



*Our Lord Christ the King
& Cardinal Pacelli*

CATHOLIC PARISH & SCHOOL

School Handbook

Confidential

For the use of Cardinal Pacelli School only

Revised August 2023

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**** The administrator, Principal, reserves the right to waive, deviate, or revise any and all regulations and policies for just cause at his or her discretion.***

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. After Fr. Obermeyer retired in July, 2011 and Fr. Edward P. Smith was appointed pastor. In 2022, the Archdiocese of Cincinnati underwent some restructuring and there was reorganizing of all parishes in the archdiocese. Parishes, now known as families, were created. July 1, 2022, Fr. Edward P. Smith was relocated to St. Margaret of York/St. Columban Parish Family and Fr. Adam Puntel was appointed pastor of Our Lord Christ the King, St. Stephen, St. Rose, and Holy Cross Immaculata parishes.

In 1992, the parish began construction of its Parish Center which included 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 library, a computer lab, a science lab/classroom as well as an art room. The Kindergarten classrooms, a nurse's office and conference room completed the reconfiguration and are located on the first floor adjacent to the school office. Currently, Cardinal Pacelli School has two classrooms per grade from Pre-Kindergarten through Grade 8 and one three-year-old Pre-School classroom.

In 2015, plans and construction began on a new building called the Cross & Crown Atrium. Our Lord Christ the King Church is now connected to all three buildings; The Cross & Crown Atrium, Cardinal Pacelli School, and the Parish Center are all linked. It houses several meeting rooms, the school cafeteria, the Parish Office, and beautiful gathering space for after Mass gatherings. On Sunday, November 25, 2018, the Christ the King Parish community gathered together for a momentous occasion: the blessing and dedication of The Cross and Crown Atrium on the Solemnity of Christ the King.

The Most Reverend Archbishop Dennis M. Schnurr, Archbishop of Cincinnati, presided at the 5:00 pm Mass and then led a procession into the Atrium for the blessing and dedication. Reverend Edward P. Smith, Reverend Frank Voellmecke, Reverend Robert Obermeyer and the Reverend Mr. Donald Gloeckler were concelebrants. A reception in the Atrium followed.

After a year of planning and fundraising, a new playfield was completed for Cardinal Pacelli School thanks go to a group of dedicated and generous school parents, parishioners, and community leaders. On October 5, 2022, the Fr. Edward Smith Playfield and the Fr. Frank Voellmecke Outdoor Classroom was dedicated.

CARDINAL PACELLI SCHOOL MISSION STATEMENT



Cardinal Pacelli, the parish school of Our Lord Christ the King Roman Catholic Church, is driven by Christian values, committed to academic excellence, strengthened by a nurturing community and dedicated to educating both the heart and mind, while serving the Lord.

Approved by Education Commission 2019

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; and

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

Cardinal Pacelli School - Beliefs

Approved by the Education Commission: 2019

Statement of Beliefs

We believe that students:

- are called to be disciples of Christ;
- want to learn in a high-achieving environment;
- strive to acquire Christian leadership skills.

We believe that parents:

- are the primary teachers of their children;
- are models of the Gospel values;
- take an active, supporting role in their children's education, in addition to supporting teachers as catechists to their children.

We believe that staff:

- support parents as models of the Gospel values;
- provide quality instruction in academic excellence;
- act in the best interest of the student to promote a positive and supportive school environment.

Tagline: *Educating the Heart and Mind*

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 Pre-School - 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. The school administration provide the resources and support needed to maintain and develop an excellent teaching staff. Incompetence of any staff member who compromises or interferes with the accomplishment of the mission of Cardinal Pacelli School will not be tolerated.
5. Every five years Cardinal Pacelli School completes a formal accreditation process through the Ohio School Accrediting Association (OCSSA).
6. Cardinal Pacelli School does not permit verbal abuse, physical abuse or humiliation of any student or staff member. No student will keep another student from learning or prevent a teacher from teaching. Mutual respect in school is key to a positive environment.
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; and/or
 - is set in place with a written evaluation procedure.
8. Every program, service or course of study is reevaluated 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, the Parish Center, and the Cross & Crown Atrium are Non-Smoking facilities.
10. Cardinal Pacelli admits students of any race, sex, color, creed, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of sex, race, color, creed, national or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-ministered programs, and/or in hiring teachers and other personnel.

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. Personal intellectual, social, and emotional development requires that our program is flexible enough to accommodate all student needs. 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 successes. Academic excellence is valued and constantly pursued.

Third, open communication among students, school and home is essential. 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 create a more effective program and enhance the process of education.

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

Curricular Design

Cardinal Pacelli School offers a strong academic curriculum with a focus on skill development and mastery. Advanced classes in some areas along with individualized, group, and differentiated instruction provide a wide variety of learning techniques used to accommodate all student learning styles.

Pre-Kindergarten through Grade 1, implement this design in a self-contained classroom setting. Grades two through four exchange some classes with their partner teacher. Beginning in grade five, students are organized in departmental programs which exchange classes in the major subject areas.

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 together. Twice per month the students attend Mass in their “Saint Families”.

The Assessment of Religious Knowledge (ARK) is a Catholic standardized test administered to students in Grades 2 through 12. The Assessment of Religious Knowledge (ARK) was established to provide educators with actionable information to help improve Catholic education in schools and parishes. This test allows us to comprehensively measure the knowledge of all students. This assessment will be given in the spring. The typical test length is 25 – 30 minutes.

Church Etiquette

Every Cardinal Pacelli School teacher is a role model for church etiquette which shows our respect for God and reverence in His House. Practice and reinforce these behaviors with the students:

1. Walk over to church quietly and orderly; it sets a tone for worship.
2. Remain quiet in the foyer; loud noise echoes into the church body.
3. Bless oneself with holy water-a reminder of one's Baptism.
4. No hats are worn in the body of the church.
5. Prior to entering the pew or seats, bow slightly at the waist or genuflect toward the altar.
6. Kneel for a short period of personal prayer. Feet are placed on the floor, not the kneelers.
7. Become involved in singing and prayers; worship is a participative experience.
8. Students who must use the restroom may but should not be walking around church during the Reading of the Scriptures, the homily, or the Eucharistic Prayer.
9. Fold one's hands going to and from Communion.
10. When the Mass is over, all should leave the church with respect.

Twice a year the sacrament of Reconciliation is provided for the students. There are special preparations for the Sacrament of First Reconciliation and First 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, Catholic Schools Week, the Lenten/Easter season, 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. As a school family and a parishioner, it is important to understand that tuition only covers about 65% of the cost to educate your child. Giving financially to support the parish is a vital and key component of Active Parishioner status. We suggest our school families give at least \$1,000 per calendar year.

Part Two - General Administration **Admissions Policy**

Approved by the Education Commission: 2001

Cardinal Pacelli admits students of any race, sex, color, creed, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of sex, race, color, creed, national or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-ministered programs, and/or in hiring teachers and other personnel.

Admission shall not be based solely on ability or achievement. However, our school may not have the educational facilities to meet the instructional needs of the mentally and physically impaired. Their admission will be determined on a case-by-case basis where arrangements for special educational resources are assessed by the school. The school administration, special educational professionals and parental input will determine if any student with special needs can have academic success at Cardinal Pacelli School. With the help of special education services provided by Cincinnati Public Schools Auxiliary Services or through the Jon Peterson Special Needs Scholarship, plans may be able to be put into place to meet those special learning needs in order experience academic success.

It may not be feasible to accommodate all children with special physical needs due to the structural design of the existing building and limited parish funding.

The registration of children with special needs will be reviewed annually between administration and parents prior to the acceptance of registration.

New students are accepted on a probationary status for one academic trimester. All new students will be evaluated to insure proper academic placement.

School Principal's Right to Amend Handbook

The administrator, Principal, reserves the right to waive, deviate, or revise any and all regulations and policies for just cause at his or her discretion. The Principal is the final arbiter in ALL disciplinary situations. All disciplinary actions remain confidential between the student, parents, and administration.

Requirements for Enrollment as a Current, Active Parish Member

Approved by the Education Commission: 2019

Registration – of **new** students is ongoing through the use of an on-line registration system. **Priority registration for the next school year ends January 31.** Parents will receive an e-mail confirmation of the student(s) enrollment.

Requirements for enrollment as a Current, Active Parish Member

Registration requirements are:

1. Completed on-line application and registration forms.
2. Registration in Christ the King parish at least **six months** or a letter from your former parish stating you were active and participating 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. Interview with the principal and/or academic screening by the school psychologist in grades K – 8. The Principal will make the final determination of acceptance based on testing and all application material.

****Kindergarten screening for incoming students takes place in May.***

7. Financial Requirements for Admission include:
 - a. An application fee of \$200 for Pre-School through 8. This fee is non-refundable.
 - b. Tuition and student fees must be paid through **FACTS Tuition Management System** unless other arrangements have been made with the Business Office. One option is to pay in full by July 15th. A second option is to:
 - i. Pay in two installments on July 15th and December 15th
 - ii. Pay in ten installments on the 15th of each month from July-April
 - c. Tuition adjustments are available in the case of financial need. These will be determined at the discretion of the pastor and the principal. The Archdiocese of Cincinnati, through the *One Faith, One Hope, One Love* campaign has created a Catholic Education Fund for tuition assistance for students within the Archdiocese of Cincinnati. This application is due by

January 31st. To apply for Tuition Assistance from Cardinal Pacelli's Education Fund, you are **required** to apply for the Catholic Education Fund through the Archdiocese of Cincinnati first. Both financial aid programs begin with a single application through FACTS Tuition Management System. The link can be found on the Cardinal Pacelli School website. **This needs to be completed by January 31st.**

If you are an Active Parishioner, you will be considered for both grants, non-parishioners will only be considered for the Catholic Education Fund

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
 - 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 *Parishioner* Admission

1. Student evidence 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.

Requirements for Enrollment as a Non-Parishioner

Approved by the Education Commission: 1999

Registration – of **new** students who are not parishioners occurs after **priority registration for the next school year ends January 31**. Parents/guardians use the on-line registration process and will receive a confirmation email of the student(s) enrollment.

Registration requirements are:

1. Completed application and registration forms.
2. Registration in Christ the King parish at least **six months** or a letter from your former parish stating you were active and participating 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. Interview with the principal and/or academic screening by the school psychologist in grades K – 8. The Principal will make the final determination of acceptance based on testing and all application material.

****Kindergarten screening for incoming students takes place in May.***

7. Financial Requirements for Admission include:

- a. An application fee of \$200 for Pre-School through 8. This fee is non-refundable.
- b. Tuition and student fees must be paid through **FACTS Tuition Management System** unless other arrangements have been made with the Business Office. One option is to pay in full by July 15th. A second option is to:
 - i. Pay in two installments on July 15th and December 15th
 - ii. Pay in ten installments on the 15th of each month from July-April
- c. Tuition adjustments are available in the case of financial need. These will be determined at the discretion of the pastor and the principal. The Archdiocese of Cincinnati, through the *One Faith, One Hope, One Love* campaign has created a Catholic Education Fund for tuition assistance for students within the Archdiocese of Cincinnati. This application is due by January 31st. This financial aid program begins with a single application through FACTS Tuition Management System. The link can be found on the Cardinal Pacelli School website. **This needs to be completed by January 31st.**

Parent Requirements for *Non-Parishioner* Admission

1. Participation in school, PTO, and parish volunteer programs.

Student Requirements for *Non-Parishioner* Admission

1. Student evidence 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.

Admission Policy for New Students

Approved by the Education Commission: 1990

Registration is open and on-going, with current school families receiving priority registration. Current families re-enroll in late January. Confirmation of admission is communicated to all

families in February. Admission takes place on a priority basis, so we encourage families to register early.

Academic screening is required for transfer students and all new students entering Kindergarten – 8th grade with the assistance of the School Psychologist. A personal interview with the school Principal and review of school records (academic and behavioral) takes place before admission has been finalized.

Admissions Policy

New students in all grades (Pre-School – Grade 8) are accepted in the following order, according to their family's affiliation with Our Lord Christ the King Church:

1. Current, active Christ the King parishioners (registered with the parish for at least 6 months or providing a letter from former parish stating active involvement) with:
 - a. children who currently attend Cardinal Pacelli School
 - b. children who do not currently attend Cardinal Pacelli school
2. New Our Lord Christ the King parishioners
3. Parishioners of other Catholic parishes
4. Non-Parishioners/Non-Catholics

Online Enrollment

Questions

If you have questions or to schedule a tour, please contact our Enrollment Coordinator at 513-321-1048 or [admissions](#).

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.

Non-Discrimination Policy

Cardinal Pacelli admits students of any race, sex, color, creed, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of sex, race, color, creed, national or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-ministered programs, and/or in hiring teachers and other personnel.

General Admission Requirements and Policies

Approved by the Education Commission: 2001

Early Learning Program Admission Requirements:

1. 3 – 4 year old Pre-School children must have reached age 3 by October 1 of the year in which they intend to enroll. All children entering Pre-School **must** be potty-trained.
2. With limited space in our Pre-School Program, students **cannot** remain in Pre-School for a second year without the recommendation of the teacher and school administrator.
3. Pre-Kindergarten children must have reached age 4 by October 1 of the year in which they intend to enroll.

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 takes place in May. Determination of their enrollment into kindergarten will be made by the Principal and teachers.

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:
 - a. have completed kindergarten, be tested successfully, or recommended by an accredited institution.
 - b. 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 available from the nurse and on the school's website under "Forms." There are yearly updates by the Ohio Department of Health on file in the clinic.

Ohio law allows immunization waivers for medical, religious, and "good cause". Forms for exemption are available from the school nurse. Medical causes must be accompanied by a physician's statement. Any questions about medical, philosophical, or religious waivers, contact the school nurse.

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 based on the progress they have made during the completed school year.

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 Pre-School through 8th grade must accompany the on-line registration process. **This fee is applied to tuition and is non-refundable.**

The following criteria will be considered in the decision to accept a student(s) application:

- A. 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 during the school day.)*
- 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/Guardians will be notified if there are obstacles preventing the acceptance of a student's re-registration.

The Catholic Church and Cardinal Pacelli School recognize parents as the primary educators of their children. The education of our students is a partnership between parents and school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Non-Discrimination Policy: Cardinal Pacelli admits students of any race, sex, color, creed, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of sex, race, color, creed, national or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-ministered programs, and/or in hiring teachers and other personnel.

Policy on Class Size

Approved by the Education Commission: 2009

Kindergarten – Grade 8 class size shall be limited to 25 students in each of the two classes.

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 guidance of the Cardinal Pacelli Advisory Committee (CPAC)*
- *Teacher aides for some classes may be provided 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 are available at www.cardinalpacelli.org or by calling the Business Manager at (513) 321-4121.
3. Tuition Payment Schedule:

Pay in full by July 15

Pay in two installments, July 15 and December 15

Pay in ten installments on the 15th of the month, July-April

****Eighth grade students will not participate in graduation, any end of the year 8th grade activities, and school records will be held unless all financial obligations have been paid.***

Failure to make scheduled payments or fulfill financial obligations will result in the holding back of any student report cards and records at any time throughout the year including transferring of records to other schools.

If parents are unable to pay tuition on this schedule or have evidence of financial need, they must make arrangements with the Parish Business Office. Failure to pay tuition and/or comply with all financial responsibilities 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 financial aid form through the FACTS Tuition Management System and apply. At all times, this procedure will be administered with a true spirit of Christian charity, and fiscal responsibility.

Tuition Assistance New Requirements

- Application deadline: January 31st
- The Archdiocese of Cincinnati, through the One Faith, One Hope, One Love campaign has created a tuition assistance fund (Catholic Education Fund) for students within the Archdiocese of Cincinnati. You can read about this program [here](#).
- In order to apply for Tuition Assistance from Cardinal Pacelli's Education Fund, you are required to apply for the Archdiocese Catholic Education fund.
- Both financial aid programs begin with a single application through [FACTS](#).
- If you are an Active Parishioner (as described below) you will be considered for both grants, non-parishioners will only be considered for the Archdiocese grant.

- An **Active Parishioner** attends Mass regularly at Our Lord Christ the King Church and actively supports the sacramental programs for Penance, Eucharist, and Confirmation. Parents who want a Catholic education for their children will see to it that their family attends Mass faithfully every Sunday.
- An **Active Parishioner** gives of themselves by donating time or talent to support the ministries of the parish and/or volunteer organizations that support the school.
- Lastly, an **Active Parishioner** is a good financial steward of the Church. As a school family and a parishioner, it is important to understand that tuition only covers about 65% of the cost to educate your child. Giving financially to support the parish is a vital and key component of Active Parishioner status. We suggest our school families give at least \$1,000 per calendar year.

If you are an Active Parishioner, you will be considered for both grants, non-parishioners will only be considered for the Archdiocese grant.

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 Trimester, 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 Trimester, 100% is due and non-refundable. Records will be released only when the above is satisfied.

There will be a fee assessed for any returned check that is received.

Uniform Dress Code

Approved by the Education Commission: 1999

Uniforms are worn by students in grades K-8. All uniforms can be purchased through [Lands' End](#), [Schoolbelles](#), and/or [Queen City Spirit](#). Students in grades 3-8 need to purchase the gym uniform also through Lands' End. The Cardinal Pacelli school code at Lands' End is 900143512 and at Schoolbelles is S1571. You may refer to the school website for more information about ordering uniforms.

All uniform skirts and jumpers **MUST** be purchased from [Schoolbelles](#). All other uniform apparel and/or Spirit Wear can be found at [Lands' End](#), and/or [Queen City Spirit](#).

Boy's Uniform:

Button down collar shirts: white only, long sleeves or short sleeves

Knit shirt (polo): white only, short or long sleeve, button-placket, knit collar with **Pacelli logo** on left chest is only uniform knit shirt permitted. **Shirt tails must be tucked in at all times.**

**Students in Grades 7 and 8 may wear knit polo shirts in white, navy (cobalt) blue, gray, or orange with the Jr. High Pacelli logo on the left chest.*

Sweaters: solid navy blue.

Fleece: Navy blue Pacelli fleece

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

Belts: must be worn by all students in grades 5 – 8.

Shoes: gym shoes or dress shoes only – **NO** clogs, crocs, sandals, or slides. **Gym shoes MUST be worn for PE class.**

Socks: must be worn in **solid** white, black or navy blue only. Elite socks are permitted but **MUST** only have the colors of white, black, or navy. Pacelli Panther socks purchased through Spirit Wear are also permitted. 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 the school uniform. These must be purchased from Lands' End, Schoolbelles, or Queen City Spirit. A performance wear shirt purchased through our Spirit Wear vendor with the Pacelli logo may also be worn.

***8th Graders are permitted to wear their class T-shirts through the month of October and class sweatshirts especially designed for them for the entire school year.**

Girl's Uniform:

Blouse: white, button-front, long sleeves or short sleeves.

Knit shirt (polo): 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.***

*Girls in Grades K-4 who wear jumpers **DO NOT** need to wear uniform shirt with the Cardinal Pacelli logo.

*Students in Grades 7 and 8 may wear knit polo shirts in white, navy (cobalt) blue, gray, or orange with the Jr. High Pacelli logo on the left chest.

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 the school uniform. These must be purchased from Lands' End, Schoolbelles, or Queen City Spirit. A performance wear shirt purchased through our Spirit Wear vendor with the Pacelli logo may also be worn.

***8th Graders are permitted to wear their class T-shirts through the month of October and class sweatshirts especially designed for them for the entire school year.**

Skirt: Grades 5-8, approved school plaid skirts from Schoolbelles. ***Skirts must be zipped, buttoned and unrolled at all times. The length of the skirt should be modest in length and no shorter than three inches above the knee. At no time should shorts be seen under the skirt.***

****If skirts are too short, students MUST wear leggings or tights underneath the skirt.***

Jumper: Grades 1-4, approved school plaid, V-Neck pleated jumper or Drop Waist Shift Jumper from Schoolbellies. ***The length of the jumper must be modest in length.***

Socks: must be worn in **solid** white, black or navy blue only. Elite socks are permitted but **MUST** only have the colors of white, black, or navy. Pacelli Panther socks purchased through Spiritwear are also permitted. Socks must be seen above the shoe.

Leggings: are permitted as long as socks come up to and cover the bottom edge of the legging.

Shoes: gym shoes or dress shoes only - **NO** clogs, crocs, sandals, slides, or platform shoes. During the winter months, boots may be worn **BUT** students **MUST** wear gym shoes for PE class.

Uniform Regulations for Boys and Girls:

Optional

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

Shorts: School uniform shorts which can be purchased at most retail stores. They 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 31st** and from **April 1** through **June**.

Slacks: for girls, dark blue tailored slacks or dark navy corduroy, no denim, no loops or pants with outside pockets; no five pocket slacks, no cargo pants, no studs, or colored seams.

Belts: must be worn in grades 5 – 8.

Windbreakers and jackets may **not** be worn in the classroom. Only **uniform** sweatshirts, fleeces, and sweaters are permitted (see above). Nothing with a hood is considered part of the school uniform.

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 of natural color and not dyed in any way. Hairstyles must be appropriate. “Fad” hairstyles and styles deemed to be a distraction or inappropriate by the administration are not permitted. Boys’ and girls’ hair must be well-groomed and out of the eyes. Hats, bandanas and artificial hair are prohibited.

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

Nails: Should be well-groomed. **Acrylic nails and make up are not permitted. Nail polish is 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, small crosses, and scapulars under their shirt or blouse. Students may wear a wristwatch, but other forms of jewelry should be limited and at the discretion of the administration. **Smart watches with the ability to send and receive text messages or**

phone calls are prohibited during the school day. Watches must be placed in Airplane Mode during the school day.

The students have a variety of uniform options and should always be properly attired. 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.

Gym Uniform

Grades 3-8 are required to wear a gym uniform which consists of a classic navy uniform mesh short and an orange tee shirt both with the Pacelli logo. These are purchased through [Schoolbelles](#) or [Queen City Spirit](#). All students **MUST** wear gym shoes to school on PE days. November 1st – March 31st or days when the weather is cooler, students may wear **plain, long black/navy** athletic pants with the change in weather. [Queen City Spirit](#) vendor also has uniform approved long athletic pants/sweatpants for students to wear on PE days. The students will wear their PE clothes to school on their designated gym days.

SPIRIT WEAR DAYS:

On Spirit Wear days students are encouraged to come to school dressed in clothing that celebrates our Pacelli spirit. Spirit Wear Days are **typically** the second Tuesday and the fourth Thursday of each month. The exact dates can be found on the school calendar

- Spirit Wear shirts depicting Cardinal Pacelli School can be worn; this may include server T-shirts, JuneFest shirts, Student Council shirts.
- Cougar Football shirts may be worn during the football season;
- Blue jeans or shorts (Cardinal Pacelli PE shorts, sport shorts at appropriate length, jean shorts) during acceptable months
- Pacelli sweatpants or other sweatpants in good condition
- Leggings may be worn if they are thicker in material and a top is worn to cover the lower half of their bodies
- Uniform pants, jumper/skirt, or gym shorts may also be worn.

OUT OF UNIFORM DAYS:

Students must observe school guidelines for clean, neat, and modest attire when they are “out of uniform.”

- Clothing should not be ripped, torn or inappropriate for school.
- Graphics must be school appropriate. (The administration will determine if a graphic is inappropriate and must be changed.)
- When leggings or tight-fitting pants are worn, shorts, skirts, a dress or long shirt must also be worn
- Clothing length must extend below the fingertips when arms are fully extended at student's side or no shorter than two inches above the knee.
- No tank tops or tops with spaghetti straps.
- No short shorts or short skirts are to be worn – **ONLY Cardinal Pacelli PE shorts to be worn**

Parents will be called to bring appropriate clothing to students who fail to follow this policy. Teachers may ask students to remove or change **anything** that they find distracting or disturbing to others. The decision of an administrator concerning the dress of students is final.

All other parts of the uniform policy must still be adhered to including socks, jewelry, length of shorts etc. Any student coming to school dressed in a way that is not compliant with these guidelines will have to call home and have their uniform clothing brought to school to be worn for the remainder of the day.

Attendance and Absence

Approved by the Education Commission: 2002

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

- State attendance law requires all students to attend a minimum number of hours of instructional time per day = required number of hours for a full school year according to the Archdiocese of Cincinnati and the Ohio Department of Education.
 - 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 fifteen (15) days] may result in request for a doctor's note for all absences.
- The parent or guardian must send an email to absent@cardinalpacelli.org or contact the school office (513.321.1048) before 8:30 a.m. on the morning of the absence. Teachers will take attendance first thing in the morning with their homeroom to be recorded in our student management system. The school office will enter all tardies. If the office is not notified, an email will be sent to assure the student's safety. Parents should contact the homeroom teacher before **11 AM** via email if they want homework to be sent home that day or picked up after school in the office.
- A student should be kept out of class only for illness or other serious reasons. 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.
- 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 and will be recorded as an **unexcused** absence.
- 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 to prepare and provide in advance homework assignments for a student prior to an unexcused absence. They are also not responsible for reviewing/re-teaching material discussed/presented during the time of the unexcused absence. The classroom setting can never be replicated. Parents and students are encouraged to check Google Classroom for assignments given. Students are

encouraged to check with a classmate for whatever was missed during class as this work may not be recorded on the Google Classroom site.

- In grades K – 4 the teacher will have the missed assignments for the students when they return.
 - In grades 5 – 8, it is the responsibility of the student to get all their work from a classmate 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 classmate and/or check their teacher's website for homework. Please note that classroom work may NOT be listed on the web pages; therefore, it is the responsibility of the student to get this classroom work from another student.
- If a child has had a communicable disease, written notice of the disease must be submitted to the office on the child's return.
 - Notes must be sent to the teacher prior to an appointment stating that the student is to be released from school at a specific time.
 - When students return to school after an absence, they **MUST** hand in a note or send an email stating the days missed and the reason. This communication will be sent to the office.

The parent(s) or guardian must sign the student "**out**" at the school office. A tardy or ½ day absence will be assigned depending upon the length of time the student is out of the building and not in the classroom. Tardies are recorded for any time a student is out of the building such as a dental or doctor appointment.

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

- 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.
- If a student is absent for a significant part of a grading period, the teacher may not be able to record a grade until the required work is completed.
- No student may leave the school premises at any time during school hours without the permission of the principal.
- Students who are absent from school during the day **may not** participate in any school sponsored activities on the evening of their absence. This includes, but is not limited to, school sponsored activities such as selective electives, clubs, student council, sports, etc.
- Shadowing High Schools – Students are encouraged to shadow on days that Cardinal Pacelli School is not in session.

Pandemic Protocols During a pandemic, students may be given the opportunity to participate in Remote Learning if parents choose this academic option. Parents will need to commit to this option for an entire trimester. It can be changed at the beginning of the new trimester. All students must attend the live classes provided by the school and show

attendance or risk being marked tardy or absent for the day. They will all be dressed in uniform for these live sessions.

Students who need to be out of class because of illness during a pandemic, may opt to be a remote learner for the duration of the illness. Contacting the teacher for access to Google Meet is needed for this option to be successful. Students are required to be on for the entire school day and will not be marked absent for the day. They will all be dressed in uniform for these live sessions.

As mandated by the Hamilton County Department Health, any student who becomes sick or is exposed to a communicable virus during a pandemic, may need to follow guidelines to quarantine or isolate for a period of time. These students will also have the availability to use Remote Learning for this period of time until they can return to the classroom.

****Detailed information on remote learning can be found in the Cardinal Pacelli Remote Learning Guide.***

Tardiness

Approved by the Education Commission: 2002

All students are required to be at school for prayer, the Pledge of Allegiance, and morning announcements at 7:50 AM. Any student who arrives after 7:50 AM or leaves for an appointment, will be marked tardy.

- The school day officially begins at 7:50 AM and students are expected to be present in Homeroom at this time. Students should not arrive before 7:30 AM as there is no adult supervision available until 7:30 a.m.
- **A student who arrives later than 7:50 AM will be marked tardy.** A tardy student must come to the office to obtain a tardy slip for admittance to the classroom. A student who leaves in the afternoon prior to 2:30 PM will be marked tardy.
- Students arriving later than 11:00 AM will be marked one-half day absent.
- Any student missing up to three hours of the day will be marked one-half day absent.
- Students leaving before noon will be marked one-half day absent.
- A student who misses more than three hours of the day will be considered absent for a full day.

The school office reserves the right to determine if absent and tardy excuses are reasonable and valid.

At the discretion of the Principal, disciplinary action may be enforced for excessive absences and/or tardies. The Principal will notify parent(s)/guardian(s) when excessive tardiness and/or absences are incurred without valid reasons.

Daily Schedule Early Learning Program - Pre-School and Pre-Kindergarten

- Pre-School – 7:50 – 11:00 AM
 - Pre-School Extension – 11:00 – 12:00 PM (stay for lunch and recess)
 - Pre-School Extended Day – 11:00 – 2:30 PM
- Pre-K – 7:50 AM – 11:00 AM
 - Pre-K Extension (5 day) – 11:00 AM – 12:00 PM (stay for lunch and recess)

- Pre-K Enrichment – 11:00 AM – 2:30 PM (share in Library time and Curriculum Enrichment.

School Day Hours of Operation

- Kindergarten – Grade 8 - 7:50 AM – 2:30 PM

Daily Schedule - Grades Kindergarten to Eight

- 7:30 AM – 7:50 AM Students assemble in Homeroom
- 7:50 AM Morning prayer begins
- 8:00 AM Classes begin
- 10:00 AM Primary recess period
- 11:00 AM – 12:50 PM Lunch and Recess
 - Pre-Kindergarten Lunch 10:55 – 11:30 – Recess 11:35 – 11:55
 - Grades 5 & 6 Lunch 11:00 – 11:15 – Recess 11:15 – 11:30
 - Grades 7 & 8 Lunch 11:15 – 11:30 – Recess 11:00 – 11:15
 - Grades 3 & 4 Lunch 11:30 – 11:45 – Recess 11:50 – 12:10
 - Grades 1 & 2 Lunch 11:50 – 12:10 – Recess 12:10 – 12:30
 - Kindergarten Lunch 12:05 – 12:30 – Recess 12:30 – 12:45
- 2:30 PM Dismissal begins

Weekly Mass – Every Friday All -School Mass @ 8:15 AM

Homework Policy

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 assignments in 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.

If a child is absent, homework may be requested by emailing the homeroom teacher by 12:00 p.m. and indicating how he/she would like the assignments to be sent home (with another student, a sibling, or picked up in the office by the parent after school).

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 and on-line textbooks. It is the responsibility of the student and parent 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.

Students are responsible for all electronic devices they use at school.

School Supplies

A list of school supplies required for class is posted on the Cardinal Pacelli School website and sent home through *The Pacelli Post*. Students are expected to have the required supplies for their grade level at the beginning of the school year. PTO sponsors a supply order program for those who wish to participate. Forms for this (School Kidz) program are linked in the POST in the spring.

Student Progress

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. Cardinal Pacelli School is on a trimester system and report cards are issued three times a year. An explanation of the grading system can be found on the report card. On-line access to student grades are available for students in grades 5-8 regularly through the **RenWeb Student Management System ParentPortal**. All parents/guardians will have continuous access to the on-line system for all grades entered for all subjects throughout the school year. Each trimester is approximately 12 weeks in length and mid-trimester is approximately 6 weeks in length. Parents are encouraged to use this system to access their child's progress and to initiate additional contact with the teachers if they feel it is needed.

Creating Class Lists

Working together collaboratively, class lists are formed by the teachers with the final determination from the school administration. Parents **cannot** request a teacher for their child(ren). The Principal reviews the lists and assigns the teachers to each homeroom. If there are personality conflicts between classmates, parents are responsible to alert the administration of this in the spring in order for class lists to reflect their separation from each other before they are assigned to a homeroom. Once the assignments are made public, the class lists will stand.

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 Archdiocese of Cincinnati's Graded Course of Study for all subject areas.

The teachers and principal will consider the following in making promotion decisions:

- the student's cumulative average in Reading, Math, Science, Language Arts, Social Studies and Religion;
- the work habits and organizational skills of the student;
- the development of basic skills in Reading, Math and Writing; and
- the social and physical development of the student.

Fundamental skills are acquired in the primary grades. 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. (Graduation requirements are successful completion of required course work, conduct which is acceptable for Cardinal Pacelli students in keeping with the guidelines set for our school, regular participation in classes, and good school attendance).

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/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.

Scheduled Parent/Teacher Conferences will take place at the end of Trimester 1 so that school and home may work together in helping the student experience greater success. Other conferences can be requested by both teachers and parents/guardians throughout the academic year.

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 sent to the new school upon receiving a request for school records and all financial obligations have been met at Cardinal Pacelli School.

Recommendations

Teachers are encouraged to complete high school recommendations for any out-going 8th grader at the request of the student or the high school with signed parental permission. **No** recommendations will be issued for any student to any school that is a competing school with Cardinal Pacelli School unless it is determined by the administration to be appropriate. Upon authorization from parents, student school records can be transferred to another school for review and admission. This includes a copy of their Permanent Record Card and any copies of previous and current report cards.

Library

All students have access to the school library. 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:

- Students are encouraged to check out library books on a weekly basis.
- 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.
- It is the responsibility of the student and the parents to pay the replacement fee for lost or defaced books.
- Report cards/records will be held at the end of the school year if books are not returned or paid for.

Grading Scale

K – 3 Standards Based Progress Reports

*A standard-based progress report **lists the most important skills students should learn in each subject at a particular grade level.** Instead of overall letter grades, students receive marks that show how well they have mastered the skills and the progress they have made in mastering the skills during the entire school year.*

Academic Assessment Scale

M – Meets Expectations: The student consistently demonstrates understanding and application of the concept or skill.

P – Progressing: The student is working toward competency. Further practice and use of this skill or concept is needed.

I – Improvement Needed: The student does not demonstrate an understanding of the concept or skill.

N/A – Not Assessed: The skill was not assessed during this grading period.

Grades 4 – 8

Grade Scale

98.5 – 100 = A+	81.5 – 84.4 = C+
95.5 – 98.4 = A	78.5 – 81.4 = C
92.5 – 95.4 = A-	76.5 – 78.4 = C-
89.5 – 92.4 = B+	73.5 – 76.4 = D+
86.5 – 89.4 = B	71.5 – 73.4 = D
84.5 – 86.4 = B-	70.0 – 71.4 = D-
	00.0 – 69.9 = F

Subheadings

+ = Area of Strength
No Mark = Satisfactory

- = Area of Concern

Academic Achievement
Approved by the Education Commission: 1999

AWARDS

Honor Roll

All students in Grades 5-8 are eligible for Honor Roll recognition. Only subjects which receive a letter grade will be used to determine honors. The following criteria determines the honors:

- **Straight A Honors** – All grades are an A average (93%-100%)
- **A-B Honors** – All grades are B average (85%-92%)

Students must meet the following additional standards in order to qualify for the honors:

- No more than eight (8) cumulative tardies
- No detentions during the trimester
- Unexcused absences may result in exclusion from honors

Eugenio Pacelli Award

Two students from each “team” (K-2 / 3-4 / 5-6 / 7-8), per trimester will be selected by teacher teams who exemplify the following characteristics:

Leadership	Participative
Peacemaker	Supportive
Role model	Understanding
Respectful	Dedicated/Hard-working
Positive	Courageous
Encouraging	

**** This award is NOT based on academic strength/grades**

Subject Recognition Award

One student from each homeroom will be chosen each month in recognition for his/her performance in a specific area of the curriculum. This recognition will not necessarily be given to the student with the highest grade, but will emphasize effort, classroom participation, enthusiasm, and behavior.

The students will be recognized as follows:

September – Religion	February - Art
October – Language Arts (K-3), Reading/English (4-8)	March - Music
November – Math	April – Science
December – STEM & Integrated Technology	May – Physical Education
January – Spanish & Social Studies	

Pictures of the students will be displayed in the school for the entire month. Students will receive their certificates during morning announcements and will be named in the *Pacelli* POST.

Standardized Testing Program

Teachers will test/assess on a regular basis within the subject area and keep grades for the trimester and the year. Grading is based upon tests, quizzes, other grades kept by the teacher and observations. All teachers will keep a grade book to support and document the grades given to the students. All grades will be recorded in the RenWeb Student Management System.

Cardinal Pacelli School follows the Archdiocesan schedule for standardized tests.

MAP Testing Measures of Academic Progress is a state and nationally aligned program that provides educators with the information that they need to improve teaching and learning and to make student-focused, data-driven decisions. Students are tested **three times per year** in the subjects of Reading, Math, and Science. Educators use the growth and achievement data from MAP to develop targeted instructional strategies and to plan school improvement by providing insights to help tailor instruction.

MAP testing is administered in the fall, winter, and spring of each year.

The Assessment of Religious Knowledge (ARK) is a Catholic standardized test administered to students in Grades 2 through 12. The Assessment of Religious Knowledge (ARK) was established to provide educators with actionable information to help improve Catholic education in schools and parishes.

This test allows us to comprehensively measure the knowledge of all students. This assessment will be given in the spring. The typical test length is 25 – 30 minutes.

Third Grade Reading Guarantee (TGRG) is given to all grade 3 students. Ohio's Third Grade Reading Guarantee is a program to identify students from kindergarten through grade 3 who are behind in reading. Schools will provide help and support to make sure students are on track for reading success by the end of third grade.

High School Placement Test (HSPT) will be administered on the third Saturday in November at one of the local high schools of your choice for all 8th grade students. This is a standardized test and the results are used by the high schools to determine admission and scholarship offers. Local high schools offer test preparation classes in the summer and fall for this upcoming test. Signups will be indicated on the high school's websites.

Physical Education Program

All students in K – 8 participate in the physical education program. Gym clothes (navy blue athletic shorts and orange Pacelli t-shirts) are sold through [Schoolbelles](#) and [Queen City Spirit](#). [Queen City Spirit](#) vendor also has uniform approved long athletic pants/sweatpants for students to wear on PE days. The students will wear their PE clothes to school on their designated gym days. Gym clothes are required for grades 3-8 in the Physical Education class. **ALL** students **MUST** wear gym shoes on P.E. days.

Math Grouping Policy in Grades 6 through 8

Approved by the Education Commission: 2009

During the third trimester of the 5th, 6th and 7th grades, decisions about student placement into Math groups for the following school year is made by the teachers. Standardized test scores, report card grades, and teacher recommendations are used to determine the Math placement for the next school year. Additional criteria in these decisions can include previous Math grades and standardized test scores, classroom performance and effort. The placement

of a student into a specific group is not final and can be revisited to insure the best placement for the achievement of each individual.

PART THREE

Student Code of Conduct and Courtesy, Safety, and Activities

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. No visitor is permitted beyond the school office without permission. This process facilitates security. All visitors to the classrooms must be approved by the teacher and principal.

Alumni

We value the experiences that you have had during your time away from Cardinal Pacelli School. We know how important it is to come back and visit your friends and former teachers. It is recommended that your visits be during the lunch periods where it is easier to catch everyone during non-academic times and instruction is not interrupted. If you are interested in coming for a visit, please stop in the front office to sign in and receive a visitor's badge.

Discipline and Behavior Guidelines/Policies

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.

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

Archdiocese of Cincinnati Social Media Policy - Online Behavior of Adults: Policy

Because social media is a public medium, ministry personnel (includes school volunteers) using social media should be aware that they represent the Catholic Church on both ministry and personal websites/applications. Ministry personnel should not engage in online activity that would cause scandal or express a disregard for trying to faithfully live as a disciple of Christ. This activity includes not only the advocacy of opinions contrary to Church teaching and doctrine, but also things such as: inappropriate images or dress; advocacy of inappropriate music, movies, or entertainment; obscene, profane or vulgar language; communication or conduct that is harassing, threatening, bullying, libelous, or defamatory; encouragement of illegal or immoral activity; advocacy of inappropriate use of alcohol or drugs. To access the entire document, [Click Here](#).

In the New Testament, John tells us: “Beloved, let us love one another, because love comes from God. Everyone who loves has been born of God and knows God.”

This admonition applies as much today as ever. As a community, we need to ensure it applies to our online activity too. Students and parents should be careful to avoid cyber-bullying, but also the casual meanness and nastiness that is too easy to engage in when we sit at our screen or with our phone. When using any online forum, avoid name calling, profanity, finger pointing and shaming.

We are a community. Let us love one another.

Failure to exhibit good moral judgement may result in forfeiting your volunteer status and may question our school as being the best choice for your child.

Archdiocese of Cincinnati – Responsible Use of Technology Policy

Introduction

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School’s Mission Statement

- Our Lord Christ the King Parish is a Roman Catholic Community dedicated to serving the Lord with gladness so that, united by the Eucharist, nurtured by education, and strengthened by Christian service we may be a tower of faith for all God’s people.

Our Lord Christ the King Church Mission Statement

- Cardinal Pacelli, parish school of Our Lord Christ the King Roman Catholic Church, is driven by Christian values, committed to academic excellence, strengthened by a nurturing community, and dedicated to educating both the heart and mind, while serving the Lord.

Cardinal Pacelli School Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world.”

General Information for Users of Technology

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

Agreement Form

To ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form.

The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

School Responsibility

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

User Responsibility

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal

material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

Disciplinary Action

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

Consent for Online/Remote Learning

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session.

USER AGREEMENT / PARENT PERMISSION FORM Both Signatures Required

- I have read the terms and conditions of the **Responsible Use of Technology Policy**
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print) _____ Cardinal Pacelli School

User Signature _____ Date _____

Grade _____ Homeroom _____

Parent / Guardian Permission Form

I have read the terms and conditions of the **Responsible Use of Technology Policy**. I am requesting that the above-named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print)

Parent Signature _____ Date _____

☐ My student's name, grade, homeroom and signature appear above.

ANTI-BULLYING AND HARASSMENT POLICY

Cardinal Pacelli School is committed to providing a safe, positive, productive, nurturing, and Christian environment for all its students. Administrators encourage the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, relational aggression, bullying, and cyber-bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse.

Administrators will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities associated with school, including activities on school property, while en-route to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school related activity or function, such as field trip, or athletic event.

The term "harassment, intimidation, bullying, or cyber-bullying" in this policy means any intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- (1) causes mental or physical harm to the other student; and
- (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Behaviors that are repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being is a form of intimidation and harassment. Such behaviors would include, but not be limited to stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name calling, taunting, making threats and hazing.

The term “relational aggression” in this policy means emotional violence and bullying behavior focused on damaging an individual’s social connections within the peer group. Unlike Bullying behaviors, relational aggression is not repeated behaviors. Harassment, intimidation, bullying, cyber-bullying and relational aggression also means electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistance (PDA), or wireless hand-held device that a student (s) or group of students exhibit toward another particular student(s) once or more and the behaviors both cause mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Reporting and Documenting Procedures

Any student or student’s parent/guardian who believes he/she has been or is the victim of harassment, intimidation, bullying, cyber-bullying, or relational aggression should immediately report the situation. Reports can be given to the following positions in the school:

1. Individual’s teacher
2. School Principal
3. School Psychologist
4. School Pastor

Reports can be made verbally or in writing to badconduct@cardinalpacelli.org; however, reports need to include the following information for an appropriate investigation to occur:

- person(s) involved
- number of times and places of the alleged conduct
- the target of suspected harassment, intimidation, bullying or relational aggression
- the names of any potential student or staff witness.

Such reports shall be promptly forwarded to the school principal and/or school psychologist for review, investigation, and action. When a student making a complaint has requested anonymity, the investigation of such complaint shall be limited so to honor the anonymity of any complaint.

Administrative Procedure/Response

All reports of harassment, intimidation, bullying, cyber-bullying, and relational aggression will be investigated and handled on an individual basis. If the investigation finds an instance of harassment, intimidation, bullying, cyber-bullying, and/or relational aggression has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include a student receiving points on their Conduct Card, detention, suspension and/or expulsion. This also may include discharge for employees, exclusion for parents, guests, volunteers and contractors and removal from any official position and/or request to resign. Individuals may be referred to law enforcement officials.

The School Principal or Psychologist shall promptly investigate all reports of harassment, intimidation, bullying and relational aggression. All matters involving such complaint should remain confidential to the extent permitted by law.

1. School Principal and/or Psychologist will confer with the student, parent/guardian making the report to obtain a clear understanding of the alleged facts.

2. School Principal and/or Psychologist will meet with witnesses identified and those witnesses will be asked to make a written or verbal statement regarding the facts of the complaint.
3. School Principal and/or Psychologist will meet with the student(s) accused of harassment, intimidation, bullying and relational aggression to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have participated in harassment, intimidation, bullying or relational aggression toward another student will be subject to disciplinary action.
5. Retaliation against any student who makes a complaint of harassment, intimidation, bullying or relational aggression or any student who becomes involved in the investigation of such complaint, is strictly prohibited. In addition, making intentionally false reports about harassment, intimidation, bullying, cyber-bullying, or relational aggression for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.
6. Parents/Guardians have the responsibility to assist their child in promptly sharing complaints, provide complete factual information, maintain and respect the privacy and confidentiality of all parties, act in good faith, and in a calm, courteous manner and show respect and understanding of each other's point of view and value all differences. When a parent and/or guardian does not uphold their responsibility, they may be at risk of exclusion.

SMOKING, DRUGS, AND WEAPONS

Cardinal Pacelli School is a smoke-free, drug-free, and child-safe facility. Any violation of school rules regarding smoking, drug use or weapons will result in extremely serious consequences including placement on the Two-Step Discipline Program and possible suspension and/or expulsion from school.

NO SMOKING

Students may not smoke on the grounds of Cardinal Pacelli School or Our Lord Christ the King Parish at ANY time. Even possessing matches or lighters, as well as tobacco in any form, are prohibited.

NO DRUGS

You may never have drugs, alcohol, mind-altering substances, or medicine at any time on Cardinal Pacelli School or Our Lord Christ the King Parish property. Any over-the-counter medications or prescribed medications must follow the medications policy and be sent to the school clinic for administration.

NO WEAPONS

You may NEVER use or have in your possession any weapon, including but not limited to a gun, knife, pepper spray, or any object that could be used as a weapon or is a weapon look-alike. Possessing or using firecrackers, stink bombs, or any other disruptive or explosive device is prohibited.

The Archdiocese of Cincinnati is committed to providing the most optimal educational environment for all students attending the elementary and high schools of the diocese. Drug abuse is a significant problem throughout our society, and it can have devastating

consequences, particularly on young people. Thus, many schools have implemented mandatory random drug testing programs.

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

Behavior Expectations

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 their 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 expectations in behavior fall into the following categories:

The child will be:

- polite, courteous, friendly.
- kind and thoughtful of others.
- considerate of other's feelings.
- independent.
- responsible and honest; and
- giving and generous of him/herself.

The child will have:

- self-control.
- a good self-image and self-respect; and
- a positive value system.

The child will demonstrate:

- pride in home, school, and community.
- an ability to make appropriate personal decisions; and
- 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

I will show respect and participate at all religious services.

I will behave appropriately at all school assemblies.

I will take initiative to stand up for what I know is right.

I will show my self-worth by taking pride in my appearance, being well-groomed and in proper uniform.

I will arrive at school and classes prepared and on time.

I will reflect Cardinal Pacelli School pride both in and out of school.

Awareness of Others

I will show respect for all adults and all students by the way I speak, listen, and respond to them.

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.

I will keep the volume of my voice under control and at an appropriate level.

I will follow all classroom, library, cafeteria and playground rules, and all instructions of the adults in charge.

I will walk in a quiet and orderly manner in line, in hallways and between buildings.

I will remain in assigned areas unless given permission to leave.

I will hold doors open for others.

I will knock on the door and wait before entering a classroom.

I will keep my hands to myself and not push, shove, or do any action that may cause injury to others.

Respect for Property

I will show respect for all school property by handling textbooks in a careful manner and conserving supplies.

I will take care that our school's facilities and desks are kept orderly and undamaged.

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; and
Personal contribution to our school community.

The Catholic Church and Cardinal Pacelli Catholic School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Cardinal Pacelli School Code of Discipline

Approved by the Education Commission: 2001

Detentions will be issued by any teacher for:

- Disruptive talking.
- Excessive tardiness.
- Inappropriate behavior.
- Repeatedly being out of uniform.
- Chewing gum or eating without permission.
- Repeatedly not having gym clothes.
- Being defiant and disregarding an instruction from teachers and/or staff at CPS; and/or
- Consistently being unprepared for class.

CONDUCT CARDS

Students in grades 5 – 8 will receive a Conduct Card at the beginning of the school year. The card will be affixed to the inside of the student's planner. It contains two sets of five columns for each trimester. Students will have their card signed by a teacher or staff member if their misbehavior warrants it.

Examples of misbehavior include:

- disrespect toward others
- inappropriate language or gestures
- disruptive behavior
- damaging/stealing of school or personal property
- compromising the safety of self and/or others
- inappropriate use of social media
- inappropriate use of school technology
- leaving school property without permission
- cheating or lying
- physical violence
- gum chewing
- disregarding school rules

Once a Conduct Card is signed five times, the student will be given a detention. If a student has their card signed ten times in one trimester or receives two automatic detentions for offenses, he/she will receive a detention, a two-week probation from school extracurricular activities, and parents and coaches will be notified. Each additional detention will warrant an additional two weeks of probation and an in-school suspension. Parents will be responsible for paying the cost of the substitute teacher hired to monitor the in-school suspension.

Conduct marks will be recorded in the behavior section of RenWeb and parents/guardians will be sent a notification with details of the student offense.

If conduct/behavior continues to be an issue, a parent meeting with teachers, administrators, and the pastor will be called to discuss possible outside suspension or expulsion.

Recording of Conduct Card signatures will begin anew each trimester.

The detention period is 45 minutes after school until 3:30 and will be served each Wednesday. Teachers will dismiss the students through the front door of the school building.

The administrator, Principal, reserves the right to waive, deviate, or revise any and all regulations and policies for just cause at his or her discretion

The principal is the final arbiter in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. Some actions may warrant a suspension or expulsion. All disciplinary actions remain confidential between the student, parents, and administration.

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

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/her parent/guardian consent to inspection of personal items as a condition of enrollment and attendance at Cardinal Pacelli School. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

Each teacher, or group of teachers, will establish and enforce both classroom rules and the discipline policies 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 Catholic/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:

- Disrespect to a student, teacher or staff member
- Destruction of property
- Fighting
- 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.
- 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.
- Pepper spray/dangerous material

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 conference is scheduled with the principal, teacher, student, and parents/guardians. A discussion with the student is held and a proposed plan is addressed. A plan is formed with the student, parents, teachers, school principal, and may include the pastor. This action may or may not include a suspension.

Step Two – (After Step One) This action may include immediate 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 which may include suspension or expulsion.

Sports Eligibility

Sports are sponsored by the parish (Our Lord Christ the King) and questions regarding student participation should be directed to the Athletic Commission which is overseen by the

pastor. However, in the case of serious behavior issues or negative academics, the principal will have input into continued sports eligibility.

Basic School Rules and Safety Guidelines

Before School

Students are not to arrive to school before 7:30 AM. We are not responsible for students who arrive early to school before 7:30 AM.

Beginning at 7:30 AM, students may enter school building using the side door. Students go directly to their homeroom. All students are required to be at school for prayer, the Pledge of Allegiance, and morning announcements at 7:50 AM. Any student who arrives after 7:50 AM or leaves for an appointment at any time of the school day, will be marked tardy.

In the classroom, students are expected to:

- Enter quietly and prepare for class to begin.
- Be attentive, respectful, and cooperative.
- Complete assigned class work and homework in a timely fashion; and
- Observe all classroom rules.

In the hallways, students are expected to:

- Always walk quietly; and
- Extend courtesy to students and adults.

During recess, students are expected to:

- Follow all playfield and play structure rules as displayed on playfield signs.
- Respect one another and play fairly; name calling, teasing and/or leaving a student out of an activity or game is not permitted.
- No food, drink, gum, sunflower seeds on playfield.
- Keep the playground area clean and safe. Do not litter; throw all trash in trash cans.
- No glass containers.
- Play fair and play safe; no pushing, shoving, or name calling.
- Include everyone in activities; when someone wants to play, they are allowed.
- All balls to be kept on the playfield
- 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 for assistance.
- Please wear the proper clothing or outerwear for the weather.
- Inform adult supervisor before reentering building.

Students will have indoor recess if the temperature and wind chill is below 20°. Please dress accordingly for the temperature.

PLAYGROUND PLAY STRUCTURE

- Do not play on broken or damaged equipment. Report it.

- Do not play without adequate safety surfacing below and around equipment
- No helmets, necklaces or drawstrings while on equipment.
- Be careful of hot play surfaces and always wear shoes while playing.
- Do not play tag or run on playground equipment, and do not jump off of equipment.
- Watch your head! Do not run under bridges, decks, stairs, or other equipment.
- Be careful when equipment is wet. Do not play on snowy or icy equipment.
- Do not climb on roofs, railings, or posts, or on top of crawl tubes or tube slides.
- Slide sitting down, feet first, and one at a time. Do not climb up slide chutes or tubes.
- Adults – do not slide with a child on your lap. It can injure your child's legs.
- Before letting go of overhead bars, hand down still, bend your knees a little and drop straight down on to both feet.
- Swing sitting down and do not jump out while swinging. Do not twist chains.

PLAYGROUND SAFETY

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

- Students must always cooperate with adult supervisors on the playground.
- Bringing play equipment from home is discouraged.

Phones, Calls & Messages

Please arrange transportation details, doctor appointments, etc. with your child at home. Phone calls and messages to students are strongly discouraged unless there is an extreme emergency, or a change has occurred. Please do not call or text your child during the school day as this is a total disruption to the learning process.

Electronic devices such as cell phones, I-pods, cd players, etc. must be in a school bag and turned off. All cell phones will be collected by the teacher and held until dismissal. **The use of all cell phones and smart watches are prohibited during school hours.** Teachers will collect phones in the morning. All phones must be turned off. **All smart watches must be in airplane mode.**

Any student found using such devices during the school day will have them confiscated and will receive a Conduct Mark. Students will not receive the device until the end of the day, and if it is a recurring offense, the device will be held in the office until a parent can pick it up.

TRAFFIC FLOW SAFETY

Because our school is on a hill, we have a unique traffic flow. Driving across the parking lot during school hours can create a traffic hazard and the potential for serious accidents. Cars dropping off students in our Early Learning Program will be permitted to drive up the "out" onto the campus to drop off their children at the Parish Center doors for Pre-Kindergarten students and the Early Learning doors for Pre-School students at 7:50 AM. Teachers will be there to greet you and take your children safely inside.

ARRIVAL – Buses will enter up the hill and drop off students at the side entrance of the school by the Pacelli Playfield (south end). **Cars** must drop students (K-8) off on Ellison Avenue at the bottom of the hill.

Crossing guards and a school staff member will facilitate the safe arrival of students. Children are to enter and leave cars on the **curb side only**. Students will enter the school building using the side door entrance and go directly to their homerooms.

DISMISSAL –

- Dismissal for Early Learners (Pre-School & Pre-Kindergarten) is at 11:00 AM.
- Dismissal for Early Learners (Pre-S & Pre-K) with lunch extension is 12:00 PM
- Dismissal for ½ day Kindergarten students is at 12:00 PM.
- Dismissal for all students is 2:30 PM for all day students.
- Dismissal for all bus riders and car riders is 2:30 PM (being picked up in the car line in the back of school only).
- Parents who pick their children up by car, should arrive no later than 2:25 PM.
- Walkers are dismissed after car riders and bus riders have departed. **No student will be permitted to dismiss to the street level until all vehicles have left the area.**

Parents must exercise **extreme** caution on Ellison Avenue and Nash Avenue during dismissal:

- Respect the property and driveways of residents on Ellison and Nash Avenues
- Respect the no parking signs
- Respect a safe distance from the stop signs at Ellison and Nash Aves.
- Observe state laws and allow buses the right of way
- Be alert to the crossing guards at the crosswalks
- Drive carefully to avoid accidents during dismissal.

After School

Students are expected to:

- Leave school grounds promptly;
- Obey all safety rules; and
- Know that the school is not responsible for students left unsupervised after dismissal.

Students staying after school, must be at the direction of a Staff/Faculty member and arrangements must be in place for student pick-up upon a later dismissal from the school grounds. Parent and guardian cooperation are needed to build good safety habits. Please remind your child to follow these regulations.

PEDESTRIAN SAFETY

- Use the sidewalks when walking to or from school.
- Cross only at intersections, look carefully and obey all traffic signals.
- Refuse to go near or enter a stranger's car.
- Go directly home by the same route every day; and
- Obey the crossing guard's directions.

BICYCLE SAFETY

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 bicycles racks on the Pacelli playfield.

SCHOOL BUS SAFETY

- Students must remain seated to keep aisles and exits clear.
- Students must observe classroom conduct, talk quietly, and obey the driver promptly and respectfully.
- 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.
- Students may not put head or arms out of the bus windows or throw objects on, from, or at the bus.

CAFETERIA SERVICES AND RULES

Every school day the cafeteria staff serves a full meal that may be purchased by students and staff. *The Panther Café* is managed by *Kaldi's Concessions and Catering*.

Kaldi's provides a monthly lunch menu and it is posted on the school website. Families and staff wishing to participate in the lunch program will create a login and deposit money into the on-line lunch account.

Lunch orders are placed online from home by 9:00 AM.

Each homeroom teacher should remind the students of proper lunch etiquette. To maintain order in the cafeteria, students will abide by the following rules:

- Students may talk;
- Students may not save seats;
- Students must remain seated while they are eating;
- Students must observe good table manners;
- Students are responsible for cleaning up papers, drink cartons, food, etc. from their place;
- Each week we rotate Table Captains in the cafeteria. It will be the task of the homeroom teacher to designate captains for the week;
- Teachers must inform the cafeteria manager of field trips which will cause students to miss lunch. Please do this at least two weeks prior to your trip.
- Click here for school lunch information [School Lunches](#).

Teachers must inform the cafeteria manager of field trips which will cause students to miss lunch. Please do this at least two weeks prior to your trip.

***Courtesy, Cooperation and Helpfulness must be noticeable habits
of Cardinal Pacelli students.***

Emergency Closing of School

Anytime school needs to be closed due to weather or other uncontrollable conditions, we will contact you by: One Call, the automated school phone system, our school website, and will be posted on Channel 5 and Channel 12 - listed as Cardinal Pacelli School.

In inclement weather, the students will never be marked tardy. Please drive carefully and with caution. Use your discretion as to safety.

We will EITHER CANCEL SCHOOL OR HAVE A TWO-HOUR DELAY which is a **9:50 AM START TIME**.

- **If** we have a two hour delay, it is at the parent's discretion whether to send their ½ day Kindergarten, Pre-K, or Pre-School students. Classes will be in session.
- **If** Forest Hills is on a delay and our school is on a regular schedule, parents whose children use these bus services can provide their own transportation to school or wait for the delayed buses to pick their children up. Our students **WILL NOT** be marked tardy.
- **If** Cincinnati Public or Forest Hills cancels school, and our school is still in session, parents whose children use these bus services need to provide their own transportation.
- **If** Cincinnati Public Schools close, Forest Hills will **NOT** transport our students.
- **IF** school is in session and we need to close school early, the automated phone system and email messages will be used. In addition, the information will be posted on our website.

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 emergency. It means taking shelter inside the school until the danger has passed.

The goal of the Shelter in Place is to keep our student safely inside the school and classrooms for the duration of the incident. Incidents could last for minutes or a few hours, not days or weeks. It is important to keep students in school during an 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 One Call Now, RenWeb, or through channels 12 and 5 and the affiliated radio stations.

You will be alerted if there will be a need to pick up your child before regular dismissal.

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.

Fire, Weather, and Other Emergency 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 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. Private cars to an event are strongly discouraged. 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.

All field trips are a privilege and not a right for students. A student whose classroom behavior has been unsatisfactory or who has "acted up" on a previous field trip may be excluded from the field trip or be required to have a parent accompany him/her.

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.

All parent chaperones and volunteers for anything related to the students during school hours **MUST** be **SafeParish™** compliant. Please go to <https://www.aocsafeenvironment.org/> to register.

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

- Each driver must be properly licensed and insured and their vehicle must be equipped with safety belts for all passengers.
- Each driver will receive a list of the students in their car.

In case of an accident, the driver must:

- See to the physical safety of each passenger.
- Seek emergency health care.
- Notify the police.
- Notify the principal; and
- Notify the parents.

ARCHDIOCESE OF CINCINNATI DECREE ON CHILD PROTECTION/ SafeParish™

The Archdiocese of Cincinnati Decree on Child Protection requires all employees and adult volunteers over 18 who work with children to complete a background check, attend the **SafeParish™** registration and training and keep current on all **SafeParish™** training updates. You must pre-register to attend **SafeParish™** training at <https://www.aocsafeenvironment.org/>. You may contact Cardinal Pacelli School office at 321-1048 for additional information on **SafeParish™**. Additional information regarding the Archdiocese of Cincinnati Safe Environment program can be found at <https://catholicaoc.org/offices/safe-environment>.

You must be compliant to enter the school to volunteer, have lunch with your student, help in the classroom, cafeteria, playground, etc. Compliance means the individual has attended the **SafeParish™** registration as well as remain current on training updates and complete the background check.

Although child abuse is a reality in our society, such abuse, whether mental, physical, or sexual, whether inflicted by lay persons or clerics, professionals or volunteers, cannot be tolerated in the Church. The purpose of the Decree is two-fold: to prevent the abuse of children and adolescents, and to provide a pastoral response to incidents of abuse after they occur. Parents who have **not** taken the class, completed the background check or remain current with **SafeParish™** training bulletins, will not be able to work in the classrooms, go on field trips or have lunch with their child in our cafeteria.

Policies Aimed at Preventing Child Abuse

1. A child may receive scheduled, individual instruction or counseling from a volunteer only with the consent of the child's parent or guardian.
2. A child may participate in an organized program sponsored by a parish or school only with the written consent of the child's parent or guardian.
3. AT LEAST TWO ADULTS MUST BE PRESENT FOR ANY ACTIVITY FOR CHILDREN SPONSORED BY A PARISH OR SCHOOL.
4. No child may be disciplined corporally or corrected with abusive language.
5. A volunteer must obtain the consent of a child's parent or guardian before inviting or allowing the child to visit in the adult's home.

Proper Response to Actual or Suspected Child Abuse

If a Cardinal Pacelli School staff member or parent volunteer suspects possible child abuse (verbal, physical or sexual), they need to report suspicions to their superior or leader of their department at the school or parish. Ohio law protects those who report suspicions or cases of child abuse from prosecution. Any regular volunteer who observes a cleric, employee or other volunteer behaving in a manner that may pose a potential risk to a child (where the behavior does not constitute child abuse) is to report the matter in confidence to the proper superior or supervisor without delay.

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/her designee. If the individual is a cleric or religious, the Director for Educational Services shall notify the Chancellor and/or religious superior.

Extracurricular 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 extracurricular events. Parents should notify the homeroom teacher if their child is staying after school for an activity. 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.

Students who are absent from school during the day may **not** participate in any school sponsored activities on the evening of their absence. This includes, but is not limited to, school sponsored activities such as selective electives, clubs, student council, sports, etc.

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 in conjunction with our school PTO, will sponsor one or two evening parties for seventh and eighth grade students each year. Parents 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 at the end of the tunnel leading to the school gym. 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. The student or his/her teacher will be notified. Do not take the item to the classrooms.

Part Four

Home and School Communication

THE PACELLI POST

All school wide communication, notices, and other information are sent to all known email addresses provided by enrolled families. The school's weekly newsletter, *The Pacelli Post*, is emailed every Wednesday and is the primary means of communication between the school and families. 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 and parish organizations.

Any items sent to school (forms, money, permission slips, etc.) should be placed in an envelope and labeled for the recipient.

CONTACTING TEACHERS

All teachers may be contacted through the email addresses listed on the website's Staff page or call the office and leave a message with the school secretary. There should be no communication with teachers through their own personal phone.

WELCOME BACK SUNDAY

This annual event occurs the Sunday before the first day of school after the morning 9:00 AM Mass. Usually refreshments are served in the Welcome space and then parents and students visit the classrooms and meet their teachers before the school year begins. Members of the PTO are also on site to share volunteer opportunities and the uniform exchange is open.

CURRICULUM 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 Catholic Schools Week.

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 and in RenWeb, our Student Management System. **It is essential that emergency card information is always current.**

HIGH SCHOOL DIRECTORY/Request to Restrict Release of Directory Information

As requested by the Archdiocesan Office of Education, Cardinal Pacelli School will provide directory information (student name, gender, address, home phone number, grade and parent email address) for students in grades five through eight for distribution to Catholic high schools in the Archdiocese, unless the parent/guardian has submitted a Request to Restrict Release of Directory Information form to the school office prior to August 1 each year. This form is available on our school website.

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. Cardinal Pacelli School works in a partnership with parents/guardians.

Parents are asked to communicate with the teacher to schedule a conference. 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.

Formal Parent/Teacher Conferences are planned in the fall at the end of the first trimester grading period. All parents are encouraged to schedule a conference time.

Optional Writing Conferences will be held in the spring. These will be student-led. Student, teacher and parents will view and discuss progress in writing from his/her Writing Portfolio.

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 to meet with parents. Parents are asked to schedule appointments in advance with the teachers by contacting them via e-mail. Teacher's private phone numbers will not be given out from the school office.

Student concerns should be addressed to the classroom teacher first, before approaching the principal.

Grievance Procedure

Scheduled conferences are encouraged as the best means to ensure effective communications between parents and teachers. As with any communication process, misunderstandings are 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. Always remember that there will be two sides to every story and keep an open mind to find resolution.

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 staff of the Catholic Schools Office may be consulted.

Cardinal Pacelli Advisory Committee (CPAC)

The Cardinal Pacelli Advisory Committee is a group of individuals who serve on a voluntary basis to advise and consult with the principal and pastor on the operation of our school and

to recommend policies. The commission does not make policy but advises. The commission meets each month except in December, June, and July.

Questions about school policy should be directed to the principal first. Any changes to school policy are made through the principal and school administration.

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

Cardinal Pacelli Parent-Teacher Organization (PTO)

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 supervision, cafeteria supervision, school office volunteers, special grade level programs, social events, school library staff, numerous fundraising events, 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 extracurricular sports program for the parish and the school is administered by the Athletic Commission which is under the direction of the Parish Community 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 extracurricular activity program was begun in the fall of 1991 and is under the direction of the PTO and school staff. 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.

Fundraising 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 Pacelli students. In recent years purchases have included ceiling fans, folding cafeteria tables, drinking fountains, audio visual supplies, computer hardware, and student desks and chairs.

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.

Requirements for Volunteers: SafeParish™ Training

Starting July 1, 2021, every person in a position which requires contact or interaction with youth or vulnerable adults must complete the **SafeParish™** edition of Protecting Children from Sexual Abuse training session before they are permitted to work or volunteer within any of the Archdiocese of Cincinnati parishes, schools, or institutions. No one under the age of 18 is permitted to complete the training.

In addition to completing the training, employees and volunteers must stay current in completing their interactive video based **SafeParish™** quarterly bulletins on Child Protection to remain in compliance with the requirements of the Decree on Child Protection. Non-compliance will result in **SafeParish™** account non-approval and non-compliant employees and volunteers will no longer be permitted to work with youth or vulnerable adults until compliance is reestablished. Please contact your local safe environment coordinator with questions regarding your **SafeParish™** account or if your account is non-approved due to non-compliance with the decree.

To access or register for your **SafeParish™** account go to <http://www.aocsafeenvironment.org>.

Contact your local safe environment coordinator for the registration passcode or click [here](#) to access the **SafeParish™** registration instructions. All volunteers will have to do a background check through Selection.com from within their **SafeParish™** account. Fingerprints and background checks through the Archdiocese are good for 5 years.

Definition of a volunteer: Any person who volunteers at the school in the classroom or with any activity (Parent reader, Science parent, Room Parent, Chaperone, Coach, Volunteers at any school event - Olympic Day, Talent Show, etc...)

All volunteers who have completed the **SafeParish™** training will have a name badge in the office. When volunteering, sign in at the office, locate your name badge, and wear while on the school premises. When leaving school, go to the office to sign out and return the name badge. Those who have not completed the **SafeParish™** training will not be permitted to enter the classrooms etc.

If you have any questions, please contact our **SafeParish™** Facilitator.

Because social media is a public medium, ministry personnel (includes school volunteers) using social media should be aware that they represent the Catholic Church on both ministry and personal websites/applications. Ministry personnel should not engage in online activity that would cause scandal or express a disregard for trying to faithfully live as a disciple of Christ. This activity includes not only the advocacy of opinions contrary to Church teaching

and doctrine, but also things such as: inappropriate images or dress; advocacy of inappropriate music, movies or entertainment; obscene, profane or vulgar language; communication or conduct that is harassing, threatening, bullying, libelous, or defamatory; encouragement of illegal or immoral activity; advocacy of inappropriate use of alcohol or drugs. To access the entire Archdiocese of Cincinnati Social Media Policy document, [Click Here](#).

Failure to exhibit good moral judgement may result in forfeiting your volunteer status and may question our school as being the best choice for your child.

Part Five

Auxiliary Services

PSYCHOLOGICAL SERVICES – A school psychologist provided by the Cincinnati Public Schools is at Cardinal Pacelli School for 2 days each week. The psychologist consults with teachers about students with learning difficulties, develops helpful compensation plans, and conducts diagnostic evaluations.

INTERVENTION SPECIALIST – A school intervention specialist provided by the Cincinnati Public Schools works with our students 2 days per week. The Intervention Specialist is a licensed teacher who is trained to provide direct specialized instruction to identified students. Their primary task is to carry out the goals and objectives of the Individualized Services Plan and School Accommodation Plans and provide student interventions both in and out of the classroom. Services may be provided individually or in small groups.

AUXILIARY CLERK – 1.5 days per week a clerk provided through auxiliary services works in the school. The clerk facilitates ordering of classroom supplies within compliance of entitlement fund regulations.

SCHOOL NURSE – A school nurse from the Cincinnati Public Schools auxiliary services is here five days per week. Her responsibilities include updating immunization records, screening students for hearing and vision, tending to sick and injured students, administering medication, discussing specific medical needs, answering medical concerns from parents/guardians, and write Individual Care Plans for students with significant medical concerns and distribute to appropriate staff.

SPEECH PATHOLOGIST – A speech/language pathologist provided by Cincinnati Public auxiliary services serves the needs of students one day a week. Students having difficulties in articulation, language, voice, hearing, and auditory processing are serviced.

JON PETERSON SPECIAL NEEDS SCHOLARSHIP/OPTIM-ALL SERVICES – multiple personnel from Optim-All Services are provided to our school for any student who has an IEP (Individualized Education Plan). After diagnostic evaluations are completed and it is determined that the student needs an IEP (Individualized Education Plan), funding for this service from Optim-All comes from the Jon Peterson Special Needs Scholarship (JPSNS). All students with IEP's will be served by Optim-All. Optim-All Services provide the students at Cardinal Pacelli School with IEP's resource personnel which includes a full-time Intervention Specialist, part-time speech and language pathologist, instructional aides, and tutors.

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.

- 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.
- 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.
- 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.
- 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.
- Community resources will be utilized to enhance regular health curriculum.
- School lunch periods will be scheduled 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.
- Recess or snack breaks will be scheduled for students as needed to maintain energy levels.
- 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.

Physical Activity -

- All students will participate in the school's physical education program.
- Physical education programs will implement the objectives of the 2015 Archdiocesan Graded Course of Study for Physical Education.
- All students will have access to recess according to the school's schedule.
- Discipline will be administered in ways other than depriving a student of recess or physical education class.
- Students and families will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

Other School-Based Activities -

- The use of non-food items or healthy food items will be encouraged for rewards for student behavior.
- Cardinal Pacelli School encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.
- School organizations are encouraged to consider healthy food and non-food fundraisers.
- Teachers will be offered training in nutrition as needed, and in physical activities conducive to learning appropriate for classrooms.
- 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.
- Restrooms are available to accommodate tooth-brushing regimens of students with special oral health needs.
- Designated areas will be provided and monitored as necessary for students with special dietary needs.
- Fully operational and clean drinking fountains will be available throughout the school.

Nutritional Guidelines for Foods Available During the School Day:

- The school lunch program will follow the nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.
- 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.
- There will be appropriate restrictions on access to vending machines and the sale of other food and beverages.

Plan for Measuring the Implementation of the Wellness Policy -

- Cardinal Pacelli School PTO will establish a wellness committee to implement and monitor the policy. They will also provide opportunities to learn about food consumption and have opportunities to try new and healthy alternatives.

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

Health Care Regulations - Illness at School

State law mandates that new 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. For parents/guardians objecting to vaccination of their child for a good cause, an "Immunization Waiver" form is available from the nurse. Parents/guardians must indicate if the reason is: religious, medical, or good cause. Medical cause must be accompanied by a physician statement. 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.

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. Teachers may also refer students. 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 5, 6, and 7. Students are involved in health classes, and programs on drug and alcohol abuse, sex respect, nutrition and dental care.

Illness at School

If a student becomes ill during school, the office will contact the parent/guardian stated on the emergency card. If a parent/guardian cannot be reached, the school administration will seek emergency care if deemed necessary. The student's parent/guardian will be liable for any expenses incurred.

All students are picked up and signed out at the school office. Persons appointed by the parents to pick up a student must be properly identified to the satisfaction of the school office.

Students must be fever free (temperature < 100.4°F) for 24 hours without the use of medication, no vomiting or watery diarrhea for 24 hours prior to returning to school.

Medication Policy

ORC 3313.713.

Updated 2022-23

If possible, medications should be taken at home. Please consult with your physician to adjust medication schedules around school hours. When it becomes necessary that medication be administered during school hours, the following guidelines must be followed:

- All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and/or the permission of the parent/guardian could be interpreted as practicing medicine, and is prohibited by law.
- The principal shall designate school personnel to administer medication, if the health personnel is not available. All unlicensed school personnel that have been designated by the administration to administer medication to students must complete a medication administration training program conducted by a licensed health professional.
- An accurate record of all medication administered must be kept on file. (ODH equivalent of a Medication Documentation Record or Checklist for the Administration of Medication). One form per medication.
- Any unused medication not picked up by a parent, at the end of the school year, will be disposed of according to FDA guidelines.
- A parent/guardian must inform the school if a student is taken off medication or will no longer receive it at school.
- All medication must be kept locked up until needed.
- Field trips are considered an extension of the school day so all medication policies/procedures apply.
- A Medication Inventory Record must be used to document medication received by school.

PRESCRIPTION MEDICATION:

1. The Medication Administration Record (MAR), signed by the prescriber AND parent, must be obtained before any prescription medication may be administered by school personnel. This form can be found in Renweb. This form must be submitted each school year. **Similar forms from physicians' offices are acceptable if the information required is the same as our MAR.**
2. Medication along with MAR (can be faxed) should be brought in by parent/guardian. **Students may not bring in medication.** Medication must be in original containers (childproof) and have an affixed label including the student's name, name of the medication, dosage, route of administration, time of administration, and labeled by the pharmacy or physician.
3. Parent and Prescriber Request/MAR forms must be submitted each year. No forms or medication carry over to the following school year.

NON-PRESCRIPTION MEDICATION:

1. Non-prescription Medication/Over-the-Counter Medication, in a dosage consistent with dosages on the packaging, may be given if a Medication

Administration Record is on file. This form can be found in Renweb. A physician's signature is not required.

2. OTC Medication must be brought in by parent/guardian in its original container. Label medication with student's name.
3. Parent Request/MAR forms must be submitted each year. No forms or medication carry over to the following school year.

INHALER/EPINEPHRINE:

1. Summary of inhaler law (Am. sub. H.B. 121) and epinephrine auto injector law (ORC 3313.718): These laws permit a student to carry asthma inhalers and epi-injectors with consent of the physician and parent/guardian. In addition, the bills grant immunity to school districts, community schools, and chartered non-public schools, and their employees for good faith actions in connection with this permission.
2. Cardinal Pacelli reserves the right to determine, along with the physician and parent, which child should be able to carry own inhaler or epinephrine pen.

Lice Policy

(4/26/2023)

It is always the responsibility of the parent/guardian for lice detection and treatment. Hair should be checked regularly throughout the school year for the detection of head lice. The earlier the detection the easier the treatment. Your child's pediatrician is a great resource if you find lice on your child's head. If one child has lice, please check all members of the household.

Cardinal Pacelli will cooperate and collaborate to assist families in the management of head lice. Please contact the nurse with any questions or concerns.

Give your children reminders throughout the year to not share items such as brushes, hats, combs, etc.

If Head Lice is found in a student's hair while at school, a phone call will be made to the parents/guardians. It will always be our intention to follow the CDC recommendations to not send a child home. (However, Cardinal Pacelli reserves the right to send a child home under certain circumstances.) The child may return to school once a CDC-recommended treatment has been completed. Please contact the nurse with questions.

The class/siblings of the said student may be checked for lice/nits. Confidentiality and a sympathetic attitude will be maintained at all times.

Children with Special Medical Needs

It is the parent/guardian's responsibility to include any information pertaining to the special medical needs of their child(ren) on the school medical forms. Parents/guardians are 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. The nurse will write up Individual Care Plans for students with significant medical concerns and distribute to the appropriate staff.

Accidents at School

Student or staff accidents on the playground, in school and/or parish buildings must

be reported to the school office. In most cases, an accident report will be filled out and placed on file. The student's parents/guardians are notified of the accident.

Students who are attending Archdiocesan pre-kindergarten, kindergarten, elementary or secondary schools are eligible for the Student Accident Insurance. Also, any student while participating in Archdiocesan Youth Athletic/CYO activities through 8th Grade is eligible. This insurance coverage is secondary to the student's families' medical insurance. This insurance coverage is for covered injuries during the hours and days when school is in session and while (a) participating in school sponsored and supervised activities occurring on or off school premises, including participation in Archdiocesan Youth Athletic/CYO activities or (b) traveling to and from such activities in transportation furnished or arranged by the school. It also includes participation in School Summer Activities and travel to and from school.

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/guardians 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.

For questions or concerns, contact:
Ohio Department of Health
AIDS Activation Unit
Communicable Disease Division
614-466-5480

Policy for Handling of Blood & Body Fluids in School

Blood and other body fluids may harbor several 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 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.

Cardinal Pacelli Handwashing Policy

Updated 2022-23

Hand Washing Policy:

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

When to Wash:

Students

- Before eating
- After using the bathroom
- 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

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

Food Allergy Management Policy

Ohio Revised Code Sec. 3313.719

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.

Intent

Cardinal Pacelli School is committed to the safety and health of all students and employees. In accordance with this and pursuant to Ohio Law 3313.719, the purpose of this policy is to:

- Provide a safe and healthy learning environment for students with food allergies;
- Reduce the likelihood of severe or potentially life-threatening allergic reactions;
- Ensure a rapid and effective response in the case of a severe or potentially life threatening allergic reaction; and
- Protect the rights of food allergic students to participate in all school activities.

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

Parent/Guardian Responsibility:

- Parents will notify the school of any food allergy
- The child's physician fills out the Food Allergy Action Plan, and both physician and parent sign this form.
- Provide EpiPen and /or antihistamine medication to school if needed.
- Inform bus service of the plan, if appropriate.
- A "nut free" table will be designated in the cafeteria for those students who prefer to sit away from students who may possibly bring nut products in their lunch. They may bring a friend to sit with them provided their lunch is nut free.
- Some classrooms may be "nut free" zones depending on allergies associated with the students.
- Educate your child in the self-management of his/her food allergy.

Student self-management:

- Do not trade foods with others.
- Do not eat anything with unknown ingredients or that may contain an allergen.
- Be proactive in the care and management of one's food allergies and reactions based on 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.

School's responsibility:

- Review the health records submitted by the parents and physicians
- Ensure that teacher understands 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.
- A "nut free" table will be designated in the cafeteria for those students who prefer to sit away from students who may possibly bring nut products in their lunch. They may bring a friend to sit with them provided their lunch is nut free.

- 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.
- Notify our lunch provider of the food allergens of our students
- Train principal designated school personnel to administer emergency medication in accordance with our Medication 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.

Non-Specific Individual Epinephrine Auto-Injector Policy

As mandated by Section 3313.7110 of the Revised Code, this policy is intended to create a framework for accommodating individuals with undiagnosed life-threatening allergies (anaphylaxis). Cardinal Pacelli school will obtain definitive orders for epinephrine auto injectors and dosages of epinephrine to be administered by a licensed healthcare professional authorized to prescribe drugs, as defined in section 4729.01 of the Revised Code.

Procurement Cardinal Pacelli School will procure epinephrine auto-injectors through purchase, or may accept donations of epinephrine auto-injectors from a wholesale distributor of dangerous drugs, or a manufacturer of dangerous drugs, as defined in section 4729.51 of the Revised Code. The school may accept donations of money to purchase epinephrine auto-injectors.

Location, Replacement and Disposal Epinephrine auto injectors must be stored in a safe, secure, accessible, locked location in accordance with ORC 3313.713. One will be in the locked medicine cabinet in the clinic. A second location will be identified by the school principal. Epinephrine auto-injectors that have expired will be disposed of in a sharps container. Epinephrine auto-injectors that have been used will be sent with emergency medical personnel to the hospital with the child. Used and expired epinephrine auto-injectors will be replaced as soon as possible, within 14 days if possible.

Specifications of individuals who can provide a dosage of epinephrine to an individual in an emergency situation The principal will identify individuals employed by, or under contract with, the school who may access and use an epinephrine auto-injector to an individual in an emergency situation. This is in addition to the school nurse and the athletic trainer. Identified individuals as specified above, other than the school nurse and athletic trainer, must complete training by the school nurse which will include: explanation of the drug action, dosage, implications for use and side effects. The nurse will demonstrate how to access and administer an epinephrine auto-injector using an epinephrine auto-injector trainer. The individual being trained must demonstrate how to access and use the auto injector. Only trained personnel should administer an epinephrine auto-injector to a person believed to be having an anaphylactic reaction. Emergency medical services must be called immediately after the auto-injector is used and the individual must be transported to a hospital for further assessment, treatment and evaluation.

Usage Identified and trained individuals may administer an epinephrine auto-injector to students, school employees or contractors, school visitors and other individuals in the school building in an emergency situation where a person exhibits symptoms of anaphylactic reaction on school premises during the school day or at an after-school sponsored event.

Reporting

The nurse at Cardinal Pacelli school will report each procurement of and occurrence in which an epinephrine auto-injector is used to the Ohio Department of Education per protocol.

PART SEVEN – CARDINAL PACELLI EARLY LEARNING PROGRAM

The education philosophy of the Cardinal Pacelli Early Learning Program (Pre-School/Pre-Kindergarten) is to develop the whole child. We strive to guide the total growth of each child, compatible with his/her maturation and style of learning in the following areas of development: emotional, social, intellectual and physical. We strongly believe a child must feel good about him/herself in order to learn and to develop a sense of being an autonomous person who can take initiative.

Goals

It is our goal to meet the needs of each child in the following ways:

- By providing a safe environment.
- By providing emotional security through consistency of the head teacher, the daily schedule and discipline methods.
- By giving love and affection with sensitivity, hugs, smiles, and laughter.
- By fostering a healthy self-esteem.
- By creating an emotional climate that supports the development of positive relationships with peers and adults.
- By providing activities that spur curiosity and a sense of competence.
- By the promotion of cognitive skills through providing learning opportunities in developmentally appropriate ways.
- By encouraging creative self-expression through materials, language, music and movement.
- By endeavoring to strengthen the relationship between the child and her/his parents.

Safety Policies

- A staff member in charge of a child or group of children shall be responsible for their safety.
- No child shall ever be left alone or unsupervised.
- At drop-off, children are to be dropped off to the teacher or aide at the designated drop-off location and time. Early Learners (Pre-School/Pre-Kindergarten) students may not be escorted by siblings or older students. At dismissal, the parent or authorized individual should wait at the designated pick-up location until dismissal time. Children will NOT be released to anyone other than the parent or authorized individual.
- There is a telephone located in the office and classroom for use in case of an emergency.
- A monthly fire drill will be held.
- A staff member trained in first aid, CPR and recognition of communicable diseases is always available on the premises. A first aid kit is always available in the classroom.
- A plan is posted which explains action to be taken in case of fire emergency and weather alerts.
- Use of any spray aerosols shall not occur while there are children in the classroom.
- The teacher or aid shall immediately notify the local public children services agency when they suspect that a child has been abused or neglected.
- When an accident or injury occurs, the school shall complete a report in accordance with Rules 5101:2-12-49 of the administrative code.
- Field Trips
 - A first aid box shall be available on the trip, which meets requirements of the administrative code.
 - A person trained in first aid and CPR shall be available on the trip that meets requirements of the administrative code and child abuse prevention.
 - Each child on the trip shall have identification attached to him/her containing the child's name and the preschool's name, address and telephone number.
 - For each field trip, the parent must sign and date a permission slip and return it to the teacher prior to departure.

Discipline Policy

As adults, we want to guide children to learn self-discipline, so that in gaining inner control they can ultimately direct their own behavior. In the Early Learning Program, we know the importance of growth-producing limits on a child's behavior. However, we maintain a positive approach. We guide rather than punish. The teacher knows and uses the cognitive abilities and limitations of young children as the basis for choosing guidance techniques. The teacher tries to help the children take steps toward responsible self-direction, as they are ready.

Fundamental to this process is the child's feelings about her/himself. The teacher enhances the self-esteem of children, communicating in an open and loving manner. This includes providing reasonable ground rules necessary for safety or to protect the rights of others. Our discipline, i.e., guidance, does not allow the teacher to issue threats, humiliate or label the child "bad". Children in our Early Learning Program will not be subjected to any form of corporal punishment.

When it is appropriate, children will be redirected from a negative situation towards a positive one. When ground rules are broken, they are clearly and firmly restated, emphasizing the reason for the rule. Children who have conflicts or problems with each other will be encouraged to verbalize their angers and concerns. When a child infringes on the rights of another, the other child is encouraged to talk about how that makes her/him feel. The role of the adult at school is to be the facilitator to positive problem solving and to explain the need to take responsibility for one's own behavior. Children whose behavior endangers others will be isolated and given a brief "time out" until they gain self-control. They will then process the problem with the teacher and any other concerned parties. Other positive guidance techniques used are good timing of teacher intervention (giving children time to work out their own differences) and logical consequences of actions.

If a child exhibits a consistent behavior problem, efforts will be made to understand the dynamics of the behavior by a parent-teacher conference if necessary. If a problem does occur, it is important that the staff and parent(s) use a consistent approach to the problem both at school and at home. If, after a parent-teacher conference and a reasonable trial of various guidance techniques have been used, the child does not show significant improvement, we may refer the child and parent to the principal and may request removal of the child from the program.

In accordance with code PS 3301-37-10, the following additional discipline procedures will be in effect:

- Cruel, harsh, corporal punishment, or unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting will not be permitted.
- Discipline will not be delegated to another child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child will be placed in a locked room or confined in an enclosed area such as a closet, box, or a similar cubicle.
- No child will be submitted to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Techniques of discipline will not humiliate, shame or frighten a child.
- Discipline will not include withholding of food or drink.
- Separation, when used as discipline, will be brief in duration and appropriate to the child's age and developmental ability, and the child will be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated area.
- No child will be abused or neglected, and the program will protect every child from abuse and neglect while in attendance in the preschool program.
- Parents of children enrolled in the program will receive a copy of the discipline policy.

- All Early Learners staff members will receive a copy of the discipline policy for review upon employment.

Health Policies

➤ Child's Medical Statement

Each child must be examined by a licensed physician prior to enrollment and must be re-examined each year thereafter. A physician's signed statement certifying the child is free from communicable disease with a complete list of immunizations and a TB test is required. The preschool provides the medical form to be used by the child's physician. This must be on file in the preschool within 30 days of the child's first day of attendance.

➤ Accidents

Minor injury - If a child receives a minor injury while at the center, appropriate trained personnel will administer first aid. The director will hold a current First Aid Certificate from the American Red Cross or appropriate training as certified. We will notify parents about minor injuries when the child is picked up at the end of the class.

Serious Injury - If a child receives a serious injury, parents will be contacted immediately. If parents or guardians cannot be reached, instructions on the Emergency Medical Authorization Form will be followed. Parents must have an EMAF (provided by the preschool) on file on or before the first day of attendance.

Transportation – As the firehouse is nearby, the life squad will be called for any emergency and for transporting a child to the hospital. The parent helper, aide or teacher will accompany the child in the event the parents cannot be contacted.

➤ Mildly Ill

If a child is mildly ill i.e., allergy or sniffles, he/she may be cared for within the child's group and shall be made comfortable and shall be properly supervised. An adult shall be always within sight and hearing. The child shall be observed carefully for signs and symptoms of worsening condition. If need be, a sick room is in the building and the child will be taken there and carefully observed.

➤ Management of Communicable Disease

If a child becomes ill while at school, he/she will be isolated and discharged to the care of his/her parents as promptly as possible. A child will be discharged from the Early Learning Program upon recognition of the following signs of illness:

- Diarrhea (more than one abnormally loose stool within a class period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Vomiting
- Sore throat or difficulty in swallowing
- Untreated or infected skin patches
- Evidence of lice or scabies infestation
- Conjunctivitis

- Temperature of 100°F when taken by the auxiliary method and in combination with any other sign of illness
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Occurrence of other significant symptoms listed on the Day Care Center Communicable Disease Chart

The teacher has special training in recognizing communicable diseases. He/she relies on this training as well as the communicable disease chart posted in the classroom. Each child will be checked for signs of illness daily when he/she arrives. The teacher reserves the right to decide when a child is not well enough to be at school.

A child isolated due to suspected communicable disease shall be:

- a. Observed carefully for worsening condition; and
- b. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

Children who display any of the signs of illness should be kept at home. Please notify the school when your child has been exposed to any communicable diseases of other family members so we may be alerted to early symptoms.

➤ Notification

The school shall promptly notify any parent whose child has been exposed to a communicable disease by telephone and/or email and a letter sent home.

➤ Re-Admittance Following an Illness

Children who have been ill with a fever may not return until the temperature has been normal for 24 hours. Parents of children who have contracted a communicable disease must make arrangements with the teacher for re-entrance to school. Some illnesses may require a physicians' written verification for re-entry.

➤ Release of Child

The Early Learning Program will not release the child to anyone other than his/her custodial parent or guardian without a written note from the custodial parent or guardian.

➤ Teacher or Aide is Ill

A qualified substitute will be contacted, and the school will run as normal. This will maintain the teacher & aide ratio required for operation. If a qualified substitute is unavailable, school will be cancelled for that day and all families will be notified by telephone and/or email. If both the teacher and aide are ill, school will be cancelled for the day and all families will be notified by phone.

➤ Hygiene Instruction

A nurse or qualified person will instruct all aides before school starts in "Hand Washing" and communicable disease.

Medication, Vitamins, Special Diets or Supplements will not be given.

Parent Participation

- If a parent needs assistance with a problem or has a complaint related to the Early Learning Program, he/she should contact the teacher first before addressing the issue with the principal.
- Parents will need to be **SafeParish** (see p. 54-55) trained and compliant to volunteer for any event in school.
- Parents are always welcome to schedule a visit to their child's classroom. During the school year, we will ask the parents to join us for special events. All parents must sign in at the school office and receive a visitor's badge.
- There will be a time set in the fall for Parent/Teacher Conferences to meet and discuss a child's needs and progress with the parents and to exchange information about the program.

Admission Policies and Procedures

- The State of Ohio licenses the Cardinal Pacelli School Early Learning Program. The school is licensed to provide service to a maximum of 20 three-year-old children, and 20 four-year-old children in class "A" and 16 four-year-old children in class "B". A staff to children ratio is 2 adults to 20 children.
- Any custodial parent, custodian or guardian of a child enrolled in the Early Learning Program can visit at any time. All approved visitors must sign in at the school office and receive a visitor's badge.
- The Early Learning Program's licensing record, including but not limited to, compliance report forms from the department and evaluation forms from the health, building and fire departments that inspected the school are available upon request from the department.

Early Learning Program Admission Requirements:

- 3 – 4-year-old Pre-School children must have reached age 3 by October 1 of the year in which they intend to enroll. All children entering Pre-School must be potty-trained.
- With limited space in our Pre-School Program, students **cannot** remain in Pre-School for a second year without the recommendation of the teacher and school administrator.
- Pre-Kindergarten children must have reached age 4 by October 1 of the year in which they intend to enroll.

Eligibility

- There shall be no restriction on the eligibility for reasons of race, color, creed, sex and/or place of national origin.
- To be eligible for admission into the three-year-old class, children must be 3 years old

by September 30th and toilet trained. (This includes pull-ups)

- To be eligible for admission into the four-year-old class, children must be 4 years old by September 30th, toilet trained (this includes pull-ups) and plan to attend Kindergarten.
- All participants in the Early Learning program shall comply with the health regulations set forth in State Codes. All children must be toilet trained.
- Pre-School (3-year-old) – One Monday-Friday morning class will be held for the 3-year-olds, with the option of 2, 3 or 5 days/week, as indicated during enrollment. There is also an option to stay for the whole day by registration for Extended Day. Hours for this program are:
 - 7:50 AM – 11:00 AM
 - 7:50 AM – 12:00 PM (Extension)
 - 7:50 AM – 2:30 PM (Extended Day)
- Pre-Kindergarten (4-year-old) - There will be one Monday-Friday morning class, with the option of full day sessions (Enrichment), as indicated during enrollment, for the 4-year-olds who will be entering Kindergarten the following year. Hours for this program are:
 - 7:50 AM – 11:00 AM
 - 7:50 AM – 12:00 PM (Extension)
 - 7:50 AM – 2:30 PM (Enrichment)
- All students in the Early Learning Program will have the option to register for an extension of the day for lunch and recess. Dismissal for this group will be noon.

Days and Hours of Operation

The Cardinal Pacelli Early Learning Program will operate its 3-year-old and 4-year-old sessions from 7:50 AM – 11:00 AM.

All children have the option to extend their day until 12:00 PM for lunch and recess and/or stay until 2:30 PM as indicated during enrollment.

The start and end to the school year will follow the Cardinal Pacelli School calendar. Holidays and Teacher Professional Development will be observed.

You are responsible for your child being picked up at the designated times.

Conferences

Early Learning Parent/Teacher Conferences held in November, unless otherwise requested by a parent or a teacher. Specific dates will be announced each year.

Fees and Registration

Tuition payments are made in full (by July 15), in two installments (July 15 and December 15), or in ten installments (the 15th of the month, July-April).

Tuition and fees schedule on admission page of Cardinal Pacelli School Website.

Withdrawal and Refunds

If the child is withdrawn from the Early Learning Program for any reason, the parent must notify the teacher, Principal, and the Business Office in writing 30 days in advance of the date of withdrawal.

Closing of Early Learning Program for Weather and Other Emergencies

- In the event of bad weather, the Early Learning Program will follow the schedule of Cardinal Pacelli School. If Cardinal Pacelli is closed, the Early Learning Program will also be closed. If Cardinal Pacelli is on a delay, The Early Learning Program students will report to school at the time indicated by the delay (9:50 AM start). If the weather gets bad during the day, parents will be contacted by phone when the school administration deems it necessary to close school.
- Closing in the event of an emergency will be at the discretion of the principal. You will be notified by phone.
- The Cardinal Pacelli Early Learning Program will not make up any missed days due to weather or other emergencies.

Questions Regarding Early Learning Licensure

If you would like to obtain copies of inspection reports of the program or would like to file an official complaint with the Ohio Department of Education, please contact:

Ohio Department of Education
Center of Students, Families, and Communities
Columbus, Ohio 43215-4183



COVID-19 Acknowledgement of Risks

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at Our Lord Christ the King/Cardinal Pacelli School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Our Lord Christ the King/Cardinal Pacelli School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at Our Lord Christ the King/Cardinal Pacelli School, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any Our Lord Christ the King/Cardinal Pacelli School function. The same is true for parent(s) of a student at Our Lord Christ the King/Cardinal Pacelli School.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person Our Lord Christ the King/Cardinal Pacelli School functions is the choice of each family, including ours. If student or parent(s) who visit Our Lord Christ the King/Cardinal Pacelli School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Our Lord Christ the King/Cardinal Pacelli School, attend any Our Lord Christ the King/Cardinal Pacelli School function, or visit Our Lord Christ the King/Cardinal Pacelli School. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Our Lord Christ the King/Cardinal Pacelli School or any Our Lord Christ the King/Cardinal Pacelli School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to Our Lord Christ the King/Cardinal Pacelli School and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department. We further acknowledge, understand, and agree that we have obligations to Our Lord Christ the King/Cardinal Pacelli School, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department. Specifically, we agree that neither student nor parent(s) will come to Our Lord Christ the King/Cardinal Pacelli School or attend any Our Lord Christ the King/Cardinal Pacelli School functions in person, if in the 14 days prior to coming to Our Lord Christ the King/Cardinal Pacelli School or any Our Lord Christ the King/Cardinal Pacelli School functions, student or parent(s) has had any of the following: new cough, shortness of breath, difficulty breathing, fever of 100.4 °F or higher (intermittent or constant), hives, new muscle pains or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, gastrointestinal symptoms like nausea, vomiting, or diarrhea.

This does not apply if these symptoms have been affirmatively diagnosed by a healthcare provider as being caused by some non-contagious illness or condition. In such case, we agree to obtain supporting documentation from our healthcare provider and share such documentation with Our Lord Christ the King/Cardinal Pacelli School. Additionally, we agree that neither student nor parent(s) will come to Our Lord Christ the King/Cardinal Pacelli School or any Our Lord Christ the King/Cardinal Pacelli School function if in the last 14 days, student or parent(s) has had prolonged (more than 15 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.

Signature of Student

Date

Signature of Parent

Date

Signature of Parent

Date