



ST. FRANCIS DE SALES SCHOOL

Family Handbook

2026-2027 School Year

20 DeSales Ave. † Lebanon, Oh 45036 † 513.932.6501 † schooloffice@stfrancisdesales-lebanon.org

TABLE OF CONTENTS

WELCOME.....

- Mission Statement
- Belief Statements
- Philosophy Statement

ACCREDITATION

ADMINISTRATION

RIGHT TO AMEND

ADMISSION AND REGISTRATION.....

- Non-Discrimination Statement
- Registration Requirements for All Students
- School Age
- Educating Students with Special Needs

Admissions Process

- Accuracy of Information Statement
- Voluntary Withdrawal of Students

FAITH FORMATION.....

- Religious Education
- Sacramental Preparation

ACADEMIC PROGRAM

- Academic Expectations
- Homework
- Guidelines for Homework Completion
- Grades and Grading
- Field Trips
- Promotion and Retention
- Records Review
- Withdrawal/Disenrollment for Academic Reasons
- Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians
- Curriculum
- Standardized Testing
- Reporting Student Progress
- Awards
- Student Support Programs
- Temporary Home Instruction

ATTENDANCE

- The School Day
- Daily Attendance
- Appointments, Scheduled Events, Vacations
- Make Up Work
- Excessive Absence and Tardiness
- Reporting An Absence

UNDER SPECIAL CIRCUMSTANCES

- Student Pregnancy
- Gender Identity

HEALTH AND SAFETY.....

Medical Information

Administration of Medication

Medication Administered at School

[Diabetic Care Policy](#)

[School Administration of Diabetes Medications](#)

[Student Administration of Diabetes Medications](#)

[Non-Restriction Disclaimer](#)

[Policy on Student Use of Marijuana](#)

Child Protection

Immunizations

Health Screenings

Safety Plan

[Wellness Plan](#)

STUDENT CODE OF CONDUCT.....

[Conduct In or Out of School](#)

[Illegal Substances](#)

Harassment, Intimidation and Bullying

[Criminal Misconduct](#)

Conduct Disclaimer

[General Behavioral Expectations](#)

Bus Conduct

Detentions, Suspensions, and Expulsions

Procedures to be Followed in Cases of Suspension and Expulsion

[Search and Seizure](#)

Cheating and Plagiarism

[Finality of Decisions](#)

SCHOOL UNIFORM.....

PARENT/GUARDIAN INFORMATION.....

Communication

Confidentiality Regarding Students

[Cooperation as Condition of Enrollment](#)

Custody Policy

Emergency Closings

[Social Media](#)

Student Directory

Technology

[Theft or Loss of Personal Property](#)

Tuition

Use of Student Pictures/Information

Visitors

Volunteers

GENERAL SCHOOL INFORMATION.....

Cell phone Policy

Extra-Curricular Activities and Sports

Drills

Servers

Activity Policy

Gifts/Birthdays
Library/STREAM Lab
Lost and Found
Lunch Program
Security
Weapons & Threats

SIGNATURE PAGE - Parent/Guardian and Student(s) Signature Required

APPENDICES.....

- Appendix A [Accident Injury Form](#)
- Appendix B [Archdiocesan Policy for Youth Activities/Permission Form](#)
- Appendix C [Asthma Inhaler Form for Self-administration](#)
- Appendix D [Decree on Child Protection](#)
- Appendix E [Emergency Medical Authorization Form](#)
- Appendix F [Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector](#)
- Appendix G [Parent/Guardian Request for Administration of Medication](#)
- Appendix H [Physician Request for Administration of Medication](#)
- Appendix I [Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector](#)
- Appendix J [Responsible Use of Technology](#)
- Appendix K [School Calendar- St. Francis de Sales School - 2024-2025 Academic Calendar - Lebanon, OH \(stfrancisdesales-lebanon.com\)](#)
- Appendix L [Social Media Policy and Media Release Form](#)
- Appendix M [Tuition Information and Forms- St. Francis de Sales School - 2024-2025 Tuition - Lebanon, OH \(stfrancisdesales-lebanon.com\)](#)
- Appendix N [Volunteer Confidentiality Form](#)

WELCOME

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 share in this goal of formation. Teachers, professionally 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.

Belief Statements

- *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.*

Philosophy Statement

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.

ACCREDITATION

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

ADMINISTRATION

St. Francis de Sales School is a parish school which operates under the authority of the Pastor, Fr. Craig Best, under the direction of the school principal, Diane Horvath.

RIGHT TO AMEND

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

ADMISSION AND REGISTRATION

Non-Discrimination Statement

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

Registration Requirements for All Students

The registration period is from January 1 – August 30 each 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.

Required documentation is the following: birth certificates, baptismal records, health records, IEP/SAP plans, any legal custody/parenting time agreements, along with payment of registration fees.

School Age

According to the revised code of Section 3321.01 that goes into effect March 2026, the state of Ohio recommends all incoming Kindergartners are 5 by the first day of school and all incoming first graders are 6 by the first day of school. For our Crusader Kindergarten program, the kindergartner must be 5 by August 15th. Children who are entering 1st grade for the 2026-2027 school year, need to be 6 by August 15th, but current Crusaders are grandfathered into the class as this transition occurs. Children, who do not meet this age requirement, are considered as underage candidates for kindergarten and first grade and may only be admitted on a trial basis at the discretion of the administration. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Educating Students with Special Needs

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

Admissions Process

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

Our Activity Fee goes towards many different things including but not limited to: Transportation costs for some local field trips (buses), some field trips, in-school educational programs or presenters, cultural arts programs (music, theater, STEM, author visits), special assemblies and enrichment days, school-wide celebrations, supplies for school-wide projects and events.

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

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

Admission to St. Francis de Sales School is considered according to the following priorities:

- 1) Students currently enrolled at St. Francis de Sales School, who reenroll by the specified annual enrollment dates.
- 2) Siblings of students currently enrolled, who enroll by the specified annual enrollment dates.
- 3) Students who are current parishioners of Our Lady of Hope Parish, who apply for enrollment after the specified annual enrollment dates.
- 4) Students who are new parishioners of Our Lady of Hope Parish who apply for enrollment after the specified annual enrollment dates.
- 5) Students who are not active parishioners who are applying for enrollment as private students.

New students who wish to be considered for enrollment may need to complete an assessment, academic screening, review of records, and interviews.

Kindergarten Enrollment and Screening

- Incoming kindergartners need to be 5 by August 15th.
- Kindergarten applicants must complete registration to be considered for Kindergarten Screening.
- K Screening results determine your child's final acceptance into the kindergarten program.
- Our max class size is 25.

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission

and/or disciplinary action, up to and including suspension and expulsion.

Voluntary Withdrawal of Students

Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned computers, etc. must be returned. Additionally, any and all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met.

FAITH FORMATION

Religious Education

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

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.

Sacramental Preparation

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.

ACADEMIC PROGRAM

Academic Expectations

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

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc. Uncompleted work will have consequences and homework slips will be sent home to be signed. Please see the Academic Discipline Referral category in the student code of conduct.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please share your child's experience with his/her teacher.

The following guidelines have been established for timing of daily homework:

| | |
|--------------|-------------------|
| Kindergarten | 15 minutes |
| Grades 1 - 3 | 20 to 45 minutes |
| Grades 4 - 6 | 45 to 90 minutes |
| Grades 7 - 8 | 60 to 120 minutes |

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

KINDERGARTEN: The Kindergarten report card focuses on developmental and academic tasks. Developmental skills are a crucial part of the kindergarten experience. Academic skills are presented in the Kindergarten program, but there emphasis is on developing mental, physical, and social skills, as well as providing the Kindergarten child many, varied and stimulating experiences. A social-emotional report is given to the parents/guardians at the first trimester interim.

PROGRESS CODE

O = Outstanding
S = Satisfactory Progress
N = Needs Improvement
U = Unsatisfactory

EFFORT CODE

S+ = High Satisfactory
S- = Low Satisfactory

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
U = Unsatisfactory

EFFORT CODE

S+ = High Satisfactory
S- = Low Satisfactory

INTERMEDIATE: 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 | | EFFORT CODE |
|----------|-----------------|-----------------------|
| 93-100 | A-Superior | 1 - Satisfactory |
| 85-92 | B-Very Good | 2 - Needs Improvement |
| 77-84 | C-Satisfactory | |
| 70-76 | D-Below Average | |
| Below 70 | F-Failing | |

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*

Field Trips

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

Promotion and Retention

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

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.

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.

Another conference is held in May that will include 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.

Records Review

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

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

Withdrawal/Disenrollment for Academic Reasons

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

parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

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

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

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

Curriculum

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

Standardized Testing

St. Francis de Sales School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

Assessment of Religious Knowledge (ARK) - There is a pretest available in September. The summative assessment is taken at the end of the school year in April. It will be given to grades 2-8. 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.

MAP Test- 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. Students in grades 5 and 8 will complete the MAP Science test. The tests will be given three times a year: Fall, Winter, Spring. Testing dates will be shared with the students and families prior to testing. All test results will be sent home in the Report Card envelopes.

Reporting Student Progress

St. Francis de Sales School issues report cards to the families on a trimester basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via Gradelink- the student management system.

Awards

Students who receive awards will be acknowledged during Morning Announcements, after the prayer service, or at the end of year Awards Ceremony.

Student Support Programs

St. Francis de Sales School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

- Title 1 Reading
- Speech Language Intervention
- Tutoring: Reading and Math, all grades

Temporary Home Instruction

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

ATTENDANCE

The School Day

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 closest 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 placed 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 church side 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!

Daily Attendance

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

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

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

Appointments, Scheduled Events, Vacations

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 can 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 for the 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. Please refer to our activity policy for participation during school absences on page 50.

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.

Make Up Work

For all absences, students are responsible for making up the work, including tests, that they have missed during their absences. They will have one day for every day absent to complete assignments upon their return to school. Arrangements to pick up the child's work at the end of the day should be made before noon.

Excessive Absence and Tardiness

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

The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences is defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

Reporting An Absence

A student's absence must be reported to the school office by 8:30 a.m. A message left on voice mail must include the caller's name, the student's name, grade number, and homeroom teacher, the date of absence, and reason for absence. Upon return to school, the parent/guardian must send a written note to the homeroom teacher stating the reason for the absence.

An unexcused absence from school will warrant proper corrective action.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

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

Student Pregnancy

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

Gender Identity

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

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

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

Catholic schools should:

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

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

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

HEALTH AND SAFETY

Medical Information

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

Administration of Medication

St. Francis de Sales School follows the following Archdiocese of Cincinnati mandate and [Section 3313.713](#) of the Ohio Revised Code regarding administering medication to students.

Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1. The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
2. The school receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;

4. The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
5. The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
6. Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

1. The student's name and address;
2. The names and dose of the medication contained in the autoinjector;
3. The date the administration of the medication is to begin and end, if known;
4. Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
5. Circumstances in which the autoinjector should be used;
6. Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
7. Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;

8. Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
9. At least one emergency telephone number for contacting the prescriber in an emergency;
10. At least one emergency telephone number for contacting the parent/guardian; and
11. Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

Medication Administered at School

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

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

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

DIABETIC CARE POLICY

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

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

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;

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

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

School Administration of Diabetes Medications

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

1. The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
2. The school receives a statement, signed by the prescriber, that includes all of the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin;
 - f) The date the administration of the drug is to cease;
 - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
 - h) Any special instructions for administration of the drug, including sterile conditions and storage.

3. The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
4. The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
6. Any and all other procedures required by the school are followed.

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

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

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

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

Non-Restriction Disclaimer

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

Policy On Student Use of Marijuana

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

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

Child Protection

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

Immunizations

St. Francis de Sales School complies with the minimum immunization requirements set forth by Sections [3313.67](#) and [3313.671](#) of the Ohio Revised Code. Although St. Francis de Sales School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

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.

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 tailored by the office with the parent's input.

Safety Plan

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

Wellness Plan

The goal of this Wellness Policy is to promote the health and well-being of all students, ensuring they have the opportunity to learn in a safe and healthy environment. This policy supports a comprehensive approach to health education, nutrition, physical activity, and mental wellness.

1. Nutrition Education:

- St. Francis de Sales School will provide age-appropriate nutrition education that promotes healthy eating habits.
- Nutrition information will be integrated into the curriculum across subjects, including science, physical education, and health classes.

- Students will experience the Farm-Table mentality by caring for the School Garden, harvesting the produce, and seeing how their food can be added to the School Cafeteria lunch program.

2. Healthy Food Environment:

- The school will offer healthy food options in cafeteria meals, which include fruits, vegetables, whole grains, and lean proteins.
- The students, staff, and cafeteria will harvest the produce from the school garden to stock the cafeteria salad bar with healthy options for school lunches.

3. Physical Activity:

- All students will receive at least 45 minutes of physical education per week, encouraging various forms of movement and sports.
- Daily recess will be provided to all K-8 elementary students, promoting unstructured physical activity.
- Schools will encourage physical activity through extracurricular programs such as athletics, clubs, and community events.

4. Mental Wellness:

- St. Francis de Sales School will implement programs that educate students about mental health and promote social-emotional learning.
- Resources will be available for students who may need support, including access to counselors and mental health professionals.
- Training will be provided for staff to recognize signs of mental health issues and how to appropriately support students.
 - The following staff are trained in Mental Health First Aid from the National Council for Mental Wellbeing- <https://www.mentalhealthfirstaid.org>
 - Mrs. Colley
 - Ms. Villella
 - Mrs. Farran
 - Mrs. McHugh
 - Mr. Sagasser
 - Mrs. Ferraro
 - Mrs. Georgeff

5. Spiritual Wellbeing

- This year, the students will be involved in Campus Minister Thursdays as part of the enhanced Religion curriculum.
- Fr. Craig, Fr. Brice, PJ Ehling, and Jerry Robinson will promote a personal, spiritual relationship with Jesus that all of the students will get to experience in grades K-8.
 - Students in grade bands: 3-5 and 6-8 will participate in a Fall and Spring Retreat led by the Parish staff listed above.

The Wellness Policy aims to create a supportive environment that encourages students to adopt healthy habits, understand the importance of nutrition and physical activity, and prioritize their mental well-being. By fostering a culture of wellness, we can enhance students' learning experiences and prepare them for a healthy future.

STUDENT CODE OF CONDUCT

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

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

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

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

professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

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

Conduct In or Out of School

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

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

Illegal Substances

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

Harassment, Intimidation, and Bullying Policy

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

The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School. Misuse of technology will result in technological consequences at school.

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

Definition of Terms

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

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

- Any intentional written, verbal, electronic, or physical act that a student does toward another 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.
- Any intentional written, verbal, electronic, or physical act whereby multiple students target one other student
- Violence within a dating relationship.
- “Harassment, intimidation, or bullying” does mean 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. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another 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;
- Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

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.

Criminal Misconduct

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

Conduct Disclaimer

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other 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 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 relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

General Behavioral Expectations

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

CODE OF CONDUCT

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements, or conduct are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.

8. Books and materials are to be handled with care. Books must be covered and re-covered, as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
12. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
13. Students are to be orderly in the halls and classrooms at all times so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without the permission of a faculty or staff member.
14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parents/guardians. Students must also obtain the permission of the principal or teacher before leaving the school.

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- Children seek security in boundaries. Boundaries help children feel safe, and they allow children to understand what keeps others around them safe too. Since our primary children are at such a formative age, we stress positive reinforcement throughout the daily instruction. However, there are times when a consequence is the appropriate course of action to support a child in his/her development.

Consequences- On those occasions when a child does not obey the rules, these steps will be used to deal with the situation. These are for actions in one school day.

| | |
|----------------------------------|--|
| 1 st Encounter - | Warning |
| 2 nd | Recess Time Diminished (5-10 minutes) |
| 3 rd | Recess Time Diminished (10-15 minutes) + Notice to Parents + Possibility of a Slip |
| 4 th &5 th | No Recess + Discipline Notice (Slip) + Work in Office and meeting with Parent, Teacher, & Vice Principal to be scheduled |
| 6 th | Parent-Teacher Conference (Admin Team attends) |

Grade 4-8

At the Intermediate and Middle School level, students 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. Students will also be expected to uphold the values and rules of the school with fidelity. They are now leaders in our school. We want the students succeed throughout this growth process. The staff will work with our students, so they learn to uphold and respect the boundaries and routines in place.

Our Intermediate and Middle School students will be held to academic and behavioral standards. The consequences for not meeting these standards are in the categories below.

ACADEMIC DISCIPLINE REFERRALS

Homework is a form of practice. It is a way to reinforce concepts and to see the individual student's needs and his/her understanding of the content. Knowing where students are in their understanding is an essential objective in our purpose. Missing assignments will affect a student's grade.

If a student comes to class unprepared, the following will occur:

1. A Missing Assignment Slip will go home.
2. A parent/guardian will sign and return the slip the next day.
3. 10% of the assignment points will be lost each day it is late. Assignments more than 5 days late will result in a zero.
4. Homework detention will be served to complete the missing assignment the day the assignment is *due* during the child's recess time.

BEHAVIORAL DISCIPLINE REFERRALS

While we strive to nurture positive behavior and reinforce these actions, there are times when negative behavior occurs and consequences will be given. It is with this in mind, the following system will be used in grades 4-8 for behavior related consequences.

Students may receive a Discipline Referral for the following:

Inappropriate Mass Behavior

Lunch/Hall Disruption

Destructive to School property

Disruptive Behavior

Electronic Device Misuse

Fighting/Aggression

Littering

Excessive Talking/Rudeness

Uncooperative/Defiant

Cheating

Lying

Excessive Tardiness

Left Grounds Without Permission

Unacceptable Language

Threatening Behaviors and Language

**Items highlighted are examples of what can result in immediate behavior slips*

Students will receive a verbal warning to correct their behavior before a Behavioral Discipline Referral (slip) is given. *In rare instances, a discipline referral may be the first step.* See below for the order of operations for behavior consequences given in one day:

BEHAVIOR CONSEQUENCE SEQUENCE FOR ONE DAY

- 1st Encounter - Warning
- 2nd Recess Time Diminished
- 3rd Recess Time Diminished + Notify Parents of behavior
+ discipline slip as determined by school staff
- 4th Recess Time Diminished+ Discipline Notice + Work in
Office + meet with Vice Principal + discipline slip
- 5th Parent conference required with administrative team

Accumulation of discipline referrals will have a direct effect on eligibility for Honor Roll. Discipline referral totals will be collected each trimester. A student who receives more than three (3) discipline referrals per Trimester will not be eligible for Honor Roll and will receive the actions listed below.

SEQUENCE OF BEHAVIORAL DISCIPLINE SLIPS

- 1st Slip - Warning and Parents informed
- 2nd-3rd After School Detention
- 4th After School Detention + Conference with Parents,
Teachers and Vice Principal
- 5th In School Suspension in Office (length to be determined)
- 6th Out of School Suspension + Meeting with Admin Team +
Possible discussion if SFDS is the right place for
your child

Bus Conduct

St. Francis de Sales School will comply with the local public school district’s transportation

policies with regards to bus service as it relates to misconduct on the bus.

Riding 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. Modified seat arrangements may be instituted.

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.

Detentions, Suspensions, Expulsions

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 6+ behavioral 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.

Procedures to be Followed in Cases of Suspension and Expulsion

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

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

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

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

Search And Seizure

St. Francis de Sales School reserves the right to search and inspect school property used by students at any time. St. Francis de Sales School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Cheating and Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards. Students may receive a 0% on any work that was plagiarized.

Finality of Decisions

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

SCHOOL UNIFORM

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.

For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, inappropriate bands/music, drugs, violence, or political position is not permitted.

| ALL GRADES |
|--|
| Blouses/Polo Shirts |
| Plain white or navy blue shirts with a collar - No denim permitted. Shirts must be tucked in except for banded waist knit shirts. Navy shirts must have the school emblem on them. Dry fit material is permitted. White shirts do not need the school emblem. |
| Sweaters |
| Solid navy, white, or gray sweaters or pullovers may be worn over shirts. |
| Sweatshirts |
| Only school uniform sweatshirts may be worn in the classrooms. |
| Shorts, Skirts, and Jumpers |
| Must be modest (knee length). Shorts may be worn August, September, and October . Then shorts may be worn again in April and May . Pants are worn from November to March . |
| Socks and Leggings |
| Only solid navy, grey, black, or white socks may be worn. Girls may wear solid navy or black ankle length tights/leggings with socks in cold weather. |
| Shoes |
| Dress or gym shoes may be worn. Shoes with any type of closure must be fastened. Shoestrings must be laced and tied. No sandals or other open shoes are allowed. Boots are not permitted unless it is an out-of-uniform day. |
| Makeup, Jewelry, and Accessories |
| Makeup of any kind is not allowed. Any form of jewelry that is distracting is not permitted. For example, a simple cross or religious medal may be worn on a simple chain. One simple ring may be worn on a hand. Temporary or permanent tattoos are not permitted. Hats or scarves may not be worn in the building except for special, announced occasions. Excessive bracelets or jewelry will need to be removed. |
| 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 Fridays. |

| |
|--|
| GIRLS UNIFORM K-3 |
| Plaid Jumper |
| Uniform jumpers should be modest in length. Shorts may be worn under the jumper but may not hang below the skirt. |
| Pants |
| Khaki tailored dress pants only. |
| Shorts |
| Khaki shorts may be worn in August, September, October, April, and May. Shorts should be of modest length. Uniform plaid jumpers may be worn all year and with tights/leggings during winter months. |
| GIRLS UNIFORM 4-8 |
| Pants |
| Khaki tailored dress pants only. |
| Shorts/Skirts |
| Uniform skirts should be modest in length. Shorts may be worn under the skirt but may not hang below the skirt. Khaki uniform shorts may be worn in August, September, October, April, and May. Shorts should be of modest length. Uniform plaid skirts may be worn all year and with tights/leggings (white/navy/black) during winter months. |
| BOYS UNIFORM K-4 |
| Pants |
| Khaki tailored dress pants only. Long pants must be worn during November, December, January, February, and March. |
| Shorts |
| Khaki shorts may be worn in August, September, October, April, May, and June. |
| BOYS UNIFORM 5-8 |
| Pants |
| Khaki tailored dress pants only. Pants must be worn at the waist. Trendy and cargo pants are not considered dress pants. Long pants must be worn during November, December, January, February, and March. |
| Shorts |
| Khaki walking shorts may be worn in August, September, October, April, and May. |
| Hair and Grooming |
| Hair must be clean and neatly groomed. No extreme or distracting hair colors or styles are permitted. |

PARENT/GUARDIAN INFORMATION

Communication

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

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

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

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

Confidentiality Regarding Students

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

Cooperation as Condition of Enrollment

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

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

- Lack of respect for school/parish property.

Custody Policy

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. St. Francis de Sales School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

Emergency 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.

Social Media

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

Student Directory

In August, directory forms will be given to all families at the Back-to-School Bash. If your family would not like to be included in the Family Directory, or you would not like your children to be listed in the Family Directory, please complete the form and return to the school office.

Technology

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

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

Students in grades 5-8 will need to sign a Crusader Responsible Use of Technology Form to be able to take home laptop devices for homework. To view the Crusader Responsible Use of Technology Form, please visit the following link:

Theft or Loss of Personal Property

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

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

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

Tuition

Tuition for St. Francis de Sales School is set every year after deliberations by the Finance Committee of Our Lady of Hope Parish, with recommendations submitted to the Parish Council and final approval by the Pastor of Our Lady of Hope Parish. EdChoice Information, additional tuition information, and deadlines for the next school year can be found in the appendix.

Use of Student Pictures/Information

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. 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.

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.

Volunteers

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

GENERAL SCHOOL INFORMATION

Cell Phone Policy

Students are not to use or have their cell phones out during the school day, unless otherwise specified by an IEP or school approved accommodation plan. 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 listed below will apply.

Apple watches and other devices will follow the same policy.

Improper Cell Phone Use:

1. First Time- Verbal Warning.
2. Second Time- 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. Third 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.

Apple watches and other devices will follow the same policy.

If a student has a phone that acts as a medical device and they are found to be using it inappropriately, the phone will be turned into the office and monitored by the office staff.

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. Sessions are billed in one week in arrears. The statements will be released to families who use this service on Mondays. If you are two weeks delinquent in your payments, you will not be eligible for the Crusader Care service until your account is up to date again.

Extra-Curricular Activities and Sports

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. We offer:

- 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.

Activity Policy: 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.

A student who is suspended from school will not be allowed to participate in athletics at St. Francis de Sales School during such suspension. The suspended student will not be allowed to begin participating in St. Francis de Sales School sports until the date that he/she is eligible to start school after the suspension. *Check the local Athletic Association Bylaws if using this example.

A student who is absent/sick from the school day is not eligible to attend extracurricular activities, unless approved ahead of time by the appropriate moderators.

When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, Student Council, etc., during after school hours, he or she is expected to be respectful and behaves the student is required to behave during school hours. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

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.

Gifts/Birthdays/Class Celebrations

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. Please contact the classroom teacher prior to sending in a birthday treat so special accommodations can be made to pass out the treat and any classroom allergies can be discussed.

The holiday parties that are celebrated are Halloween, Christmas, and Valentine's Day. Classroom parents will coordinate with the classroom teacher to plan and organize the classroom celebrations.

Gifts are a nice gesture, but not needed or expected. If students do bring in a gift, they can go directly to the staff member to ensure the gift is given. There will be times that the students will receive special gift or prize throughout the year as well. All gifts and prizes will be placed in the students' book bag.

Library and STREAM Lab

The St. Francis de Sales Library is currently stocked with ample reading materials and items for the students. The Kindergarten-5th grade students will receive a dedicated Library time each week. The librarian will read with the students and help the students check out books. The Middle School students will have more materials in their classroom to supplement their English Literature curriculum and aid with independent reading. Middle School students may still continue to check out library books if they wish.

STREAM Initiative

St. Francis de Sales is incorporating the STREAM model which includes a Religion component. The STREAM model will be incorporated in all curriculum classes. The STREAM acronym stands for Science, Technology, Religion, Engineering, Art, Math.

STREAM will be on Thursdays and Fridays and will have the participation of K-8 students. The students will attend the Library/Makerspace for class. The students will receive 45 minutes of STREAM instruction weekly. The teacher will utilize the student laptop devices, robotics equipment, and the 3D printers.

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. The best way to ensure your child's articles are returned is to label each article. Uniform pieces are nearly identical.

Lunch Program

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 [St. Francis de Sales School - Lunch Program - Lebanon, OH \(stfrancisdesales-lebanon.com\)](http://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 through the rest of the school day. A well balanced lunch ensures that your child feels good for the rest of the day. Too many unhealthy options can cause stomachaches or other physical issues that could negatively affect their day.

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 entrance to the far right side door (closest to the doorbell.) 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. Please bring a valid drivers license or form of identification. 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.

WEAPONS/THREATS

St. Francis de Sales School takes any form of weapons or threats very seriously. If a threat is made 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.

APPENDICES

- Appendix A [Accident Injury Form](#)
- Appendix B [Archdiocesan Policy for Youth Activities/Permission Form](#)
- Appendix C [Asthma Inhaler Form for Self-administration](#)
- Appendix D [Decree on Child Protection](#)
- Appendix E [Emergency Medical Authorization Form](#)
- Appendix F [Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector](#)
- Appendix G [Parent/Guardian Request for Administration of Medication](#)
- Appendix H [Physician Request for Administration of Medication](#)
- Appendix I [Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector](#)
- Appendix J [Responsible Use of Technology](#)
- Appendix K School Calendar- [St. Francis de Sales School - 2024-2025 Academic Calendar - Lebanon, OH \(stfrancisdesales-lebanon.com\)](#)
- Appendix L [Social Media Policy and Media Release Form](#)
- Appendix M Tuition Information and Forms-
- Appendix N [Volunteer Confidentiality Form](#)

PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

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

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

22 January 2026