



**Excellence in Catholic Education**

# **School Handbook**

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## Part One - History, Philosophy, Mission Statement and Ohio OCSAA

### The Cardinal Pacelli School of Our Lord Christ the King Church

The parish of Our Lord Christ the King was established in November, 1926, with 132 Catholic families living within the parish boundaries. The letter authorizing Fr. Edward J. Quinn to form the parish coincided with the celebration of the first Feast of Christ the King established by Pope Pius XI. Therefore this was the first parish ever to be dedicated to Our Lord under the title of "King." The first Mass was said on December 5, 1926, in the Lin-Del Building at 3200 Linwood Road. In September, 1927, a 4-room school building was built and opened with the Sisters of Notre Dame de Namur in charge. Enrollment was 108 students but by 1936, it was 202 students and a larger school building was planned.

On October 31, 1937, Eugenio Cardinal Pacelli, secretary of State to His Holiness Pope Pius XI, and a personal friend of the pastor, blessed the cornerstone for the new school. To honor the visit of the Cardinal, the new building was named The Cardinal Pacelli School. Cardinal Pacelli was elected pope on March 2, 1938, and took the name of Pope Pius XII.

In 1963, student enrollment was increasing and a second floor with eight classrooms and a principal's office was added to the school building. In 1971 the Sisters of Notre Dame de Namur, due to declining vocations and pressing needs in other ministries, found it necessary to end their relationship with the school.

In August, 1965, Fr. Quinn retired due to ill health. He continued in residence until his death on September 21, 1966, after nearly 39 years as pastor. Monsignor Edward J. Graham was pastor until 1975 when he retired. He was succeeded by Fr. Francis G. Lammeier until 1987 when Fr. Gerald Haemmerle became pastor. In January, 1997, Fr. Robert Obermeyer was appointed pastor.

In 1992, the parish began construction of its Parish Center which includes a gym, art room and meeting rooms and was designed to meet the needs of the over 1000 families who are members of the parish. The original school gym was remodeled into offices, a new school library and a computer lab. The Parish Center was finished and dedicated on August 18, 1993. As of October 2006 construction plans began for the reconfiguration of classrooms and the addition of a Science Lab. Funds for this project were raised through a grant as well as a capital campaign throughout the parish. At the completion of this project, the school now houses a new library, a new computer lab, a new science lab as well as a new art room. The Kindergarten was moved into new rooms and a nurse's office and conference room completed the reconfiguration.

## CARDINAL PACELLI SCHOOL MISSION STATEMENT



Cardinal Pacelli School is dedicated to creating a caring and nurturing environment, enabling it to provide the highest quality education for its students while cultivating the Catholic faith and upholding Christian values. Cardinal Pacelli School is committed to encouraging the spiritual, academic, and emotional well-being of each student. Cardinal Pacelli School, with the support of parents, fosters the growth of each individual helping them to become valuable members of the church and community. *Revised: May 2007*

### Fulfilling the Mission - Definitions

**Beliefs** - we have a firm conviction of the following truths:

**Policies** - we have established the following guidelines in the management of our affairs:

**Goals** - we have identified what we propose to achieve:

**Objectives** - we have established the following directives to achieve our goals:

## **Cardinal Pacelli School - Beliefs**

*Approved by the Education Commission: 1991*

1. We believe all students can learn and want to learn.
2. We believe education is essential to personal growth and individual success.
3. We believe Catholic education is the shared responsibility of students, school staff members, parents and the parish community.
4. We believe our teachers are the working foundation of our educational system and a high quality staff is essential to our success.
5. We believe a positive school environment enhances learning.
6. We believe schools exist to serve students and to focus them on academic excellence.
7. We believe Catholic schools are a valuable contribution to the community.
8. We believe Catholic education must develop the intellectual, spiritual, creative, and physical gifts of each student to his or her ability.
9. We believe Catholic education has the responsibility to teach, and to give example of, strong moral values and a sense of duty to our community, our church, and our world.
10. We believe that every person has worth and deserves respect and that all members of the school community must demonstrate this belief.
11. We believe in an open and honest communication process among parents, students, teachers, and administrators.

## **Cardinal Pacelli School - Policies**

*Approved by the Education Commission: 2001*

1. The primary focus of instruction at Cardinal Pacelli School is the mastery of basic skills, development of an appropriate knowledge base, and the development of creative thought processes.
2. Every program and course of study is designed to promote student learning and achievement in the K-8 instructional program
3. The pastor, principal, education commission and accreditation team maintain and annually update the school's plan. They submit reports of the results of their progress to the staff and school community.
4. We provide the resources and support needed to maintain and develop an excellent teaching staff. We do not allow the incompetence of any staff member to compromise or interfere with the accomplishment of our mission.
5. Every 5 years Cardinal Pacelli School will complete a formal accreditation process through the Ohio School Accrediting Association (OCSSA).
6. No student is allowed to keep another student from learning or prevent a teacher from teaching. We do not permit verbal abuse, physical abuse or humiliation of any student or staff member.
7. Any new program, service or course of study becomes a part of our education process when it:
  - meets a demonstrated, mission-related need,
  - addresses the effect it will have on other programs, services or existing courses of study,
  - can be adequately staffed,
  - is set in place with a written evaluation procedure.
8. Every program, service or course of study is re-evaluated on a regular and timely schedule not to exceed every five years. If not justified in terms of the mission and beliefs of Cardinal Pacelli School, the program, service or course of study is eliminated.
9. Cardinal Pacelli School and the Parish Center are Non-smoking facilities.

## **Philosophy of Education**

As a Catholic elementary school, Cardinal Pacelli School is dedicated to the Church's mission to proclaim the Word of Jesus Christ and translate this proclamation into action. Our goal is to integrate religious values and truths into daily life through our staff and our curriculum. We enter into an educational partnership with our students' parents to share their responsibility as the primary educators of their children. With religious education as our base, our program is built on three principles:

First, the best learning environment is one of love and trust. Children who feel loved and trusted will grow and learn. With appropriate structure and limits, students experience freedom of choice within clearly defined boundaries. They can express feelings openly and know that someone will listen and care. This is the school atmosphere for students and for staff members. Adults must set a good example in relationships between pastor, principal, parents and teachers. Teachers are treated with respect as competent and valued professionals.

Second, each child is an individual with particular needs. Children develop and learn at their own rate and in their own style. Individual intellectual, social, and emotional development requires that our program is flexible enough to accommodate all students. Basic skills are best developed in a logical, sequential pattern. In addition to basic skills, we seek to develop a challenging curriculum to prepare our students for future academic success. Academic excellence is valued and constantly pursued.

Third, we require open communication among students, school and home. Parents and teachers are partners who work together to direct the child's educational development. Our program requires continual assessment of each student's needs, abilities, and progress. Communication between school staff and parents creates a more effective program and enhances the process of education.

All members of the school community must remain faithful to the basic values of Catholic education. As we live the gospel and create a loving, disciplined environment which views each child as a unique and valued individual, we fulfill our mission as a Catholic elementary school.

### **Curricular Design**

Cardinal Pacelli School offers a strong, basic skills curriculum. Grouped instruction and a wide variety of learning techniques are used to accommodate our students' learning styles.

Kindergarten through second grade implement this design in a self-contained classroom setting. Grades three through six exchange classes with their partner teacher. Grades seven and eight are organized in departmental programs which exchange classes for the major subjects.

### **Religious Education**

Religious education is the essence of Catholic schools. The aim of our religion program is to prepare our students for Christian life and service to the community. Parents, the first and most important religious educators of their children, are aided by the school and parish to meet the responsibility of the religious and moral development of their family. All grades attend a weekly Mass and a monthly all-school Mass in addition to important observances of the church year.

Twice a year the sacrament of Reconciliation is provided for the students. There are special preparations for the sacrament of the Holy Eucharist for grade two and the sacrament of Confirmation for grades seven and eight. Parental encouragement for the reception of the sacraments is of prime importance to spiritual development. Non-Catholic children are expected to attend both religious and non-religious functions. Special programs are planned throughout the year for Advent, the Lenten/Easter season, Catholic Schools Week, and to honor Mary during the month of May.

### **Financial Support**

Cardinal Pacelli School is the parish school for Our Lord Christ the King Church. Tuition is subsidized by the parish. Tuition charges cover approximately 50% of the cost of educating a student at Cardinal Pacelli School. The remaining is provided through the generous contribution of the parish.

## **Part Two - General Administration**

### **Admissions Policy**

*Approved by the Education Commission: 2001*

#### **School Principal's Right to Amend Handbook**

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

#### **Requirements for Enrollment as a Current, Active Parish Member**

**Registration** -- of new students is ongoing. Priority registration for the next school year ends January 31. Acceptances are mailed in February.

Registration requirements are:

1. Completed registration forms.
2. Registration in Christ the King parish at least six months prior to school registration date.
3. Baptismal certificate and birth certificate. (Note: a copy of the baptismal certificate and birth certificate must be on file in the school office.)
4. Immunization records.
5. Previous report card or progress report.
6. Academic screening by the school psychologist, grades 1-8. In each case, the principal will make the decision whether or not a student is accepted, based on testing and all application information.
7. All Kindergarten students must be screened before being accepted.

#### **Parent Requirements for Parishioner Admission:**

1. Support of religious instruction by regular, active participation in parish religious practice and worship including all of the following: a) weekly Mass attendance at Our Lord Christ the King Church. b) support of sacramental programs: Penance, Eucharist & Confirmation, and c) active participation in Our Lord Christ the King parish activities.
2. Financial support of the church with regular envelope use.
3. Participation in school, PTO, and parish volunteer programs.

#### **Student Requirements for Admission:**

1. Student evidences a Christian attitude and conforms to school regulations in all areas.
2. Student completes the required course of study and related assignments to the best of her or his ability.

#### **Financial Requirements for Admission:**

1. An application fee of \$100 for Preschool or \$200 for Kindergarten, through 8<sup>th</sup> grade must accompany the registration form. This fee applies toward Fall tuition and is non-refundable.
2. Tuition and student fees must be paid on a timely basis when due on September 15, November 15, and March 15 of each school year.
3. Tuition adjustments are available in the case of financial need. These will be determined at the discretion of the pastor and the principal.

## Requirements for Enrollment As a Non-Parishioner

*Approved by the Education Commission: 1999*

**Registration** -- of new students is ongoing. Priority registration for the next school year ends January 31. Acceptances are mailed in February.

Registration requirements are:

1. Completed registration forms.
2. Baptismal certificate and birth certificate. (Note: a copy of the baptismal certificate and birth certificate must be on file in the school office.)
3. Immunization records.
4. Previous report card or progress report, contact with previous principal and/or teachers.
5. Academic screening by the school psychologist, grade 1-8. In each case, the principal will make the decision whether or not a student is accepted, based on testing and all application information.
6. All Kindergarten students must be screened before being accepted.

### **Parent Requirements for Non-Parishioner Admission:**

1. Participation in PTO and school volunteer programs.

### **Student Requirements for Admission:**

1. Student evidences a Christian attitude and conforms to school regulations in all areas.
2. Student completes the required course of study and related assignments to the best of his or her ability.

### **Financial Requirements for Admission:**

1. An application fee of \$100 for Preschool or \$200 for Kindergarten through 8<sup>th</sup> grade must accompany the registration form. This fee applies toward Fall tuition and is non-refundable.
2. Tuition and student fees must be paid on a timely basis when due on September 15, November 15, and March 15 of each school year.

## **Admissions Policy for New Students -**

*Approved by the Education Commission: 1990*

**New Students for Preschool through 8<sup>th</sup> Grade** will be accepted in the following order according to their parents' status with Our Lord Christ the King Church:

1. Current, active Christ the King parishioners with:
  - A. Children who currently attend CPS
  - B. Children who do not currently attend CPS
2. New Christ the King parishioners
3. Parishioners of other Catholic parishes
4. Non-Catholics

**New Students for Grades Two to Eight** will be accepted in the following order according to their parents' status with Our Lord Christ the King Church.

1. Current, active Christ the King parishioners with:
  - A. Children who currently attend CPS
  - B. Children who do not currently attend CPS.
2. New Christ the King parishioners
3. Parishioners of other Catholic parishes
4. Non-Catholics

A current, active, Christ the King parishioner is defined as a family registered with the parish at least six months prior to the school opening registration date. The parishioner is contributing to the support of the parish through regular attendance at Mass, financial contributions and service to the parish and the school. When necessary, the number of years of active, parish involvement may be used as one of the criteria for school admission.

Within each category and sub-category of the admissions policies, preference will be given to those families who reside within the Christ the King parish boundaries.

## General Admission Requirements and Policies

*Approved by the Education Commission: 2001*

### Preschool Admission Requirements:

1. 3-4 year old preschool children must have reached age 3 by October 1 of the year in which they intend to enroll.
2. Pre-K children must have reached age 4 by October 1 of the year in which they intend to enroll. All children entering Preschool must be potty-trained.

### Kindergarten Admission Requirements:

1. Children must have reached the age of five by October 1 of the year in which they intend to enroll.
2. Kindergarten screening will be determined by the teacher and the principal.

### First Grade Admission Requirements:

1. Children must have completed kindergarten.
2. Children must have reached the age of six by September 30 of the year in which they intend to enroll.

If children are to be admitted below this age level they must:

1. have completed kindergarten or be tested successfully or recommended by an accredited institution.
2. have reached the age of six by January 1 of the year in which they intend to enroll.

**Immunization and Health Regulations:** All children entering school must be fully immunized. State health requirements for immunization are distributed at registration and are on file in the school office.

The Immunization Law, effective August, 1992, requires that prior to entering the seventh grade, students must have documentation of two doses of live measles, mumps, and rubella vaccine. The first dose must have been received on or after the first birthday with a second dose at least 30 days after the first dose. As of 1999 all kindergartners must also have the 2nd MMR and the hepatitis B vaccine.

**Student Participation:** All students are required to participate in the entire educational program including the religion program.

**Readmission:** All students currently enrolled will be evaluated for readmission to Cardinal Pacelli School at the end of each school year according to the above requirements.

### Re-registration for current students:

Every January, families with students currently attending Cardinal Pacelli School will have the opportunity to submit their application for re-registration. Priority registration for the next school year ends January 31. An application fee of \$200 for Kindergarten through 8<sup>th</sup> grade must accompany the registration form. This fee applies toward Fall tuition and is non-refundable.

The following criteria will be considered in the decision to accept this application:

- A) At the time of application, all tuition and fees [including library and cafeteria] must be current.
- B) Students have displayed successful academic growth and appropriate behavior. (If a student is asked to enroll in summer school, re-registration may be contingent on the fulfillment of this requirement.)
- C) The primary purpose of a Catholic school is to work with the family to foster the teachings, doctrines, and practices of the Catholic faith. Parents and guardians must agree to accept this commitment and actively participate in providing for the Church's practices and teachings outside the school setting. (Non-Catholic students are required to participate in religion classes, religious celebrations and liturgies.)
- D) The support and loyalty of our students and parents are major factors in the success of our school.

Students and parents must agree to abide by:

1. Education Commission Policies
2. Administrative Policies and Regulations
3. School Code of Courtesy and Conduct
4. Classroom Rules of Conduct

Parents or guardians will be notified if there is any impediment to the acceptance of a student's re-registration.

**Non-Discrimination Policy:** Cardinal Pacelli School admits students of both genders and of any race, color, racial or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CPS does not discriminate on the basis of these in the administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Policy on Class Size -**

*Approved by the Education Commission: 2009*

KINDERGARTEN class size shall be limited to 25 students in each of the two classes.

GRADES 1 to 8 class size shall be limited to 25 students per class.

Each grade shall be limited to a maximum of two classes.

Exceptions to this policy are at the discretion of the pastor and the principal with the approval of the Education Commission.

Teacher aides for classes will be provided for solely at the discretion of the pastor and principal.

### **Tuition Policy and Fees**

1. No eligible child and family member of the parish shall be denied admittance to Cardinal Pacelli School because the family is unable to afford tuition.
2. Tuition Fees available by calling the business manager at the parish office 513-321-4121
3. Tuition Payment Schedule:
  - Pay in full by July 15
  - Make 10 monthly payments, starting July 25, through April 25, payment via Credit Card or Automatic Bank Withdrawal (ACH) only

Eighth grade students will not participate in graduation unless all tuition, fees, and late charges are paid.

Failure to make scheduled payments will result in the holding back of any student report cards and records at any time throughout the year.

If parents are unable to pay tuition on this schedule, or, because of financial need, believe that they should be granted partial relief from tuition, they must make arrangements. Please contact the school office. Failure to pay tuition will be considered sufficient basis to dismiss children from Cardinal Pacelli School.

In order to be considered for partial relief from tuition, parents must fill out a PSAS student aid form. This form may be obtained from the school office. At all times, this procedure will be administered with a true spirit of Christian charity, and fiscal responsibility.

If a child withdraws before the first day of school, all but the registration fee will be refunded. For withdrawals before the end of the First Quarter, 50% is due and will not be refunded. If more than 50% has been paid at that time, the difference will be refunded. By the end of the Second quarter, 100% is due and non-refundable. Records will be released only when the above is satisfied. There will be a \$25.00 fee for any returned check that is received.

## Uniform Dress Code

Approved by the Education Commission: 1999

**Uniforms are worn by students grade K-8.**

### **Boy's Uniform:**

**Shirts:** white only, long sleeves or short sleeves

**Knit shirt:** white only, short or long sleeve, button-placket, knit collar with Pacelli logo on left chest is only uniform knit shirt allowed. **Shirt tails must be tucked in at all times.** Sweaters: solid navy blue.

**Trousers:** dark navy blue tailored trousers, corduroy tailored trousers are acceptable - no outside pockets or loops, no five pocket pants, no studs or colored seams.

**Shoes:** gym shoes or dress shoes only.

**Belts: must be worn-black, brown or navy only.**

**Socks: must be worn in white or navy blue only - no trim or logos. Socks must be seen above the shoe.**

**Sweatshirt:** navy blue or gray, long sleeve with Pacelli logo is the only sweatshirt allowed to be worn as part of uniform.

### **Girl's Uniform:**

**Blouse:** white, button-front, long sleeves or short sleeves. Knit shirt: white only, short or long sleeve, button-placket, knit collar with CPS logo on left chest is only uniform knit shirt allowed.

**Bare mid-drift shirts are prohibited. Shirt tails must be tucked in at all times.**

**Sweaters:** Solid navy blue.

**Sweatshirt:** navy blue or gray, long sleeve with Pacelli logo is the only sweatshirt allowed to be worn as part of uniform.

**Skort:** Grades 5-8, dark blue plaid: Schoolbelles #854 **Skorts must be zipped, buttoned and unrolled at all times. The length of the skort must be no shorter than two inches above the knee.**

**Jumper:** Grades 1-4, dark blue plaid; Schoolbelle #854 **The length of the jumper must be no shorter than two inches above the knee.**

**Belts: must be worn, black, brown or navy only.**

**Socks: must be worn in white or navy blue only - no trim or logos. Socks must be seen above the shoe. Only solid white or solid navy blue leotards may be worn.**

**Shoes:** gym shoes or dress shoes only - - no clogs, sandals or platform shoes.

Beginning in the 2008-2009 school year, uniform shirts/sweatshirts will be sold with the new Our Lord Christ the King/Cardinal Pacelli crest. The old uniform shirts/sweatshirts (those with the old logo) may be worn for the 2008-2009 and the 2009-2010 school year. Beginning with the 2010-2011 school year, the only uniform polo shirts/uniform sweatshirts that can be worn are those that have the new crest.

### **Optional Uniform Regulations for Boys and Girls:**

**Turtleneck knit pullovers:** may be worn under uniform shirts or blouses during cold weather. White only.

**Shorts:** Shorts must be tailored, no outside pockets or five pocket shorts. Shorts should be no shorter than two inches above the knee. Shorts may be worn from August through October and from April 1 through June.

**Slacks:** for girls, dark blue tailored slacks or dark navy corduroy, no denim, no hoops or outside pockets; no five pocket slacks, no studs, or colored seams.

Windbreakers and jackets may not be worn in the classroom. Only uniform sweatshirts and sweaters are allowed (see above).

**Hair:** Students must be clean shaven at all times; beards, mustaches and sideburns that extend below the ear are not permitted. Students must keep hair that is of natural color. Any hair color or style deemed to be a distraction by the administration will not be permitted.

**Undergarments:** with emblems, writing or colors that show through the shirt or blouse are not permitted. This includes colored bras.

**Nail polish:** is not permitted, even clear. Acrylic nails and make up are not permitted.

**Jewelry:** one earring may be worn in the lobe of each ear. Dangling earrings are not permitted. Boys are not permitted to wear earrings. Students may wear small religious medals and small crosses on a thin chain or cloth type scapular under the shirt or blouse. Students may also wear a wristwatch. No other forms of jewelry, necklaces, rings, wristbands, etc. are permitted. Hats, bandanas and unnatural hair color are also prohibited.

Junior high students may have additional uniform privileges, approved by principal.

It is the parent's responsibility to see that students are properly attired for school.

From time to time, the administration may announce special dress codes for special occasions.

**SPIRITWEAR DAYS:**

Spiritwear consists of a spiritwear shirt or an orange or blue shirt with blue jeans or khaki pants. The length of shorts must be appropriate. Any student coming to school dressed inappropriately that day, will have to call home and have their uniform clothing brought to school for the remainder of the day. Jewelry and make up are prohibited.

## Attendance and Absence

Approved by the Education Commission: 2002

To achieve academic excellence, students need to attend classes regularly and punctually.

1. State attendance law requires all students to attend one hundred and eighty school days per year. Excused absences include reasons of illness or a death in the family. Upon returning to school after an absence, the student must bring a note to the homeroom teacher giving the reason for the absence. Excessive absenteeism (over twenty (20) days) may result in request for a doctor's note for all absences.
2. The parent or guardian must telephone the school office (321-1048) before 8:30 a.m. on the morning of the absence. If the office is not notified, a call will be made to assure the student's safety.
3. A student should be kept out of class only for illness or other serious reasons. Parents must be discriminating in their decision to keep a student home from school as valuable class time is lost which often cannot be effectively made up. "Absences of convenience" are strongly discouraged because they express a devaluation of the importance of education. Student absences due to illness, doctor appointments, or death in the family are considered an excused absence. The faculty and staff will gladly help students with their missing work from an excused absence. Students will have the same number of days they were excused to make up any work.
4. Student absences due to vacation trips are considered an unexcused absence. Students and parents assume full responsibility for the work missed during an unexcused absence. Teachers are not required, nor will they, prepare and provide in advance homework assignments for a student prior to an unexcused absence. They are also not responsible to review/re-teach material discussed/presented during the time of the unexcused absence.
5. In grades K-4 the teacher will have the missed assignments for the students when they return.
6. In grades 5-8, it is the responsibility of the student to get all of their work from a friend/other student in their class. All missing/graded work will be required to be made up by the student within 5 days of their return. Any tests and/or quizzes that were assigned prior to the student's departure will be required to be taken the day the student returns to school. Any tests/quizzes assigned during their absence will be scheduled at the discretion of the teacher. Students are encouraged to call a friend and/or check their teacher's web page for homework. Please note that classroom work is NOT listed on the web pages; therefore, it is the responsibility of the student to get this classroom work.
7. If a child has had a communicable disease, written notice of the disease must be submitted to the office on the child's return.
8. Written notice must be sent to the principal and the teacher prior to an appointment stating that the student is to be released from school at a specific time.

### **To pick up or drop off a student during school hours:**

The parent(s) or guardian must sign the student "out" at the school office, and the student must return to the office when returning to the building during the school day.

Parents and guardians are strongly encouraged to avoid making appointments which will interrupt the school day.

9. Parent(s) or guardians must send written notification of the reason why a student cannot attend physical education class. If a long absence from this class is necessary, the State of Ohio requires a doctor's verification of the reason and duration of the absence.
10. If a student is absent for one-third of the grading period, the teacher may hold the progress report until the required work is completed.
11. NO STUDENT MAY LEAVE THE SCHOOL PREMISES AT ANY TIME DURING SCHOOL HOURS WITHOUT THE PERMISSION OF THE PRINCIPAL.

## **Tardiness**

*Approved by the Education Commission: 2002*

1. The school day begins in the gym with morning prayer at the 7:50 a.m. bell .
2. A student who arrives later than 7:50 a.m. will be marked tardy. A tardy student must bring a written excuse for their tardiness first to the office, before going to the classroom, to obtain a tardy slip for admittance to the classroom.
3. A student who arrives later than 10:00 am will be considered absent for one-half day.
4. The school office reserves the right to determine if absent and tardy excuses are reasonable and valid.
5. Detentions will be issued for frequent and regular tardies.

\*2nd tardy in a quarter a note will be sent home to the parents regarding the number of tardies. This note will be signed by the parents and sent back to school the next day.

3rd tardy in a quarter a DT notice will be sent home.  
6th tardy in a quarter a DT notice will be sent home.  
9th tardy in a quarter a DT notice will be sent home.  
10th tardy in a quarter could result in an in-school suspension.

If your child has an early dentist or doctor appointment or is not feeling well and arrives at school late, they must hand in a note to the office upon their arrival or a parent needs to call the office giving the reason. If this is done then these tardies are considered excused and will not count towards the DT's but will be counted on the official attendance sheet mandated by the State of Ohio.

### **Daily Schedule Kindergarten**

7:50 a.m.	Kindergarten begins
11:45	Half day kindergarten dismissal
2:30p.m.	Dismissal all day kindergarten

### **Daily Schedule**

#### **Grades One to Eight**

7:45 a.m.	Students assemble in gym		
7:50 a.m.	Morning prayer begins in gym		
8:00 a.m.	Classes begin		
10:00 a.m.	Primary recess period		
11:15-11:30	7 & 8 grades recess	11:00-11:15	7 & 8 lunch
11:30-11:45	5 & 6 grades recess	11:15-11:30	5 & 6 lunch
11:50-12:10 p.m.	3 & 4 grades recess	11:30-11:50	3 & 4 lunch
12:10-12:30 p.m.	1 & 2 grades recess	11:50-12:10	1 & 2 lunch
12:35-12:50	Kindergarten recess	12:10-12:35	Kindergarten lunch
2:30	Dismissal begins		

### **Weekly Mass Schedule**

8:15 a.m. Tuesday - grades 5,6,7,8  
8:15 a.m. Thursday - grades 1,2,3,4

### **Homework**

A reasonable amount of homework may be given which will take into consideration the student's age, their level of achievement, and the type of assignment. Homework assignments may supplement class work, may require independent review of class work, or may provide the opportunity to use research skills. Students must turn in assignments on time. Late or missing assignments are penalized at the discretion of the teacher. Make-up work may be assigned, particularly after a long absence.

Ordinarily, homework is not assigned on holidays or over weekends but this is left to the discretion and needs of the teacher. The time necessary to do homework will vary with grade level, the type of assignment given, and the student's rate of working. If your child seems to spend an excessive amount of time on homework or claims to have no homework, parents or guardians should request a conference with the teacher to clarify the situation.

Guidelines for homework assignments are:

Grades 1-2 Optional, not to exceed 20 minutes

Grades 3-4 Approximately 30-45 minutes

Grades 5-6 Approximately one hour

Grades 7-8 Average of two 2 hours

### **Textbooks**

Students are provided the use of hardcover textbooks without a rental fee. It is the responsibility of the student and parents to purchase a replacement book if a textbook is lost or defaced. All hardcover textbooks must be covered at all times.

Consumable books and workbooks used by the student are the responsibility of the student and parents who must purchase a replacement book for any that are lost or defaced.

### **School Supplies**

In the spring and fall of each school year, a list of school supplies required for each grade is sent home. All other school supplies are the responsibility of each student. Students are expected to have the required supplies for their grade level. PTO sponsors a supply order for those who wish to participate.

### **Progress Reports**

Student progress is determined by several methods which include: daily assignments, class participation and involvement, personal effort, homework, special project assignments, tests, and quizzes. Parents and guardians are encouraged to stay in contact with teachers. Report cards are issued 4 times a year. Online grades are available for grades 3-8. These grades are continually available to parents; therefore, formal interim reports will not be sent home as grades are constantly available to parents online. Interims for students in Kindergarten, first and second grade are sent home after 5 weeks in the 1st quarter. Only deficiencies are sent home in the second, third and fourth quarters. Parents are encouraged to use these opportunities to discuss their child's progress and to initiate additional contact with the teachers if they feel it is needed.

## **Promotion and Retention Policies**

*Approved by the Education Commission: 1991-1992*

Progress through the elementary grades is a combination of achievement in mastering certain basic skills as well as age, maturation and social development. The student must demonstrate competency in meeting subject area objectives as stated in the archdiocesan Graded Course of Study.

The teachers will appraise each pupil in relation to his or her abilities, age, physical and social development and academic achievement. The teachers and principal will consider the following in making promotion decisions:

- 1) the student's cumulative average in reading, math, science, language arts and social studies,
- 2) the work habits and organizational skills of the student,
- 3) the development of basic skills in reading, math and writing,
- 4) the social and physical development of the student.

Fundamental skills are acquired in the primary grades. Retention should be in these grades, if at all possible. Promotion and retention in the primary grades will be the teacher's decision with the approval of the principal, based primarily on reading and math ability and social development.

Promotion and retention in grades four through eight will depend on overall scholastic achievement. Failure in three major subject areas could result in retention.

Several conferences will take place with the parents or guardians early in the year so that school and home may work together in helping the student experience greater success. A decision to retain a student will not take place until all aspects of the student's academic, physical and social development have been considered and additional options such as testing, summer school and tutoring are considered. Parents or guardians will be part of the decision making process and the decision will be made as early as possible. The teacher will discuss the possibility of retention with the school principal.

### **Withdrawal and Transfer of Students**

Early notification of student withdrawal or transfer should be given to the school office and to the classroom teacher. A minimum of one week's notice is necessary. Hard cover textbooks are the property of the school but the student may take workbooks and their report card with them. Academic records are mailed to the new school upon request from the school.

## **Library**

All students have access to the school library which is open daily during regular school hours. Library rules for checking out books, behavior in the library, the use of reference materials and student responsibility for lost or overdue books are explained at the start of each school year. Students are expected to follow these rules and to behave with courtesy and respect when using the library.

### **Library Books:**

1. Students are encouraged to check out library books on a weekly basis.
2. Due dates are stamped on the date due card and books should be returned on that day. Books may be renewed unless there is a waiting list for that book.
3. Overdue books: fines are 5 cents per day. There is no fine if the student is absent on the due date but the book must be returned on the first day the student returns to school.
4. It is the responsibility of the student and the parents to pay the replacement fee for lost or defaced books. Consult the librarian for the necessary fee.
5. Report cards will be held at the end of the school year if books are not returned or paid for.

## **Academic Achievement**

*Approved by the Education Commission: 1999*

### **CRITERIA:**

Only subjects which receive a letter grade will be used to determine honors awards. Honors will not be awarded to a student with a grade of C, D, or F in any subject. The following point system will determine honors:

### **AWARDS:**

- Straight A honors -All grades are A- or above
- A-B honors - All grades are B- or above

## **Standardized Testing Program**

The Terra Nova Standardized Test is given each fall to students in grades 2,4,6, and 8. When test dates are announced, parents are asked to have students well-rested and in attendance. Writing samples are also included in the Archdiocesan testing program. Writing samples are administered in Grades 3,5, and 7 and are scored in a holistic and analytic manner using standardized criteria. They are scored internally by trained teachers in the Archdiocese. The Assessment of Catholic Religious Education (ACRE) is an integrated, multi-level assessment instrument designed to assist school, parish and diocesan leaders to evaluate the effectiveness of their religious education and catechetical programs. This test is administered to grades 5 and 8.

## **Math Grouping Policy in Grades 6 through 8**

*Approved by the Education Commission: 2009*

During the fourth quarter of the 5th, 6th and 7th grades, a test will be administered for use as a criterion in decisions about student placement into math groups. Additional criteria in these decisions can include previous math grades, standardized testing, classroom performance and effort. The placement of a student in a specific group is not final and can be revisited to insure the best placement for the achievement of each individual.

## **Physical Education Program**

All students (grades K-8) participate in the physical education program. Gym clothes will be sold with Spirit Wear during the year. Gym clothes are required for grades 3-8 in the Physical Education class. Gym clothes should be marked with the student's name. Students are informed of gym clothing needs and given instructions for changing clothes by the physical education teacher.

## **PART THREE**

### **Student Health, Safety and Activities**

### **The Code of Conduct and Courtesy**

#### **Visitors**

All persons, without exception (parents, guardians, volunteers, delivery persons, etc.) must enter through the front door and upon entering the school building must check in first at the school office and obtain a badge to wear during their school visit. This process facilitates security and messages. Students who want to invite guests to visit their classroom during school hours must first receive permission from the principal for this visit.

#### **Emergency Closing of School**

When weather conditions or other emergencies require that school is closed, the automated phone chain is used for notification of all families. This chain is prepared by the PTO and is tested in October. Notification can also be heard on channel 12 and channel 5 television stations. Cardinal Pacelli School will usually follow the decision of the Cincinnati Public School District and Forest Hills School District. If inclement weather causes these districts to close their schools, CPS will also be closed for that day. If there is a discrepancy between the decisions of the two districts, the principal or pastor will make the decision for CPS and inform families through the phone chain and television cancel list. During a tornado warning, the safety procedures for such an emergency will be in effect in the school building.

Should a parent or guardian choose to take a child out of school during a weather emergency, they must first notify the school office.

If there is a water, power or heat failure, the school may be forced to close and send students home without advance notification. In this emergency, an attempt would be made to notify all parents. Primary students would remain at school until other arrangements could be made. It is important that parents and students discuss the possibility of an unscheduled, early dismissal and what the student should do in such a situation.

#### **Shelter in Place Emergency**

Shelter in Place is a safety procedure designed to help protect the staff and students at our school during a serious airborne hazardous material emergency. It means taking shelter inside the school until the danger has passed.

The goal of the Shelter in Place is to prevent contaminated outside air from entering the school for the duration of the incident. Incidents usually last a few hours, not days or weeks.

It is important to keep students in school during a hazardous material emergency . During this time no student will be allowed to leave the building nor will anyone be allowed to enter.

If this situation should arise, you will be notified by phone chain or through channels 12 and 5 and the affiliated radio stations.

#### **Emergency Lock Down**

A Lock Down would occur if there is immediate danger outside the school building or if an intruder has entered. During this time all students are locked in their classrooms and no one is allowed to leave or enter the building.

#### **Health Care Regulations - Illness at School**

State law mandates that students entering a certified Ohio school must have a medical report and an immunization record on file at the school. There must be a physician's signature on the medical history. Forms are issued from the school office and detail what immunizations are required for school. TB testing is a requirement for any student coming from outside the USA. A student may not attend school if proper medical records are not in their school file within 10 days after the start of school. A dental report is advised but not required by law.

#### **A) Health Services**

During the school year vision and hearing screenings are performed for students in grades K, 1,3,5 and vision screening only for Grade 7).

Please notify the school office if you want your child to be tested if they are not in these grades.

Postural screening is done for students in grades 6,7, and 8.

Students are involved in health classes, an annual health fair, and programs on drug and alcohol abuse, sex respect, nutrition and dental care.

#### **B) Illness At School**

1. If a student becomes ill during school, the office will contact the parents or guardian stated on the emergency card. In the event that a parent or a guardian cannot be reached, the school administration will seek emergency care. The student's parents or guardians will be liable for any expenses incurred.
2. All students are picked up and signed out at the school office.
3. Persons appointed by the parents to pick up a student must be properly identified to the satisfaction of the school office.

#### **4. Cardinal Pacelli School Medication Policy**

When it is necessary to administer medication, the following guidelines, taken from the Ohio Nurses' Association Guidelines, are to be followed:

1. All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine, and is prohibited by law.
2. The principal shall appoint a responsible person or persons for storing and administering medication in the absence of the school nurse. All medication should be kept in a locked cabinet.
3. Written requests must be obtained from the physician and the parent/guardian before any medication is to be administered by school personnel. The request must include instructions as to name of medication, dosage, time, duration of medication, and side effects. A faxed copy may be accepted with a request for a hard copy to follow.
4. Medications must be in original containers and have an affixed label including the name of the student, name of the medication, dosage, route of administration, and time of administration.
5. New request forms must be submitted each school year and as necessary for changes in medication orders.
6. It is advised that the medication and the signed permission form be brought to school by the parent/guardian.
7. The school nurse is responsible for monitoring medications administered by school personnel. This responsibility includes providing specific instructions pertinent to the medication.
8. Accurate records of the medication given must be kept on file and with the student's health record.

Summary of inhaler law (Am. Sub. H.B. 121) and epinephrine autoinjector law (ORC 3313.718):

These laws permit a student to carry asthma inhalers and epi-autoinjectors with the consent of the physician and parent. In addition, the bills would grant immunity to school districts, community schools, and chartered non-public schools, and their employees for good faith actions in connection with this permission.

#### **C) Children with Special Medical Needs**

It is the parents' responsibility to include any information pertaining to the special medical needs of their child/children on the school medical forms. Parents are also asked to make a special effort to see that teachers are told of the child's condition and what the teacher is to do in case of an emergency.

#### **D) Accidents at School**

Student or staff accidents on the playground or in school and parish buildings must be reported promptly to the school office. In most cases, an accident report will be filled out and placed on file and the student's parents or guardians notified of the accident.

#### **E) AIDS**

Archdiocesan policy stipulates that, "Each instance of AIDS involving a student or an employee shall be treated as a strictly confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well being and individual

privacy and needs.” State law does not require parents to divulge that their child is infected with the HIV virus. Employees of the parish and/or school are not required to divulge such information about themselves. The Diocesan Handbook includes administrative procedures for students or employees with AIDS.

#### **F) Policy for Handling of Blood & Body Fluids in School**

Blood and other body fluids may harbor a number of organisms besides HIV that are potentially infectious to others. The following simple precautions contain the necessary elements for handling spills of any body fluids (blood, saliva, semen, vaginal secretions, and even vomit).

The use of barrier precautions prevents direct skin or mucous membrane contact with body fluids that are visibly contaminated. Following these precautions will protect against any harmful infectious organisms.

- Wear impermeable gloves.
- Remove visible waste with absorbent disposable towels.
- Hard surfaces soiled with blood, urine, semen, feces, vomitus, etc., should be thoroughly cleaned with soap and water, then disinfect with an EPA approved disinfectant or a solution of bleach and water \*(1/4 cup bleach per gallon of water). This solution should be freshly prepared for each use.
- Rugs or carpets should be cleaned with sanitary absorbent agent according to directions.
- Mops should be cleaned in disinfectant solution.
- Place towels and gloves in a plastic bag and dispose of as normal trash.
- Wash hands with soap and water, or use gel hand sanitizer after removing gloves.

\*If bleach is unavailable, other common products can be used for disinfection, such as peroxide (1 part peroxide to 1 part water) or rubbing alcohol (full strength).

For an injury that results in bleeding, such as nosebleeds, menstrual accidents, etc.), the person assisting the child should wear gloves whenever possible. Direct contact with blood is potentially infectious when there are breaks in the skin, as in chapping or eczema conditions. Proper hand washing significantly reduces the risk of infection from contact with all potentially infectious body fluids, whether gloves are worn or not.

For questions or concerns, contact:

Ohio Department of Health  
AIDS Activation Unit  
Communicable Disease Division  
614-466-5480

#### **G) Hand Washing Policy**

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

When to Wash:

##### Students

- Before eating
- After using the bathroom
- After playing on the playground
- After handling pets or pet objects
- After coughing, sneezing, or blowing the nose
- Whenever hands are visibly dirty

##### Staff

- Same as above for students
- After caring for ill or injured child
- After cleaning
- Before and after dispensing medicines
- After using gloves for any purpose

How to Wash

1. Wet hands and apply a small amount of liquid soap to hands

2. Rub hands together until lather appears, and continue for at least 20 seconds. Scrub between fingers, under nails, and the backs and palms of hands.
3. Rinse under running water. Let the water run while drying hands.
4. Dry hands with paper towel. Avoid touching the faucet handles or towel holder with clean hands.
5. Turn off the faucet using the towel.
6. Throw the towel in the trash can.
7. Hand sanitizers may be used if washing is not an option.

#### **H) CHILD PROTECTION POLICY**

- \* All suspected instances of child abuse or neglect shall be reported by the principal to a designated governmental agency for investigation and action as may be appropriate. Procedures for reporting such instances and information relevant to identifying victims shall be made available to all certified personnel and school employees.
- \* If the alleged child abuser is a member of the extended school staff, all such incidents shall be reported to the archdiocesan authorities as well. This report shall be made to the Archdiocesan Director of Educational Services, or his designee. If the individual is a cleric or religious, the Director for Educational Services shall notify the Chancellor and/or religious superior.

### **Discipline Guidelines**

Discipline is fundamental to a successful life and essential in the educational setting. The faculty and administration of Cardinal Pacelli School expect excellent behavior from all students. Rules in the classrooms, halls, restrooms, cafeteria, and playground are designed to insure a safe and educational school day. Violence, threats of violence and simulations of violence will be taken as serious violations of the discipline and safety policies of the school. In all aspects of discipline, our goal is to act in a Christian manner characterized by fairness and compassion.

Teachers will explain school regulations to the students at the start of the school year. In addition, each teacher may have rules specific to the operation of the classroom. These classroom rules will be as uniform as possible and approved by the principal.

Students' best behavior is manifested in an atmosphere of mutual respect and trust. School goals will emphasize this positive approach to discipline. These goals fall into three categories:

**A) That the child be:**

- a) polite, courteous, friendly
- b) kind and thoughtful of others
- c) considerate of other's feelings
- d) independent
- e) responsible and honest
- f) giving and generous of self

**B) That the child have:**

- a) self-control
- b) a good self image and self respect
- c) a positive value system

**C) That the child demonstrate:**

- a) pride in home, school, and community
- b) an ability to make appropriate personal decisions
- c) reverence to self, to other children, to teachers, and to the Church.

Parents, guardians and teachers are expected to work together to develop in students a positive attitude toward cooperation.

## Code of Courtesy and Conduct

### Respect for Self

1. I will show respect and participate at all religious services.
2. I will behave appropriately at all school assemblies.
3. I will take initiative to stand up for what I know is right.
4. I will show my self-worth by taking pride in my appearance, being well-groomed and in proper uniform.
5. I will arrive at school and classes prepared and on time.
6. I will reflect CPS pride both in and out of school.

### Awareness of Others

7. I will show respect for all adults and all students by the way I speak, listen, and respond to them.
8. I will use polite language at all times and I will make such words as "Please", "Thank you", and "Excuse me", a part of my daily vocabulary.
9. I will keep the volume of my voice under control and at an appropriate level.
10. I will follow all classroom, library, cafeteria and playground rules, as well as the instructions of the adults in charge.
11. I will walk in a quiet and orderly manner in line, in hallways and between buildings.
12. I will remain in assigned areas unless given permission to leave.
13. I will hold doors open for others.
14. I will knock on the door and wait before entering a classroom.
15. I will keep my hands to myself and not push, shove, or do any action that may cause injury to others.

### Respect for Property

16. I will show respect for all school property by conserving textbooks and supplies.
17. I will take care that our school's facilities and desks are kept orderly and undamaged.
18. I will respect the property of others, just as I expect others to respect my personal property.

### Positive choices in behavior will result in:

- \*positive feelings of self esteem and self worth.
- \*personal contribution to our school community

## Cardinal Pacelli School Code of Discipline

*Approved by the Education Commission: 2001*

Detentions will be issued by any teacher for:

- a) disruptive talking
- b) excessive tardiness
- c) inappropriate behavior
- d) being out of uniform
- e) chewing gum or eating (one detention for each occurrence)
- f) not having gym clothes
- g) skipping or being tardy for cross guard duty
- h) being unprepared for class

The detention period is 45 minutes after school until 3:30 and will be served each Tuesday (with the exception of Wednesday on the 2nd Wednesday of the month.)

The principal is the final arbiter in all disciplinary situations and may waive any disciplinary rule for just cause at her or his discretion. This action may include a suspension or expulsion.

A reprimand for willful and/or repeated violations of school or classroom regulation will be the responsibility and at the prerogative of the classroom teacher.

Each teacher, or group of teachers, will establish and enforce both classroom rules and the discipline guidelines for the school. In the event that a student's behavior does not conform to school regulations, or a student exhibits conduct unbecoming to or inappropriate for a Christian student the teacher will refer the student to the principal who may initiate a Two Step Disciplinary Procedure: (Education Commission Approved Policy)

### **A student may become involved in the Step Program for:**

- a) disrespect to a student, teacher or staff member
- b) destruction of property
- c) fighting
- d) carrying or possessing legal or illegal drugs. Prescription and non-prescription drugs or medications must be kept in original containers and locked in the school office.
- e. Narcotics and tobacco products, alcoholic beverages, explosives, or weapons (firearms and knives of any kind (including pocket and hunting knives) may not be carried to or on the school premises at any time.

### **Student Property Inspection**

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers and lockers (cubbies). Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include but are not limited to packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

### **Two Step Program (for all grades)**

The step program is used when the offense is considered seriously inappropriate. The step program is administered by the principal only.

**Step One** A parent conference is scheduled with the principal, teacher, student, and parents/guardians. The student proposes a plan to prevent this offense from happening again. A contract is formed with the parents, the student, the teachers and the principal. This action may or may not include a suspension.

**Step Two - Same as Step One** This action may include suspension or expulsion.

For serious offenses, the principal in his or her sole discretion, may bypass the Step Program and proceed to enforce other forms of disciplinary action including suspension or expulsion.

### **Sports Eligibility - Academics and Behavior**

To be eligible to play sports for Cardinal Pacelli School, a student must have a 2.0 (or C) average and have no current F grades or Unsatisfactory grades or have been given three detentions in one month.

**The principal is the final arbiter in all disciplinary situations and may waive any disciplinary rule for just cause at her or his discretion.**

**Drugs** - Prescription and non-prescription drugs must be kept in original containers and locked in the school office. No student is permitted to possess prescription or non-prescription drugs or medications on school property at any time. Other legal and illegal drugs including alcoholic beverages, narcotics and tobacco products may not be on school premises or in the possession of a student at any time. Firearms and knives of any kind (including pocket and hunting knives) may not be on school premises at any time.

### **Basic School Rules**

#### **1. BEFORE SCHOOL**

**STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:30. WE ARE NOT RESPONSIBLE FOR STUDENTS WHO ARRIVE BEFORE THAT TIME.**

- a) line up promptly at 7:45 a.m. in designated area in the gym
- b) be prepared for daily prayer at 7:50 a.m.
- c) students walk quietly to classes

#### **2. IN THE CLASSROOM, STUDENTS ARE TO**

- a) enter quietly and prepare for class to begin
- b) be attentive, respectful, cooperative
- c) complete assigned class work and homework
- d) observe classroom rules

#### **3. IN THE HALLWAYS, STUDENTS ARE TO**

- a) WALK QUIETLY AT ALL TIMES
- b) extend courtesy to students and adults

#### **4. DURING RECESS, STUDENTS ARE TO**

- Respect one another and play fairly; name calling, teasing and/or leaving a student out of an activity or game is not permitted.
- Keep the playground area clean and safe. Do not litter; throw all trash in trash cans.
- Play fair and play safe; no pushing, shoving, or name calling.
- Include everyone in activities; when someone wants to play, they are allowed.
- When the field is wet, muddy or covered with snow, it is off limits.
- The areas around parked cars, the classroom window and modular units are off limits.
- No balls should be thrown at the school building.
- Do not chase balls that roll down the driveway hill.
- No tackle football; touch football only.
- Do not throw objects over the fence.
- Students should not try to retrieve objects from over the fence; ask a teacher, Steve or Israel to help.
- Students should not run with objects in their mouth.
- Please wear the proper clothing or outerwear for the weather.
- Inform adult supervisor before reentering building.

#### **PLAY SYSTEM AREA**

- The play system is for all students to use and enjoy.
- One person is permitted on the slide at a time.
- The slide is for sliding down; do not climb up.
- No more than one person is permitted to slide down the slide at a time.
- No jumping off the play system from the upper decks.
- Games of tag or chase should be played on the playground area, not on the play system.
- Do not throw balls on the play system.

5. Students will not be allowed to call home for missing assignments, forgotten lunches or after school social activities. Please arrange transportation details, doctor appointments, etc with your child at

home. Do not call school to change your child's after school plane. Student messages are strongly discouraged. Only extreme emergency messages will be delivered.

6. Use of electronic devices is prohibited during school hours. All such devices such as cell phones, i-pods, cd players, etc. shall be in school bag and turned off. Any student found using such devices during the school day can have them confiscated.

### **School Safety Regulations**

#### 1. IN THE CAFETERIA, STUDENTS ARE TO

- a) remain seated and talk quietly while eating
- b) clean up their table area
- c) report spills to the adult supervisor
- d) all grades are dismissed only with permission

#### 2. AFTER SCHOOL, STUDENTS ARE TO

- a) leave school grounds promptly
- b) obey all safety rules
- c) the school is not responsible for students left unsupervised after dismissal

Parent and guardian cooperation is needed to build good safety habits. Please remind your child to follow these regulations.

#### 3. PEDESTRIAN SAFETY

- a) use the sidewalks when walking to or from school
- b) cross only at intersections, look carefully and obey all traffic signals.
- c) refuse to go near to or enter a stranger's car
- d) go directly home by the same route every day
- e) obey the crossing guard's directions

#### 4. BICYCLE SAFETY

- a) students who ride bicycles to school must

WALK THEIR BICYCLE ON SCHOOL GROUNDS AND ON THE 900 BLOCK OF ELLISON AVENUE. During school hours bicycles must remain locked to the railing at the back of the school building.

#### 5. SCHOOL BUS SAFETY

- a) students must remain seated to keep aisles and exits clear
- b) students must observe classroom conduct, talk quietly, and obey the driver promptly and respectfully
- c) students may not eat or drink on the bus and can carry on the bus only those objects which can be held in their laps.
- d) students may not put head or arms out of the bus windows or throw objects on, from, or at the bus.

#### 6. CAFETERIA SAFETY Students are expected to

- a) be courteous at all times
- b) exhibit good table manners, walk quietly, be polite and responsible.
- c) students who annoy others, throw food, run, and leave a mess at their place at the table may be denied the privilege of eating lunch with their classmates in the cafeteria.

Courtesy, cooperation and helpfulness must be noticeable habits of Cardinal Pacelli students.

#### 7. PLAYGROUND SAFETY

Behavior guidelines on the playground have been listed under Discipline and School Rules. The supervised lunch recess is an excellent way to insure physical activity and relaxation so the afternoon classroom sessions can be productive.

Students must cooperate at all times with adult supervisors on the playground.

Bringing play equipment from home is discouraged.

#### 8. TRAFFIC FLOW SAFETY

Because our school is on a hill, we have unique traffic flow problems. Driving across the playground creates a traffic hazard and the potential for serious accidents. Please avoid driving onto the playground during school hours. If it is necessary drive at 5 mph and be alert. The driveway is closed between 7:30 & 7:50.

#### A. ARRIVAL Buses and cars must drop students off on Ellison Avenue at the bottom of the hill.

Children are to enter and leave cars on the curb side only. Students remain in the gym until 7:50 a.m. They will be supervised by an adult beginning at 7:30 a.m.

The kindergarten sessions begin at 7:50 a.m. Parents must drive slowly to form a line at the front of the building. Parents must drop students off at the front door (which faces Ellison Ave.). An adult will escort students to the classroom.

- B. **DISMISSAL** Dismissal for kindergarten students is at 11:50 a.m. and 2:30 p.m. Dismissal for all bus students is 2:30 p.m. Students who are car riders are dismissed at 2:35 in the back of school only. Parents who pick their children up by car should arrive no later than 2:25. Parents must exercise extreme caution on Ellison Avenue during dismissal: respect the no parking signs, observe state laws and allow buses the right of way, and be alert to the crossing guards at the crosswalks. Drive carefully to avoid accidents during dismissal. Dismissal for Pre-school – Afternoon preschool is dismissed in the circular driveway of the church. Please do not block either the entrance or exit of the driveway as this impedes dismissal pick up for preschool.

### **Fire and Tornado Drills**

These important safety drills are held at the intervals required by law. It is essential that everyone follow directions promptly and silently as soon as the first signal is given. Directions are posted in each room and explanations are given to the students at the start of the school year. Adults who are in the school building should follow the directions posted in their location.

### **Educational Trips**

Field trips are designed by the teachers to be an extension of the classroom curriculum. They are recognized as an integral part of a sound educational program. Despite the value of such an excursion, students do not have a "right" to participate in a field trip. Field trips are considered to be a privilege. Any student not following the code of conduct and discipline policies of the school may be asked not to participate. Appropriate classroom behavior, field trip behavior and a signed permission slip are all necessary to accompany a class on an outing.

The number and extent of field trips are determined by the teachers and are designed to flow from the learning experiences in the classroom. Room parents are asked to help with making the arrangements and obtaining chaperones and transportation. Students may travel by chartered bus or private car to an event. Permission slips which include time, place, and mode of transportation will be sent home prior to the trip. On the bottom of each will be a request for permission to take the student on the trip.

**NO STUDENT WILL BE PERMITTED TO GO ON A FIELD TRIP WITHOUT THE WRITTEN CONSENT OF A PARENT OR GUARDIAN. Verbal or email consent is not acceptable.**

Before an adult volunteer may use a private car to drive students on a field trip the following requirements must be met:

1. Each driver must be properly licensed and insured and their vehicle must be equipped with safety belts  
For all passengers.
2. Each driver will receive a list of the students in their car.
3. In case of an accident, the driver must:
  - a) see to the physical safety of each passenger
  - b) seek emergency health care.
  - c) notify the police
  - d) notify the principal
  - e) notify the parents

### **Extra Curricular Activities**

Cardinal Pacelli school has many "after school" and other activities for students throughout the school year. These include athletic activities, team practices and games, scouting, servers, fine arts clubs, choir, band, enrichment classes and other interests. Because these groups carry the name of Cardinal Pacelli School, student and adult participants are expected to display the high standards of the school they represent. Students must be in good academic standing to represent Cardinal Pacelli School in extra curricular events. Parents are expected to know who will supervise their children and to instruct their children to remain with the adult supervisor of the after school activity at all times. The adult supervisor is responsible for the safety of students. The school assumes no supervisory responsibility for participants

after school hours. Students should never be on school property including the gym without adult supervision.

Parents must pick up their child(ren) promptly from after school events. It is the responsibility of the adult supervisor of after school activities to leave the meeting room and area as clean and orderly as it was before the activity. Trash is to be collected and emptied, the lights turned out and doors and windows locked.

**Alcohol Policy:** Alcoholic drinks may not be served or be on school premises during any school-sponsored event which includes the participation of Cardinal Pacelli School students.

**Boy-Girl Party Policy:** Boy-girl parties are strongly discouraged for students in grades five and six. We ask for parents' and guardians' cooperation with this policy.

As an introduction to boy-girl social events, Cardinal Pacelli School will sponsor one or two evening parties for seventh and eighth grade students each year. Teachers will chaperone these parties and all students are invited. School and parish facilities are not available for any private parties for elementary school students.

#### **Lost and Found - Forgotten Items**

Clothing and personal items (uniforms, jackets, lunch boxes, etc.) must be clearly marked with the student's name. An effort can then be made to return lost items to the owner. A Lost and Found is located in the cafeteria and articles are displayed in the hallway at the end of each semester. Unclaimed articles are given to the CPS Uniform Exchange or to the Free Store.

In an attempt to encourage the development of a sense of responsibility, we ask that many items which are "forgotten" and left at home should remain at home. If it is absolutely necessary that a forgotten item be brought to school, mark the item with the student's name and leave it in the school office. Do not take the item to the classrooms.

#### **Cafeteria and Lunch Program**

1. A hot lunch is available each full day of school. Call the school office for the current price for lunch. There are no privileges for "charging" lunches.
2. Milk is sold separately.
3. Lunch and milk tokens are sold on the first school day of the week in the classrooms. Please check the weekly menu and purchase the tokens needed for the week on Monday.

## **Part Four**

### **Home and School Communication**

#### HOME/SCHOOL DIGITAL WHITE ENVELOPE SYSTEM - WEEKLY BULLETIN

All school wide communication, flyers and other information are sent to all know email addresses. The email is sent every Wednesday. The white envelope will be sent home with the youngest or only student in the family. Any forms should be printed and returned to school on Thursday. If payment is required please send payment by check with a note in the memo line. Failure to return envelopes will interrupt the home/school communication process. If the envelope is lost, inform the school office and a replacement can be purchased.

Included in the email is a weekly home-school newsletter. The newsletter includes news of school happenings, items of academic and personal interest, important calendar or event changes, links to online school resources and news, and needs from various school organizations.

ADDING ITEMS AND INFORMATION TO THE NEWSLETTER, please follow the linked procedures.

[Click here for PROCEDURES](#)

#### BACK-TO-SCHOOL NIGHT

This annual event is held during the first month of school. It is designed to give parents the opportunity to meet teachers, visit classrooms and learn from teachers the policies, procedures, and curriculum for the coming year. A school open house will be planned during the winter months.

#### EMERGENCY CARD - CHANGE OF ADDRESS and PHONE NUMBER

Please inform the school office immediately of any change of address and phone number, place of employment or change in any information which is included on the student's emergency card. It is essential that emergency card information is always current.

#### PARENT-TEACHER CONFERENCES

Parents are urged to confer with their child(ren)'s teacher(s) on a regular basis, particularly if they receive notice of academic deficiencies or conduct problems. Frequent communication is very important to gain the best results from the education process.

Parents are asked to write or phone the teacher through the school office for an appointment time. Drop-in visits are much less productive as the teacher and/or principal may not be able to give parents total attention and complete information without preparation.

Two days are set aside for brief, Parent-Teacher Conferences at the end of the first quarter in November. All parents are encouraged to schedule conferences on these days. Conference times are also scheduled at the beginning of the third quarter in the spring.

#### **Parent-Teacher-School Communication**

The best educational atmosphere is one in which parent, 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.

Teachers can be available after school every school day to meet with parents. Parents are asked to schedule appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Conferences can be scheduled by writing to the teacher or through a phone call to the school office. Teacher's private phone numbers will not be given out from the school office.

Parents should first discuss their child's academic, religious, or social development with the classroom teacher. If further discussion is required, an appointment with the principal can be arranged through the school office.

### **Grievance Procedure**

Scheduled conferences are encouraged as the best means to ensure effective communications between parents and teachers. As with any communication process, misunderstanding is possible. Should this occur, the following procedure must be observed:

First - attempt to handle the problem at the level at which it has occurred. For example: a parent or guardian with a disagreement or misunderstanding with a teacher should first talk with the teacher.

Second - if agreement is not reached at the first level of conversation, contact the principal. The principal is obliged to hear the concerns from all parties, investigate, and then notify all parties of the results of the investigation.

Third - if the second level result is not satisfactory to the parties concerned, the pastor and the staffs of the Catholic Schools Office may be consulted.

### **Education Commission**

The Education Commission is a group of individuals that who serve to advise and consult with the principal and pastor on the operation of our school and to recommend policies. The commission meets each month except in December and July.

Parents may address the Education Commission regarding school policies. Contact the Commission President two weeks prior to the meeting so that the matter can be placed on the agenda.

Individual instruction, disciplinary issues and personnel are not the responsibility of the Education Commission. Such concerns should be addressed as written in the grievance procedure steps #1- #3 above.

### **Cardinal Pacelli School Parent Organization**

The Cardinal Pacelli School PTO plays a vital role in our educational community as a strong link in keeping home and school close together. Membership is open to all parents and participation in the PTO is required of all parents. An annual volunteer sign-up form for PTO projects is distributed in the spring and fall. Board meetings are monthly except in July and are open to all members.

Many school programs and improvements are made possible through PTO organization and volunteers. These include: room parents, playground, cafeteria, school office volunteers, the "Everybody Counts" program, The "What's Right" program, Picture Person, social events, school library staff, and numerous fundraising and other volunteer activities. There are numerous opportunities for parents to contribute to the quality of their child's life at school.

### **Athletic Commission**

The extra curricular sports program for the parish and the school is administered by the Athletic Commission which is under the direction of the Education Commission. The Athletic Commission meets monthly except in July. It coordinates team formation, recruits volunteer coaches, schedules practice times, administers concessions and distributes and collects equipment and uniforms.

### **Fine Arts Commission**

This extra curricular activities program was begun in the fall of 1991 and is under the direction of the Education Commission. The goal of the Fine Arts Commission is to provide after school opportunities for students to express themselves through the arts.

### **Volunteer Services**

The Cardinal Pacelli School community is grateful to and recognizes the contributions of the many volunteers who make Cardinal Pacelli such a great place to learn and grow. Cardinal Pacelli parents and

friends are given many opportunities through classroom and teacher support, PTO events, athletic programs, fine arts events, scouting, and service on numerous boards and commissions to volunteer their time and talents to the school. Cardinal Pacelli School parents and friends respond often and generously and their interest makes Cardinal Pacelli a very special school.

### **Fund Raising Events**

Most school and parish organizations sponsor fund raising events during the year. PTO, Athletic Commission, scouting, and other groups support their programs through voluntary fundraising. Most PTO all-school fundraisers are organized and staffed by volunteers and participation is voluntary. These funds are spent to enhance the learning environment for all CPS students. In recent years purchases include ceiling fans, folding cafeteria tables, drinking fountains, audio visual supplies and computer hardware. School and parish groups planning a fund raiser must receive the approval of the pastor and the principal during the group's initial planning stages.

### **Fingerprinting**

All employees, substitute teachers, and volunteers must be fingerprinted by the Archdiocese of Cincinnati – no other agency. The list of fingerprinting locations is on the Archdiocese website [www.catholiccincinnati.org](http://www.catholiccincinnati.org). It is Archdiocese policy that no employee or volunteer may have contact with the children until a clear background check on the individual has been received. There are no exceptions to this policy. This means that new staff members and volunteers may not begin their service until this process is complete. If you have any questions about this policy, please do not hesitate to contact the Archdiocese at (513-421-3131) In addition, new staff members and volunteers also need to view the video Decree on Child Protection. This video is offered through the school/parishes.

## **Part Five**

### **Auxiliary Services**

PSYCHOLOGICAL SERVICES - a school psychologist from the Cincinnati Public Schools visits the school for one half day each week. The psychologist will consult with teachers about students with learning difficulties, develop helpful compensation plans, and conduct diagnostic evaluations.

INTERVENTION SPECIALIST – a school intervention specialist from Cincinnati Public Schools is here full time. The intervention specialist is a licensed teacher who is trained to provide direct specialized instruction to identify students. Their primary task is to carry out the goals and objectives of the individualized services plan. Services may be provided individually or in small groups.

AUXILIARY CLERK - one day per week a clerk provided through auxiliary services works in the school office. In addition to general office help, the clerk facilitates ordering of classroom supplies and compliance with entitlement fund regulations.

SCHOOL NURSE - a school nurse from the Cincinnati Public Schools visits the school for two days a week, updating immunization records . Hearing and vision testing will be the school nurse's responsibility.

## **Part Six – School Wellness Policy**

### **School Wellness Policy of Cardinal Pacelli School**

#### **Preamble**

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

Whereas, good health fosters student attendance and education;

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

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

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

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

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

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

Thus, Cardinal Pacelli School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Cardinal Pacelli that:

- The school will engage students, parents, teachers, food service professionals, and other interested community members in developing, implementing, and monitoring nutrition and physical activity policies.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Food service professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and staff; will accommodate for those needing special meal

planning (such as those with food sensitivities or allergies); and will provide clean, safe, and pleasant settings and adequate time for students to eat.

- The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish links between health education and related community services.

#### **A. Nutrition education;**

1. Cardinal Pacelli School will implement the health objectives related to diet, nutrition, and exercise as stated in the 2002 Archdiocesan Graded Course of Study for Science and Health.
2. Programs relating to proper nutrition, tobacco education, and drug/alcohol education will also be presented to the seventh and eighth grade students as an extension of their basic curriculum.
3. Appropriate materials, reminders, and programs will be prepared and presented to parents regarding proper nutrition, appropriate in-school snacks and lunches, and encouragement for each child to eat a healthy breakfast each morning.
4. Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in or near the cafeteria.
5. Community resources will be utilized to enhance regular health curriculum.
6. School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day, and to allow 15-20 minutes to sit and eat.
7. Recess or snack breaks will be scheduled for students as needed to maintain energy levels.
8. Appropriate education about food allergies will be presented to those involved with students with allergies, and sharing of food and beverages will be discouraged due to food allergies.

#### **B. Physical activity:**

1. All students will participate in the school's physical education program.
2. Physical education programs will implement the objectives of the 2006 Archdiocesan Graded Course of Study for Physical Education.
3. All students will have access to recess according to the school's schedule.
4. Discipline will be administered in ways other than depriving a student of recess or physical education class.
5. Students and families will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

#### **C. Other school-based activities:**

1. The use of non-food items or healthy food items will be encouraged for rewards for student behavior.
2. Cardinal Pacelli School encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.
3. School organizations are encouraged to consider healthy food and non-food fundraisers.

4. Teachers will be offered training in nutrition as needed, and in physical activities conducive to learning appropriate for classrooms.
5. Hand washing equipment will be available in all restrooms: hand sanitizer will be available in each classroom; and students will be encouraged to wash hands before eating.
6. Restrooms are available to accommodate tooth-brushing regimens of students with special oral health needs.
7. Designated areas will be provided and monitored as necessary for students with special dietary needs.
8. Fully operational and clean drinking fountains will be available throughout the school.

**D. Nutritional guidelines for foods available during the school day:**

1. The school lunch program will follow the nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services\*.
2. The school will set nutritional guidelines for all food products sold on the school premises, and will encourage The PTO and Athletic Association to do so, also.
3. There will be appropriate restrictions on access to vending machines and the sale of other food and beverages.

**E. Guidelines for Reimbursable School Meals:**

1. Cardinal Pacelli School will follow state and federal guidelines and procedures for reimbursement for lunch and milk programs\*.

**F. Plan for Measuring the Implementation of the Wellness Policy:**

1. Cardinal Pacelli School will establish a wellness committee consisting of parents, students, food service staff, administration, and teachers to implement and monitor the policy.
2. The Wellness Committee will meet yearly and will report to the Cardinal Pacelli Education Commission.

Approved by the Education Commission May 2006

**Cardinal Pacelli School  
Food Allergy Management Policy  
Approved by Education Commission 2010**

**Ohio Revised Code Sec. 3313.719: the board of education of each city, local, exempted village and joint vocational school district and the governing authority of each chartered nonpublic school shall establish a written policy with respect to protecting students with peanut and other food allergies. The policy shall be developed in consultation with parents, school nurses and other school employees, school volunteers, students, and community members. Implemented Oct. 16, 2009**

Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to an allergen. People with allergies have over-active immune systems that target otherwise harmless elements in our diet and environment. During an allergic reaction to food, the immune system identifies a specific food protein as a target. This initiates a sequence of events in the cells of the immune system resulting in the release of chemical mediators such as histamine. These chemicals trigger inflammatory reactions in the tissues of the skin, the respiratory system, the gastrointestinal tract, and the cardiovascular system. When the inflammatory symptoms are widespread and systemic, the reaction is termed “anaphylaxis,” a potentially life-threatening event. Anaphylaxis refers to a collection of symptoms affecting all or some of these systems in the body:

- Skin: swelling, hives, rash, itching, itchy lips/mouth
- Respiratory: runny nose, cough, wheezing, shortness of breath, tight throat, difficulty swallowing, change in voice
- Gastrointestinal: itchy tongue/mouth/throat, vomiting, cramping, abdominal pain, nausea, diarrhea
- Cardiovascular: irregular heartbeat, flushed or pale skin, cyanotic (bluish) lips or mouth area, decreased blood pressure, fainting, dizziness, change in mental status
- Other: sense of impending doom, anxiety, itchy/red/watery eyes

**The severity and rapid onset of anaphylaxis emphasizes the need for an effective emergency plan that includes early recognition of symptoms, immediate administration of epinephrine, and prompt transfer of the student by EMS to the hospital.**

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Food allergy is a growing concern in the United States and creates a significant challenge for children in school. Increasing numbers of children are diagnosed with food allergies that may result in a potentially life-threatening condition, anaphylaxis. Currently, there is no cure for life-threatening food allergies. The only prevention is strict avoidance of the identified food allergen. If anaphylaxis occurs, immediate treatment and medical intervention is critical.

The focus of a food allergy management policy and procedure should be prevention, education, awareness, communication, and emergency response. The management plan should strike a balance between the health, social normalcy and safety needs of any individual student with life-threatening food allergies, and the education, health and safety needs of all students.

The goals of the policy are;

1. To maintain the health and to protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities.
2. To ensure the interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies throughout their school years in the educational setting and at all school functions.

In order to accomplish these goals, cooperation and shared responsibility are needed.

**Family’s Responsibility:**

- Notify the school of the child's allergies.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide, including a photo on the form as necessary. If the child uses a bus service, inform the bus service of the plan.
- Provide properly labeled medications and replace medications after use or expiration
- Educate the child in the self-management of his/her food allergy including:
  1. Safe and unsafe foods
  2. Strategies for avoiding exposure to unsafe foods
  3. Symptoms of allergic reactions
  4. How and when to tell an adult that they may be having an allergy-related problem
  5. How to read food labels (age appropriate)

**School's responsibility:**

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA, and any state laws that apply.
- Review the health records submitted by the parents and physicians, and forwarded records from previous schools.
- Include food-allergic students in school activities, never excluding students from activities based solely on their food allergies.
- Identify a team of school personnel (school nurse, teacher, principal, food service personnel, counselor, bus personnel, e.g.) to work with parents and the student to establish a prevention plan. Changes to the plan to promote management should be made with team participation.
- Ensure that all school staff who interacts with the student understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other staff members to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Review the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse to be sure medications are properly stored in an easily accessible secure location central to designated school personnel. By Ohio law, students are allowed to carry their own epinephrine, if age appropriate and approved by the student's physician, parent, and school nurse.
- Designate and train school personnel to administer medications in accordance with State Nursing and Good Samaritan laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location. Review policies/prevention plans with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Alert the school transportation system used by the student to assure that they are aware of the allergy and what to do if a reaction occurs. Encourage parents to provide health information/plan to the bus service.
- Discuss appropriate management of food allergy with the family and student during bus transportation, encouraging a "no eating" policy.
- Discuss field trips with the family to decide appropriate strategies for managing the food allergy.
- Follow federal/state, district laws and regulations regarding the sharing of medical information.

**Student's responsibility:**

- Do not trade foods with others.
- Do not eat anything with unknown ingredients or that may contain an allergen.

- Be pro-active in the care and management of one's food allergies and reactions based one's developmental level, being able to describe symptoms, and when/how to use medications.
- Know to notify an adult immediately if something potentially containing allergens is eaten.

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### **School Policy and Procedure**

A procedure for the development of an individual health plan and/or emergency care plan for students at risk of anaphylaxis will include the following elements:

- Review of the Student Emergency Information Card submitted yearly, usually by the school nurse, to determine if there is need for an Individualized Health plan and/or Emergency Care Plan for food allergies.
- Communication with the parents, physician, and appropriate staff, to have IHP/ECP completed.
- Dissemination of information on plan to staff members who have contact with the student, including food service personnel, and transportation services.
- Provision of a procedure addressing emergency response, administration of medication and notification of EMS. (Emergency response team may be notified)
- Provision of training of all school staff in awareness, avoidance prevention, recognition of symptoms of anaphylaxis, and response to anaphylaxis and/or other life-threatening conditions.
- Establish strategies to reduce the risk of anaphylaxis within the school setting through efforts to control the exposure to allergens, such as less use of food for parties and incentives.
- Establish management of food allergies during Shelter-in place emergency. (foods stored, medication availability)
- Establish guidelines for management of food allergies during fieldtrips. (teacher/parent review of plan, provision of food if necessary)
- Provision of allergen-free spaces as deemed necessary in eating areas and proper cleaning techniques in those areas.
- Provision of secure area for medications and plans in main/health office.

Forest Hills Transportation Office – 513-231-3335  
 Cincinnati Public Schools Transportation Office – 513-363-0330  
 First Student – 513-761-6100