students at the Intermediate level will be expected to take more responsibility in the organization and completion of their daily assignments. Students are to use their planners to write homework and upcoming assignments. In order to help this growth process, the teacher will work with each child to give them the tools necessary to succeed.

Positive reinforcement is a vital part of our discipline code. However, if consequences are needed, the below will occur. These are for one school day. Each child enters the next school day with a clean slate.

Name Marked - Warning

Name v Recess time diminished

Name vv Recess time diminished + Discipline Notice to Parents

Name vvV Recess time diminished+ Discipline Notice + Work in Office

Name vvVV Parent conference required (Principal may attend.)

MIDDLE – (Grades 5-8)

Students of Middle School age are expected to show growth in maturity, responsibility, and self-discipline. More is expected from these students than younger students in these areas. However, it is especially important to affirm these strides toward adulthood.

DISCIPLINE REFERRALS

While we strive to nurture positive behavior and reinforce these actions, there are times when negative behavior occurs and consequences must result. It is with this in mind, that the following system of consequences will be used in grades 5-8.

Students will receive 2 verbal warnings to correct the behavior before a Discipline Referrals is given. In rare instances, a discipline referral may be the first step. Students may receive a Discipline Referral for the following:

<i>Inappropriate Mass Behavior</i>	<i>Lunch/Hall Disruption</i>
<i>Destructive to School property</i>	<i>Disruptive Behavior</i>
<i>Electronic Device Misuse</i>	<i>Fighting/Aggression</i>
<i>Littering</i>	<i>Excessive Talking/Rudeness</i>
<i>Uncooperative/Defiant</i>	<i>Cheating</i>
<i>Lying</i>	<i>Excessive Tardiness</i>
<i>Left Grounds Without Permission</i>	<i>Unacceptable Language</i>

Accumulation of discipline referrals will have a direct effect on eligibility for Honor Roll. A student who receives more than six (6) discipline referrals per Trimester will not be eligible for Honor Roll.

LEVELS OF DISCIPLINE

When a student has received three (3) discipline referrals in 1 Trimester, the student will receive 1 Lunch detention.

When a student has received six (6) discipline referrals in 1 Trimester, the student will receive 1 After School detention.

When a student has received eight (8) discipline referrals in 1 Trimester, it will result in a Principal conference with parents and student.

When a student has received ten (10) discipline referrals in 1 Trimester, it will result in a one (1) day in-school suspension.

When a student has received twelve (12) discipline referrals in 1 Trimester, it will result in a two (2) day in-school suspension.

When a student has received fifteen (15) discipline referrals in 1 Trimester, it may result in Expulsion meeting.

Process for In-School Suspension, Counseling, and Expulsion

One Day In-School Suspension - There will be a phone call and written notification from the Principal to notify the parents that the student will be suspended the following day.

Two Day In-School Suspension - A phone call followed by written notification from the Principal will inform parents of suspension.

Immediate Removal - When a student's behavior constitutes a threat, physically endangers himself/herself or others, or causes serious disruption to instruction, he/she may be removed immediately, with due process requirements to be fulfilled as soon as practical.

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

Expulsion - Expulsion can result from the accumulation of 15+ discipline referrals in one Trimester. Any student may be expelled for just cause, which shall include, but not be limited to, delinquency and immorality that could result in commitment to a correctional institution, harm to themselves or another student, or would constitute a definite menace to the morale of the school. Incurability, persistent irregular attendance, and actions contrary to the philosophy and objectives of the Catholic school are also grounds for expulsion.

Based on policy 308.02 of the Archdiocese Education Commission policies, the following guidelines regarding expulsion need to be followed:

1. Written notice will be sent to the pastor, parents, and the student, stating the reasons for the student's removal and proposed expulsion.
2. A hearing must be held between the school representatives and the parents.

3. A report detailing the reasons for expulsion must be sent to the superintendent of schools.

4. Parents who believe their child has been expelled from a school for insufficient reasons have the right to appeal, in writing, to the Superintendent of schools. The decision of the Superintendent to uphold the school or to order reinstatement of the student is final.

5. Withdrawal of a student must be reported to the local public school district.

The forms of discipline listed above are guidelines. St. Francis de Sales's Teachers and Administration may utilize other disciplinary measures as the situation warrants, and St. Francis de Sales School reserves the full and absolute discretion in these matters.

Further, no discipline issues pursuant to this Handbook shall bind St. Francis de Sales School to issue the same, or even comparable, disciplines 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, St. Francis de Sales School reserves sole judgement in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s), attitude and degree of cooperation, the student(s) disciplinary history, and any other aggravating or mitigating circumstances St. Francis de Sales School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains St. Francis de Sales School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

X. ELECTRONICS

Technology has become an integral part of teaching in the 21st century. Students will be incorporating technology into their academics through the Graded Course of Study. Not using technology properly will result in discipline referrals. If the unacceptable behavior continues, the technology will be removed and the student will complete all class work and homework using their textbooks.

Students are not to use or have their cell phones out during the school day. If a student brings their cell phone to school, it is to remain shut off and in their book bag. If the cell phone is turned on during the school day, then the following repercussions will apply:

Improper Cell Phone Use:

1. First Time- Verbal Warning.
2. Second Time- Discipline Referrals will be issued.

3. Third Time- Additional discipline referrals and student will hand the teacher their cell phone. The cell phone will remain in the teacher's possession until the end of the school day.

4. Fourth Time- Additional discipline referrals and student will be asked to take cell phone to the Principal's office. The cell phone will remain in the Principal's office until a parent/guardian can come and pick up the cell phone. The cell phone will not be allowed to be brought back to school.

XI. EMERGENCY SCHOOL DELAYS / CLOSINGS

In cases of inclement weather which requires the delay or closing of St. Francis de Sales School, our school will generally follow the lead of Lebanon City Schools in closing decisions. Only in rare instances will St. Francis de Sales School hold classes when Lebanon City Schools are not in session.

Notifications will be the following:

1. Email from Gradelink to school community.
2. Closing posted on Channels 5, 9, & 12.
3. Closing posted on Social Media.

Listed below are the closing/delay possibilities:

1. St. Francis de Sales-Lebanon is closed.
2. St. Francis de Sales-Lebanon will be on a 2-hour delay.

XII. EVALUATION PROCEDURES

Interim Reports - These reports are issued to students in grades (K-8) at the midpoint of 1st-3rd Trimesters. When a report is received, parents are asked to discuss this report with their child for the purpose of mutual understanding and cooperation. The report is then to be signed by the parent and returned to the school.

Report Cards – Report Cards are issued to parents and students three (3) times each school year. These are to be signed and returned promptly to school.

KINDERGARTEN: The Kindergarten report card focuses on developmental tasks, which is the purpose and function of Kindergarten. Academic skills are presented in the Kindergarten program, but the emphasis is on developing mental, physical, and social skills, providing the Kindergarten child many, varied and stimulating experiences upon which to build the primary program.

PROGRESS CODE

M- Mastered

S- Satisfactory

D- Developing

N- Needs Improvement

EFFORT CODE

1- Satisfactory

2- Needs Improvement

PRIMARY: The primary report card reflects the emphasis in grades 1, 2, and 3 on all core academic subject content areas. Handwriting, while an important skill, is still subject to the physical development of the student. In the primary grades, the emphasis for evaluation is not a comparison to other students or to score, but on the individual progress of the child himself/herself. The following progress codes and effort codes are used to appraise each student's own progress:

PROGRESS CODE

O - Outstanding

S - Satisfactory Progress

N - Needs Improvement

EFFORT CODE

1 - Satisfactory

2 - Needs Improvement

INTERMEDIATE/MIDDLE: The purpose of the report card at this grade level takes on a new meaning, look, and emphasis. The students should now have a good foundation to build very specific skill areas in all subjects and meet the standard criteria; which permits their progress to be measured against others at their grade level.

GRADES

93-100	A-Superior
85-92	B-Very Good
77-84	C-Satisfactory
70-76	D-Below Average
Below 70	F-Failing

EFFORT CODE

1 – Satisfactory

2 - Needs Improvement

Parent/Teacher Conferences – A mandatory conference will take place in September. Parents and teachers may request a conference at any time throughout the school year. It is highly suggested that parents take advantage of using Gradelink to stay current with their child's grades throughout the school year.

XIII. FIRE, TORNADO, & SAFETY DRILL REGULATIONS

All schools in Ohio are required by law to develop and provide training in a plan for Fire evacuation (Sec. 3737.29 of the Ohio Revised Code), nine (9) drills need to be completed during a school year, and Tornado shelters (Sec. 3737.73 of the Ohio

Revised Code) drills are to occur once (1) per month from April-June, for its school site.

St. Francis de Sales School complies with these regulations in full.

The provision of the Revised Code that addresses school safety drills is located in section 3737.73(D) has been changed to read as follows:

The institution shall conduct school safety drills at least three (3) times during the school year, pursuant to division (E) of this section, to provide pupils with instruction in the procedures to follow in situations where pupils must be secured in the school building or rapidly evacuated in response to a threat to the school involving an act of terrorism; a person possessing a deadly weapon or dangerous ordinance ... on school property; or other act of violence. At least one (1) safety drill shall include a scenario where pupils must be secured in the school building rather than rapidly evacuated.

All school personnel and students receive training in these procedures. The purpose of these drills are to teach students to evacuate the classroom and/or school building as quickly and safely as possible in the event of an emergency. It is essential that when the fire, tornado, or safety alerts are given, everyone is able to follow the established and practiced plan and evacuate the classroom and/or building as quickly as possible. In addition to classroom training, directions for fire evacuation, tornado, and school safety procedures are posted in each room throughout the school building.

XIV. GENDER IDENTITY

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

Catholic schools:



Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.



Require that participation on school teams be according to their biological sex.



Require that names and pronouns be in accordance with the person's biological sex.



Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to their biological sex.



Maintain names in school records according to the student's biological sex.



Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

XV. HARASSMENT/BULLYING POLICY

General It is the policy of St. Francis de Sales School (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

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.

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

Definition of Terms

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

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



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

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



Violence within a dating relationship.



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

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



In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention 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.

Types of Conduct

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



Engaging in unsolicited and offensive or insulting behavior;



Physical violence and/or attacks;



Threats, taunts, and intimidation through words and/or gestures;



Extortion, damage, or stealing of money and/or possessions;



Exclusion from the peer group or spreading rumors; and



Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:

- Posting slurs on the Internet, websites, blogs, or social media/networks;
- Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;

Complaints



Taking embarrassing photographs of students and posting them online or otherwise distributing them; &



Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

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

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

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

School Personnel Responsibilities

Teachers and Other School Staff

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

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

Administrator Responsibilities

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

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

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

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

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation

warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

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

3. Reporting



Report to the Parent or Guardian of the Offender.

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



Report to the Parent or Guardian of the Victim

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



Police and Child Protective Services

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

Miscellaneous

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.

XVI. HEALTH SERVICES / MEDICAL EMERGENCY INFORMATION

School health services are provided to the students of St. Francis de Sales School through the efforts of the school office and in accordance with the policies and procedures outlined by health and state guidelines.

Health Screenings The health of your child is appraised through teacher and nurse observations, health histories and screening tests. These evaluations are important to help our students be as free as possible from any health condition that may interfere with the learning process. These evaluations are conducted as a screening measure only; and, are not meant to diagnose health conditions. If a concern or deficiency is observed during these screenings, the school nurse will contact the parent/guardian.

The following screenings are conducted at St. Francis de Sales School:

Hearing and vision in grades K, 1, 3, 5 & 7

Postural screening in grades 5 & 7 or any requests from parents or teachers.

If your child has special medical needs or you have concerns about a physical or emotional condition, please contact the school office. Emergency Action Plans regarding a student's Medical needs or precautions can be tailor made by the office with the parent's input.

Medical Emergencies at School According to Ohio Law (Sec. 3313.712 of the Ohio Revised Code) each parent receives an Emergency Medical Authorization Form (Section IV-Page 2a). It is necessary for the following pertinent information to be given to the school:



Emergency telephone number



Name of family physician and dentist



Name of preferred hospital



Medical history of your child (Allergies, Chronic Illness & Medications that the child is taking)



Emergency Action Plan written for a child with chronic illness/life threatening allergy or condition.



Consent or denial for emergency medical treatment

Should a serious accident occur at school, this information could be lifesaving. Any student who becomes ill or has an accident while at school, will be observed by the school office, designated teacher, or staff member. Emergency care (that can be legally given) will be administered and the parent or guardian will be notified. If time does not permit or if the parent or guardian cannot be reached, instructions on the Emergency Medical Form will be followed. It is important to inform the school office of ANY changes of information on the Emergency Medical Notification Form throughout the school year.

Excused from Class or Restrictions - If a child is unable to participate in physical education class or is restricted in their participation or in anyway restricted in classroom activities, a note from the parent and/or doctor is necessary. If the note comes from the Doctor's office to restrict an activity, a note from the Doctor is required for the child to resume the activity.

NOTE: The school's position regarding children with casts is as follows:

Regardless of Doctor's instructions, students with casts will not be permitted to participate in any extra-physical activity, such as, but not limited to, PE classes, recess, Field Day, etc. This is to ensure the highest level of safety for the injured student and to ensure that others are not accidentally injured by the cast that a student may be wearing.

Dispersion of Medication - At no time and under no circumstances will the school dispense medication to any student unless authorized by the procedures below. In the same respect, no child is to have any medication of any kind on them during school hours. Any student who is required to take prescribed medication or non-prescription medication during school hours must comply with the following regulations.

For legal purposes, the school requires the parent's consent and written orders from a physician detailing the name of the drug, dosage, time interval, and duration of administration that the medication is to be taken. Also, please provide a description of possible adverse reactions that should be reported to the physician.



No medication will be given unless all this information is provided. These written orders apply to both non-prescription and prescription medications.



All medication is to be brought and stored in a locked place in the school office. The Physician's Request for the Administration of Medication Form is available in the school office and the actual medication should be brought to the office by the parent or guardian. The student is to come to the office at the designated time for administration of the medication. The student may

not administer the medication to him or herself (Except Inhalers, Epi-Pen & Insulin). This applies to non-prescription and prescription medications.



The medication must be brought to school in the original container and appropriately labeled by the pharmacy or doctor.



The school will keep an accurate record of each dose administered at school including date, time and person giving medication.



The parent or guardian must submit a revised form signed by the physician if the previously provided information on the Physician's Request for the Administration of Medication Form.

Immunizations, Medical & Dental Records The following immunizations are required by Ohio law (sec. 3313.671 of the Ohio Revised Code) and by St. Ann Catholic School for enrollment in the school:

Kindergarten

DtaP / DTP / DT / Td (Diphtheria, Pertussis, Tetanus): 4 or more doses (If the 4th dose was given prior to the 4th birthday then a 5th dose is required)

IPV or OPV (Polio): 3 or more doses. The final dose must be administered on or after the 4th birthday, regardless of the number of previous doses. 4 doses if a combo of OVP / IPV.

MMR (Measles, Mumps & Rubella): 2 doses. Dose 1 – given on or after the first birthday. Dose 2 – at least 28 days after Dose 1.

Hep B (Hepatitis B): 3 doses. The 2nd dose must be administered at least 28 days after the 1st dose. The 3rd dose must be given at least 16 weeks after the 1st dose and at least 8 weeks after the 2nd dose. The last dose in the series (3rd or 4th dose) must not be administered before age 24 weeks.

Varicella (Chickenpox): 2 doses – must be administered prior to entry to school.

GRADE 1

Same as Kindergarten EXCEPT:

DtaP / DTP / DT / Td (Diphtheria, Pertussis, Tetanus): 3-4 doses

GRADE 7

1 booster dose of Tdap or Td (tetanus) vaccine must be administered before entering 7th grade. This vaccine can be administered any time after age 10.

FAILURE TO COMPLETE THE REQUIRED IMMUNIZATIONS WITHIN 14 DAYS AFTER ENTERING SCHOOL IS A BASIS FOR EXCLUDING THE CHILD FROM SCHOOL UNTIL PROOF OF IMMUNIZATIONS IS SUBMITTED TO THE SCHOOL.

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

All foreign exchange students or other individuals who have immigrated to this country must have documentation of tuberculosis testing within ninety (90) days of the first day of school. A history of receiving BCG vaccine does NOT eliminate the need for tuberculosis testing.

FIRST AID- LUNCHROOM: Heimlich / Choking Victim

At least one staff member in the cafeteria during lunch has had certified training or trained by the school nurse, to do the Heimlich on a choking victim.

FIRST AID- AED: AED's are portable devices used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. Early access defibrillation has been recognized as a significant factor in survival from incidents of sudden cardiac arrest. Adequate preparation for responding to a life-threatening emergency can save lives.

One AED is located on the St. Francis de Sales campus in the hallway near the elevator. Staff is encouraged to become CPR/AED trained by the Red Cross or AHA.

XVII. HOMEWORK/MAKE-UP WORK

Homework is an integral and important factor in the full scholastic development of the student. A reasonable amount of homework may be given considering the student's age, the level of achievement and type of assignment. Homework assignments are the outgrowth of regular class work. Such homework assignments are designed to supplement or further learning, to review independently what is covered in class, or to provide an opportunity to use research skills. Homework is not usually to be given over weekends or holidays. No definite time-limit can be determined for each student since students work at different rates of speed; however, teachers do not assign work that would be excessive in time for the average student of a particular grade level to complete in a given period.

At times, make-up work is necessary to assist those whose progress has been impeded because of an excusable absence or other reasons. Immediately after the absence, the student should contact the appropriate teachers to ask for the work they missed during their absence. It is the responsibility of the students, particularly in grades 4-8 to make the initial contact with the teacher to secure the work they missed. Should your child be absent and you would like to pick up their work, it will be in the school office between 3:00-3:30 p.m. Work can be sent home with relatives, friends, or neighbors. Please inform the school office how the homework will be handled when you call in the morning to report your child's absence.

Parents should assist in the successful completion of homework by arranging for a quiet place to study and for a regular time for study. If a parent becomes concerned with regard to their child's ability to successfully complete homework assignments, the parent is strongly encouraged to contact the teacher.

XVIII. HONOR ROLL: GRADES 5-8

Honor Roll will be determined by grade point averages. Grade points will be equated with the following conversion - A's 4.0, B's 3.0, C's 2.0 & D's 1.0. The letter grade on the report card will be converted to this number system, they will be totaled and then divided by the number of subjects involved. This will give the grade point average.

FIRST HONORS: A student must have a 3.9-4.0 grade point average. (Straight As)

SECOND HONORS: A student must have a 3.5-3.8 grade point average.



Accumulation of discipline referrals will have a direct effect on eligibility for Honor Roll. A student who receives more than 6 discipline referrals will not be eligible for Honor Roll.



Behavior supporting learning and Catholic Values is also taken into consideration for Honor Roll. An "X" (Improvement Needed) on the Report Card, in any of the following areas, will result in not being on Honor Roll:

- *Demonstrates actions that are Christ-like*
- *Shows reverence during prayer/liturgy*
- *Demonstrates responsible use of technology*
- *Completes and returns quality homework on time*
- *Completes assignments on time in classroom setting*
- *Shows effort to learn*
- *Listens and follows directions*
- *Seeks assistance when needed*
- *Works without disturbing others*
- *Works well collaboratively*

- Attends school on time regularly
- Comes to class prepared to learn
- Observes school/classroom regulations
- Speaks at appropriate times
- Exercises self-control

XIX. INTERNET POLICY

All students and parents must sign the Responsible Use of Internet/Technology agreement before students will be permitted to use the Internet at school.

Students in grades 5-8 must sign the SFDS Technology Agreement before they are able to take their devices home.

XX. LUNCH

St. Francis de Sales School contracts with St. Alberts Nutritional Service. St. Alberts Nutritional Service sends a Kitchen Manager and Server to St. Francis de Sales School to cook and serve lunch to the students 5 days a week.

To view the lunch menu, please visit the school website at www.stfrancisdesales-lebanon.com.

Students eat their lunches in the school cafeteria. Students are expected to remain seated while eating and to observe proper table manners while having reasonable conversational tones of voice.

If your child forgets his/her lunch, they may come to the office to call someone to bring them a lunch to school. *If a lunch is brought to school, please do not bring something from a fast food restaurant.*

Should you need to take your child out for an appointment and you bring them back at lunch time, either take them to lunch prior to returning them to school, or have them bring a regular lunch to eat with the other students.

Please make sure your child is bringing enough food to sustain their appetite.

XXI. LOST AND FOUND

Lost articles are turned in to the school office. Clothing is placed in the school office. Children are to check in the office first if they have lost any clothes. Non-clothing items are kept in the school office as well.

XXII. MEDIA POLICY







The school staff takes pictures throughout the year of the students and various events. These pictures are most often used for our yearbook, but on occasion may be used in other areas of the media such as the school website, social media,

marketing materials, etc. The school will always use the highest degree of discretion and privacy when using photographs of children. There will be no identifying names or grades. If a student's picture and name are to be used, we will notify the parents. If you have any concerns regarding the use of your child's picture, please contact the school office.







XXIII. PARENTS' RIGHTS AND RESPONSIBILITIES

The U.S. Constitution only governs governmental agencies, such as state-run schools. The U.S. Constitution was intended to provide rules of conduct for government and its officials. Parental rights of Catholic School parents are grounded in contract law. Catholic School parents have rights under statutory law and common law. A complete listing and thorough discussion of all rights, beyond the scope of this handbook, are listed below.

Being a Catholic school parent, you have the following rights:

-  To have your children receive an academically sound education in a Catholic environment.
-  To talk with school personnel and to have requests for meetings answered in a timely manner.
-  To receive fair hearings on concerns and grievances.
-  To have students supervised in a safe and appropriate manner.
-  To review records and respond.
-  To participate in the life of the school.

When enrolling your child in a Catholic school, you agree to certain important responsibilities. These include the following responsibilities:

-  To be a partner with the school in the education of your child.
-  To understand and support the religious nature of the school.
-  To read all communications from the school and to request clarification when necessary.
-  To know who your child's teachers are, and to observe parent teacher conference dates, and any special requests for meetings.
-  To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities.
-  To be actively involved in the life of the school and to volunteer when possible.



To promote your school and to speak well of it to others.



To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.



To appreciate that Catholic education is a privilege.

**Reprinted with permission from Home and School Working Together: Catholic School Parents' Rights and Responsibilities by Mary Angela Shaughnessy, SCN, J.D., Ph.D., Department of Elementary Schools, National Catholic Education Association, 1995.*

XXIV. PROGRAMS

St. Francis de Sales School offers a full-day Kindergarten session from 8:45 a.m.-3:20 p.m. Busing from the Lebanon City, Little Miami, Kings, and Franklin districts are provided to eligible students. The Kindergarten classes follow the same school calendar as grades 1-8. Kindergarten students are asked to provide some supplies. The Supply List can be found on the school website. Any supplies not listed will be provided to the students.

XXV. PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The Principal retains the right to amend this handbook for just cause. Parents will receive notification if changes are made.

XXVI. PROMOTION/GRADUATION

Successful completion of each grade's curriculum is necessary in order for the student to proceed to the next grade level. Successful completion of the eighth grade curriculum is necessary for the student to receive a certificate of completion and "graduate" from the eighth grade.

XXVII. PROPERTY INSPECTION

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, notebooks/textbooks, book bags, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, pockets and phones, iPads or any other form of electronics.

An inspection does not imply wrong-doing by the student being inspected. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

XXVIII. RECORDS

The school office keeps a current and accurate record of your child's school progress throughout their years at St. Francis de Sales School. In order to maintain this accurate record for the student, parents are asked to contact the school office immediately when there is a change in address, telephone number, the student's medical status (such as immunizations, health problems, etc.) or any other information necessary to the child's well-being at school.

Confidentiality of Student Records- A permanent record of each student is kept on file in a school office. These records are confidential and are released only when lawfully requested. According to Archdiocesan policy (ACEP, 309.02) "...Parents and students over 18 years of age have the right to access their records. Prior to the release of these records, a form must be signed by the parents or students over 18 years of age." The student's academic progress, health records, attendance information and standardized test information are included in student records.

Procedures Regarding Divorce/Special Circumstances - NOTE: It is the sole responsibility of the parents to inform the school office of any changes in marital status.

Custodial Parent: Only the custodial parent's signature OR verbal contact is accepted. Non-custodial parents may request copies of "paperwork" from the school. The non-custodial parent must submit this request in writing to the school. The school then must notify the custodial parent of the request. If the custodial parent does not produce documents to the contrary within a two-week period, the request of the non-custodial parent will be honored. The school reserves the right to charge the non-custodial for printing/postage if applicable.

In the event of a request from a non-custodial parent for conference, it is suggested that the non-custodial parent be required to make arrangements with the custodial parent to attend the scheduled conference. It is not the responsibility of the school to schedule dual conferences. The school's primary responsibility is the safety and well being of the child. Requests for school visits and/or observations by non-custodial parents may be refused.

The written permission of the custodial parent shall always be required before releasing a child to the non-custodial parent.

Shared Parenting: In cases of Shared Parenting, the school will work with both parents in the best interest of the child(ren). Both parents will receive copies of school pertinent information, Interims, and Report Cards. In scheduling conferences, we prefer for both parents to attend one conference, however, other arrangements may be made if requested. Both parents' signatures will be accepted on school forms or class packets. Step-parent signatures will not be accepted unless all parties agree to it.

Transfer of Records- To comply with the Missing Child Act (ORC 3313.672), records of students transferring into the school must be requested from the school previously attended within twenty-four hours. If the school the student claims to have most recently attended indicates that it has no record of the student's attendance, or the records are not received within fourteen days of the date of the request, the school should notify the law enforcement agency in the area where the student resides of this fact and of the possibility that the student may be a missing child

Withdrawal from School - The school office is to be notified, as soon as possible, when it is necessary for a student to withdraw from St. Francis de Sales School on a permanent basis. This advance notice is necessary in order that proper arrangements may be made for the withdrawal. These arrangements include the completion of any financial obligations. All student records will be forwarded to the new school after the withdrawal process is complete.

XXIX. RETENTION

In order to consider a child for retention in the same grade for the next school year, this decision is to be one based on a clear knowledge and understanding of the student's abilities and achievements; a conference-evaluative series that is initiated many months before a definite decision is reached; and, a sincere desire of all persons involved in this process to work toward providing the best educational opportunities and placement for the student. The following series of conferences will be followed when the retention of a student is being considered:

After Winter Break: The teacher confers with the Principal concerning the student. A conference including parents, teachers and Principal is then scheduled to try to help the child avoid retention. A request for an educational evaluation of the student may be made at this time.

In May: Another conference is held including parents, teachers, and the Principal to share the final decision concerning the student's placement for the following school year.

Ohio EdChoice Scholarship Students- Third Grade Reading Guarantee policy

Promotion: A third grade student who attains the promotion score on the grade 3 English language arts test, or alternate assessment, is eligible for promotion at the end of the school year. This score can be attained on the fall, spring, or summer administration of the grade 3 English Language Arts test, or on the alternate assessment.

Retention: A third grade student who has not attained a promotion score on the grade 3 English Language Arts test, or alternate assessment, will be retained in grade 3 until a promotion score is received.

Mid-Year Promotion: A third grade student who was retained, due to not receiving a promotion score during their 3rd grade year, will take the grade 3 ELA and alternative assessment in the Fall. If the student attains a promotion score on the grade 3 ELA test or alternative assessment, in the Fall, the student will be promoted to grade 4 after Winter Break (effective January 1).

Exemption from Retention: The exemptions apply to:

- A student who is an English learner enrolled in U.S. schools for less than three full school years has had less than three years of instruction in an English as a Second Language program;
- A student whose IEP, or Individual Services Plan, specifically exempts the student from retention under the Third Grade Reading Guarantee (more information is available in the Students with Disabilities section of this manual);
- A student who demonstrates an acceptable level of performance on an alternative reading assessment approved by the Ohio Department of Education. More information on alternative reading assessments is available on the department's website.
- A student whose IEP shows that the student has received intensive remediation in reading for two years, and the student was previously retained in any of grades Kindergarten through grade 3; and
- A student who has received intensive remediation for two years and was previously retained in any of grades Kindergarten through grade 3.

XXX. SCHOOL GUIDELINES FOR KNOWN ALLERGIES

Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if the school works with students, parents, and health care providers to minimize risks and provide a safe educational environment for students with allergies.

Family's Responsibility:



Notify the Principal and the school nurse of the child's allergies.



Provide necessary health provider order and/or physician's medical statement concluded from allergy testing.



Work with the school team to develop a plan that accommodates your child's individual needs throughout the school including in the classroom, cafeteria, after school programs, during school sponsored activities and on the school bus, as well as an Individualized Health Care Plan



Provide written medical documentation, instructions, and medications as directed by a health care provider, using the Individualized Health Care Plan. Include a photo of the child on the written form.



Provide properly labeled medications and replace medications after use or upon expiration.



Educate the child in the self-management of his/her food allergy including:

- Recognizing safe and unsafe allergens.
- Identifying strategies for avoiding exposure to unsafe allergens.
- Recognizing symptoms of allergic reactions.
- Alerting an adult they may be having an allergy-related reaction.
- Reading food labels (age appropriate) and/or be aware of environmental triggers.
- Never sharing personal items including food, eating utensils, medication, etc.



Review intervention guides with the school staff, the child's health care provider, and the child (if age appropriate) after a reaction has occurred.



Provide emergency contact information.



If a student rides the bus- parents must notify the transportation department of their district about their child's condition and work with the district to establish a plan for when the child is on the bus.

Student's Responsibility:



Should be proactive in the care and management of their allergies and reactions based on their developmental level.



Should always look at the food being served.



Should not trade food with others.



Should not eat anything with unknown ingredients or known to contain any allergen.



Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.



Should not share food, beverages, personal items, medications, etc.

School's Responsibility:



Be knowledgeable about and follow applicable federal and state laws.



Review the health records submitted by parents and health care providers for allergy testing results correlating with proper medical orders and statements addressing the individualized student.



Include allergic students in school activities. Students should not be excluded from school activities solely based on their allergy nor should students without allergies be discriminated against.



Establish a Coordinated School Health Team (CSHT), teacher/s and principal to work with parents and the student (age appropriate) to establish an individualized prevention plan/intervention guide in a documented case of serious (life threatening) allergic reactions.



Assure that all staff who interact with the student on a regular basis has been educated to allergens and can recognize symptoms, knows what to do in an emergency, and works 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 according to the student's individualized health care plan and intervention guide.



Coordinate with the school office to be sure medications are appropriately stored, and keep student's prescribed epinephrine available. Emergency medications should always be kept in an easily accessible secure location central to designated school personnel. Students should be allowed to carry their own epinephrine, if age appropriate, after approval from the student's health care provider, parent and certified school nurse.



Designate school personnel who are properly trained to administer and store medications.



Early recognition of symptoms and prompt interventions of the ordered treatment are vital to student survival during anaphylactic shock



Ensure that there are 2 to 3 staff members available who are properly trained to administer medications during the school day regardless of time or location.



Review intervention guides with the school staff, the child's health care provider, and the child (if age appropriate) after a reaction has occurred.



Discuss field trips with the family of the allergic child to decide appropriate strategies for managing the allergy. Administrators and teachers should notify the certified school nurse well in advance of scheduled field trips in order to

allow adequate time for preparation to address student-specific special needs with respect to severe allergy.



Follow federal and state laws and regulations regarding sharing medical information about the student.



Educate all students not to share food, beverages, personal items, medications, etc.

Education is the solution to a successful allergy management plan.

Remember: environmental control is about avoiding allergens, not removing them from the school setting. Training and supervision in pharmacological therapy is an important piece to prevention of true anaphylactic reactions. Together environmental control, pharmacologic therapy, allergy testing and education will create a safe and healthy environment for all students.

XXXI. SECURITY

Public Address System - The P.A. system allows for contact to the whole school or to individual rooms. It also allows teachers to contact the school office. The system controls the dismissal bells. It will sound the tornado alarms for drills as needed.

Security Doors - During school hours all exterior doors will remain locked. Access to the building is monitored during the day. To enter the building, visitors must go to the Main side door (closest to the wall.) They must press the call button. An office staff member will respond to the "call". Prior to entering, the person will need to identify themselves and state their business. Most people will be directed to the school office to sign in and pick up a visitor's badge. All other doors to the building will be locked during the school day.

Monitoring Software - There are cameras located around the school building and parish campus. There are large TVs that are being monitored in the school and parish offices. The security footage is reviewed and monitored 24/7.

MARCS Radio - St. Francis de Sales has access to the Lebanon City Police Department and Warren County dispatch with the click of a button. The radio is monitored by dispatch. Dispatch can communicate with the school at any time if needed.

XXXII. TESTING PROGRAM

St. Francis de Sales School, through the cooperation and guidance of the Archdiocesan Catholic Schools Office, maintains an accurate record of a student's progress in school through the administration of various standardized testing batteries. These special testing programs are in addition to the regular tests and quizzes given by the teachers during the regular course of the school year.

MAP Test- Below are the testing dates for the 2023-2024 school year.

Fall Testing: September 11-22

Winter Testing: January 16-26

Spring Testing: April 29 – May 10

The MAP test is a comprehensive measurement of growth for each student in the areas of vocabulary, word analysis, reading, the mechanics of writing, methods of study, mathematics. There is no science and social studies testing as was once completed in the IOWA Basic Skills Test.

Cognitive Abilities Test (COGAT) – The COGAT Tests will not be administered during the 2023-2024 school year.

Assessment of Catechesis Religious Education (ACRE) - This test is given in January/February each year to students in Grades 5 and 8. This is a general assessment of our students' knowledge regarding their understanding of the Catholic Faith.

Notification to parents and students is given in advance of the testing as to prepare students for this testing period. Parents are also informed of the testing results of these tests when the results become available.

XXXIII. TUITION POLICY

A Parish member is one who participates in the life of the Parish and should be:



Registered in the Parish.



Attends St. Francis de Sales or St. Philip the Apostle Church for Saturday/Sunday liturgy.



Contributes to the life of the parish with time, talents and resources.



Uses Sunday offertory envelopes and/or contributes online.



Every family is required to obtain 20 volunteer hours per year. It is important for a family to give of their time and talent to the life of the Parish by volunteering for various activities.

Tuition is to be paid in full or on a 10 month payment plan. Payments will be made online. If there is a problem with your payment, a phone call must be made to Business Manager at 932-2601.

A non-refundable Registration fee of \$100.00 per family is due at the time of Registration.

In place of fundraising, all families are to pay a \$60 Activity Fee per child. The Activity Fee will cover field trips and school expenses that provide a well-rounded academic experience. The Activity Fee is non-refundable.

XXXIV. UNIFORMS

A clean, neat and tasteful appearance is a positive factor for any child. St. Francis de Sales School promotes such an atmosphere. Students are expected to be well groomed at all times. It is the intent of the school that the parent be the primary person responsible for seeing that the following rules on uniform be adhered to.

Much time and attention has been given to the development of our school uniform code to make it a workable, attractive, comfortable and affordable. The school uniform promotes a positive school image. If at any time during the school year, you have a problem with the wearing of any uniform items, please send a note to the teacher explaining the situation. This should not be a regular practice and should be used only when a real need arises. All students are expected to be in the proper uniform each day for school.

The following summary reviews the uniforms for the students in grades K-8:

Girls Uniform Description

Jumpers, Skirts or Skorts- The school jumper, skirt, and skort is a navy blue with yellow accent plaid. Girls in grades K-3 wear the jumpers. Girls in grades 4-8 wear the plaid skirts or skorts. These are ordered through Shaheen's Uniform Store. Please visit the school website to access the uniform store: www.stfrancisdesales-lebanon.com.

Shirts- The white or navy blue shirt is a 2/3-button style "polo" shirt. The navy blue polo shirt must have the St. Francis de Sales embroidered name in yellow. All shirts must be tucked in. Girls may wear only the top button unbuttoned. Undershirts or undergarments must be not be visible.

Slacks- Slacks may be worn from the first Monday in October to the last day in March; of the school year. Khaki slacks with the polo shirt may be worn in addition to the jumpers or skirts during this period. Leggings (navy, black or white) will be permitted under the girl's uniform, but not as a stand-alone pant. Denim or western-style or painter pants are not to be worn. On Wednesdays, it is a Mass day so only skirts/jumpers are allowed to be worn. Spirit Wear sweatpants may only be worn on "Spirit Wear Final Fridays."

Other - Hair should be neat, clean and not obstruct vision. Hairstyles that are deemed to be inappropriate will not be permitted. No unnatural highlighting, streaking or dyeing of hair. Watches, necklaces, bracelets, and earrings in good taste may be

worn. For safety reasons, earrings must be of the post style and cannot dangle. Very large earrings are not to be worn. Makeup must be in good taste. Nail polish is permitted, but if the color is distracting, the student will be asked to remove it. No fake nails or French manicures. No tattoos. No body piercing.

Boys Uniform Description

Shirts- The white or navy blue shirt is a 2/3-button style "polo" shirt. The navy blue polo shirt must have the St. Francis de Sales embroidered name in yellow. All shirts must be tucked in.

Pants- Boys may wear khaki slacks from the first Monday in October to the last day in March of each school year. Denim, western style, cargo or painter-type pants are not to be worn. When students are not wearing a sweatshirt or sweater, all slacks waistbands must be completely visible. Spirit Wear sweatpants may only be worn on "Spirit Wear Final Fridays."

Other- Hair should be cut in conventional, uniform, and natural style. It should be neat, clean and to a length that is off the collar and above the ears and eyebrows. Tails, razor chops, lines or other forms of hair sculpturing are not permitted. No unnatural highlighting, streaking or dyeing of hair. No facial hair. Watches may be worn. Rings are discouraged for safety reasons. The wearing of earrings by boys is not appropriate for school wear and are not to be worn. No tattoos. No body piercing.

Additional Uniform Descriptions

Sweaters, Jackets, Sweatshirts- Sweaters are of a solid color white, navy blue, or black of a plain knit in a V-neck or crew neck style. Other sweaters may be worn to/from school and at recess. They must be taken off in the classroom. Only St. Francis de Sales monogrammed jackets, sweaters, and sweatshirts may be worn during the school day.

Spirit Wear- Colors of spirit wear include: White, Light Grey, Black, and Navy Blue. Designs for spirit wear can be found at the Spear It Shop. The link to the Spirit Wear shop can be found on the school website: www.stfrancisdesales-lebanon.com Spirit Wear can be worn only on Spirit Wear Final Fridays.

Socks- Black, blue, gray, or white socks can be worn. Knee-highs may be worn by girls. Calf high socks may be worn by both boys and girls but are to have no designs/emblems. The sock color must match the school uniform. All colors not matching the school uniform will be a violation of the school uniform.

Shoes- Shoes must be of a sturdy nature. Tennis shoes or sneakers may be worn, but may not have the lighted toe or heel, make sounds or have the pop-out/hidden

wheels. For safety reasons, sandals are not to be worn. Maximum heel height on shoes will be 2 inches. The Principal will have the final decision as to their acceptability. If you are in doubt, check with the Principal. Boots, if worn, for weather purposes, must be removed and tennis shoes must be worn throughout the school day. Designer boots may be worn only for Out-of-Uniform Days. The heel height requirement will still apply to the out-of-uniform boots.

Hot Weather Uniform – August-September & April-May are months where the Hot Weather Uniform applies. Students may wear khaki shorts of a reasonable length and fit with their regular uniform shirt. Shorts made of jean material are not acceptable.

Uniform Exchange - A service of St. Francis de Sales School is the uniform exchange. The school accepts uniforms that are no longer needed from school parents. If you are in need of uniform items, please call the school office for information.

Out-Of-Uniform Days- At special times during the school year, the students will be allowed "out-of-uniform days". Students are not required to wear the regular school uniform. This is a privilege and it is expected that parents and students appreciate it as such. If a student cannot follow the "out-of-uniform" guidelines, that student will come in their regular uniform. All such days will be announced to students. *On these special days, the students should wear clothes that are neat, clean and appropriate for school wear.* In addition to appropriate school wear, students may wear neat and attractive jeans. *In choosing clothes for these special days, we rely on the good judgment of the parents and students to select clothes that are conducive to a good learning environment.*

Some items not considered appropriate for school wear include:

T-shirts with music/movie groups

Cut-off tops

Inappropriate wording

Very short shorts/skirts

Tank tops

High heels

Sleeveless tops

Pants that are too tight/yoga pants

XXXV. VISITORS

Visitors are welcome to St. Francis de Sales School. Upon entering the school building during the school day, the visitor must report to the school office to sign in and obtain a visitor's pass.

Parents are NOT to go directly to any classroom during the school day unless permission from the office has been secured. As school dismissal time nears, parents should also wait outside the building until students are dismissed. The exception to

the office check-in procedure is when parents and friends are arriving for a school program or event held during the school day.

If a parent wishes to visit a classroom during the regular instructional day, the parent should contact the classroom teacher to schedule a date and time convenient to the parent and the teacher. Once a visit has been set-up, the teacher needs to notify the Principal and Secretary of the visit.

XXXVI. VOLUNTEER

The Archdiocesan definition of a “volunteer” is working with children at any capacity within the school. We encourage parents to take an active part in St. Francis de Sales School. We need and welcome parent help with playground duty, Lunch program, school events, field trips, and classroom parties.

All regular volunteers must take the Safe Parish Training Program from the Archdiocese of Cincinnati, and be in good standing, in order to volunteer within the school.

XXXVII. WEAPONS/THREATS

St. Francis de Sales School takes any form of weapons or threats very seriously. If a threat is made against a student, then the student who made the threat will be Immediately Removed from St. Francis de Sales School. A decision will be made in regards to their future attendance at St. Francis de Sales School.

Any weapons brought to St. Francis de Sales School will be handled in the same manner. The Superintendent and Pastor will be notified of any threats made or weapons brought to school and law enforcement will be notified as necessary.

XXXVIII. ADDITIONAL POLICIES

Archdiocesan policies are available by visiting www.CatholicAOC.org.

SECTION III

SERVICES

AUXILIARY SERVICES PROGRAM

Because of the large Catholic population in Ohio, our state has been a leader in granting aid to non-public schools. The students of St. Francis de Sales School will be provided the following services as needed:

Speech-Language Services - A licensed Speech Pathologist serves St. Francis de Sales School to work with students who have needs in the areas of speech, language or hearing. The goal of the therapy program in the school is to correct the problem completely, or to improve it as much as possible, while helping the child to adjust. The Speech Pathologist screens children in Kindergarten and First grade each year; as well as any new students to the school. A screening will take place for any child who is referred by a teacher or parent. The therapy program is only initiated through parental consent.

Reading Specialist - The Auxiliary Reading Services is administered through the Lebanon City School District. The program emphasis is for students in the primary and intermediate levels, although Jr. High students may be included if there is a need and the personnel has time available. The Reading Specialist will collaborate with the teachers and any students who are gifted and/or need remedial help completing the Reading/Language curriculum.

Math Specialist - St. Francis de Sales School contracts with Warren County Educational Service Center to offer a Math Specialist to the students. The Math Specialist will collaborate with the teachers and aide any students who are gifted and/or need remedial help completing the Math curriculum.

BUS TRANSPORTATION AND DISCIPLINE

Riding the school bus to and from school is a service that greatly aids St. Francis de Sales School. This service, however, requires the students to be courteous and cooperative in the interests of safety while riding the bus.

The following Student Bus Safety Rules have been developed to ensure the safety and welfare of all school bus passengers. Failure to abide by the following rules may result in disciplinary action including the suspension and/or expulsion from transportation services.



Students are to arrive at the assigned bus stop five minutes before the bus is scheduled to arrive and must wait a safe distance from traffic.



Students must enter and exit the bus calmly, sit in assigned seat if the bus driver so chooses, face forward, keep aisles clear and must remain seated until the bus stops for them to exit.



Students must talk in normal tones to keep the noise level down and be silent at all railroad crossings.



Students may not eat, drink, or chew gum on the bus.



Students will not throw objects at the bus, inside the bus or out the windows of the bus.



Students will obey the bus driver at all times.



Fighting and crude, obscene language and/or gestures by students are not permitted.

The school bus driver's main job is to focus his/her attention on driving the bus in order to transport children safely to and from school. However, the school bus driver is also the primary person in charge of maintaining behavior on the bus.

The following written warnings will be issued to students who refuse to obey the bus driver after verbal corrections, warnings, and/or seating changes. Written warnings will include the student's offense and steps taken by the bus driver and/or school personnel to correct the behavior.

First Offense – A written notification sent home to the parents.

Second Offense – A written notification and a possible bus suspension.

Third Offense – A written notification and possible expulsion from bus transportation.

These are guidelines; any and/or all of the steps may be altered depending on the seriousness of the situation.

Parents are urged to make their children aware of bus regulations and proper bus conduct. The Principal is notified when a bus driver needs to write up a student for inappropriate behavior. The school may issue disciplinary consequences for the student's misbehavior.

CRUSADER CARE

Crusader Care is a program offered to the students of St. Francis de Sales School. The Before School Care program is offered from 7:00-8:30 a.m. The After School Care program is offered from 3:30-6:00 p.m. Students in Kindergarten-8th grade are eligible to attend. The program is available 5 days a week (Monday-Friday). Details, registration, and payment information can be found on the school website: www.stfrancisdesales-lebanon.com

EXTRACURRICULAR ACTIVITIES

Education is not limited to the classroom experience; it is derived from all opportunities that contribute in any way toward personal and social growth. It is a privilege to participate in extracurricular activities, not a right or guarantee.

Athletics: Various sports are offered through the parish. These activities depend on parental involvement and are not led by the school or its teaching staff. The following sports are offered:



Basketball



Cross Country



Golf



Track



Volleyball

Servers: Girls and boys in grades 5 - 8 may become altar servers after training. Training will be announced. Altar servers will assist the Pastor in School Masses and Sunday liturgies.

All students must abide by the school rules and any additional instructions of the moderators. Any violation may result in the student being dismissed from the program or activity.

SECTION IV

STAFF

CRUSADER STAFF

Fr. Craig Best Pastor	Sarah Bitzer Principal
Monica Boland School Secretary + Admissions	Christina DeStefano Kindergarten Teacher Aid
Natalie Villella Kindergarten Teacher	Kristyn Allen-Saxton First Grade Teacher
Jessica Wunderlich Second Grade teacher	Rachel Farran Third Grade Teacher
Janet McHugh Fourth Grade Teacher	Ryan Sagasser 5th-8th Social Studies Teacher, 5th Reading/ELA
Theresa Dearie 5th-8th Math Teacher 5th-6th Religion Teacher	Kaitlyn Cartone 5th-8th Science Teacher 7th-8th Religion Teacher
Andrea Ferraro 6th-8th English Literature	Lisa Paytes K-8 Art Teacher
Cassie Georgeff K-8 Music Teacher	Rob Frye K-8 Physical Education Teacher
Carlos Harasz K-8 STEM/Technology Teacher	Babacar Fall K-8 Foreign Language
Jeanne Borja Reading Specialist	Stephanie Krumholtz Math Specialist
PJ Ehling Director of Faith Formation/ Youth Ministry	Alana Jacobs Speech Pathologist

SECTION V.

FORMS

