

**Our Lady of the Visitation  
2018-2019**

**POLICIES AND REGULATIONS HANDBOOK  
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**Contact Information**

**Our Lady of the Visitation School**

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**School Administrative Assistant**

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**FAX**

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**VOICE MAIL (spell by name directory available)**

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**Rectory**

922-2056

**Cafeteria**

347-2229

**School Nurse**

451-7207

**Religious Education Office**

347-2228

## FACULTY AND STAFF

Principal	Mrs. Holly Aug, Masters	Xavier University
Assistant Principal	Leah Cook, Masters	Wright State University
Kindergarten	Mrs. Amy Clyde, Masters Mrs. Katie Specker, Masters Mrs. Olivia Wall, Bachelors	Xavier University Mt. St. Joseph University Xavier University
Grade 1	Mrs. Tara Binder, Bachelors Mrs. Jennifer Gutekunst, Bachelors Mrs. Erin Wagner, Masters	N. Kentucky University College of Mt. St. Joseph Xavier University
Grade 2	Miss Maggie Aug, Masters Miss Susan Fischesser, Masters Mrs. Vickie Kearns, Bachelors	College of Mt. St. Joseph University of Portland Jacksonville State University
Grade 3	Mrs. Sally Mulligan, Bachelors Mrs. Tammy Donawerth, Bachelors Mrs. Christa Malton, Masters	College of Mt. St. Joseph Xavier University N. Kentucky University
Grade 4	Mrs. Theresa Waltner, Masters Mrs. Lynn Wehner, Masters Mrs. Lisa Arling, Bachelors	College of Mt. St. Joseph College of Mt. St. Joseph Miami University
Grade 5	Miss Karen Cullion, Masters Mrs. Meredith Mazza, Masters Mrs. Amy Cobb, Masters Mrs.. Amy Lott, Masters	Xavier University Miami University Wright State University Xavier University
Grade 6	Mrs. Diane Tensing , Bachelors Mr. Scott Day, Bachelors Mrs. Terri Nocheck, Bachelors Mrs. Stefanie Oberschlake, Bachelors	College of Mt. St. Joseph College of Mt. St. Joseph College of Mt. St. Joseph University of Dayton
Grade 7	Mrs. Dawn Gruenemeier, Bachelors Mrs. Lisa Bley, Masters Mrs. Rose Kelhoffer, Bachelors	Wilmington College University of Cincinnati College of Mt. St. Joseph

	Mrs. Karen Nieman, Bachelors	University of Michigan
Grade 8	Mrs. Laura Ellis, Bachelors Mr. Nicholas Battista, Bachelors Mrs. Jan Miller, Masters Miss Mary Ling Schwarz, Bachelors	College of Mt. St. Joseph University of Dayton College of Mt. St. Joseph College of Mt. St. Joseph
Physical Education	Mrs. Susan Silbernagel, Bachelors Mr. Andy Deimling, Masters	University of Dayton Xavier University
Music	Mr. Rodrigo Vasconcelos, Masters Mrs. Lauren Neeley, Bachelors	Campbellsville University Miami University
Art	Mrs. Julie Ranelis, Masters Mrs. Karen Rellar, Masters Mrs. Melanie Greiner, Masters	Xavier University Xavier University Central Michigan
Computer	Mr. Joseph Olding, Masters	Northern Kentucky University
Tech Support	Mrs. Jonica Wegman, Bachelors	University of Dayton
Spanish	Mrs. Cristina Holmes, Masters	University of Louisville
Math Specialist	Mrs. Terri Heidkamp, Bachelors	Xavier University
Learning Specialists	Mrs. Kathleen Brothers, Masters Mrs. Leah Ruberg, Bachelors	Xavier University College of Charleston, SC
Librarian (and Learning Specialist )	Ms. Peggy Schwarz, Bachelors	College of Mt. St. Joseph
Admin for State	Mrs. Kathy Feie, Bachelors	Xavier University
School Admin	Mrs. Lynn Heckman	
Maintenance	Mr. Dave Feldman Mr. Patrick Sonderman Mr. Norb Trapp	
Cafeteria Mgr.	Mrs. Linda Good	

## **SERVICES PROVIDED THROUGH STATE FUNDS**

Nurse	Mrs. Kim Pessler, Bachelors	Mount St. Joseph University
Psychologist	Mrs. Diane Wilson, Masters	University of Cincinnati
Reading	Ms. Julie Lincoln, Masters	College of Mt. St. Joseph
Speech	Mrs. Renee Bill, Masters	University of Cincinnati
Intervention Spec.	Mrs. Jeanna Shupp, Masters	College of Mt. St. Joseph
Intervention Spec.	Mrs. Brenda Rebholz, Bachelors	College of Mt. St. Joseph
Enrichment	Mrs. Kelly Moorman, Masters	Xavier University
Math Tutor	Mrs. Beth Bubenhofer, Bachelors	Xavier University

## Parent Teacher Organization (PTO)

Beth Cebula, President	312-7544
Holly Beck Vice-President	481-1590
Alison Lucas, Treasurer	518-7536
Allison Albertz, Secretary	484-7662

### Spirit Wear

Mrs. Nikki Niemann	379-8478
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### Gift Cards

Mrs. Pam Holtmeier	347-9038
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## **Our Lady of the Visitation Mission and Beliefs Statements**

Our Lady of the Visitation School is a diocesan Roman Catholic School operated by the parish of Our Lady of the Visitation. Taking as our motto, "There are different gifts, but the same Spirit," we strive to create a mutually respectful and compassionate Christian community in which each individual's talents are recognized and nourished and seen as significant to the building of the Kingdom. We are dedicated to providing a well-rounded quality education in a value-centered environment. Through academics, prayer and worship the staff and families of Our Lady of the Visitation School work to impart to our children the Catholic traditions and faith and to live the Gospel message of Jesus Christ by serving the church and the broader community.

We believe that each student is a valued individual with unique physical, social, emotional and intellectual needs.

We believe that children can learn in different ways and that a variety of instructional approaches should be used in a safe and comfortable environment to support all students' learning types.

We believe that education empowers children to be aware of their abilities, goodness, dignity, talents and spirituality and to use these gifts to serve God and the broader community.

### **Organization**

Our Lady of Visitation is a parish elementary school, operated, supported, and directed as part of the parish sponsored educational program, pursuant to the policies of the Archdiocesan and Area Commission on Education.

Our Lady of Visitation School is a graded school offering an eight year sequential educational program.

In accordance with Christian principles, Our Lady of the Visitation parish school admits students of any gender, race, color, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in administration of educational policies, admission policies, and other school-administered programs. Our school does not provide programs to assist all students with disabilities and will, therefore, not be able to accept all students with disabilities.

### **Admission**

Our Lady of the Visitation admits students of any race, color, and national ethnic origin. We do our best to accommodate students so that all needs may be met. However, if the needs become beyond our scope we may recommend that Our Lady of the Visitation School is not the best fit for your child.



## PARISH EDUCATION COMMISSION

The purpose of the Education Commission is to advise the pastor and principal on educational policies for the entire parish and to assist in planning and evaluating parish education programs: preschool through adult. The commission is not responsible for the creation and administration of rules. It encompasses the parish school and parish religious education programs for pre-schoolers, school age children, and adults. The commission consists of the pastor, the principal of the school, the director of the religious education programs, and parish members.

### CELEBRATIONS/TREATS

Classroom celebrations need to be coordinated with the homeroom teachers. Teachers can then verify times, days and whether or not students have food allergies. Birthday treats should be easy to hand out and not messy. They should not have to be refrigerated unless you check with the child's teacher prior. No cutting should be required on the teacher's end.

Treats may NOT be delivered directly to the cafeteria due to food allergies. Cafeteria parent workers are not to bring in special treats, drinks, or restaurant lunches for their children. Treats for a small group of students are not allowed either-this creates too much angst among children.

No invitations are to be passed out at school unless an entire classroom is invited.

### COMMUNICATION

Communication between home and school is important. Communication is fostered through P.T.O. meetings, Meet the Teacher Night, Open House, parent/teacher conferences, quarterly report cards, and a school newsletter emailed every Wednesday. In addition, all parents are invited to sign up for the Rediker Database system for email blasts. All staff members have access to email and a personal classroom telephone number.

Just as a parent can decide that a school is not the best fit for a family, Our Lady of the Visitation may decide that the relationship with a family is irrevocably broken and can not be repaired. Posting negative comments about Our Lady of the Visitation and/or its students or staff will not be tolerated. This includes any and all forms of social media. When a family has an issue, please contact the school to try to resolve it.

### CHILD CUSTODY

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office.

### CAFETERIA

This institution is an equal opportunity provider and employer. Lunches may be packed or purchased. See more information under Services. Parents may volunteer to help by contacting the cafeteria manager. No volunteers are to bring in special treats or lunches for their children. No parent should be delivering food unless it goes through the main office. Only those scheduled to work the cafeteria should enter the school through the cafeteria. All volunteers must be Virtus-certified.

# CURRICULUM

Academic excellence is Visitation's commitment to all of its students. Student learning is the focus of Visitation's curriculum, which is outlined in the Graded Course of Study for the Archdiocese of Cincinnati. High expectations are the standard, and Visitation students excel within the classroom and outside of the classroom in all curricular areas.

Visitation's academic program gets results because it is focused on learning! Administration and faculty believe that all students can learn and are committed to differentiating instruction to achieve that goal. An extensive auxiliary support staff provides academic enrichment, remediation, and psychological services. As partners in education, parents willingly and actively participate in the school's academic mission.

Supporting students' development of a dynamic faith that expresses itself in love of God and service to others is at the heart of Visitation's mission. At Visitation, the administration, faculty, and parents believe that education awakens a sense of a global world wherein students can experience God actively working in their lives. This belief is imbedded in the culture of the school. Eighth graders lead student "families" consisting of one student per grade level. These families gather several times a year to build community, share faith, and perform service. The religion curriculum includes a blend of tradition, self-expression, prayer, faith, doctrine, and service rooted in the gospel message. All grade levels participate in service and mission projects throughout the school year.

In mathematics, the school recognizes the importance of blending the acquisition of basic skills and number sense with synthesis, data analysis, estimation, geometry, and problem solving. There is an emphasis on higher level thinking, especially algebraic reasoning, in all grades.

In science and social studies, the curriculum is topic-based with emphasis on knowledge and inquiry. Having students actively involved in the learning leads to higher levels of understanding. Students explore the scientific method, designing and implementing experiments to show scientific knowledge. The school's campus has land labs, which include a nature trail (temporarily closed in 18-19), and a turtle inhabited courtyard that provide students with real-life experiences with science. Balanced literacy defines the reading and language arts program in the primary grades. Students engage daily in instruction on vocabulary, comprehension, fluency, phonics, and phonemic awareness. Through exposure to many different types of texts, students grow in their abilities to apply reading strategies. Teachers use small groups to reach students at their reading levels to provide more individualized instruction to help improve reading and writing skills.

As students move into the middle grades, they are exposed to high quality literature from a variety of genres, as they learn to think creatively and to analyze, synthesize, and critique literature. Literature is often integrated with the content areas and the use of technology. Students actively participate in projects, discussions, and writing activities related to their reading to promote critical thinking skills. In language arts, the curricular focus is on the writing process, with the mechanics of grammar and spelling providing a solid foundation.

Without the arts, Visitation's mission of providing a high quality education while developing the "different gifts" of the whole child would be incomplete. The essential skills and knowledge that students attain as they explore creative self-expression through art, music, and the imaginative use of technology opens their minds to understand the world, while allowing students to further discover their artistic and musical strengths. Technology is woven into every subject across grade levels, challenging students to use tools such as databases, word processing, internet research, spreadsheets, and movie-making software to explore, explain, and present their diverse thinking and research.

Our school is highly devoted to preparing students for learning and working in the 21st century. The first grade is equipped with one to one ipads, while grades two through eight have one to one Chromebooks to help enrich learning through the use of technology. Visitation is focused on incorporating technology into the instructional process to encourage problem-solving, critical thinking, and global learning to provide students with necessary tools for the future.

Parents choose to send their children to Visitation. When asked why, parents consistently praise the school's ability to meet the needs of their children both spiritually and academically. Educating the whole child, in a mutually respectful compassionate environment with high academic standards, is what Visitation is about. Many families have celebrated two and three generations of education at Visitation, and even with a growing student body and over 50 faculty and staff, Visitation maintains the feeling and reputation of a nurturing parish family community.

## Textbooks

Proper care must be taken of all books, that is, they must be covered at all times and carried to and from school in bags of some durable material. Retribution must be made for any damage done by a student.

## **Technology Care**

- **All students must sign the technology contract and the Archdiocesan Responsible Use of Technology Form**
- The use of iPads, Chromebooks, computers, and other technology equipment at Our Lady of the Visitation School is a privilege with responsibility. Failure to meet these responsibilities may result in revoking the privilege and/or further consequences determined by administration including being held financially responsible for the repair or replacement of stolen or damaged equipment. All students and staff are held accountable to the Archdiocesan user policy on technology. These student responsibilities are outlined below:

### **I AM RESPONSIBLE FOR MY ACCOUNT:**

- I will not give out my password.
- I promise to log off from my program, exit all programs and return technology as directed including plugging it in correctly.
- I will not download any gaming software or file sharing software. I will not download anything without permission.
- I will only use the websites directed by my teacher.
- I understand that my use of my own personal devices could result in consequences at Visitation.

### **I AM RESPONSIBLE FOR HOW I CAN USE TECHNOLOGY TO TREAT OTHERS**

- I will only use language, memes, pictures, images, characters, etc. that are morally acceptable and appropriate for all to see. This includes my own personal devices.
- I will not write or publicly share anything that is hurtful or embarrassing to anyone.
- I will not pretend to be or represent someone else, nor will I ever use anyone's personal identification or login.

### **I AM RESPONSIBLE FOR PROTECTING PROPERTY**

- I will not copy/ plagiarize material or disobey any copyright laws.
- I will not tamper with or vandalize any hardware, software or data.
- I will not alter or attempt to alter any setting or programs existing on Visitation property.
- I will maintain the technology equipment assigned to me in its original condition.
- I will not log into or use another student's Chromebook.

**The school reserves the right to impose discipline for harassing, intimidating, bullying or other inappropriate behavior that takes place off School grounds or outside of School hours. This includes activity on social media.**

## **Homework**

Homework is an extension of what students are learning in class. When it is assigned, it is intended to supplement classroom learning and deepen a student's understanding of the material. The amount of written homework will be determined in accordance with the student's age and ability. Studying is often based on a child's individual needs. Generally **written** assignments should stay within the following time frame:

Kindergarten: 20 minutes  
Grades 1-3: 30 minutes  
Grades 4-6: 60 minutes  
Grades 7-8: 90 minutes

## Forgotten Items

We do not deliver forgotten items to students, e.g. homework, books during the school day. Your child needs to accept and learn the responsibility of completing and packing their homework. If an assignment affects the learning/success of others in the classroom, it may be delivered (i.e. a group presentation, band instrument). The only exceptions are eyeglasses and medication.

If items are forgotten for an after school activity (ex. cleats for soccer) a student may check at the end of the day for that item. The office can not guarantee these extracurricular items will be delivered. Lunches will be delivered to those with food related medical issues or sensitivities. The child will be responsible for checking at the office for their lunch. **Parents are not allowed to "sneak" in the cafeteria to deliver a lunch unless they are working. Your child will survive on food we have here at school. Your child can always get a lunch whether or not they have cash or a ticket. We have a "charge" system.**

**We understand that when a student forgets an item, he/she might experience some distress. However, a situation as this teaches a life long skill on coping. We are professionals trained to help students work through his/her distress and to move on through his/her day.**

## Field Trips

Field trips that have been planned by any teacher are an important part of a child's instruction in a particular area of knowledge or experience. Although individual classes will be making these trips throughout the year, no child may attend unless a permission slip has been signed by the parents and returned to the teacher. Permission slips will be provided by the school. Students with behavior issues may be held back from field trips. Field trips are a privilege not a right. This includes special days such as Walk a Thon, Olympic Day, Catholic Schools Week activity.

## Report Cards and Grades

Report cards are sent home four times a year. Paper copies are sent home. Parents are expected to check online grades through the Rediker system. Remember some teachers have over 100 students and parents have only a couple children. When checking grades, please be sure to look for comments and missing assignments.

## Honor Roll

Honor Roll extends to students in grades 5-8. Subjects are: Religion, Reading/Literature, English, Mathematics, Science, Health and Social Studies and a grade of B- or better in art, music and physical education. First Honors: All A's with a maximum of 1 B plus no detentions. Second Honors: All A's with a maximum of 2 B's, no detentions. Third Honors: All A's with a maximum of 3 B's, no detentions. Honorable Mention: All B's or any combination of A's and B's that does not meet eligibility for 1st, 2nd or 3rd Honors, plus no detentions.

## Online Grades

For grades 4 - 8, the teachers of Reading/Literature, English, Math, Social Studies, Science and Religion post student grades online using the Rediker system. Access information will be set early in the year. Access problems should be reported to Rediker@olvisitation.org

## Grading Scale

The grading minimum for each letter grade for grades 4 - 8 is as follows:

97.5 A+  
94.5 A  
92.5 A-  
89.5 B+  
86.5 B  
84.5 B-  
81.5 C+  
78.5 C  
75.5 C-  
73.5 D+  
71.5 D  
69.5 D-  
Below 69.5 = F

## Promotion & Retention

The principal has final say on all promotion and retention decisions. Generally in grades K-3 a student will be promoted if he/she has made satisfactory progress in language arts and math and has given evidence of adequate social development. In grades 4-8 a student who receives two F's in a subject must do make up work over the summer as determined by the principal in order to be promoted. Up to two subjects may be assigned make up work. A student who receives two F's in more than two subjects may not be promoted.

## End of Year Ceremony, Grade 8

A student entering the eighth grade has the right to know from the first day of school that the following policy will determine whether or not he/she participates in the end of year ceremony.

1. Any student who received two F's in any subject must:
  - a. attend summer school or
  - b. be tutored for a specific time as determined by principal
  - c. complete assigned work in a manner satisfactory to the principal.
2. Agreement must be reached between the parents and the principal prior to the last day of school.
3. Proof must be provided that the student is enrolled in summer school, that a tutor has been engaged, or the work has been assigned.
4. Unless the above procedures have been followed a student shall be barred from participating in the end of the year ceremony and the high school of the student's choice will be informed that he/she in fact did not complete all course work at Our Lady of the Visitation School.
5. After the above procedures have been followed a student may participate in the end of year ceremony but will not receive a signed certificate until the assigned work has been completed.

The end of year festivities are privileges, not rights of students. If an 8th grader shows poor decision making, they may not be allowed to participate in the graduation ceremony or reception.

In addition, any student not following the dress code for the graduation mass, will not be allowed to attend the mass or the reception. See guidelines for End of year Ceremony dress code.

## TEACHER CONSULTATION

Scheduled parent-teacher conferences, for those who wish them, will be held during the school year the week of Thanksgiving. The faculty is also available for conferences throughout the school year as needed. Individual conferences may be scheduled at the request of the parent or the teacher. Specific problems will be more easily resolved if the matter is first taken up with the teacher involved rather than consulting the principal. Teachers are required to respond to parent contacts in a timely manner.

**Student Academic/Behavioral Concerns/MOD Services** : Parents who have academic/behavioral concerns about their child should begin addressing their concerns by first contacting the classroom teacher/s. The teacher/s will implement strategies in the classroom to see what helps. If, after a period of time (recommended 6 weeks) agreed upon by the parents and teachers, the strategies do not seem to be working and more help is needed, consultation and/or intervention support from the modular staff may be warranted. If these additional interventions still do not help to alleviate the concerns, a multi-factored evaluation may then be recommended. Interventions must be attempted and documented before testing for special education services can occur.

## SCHEDULE

**School Day 8:20 a.m. - 3:00 p.m.**

Supervision is not provided until 7:45 a.m. (Parents have the option to pay for Before School Care beginning at 7:20 a.m.) Children are to go to the auditorium and remain there until they are dismissed. **All students should arrive by 8:10 at the latest.**

Children who walk or ride bikes should not arrive at school before 8:00 a.m. Walkers, bike riders and children in car pools arriving after 8:10 a.m. should go immediately to their homerooms. **Students will be marked tardy as soon as the morning song ends (about 8:18 a.m.).**

**Recess** All children, grades K-6, are expected to go outside for noon recess, weather permitting. Children should be dressed properly for outdoor recess. Children should play in the designated area for their grade level. Students are required to play safely and fairly and to follow the playground rules, including the instructions of the playground monitors. Playground monitors are to be treated with respect and have full authority to write up students for misbehaviors. **Students not dressed properly for recess will have to sit inside the cafeteria during their recess time.** .  
If a parent wishes his/her child to be excused from noon recess, the request must be made in writing stating the reason the child is to be kept indoors.

**Dismissal** A child is not dismissed from school until his/her bus, carpool, or walkers are called.

If a child has the parents' permission to go home with another parent, a note granting such permission should be presented to the child's teacher.

If a child who usually rides the bus wishes to walk, parents must write a note giving their permission.

No child will be kept after school without the parents' consent or knowledge.

Parents are legally responsible for their children after dismissal time whether they are car-pooling or walking.

If a child changes transportation, a note from the parent or guardian must be written. This includes walking somewhere for social reasons (i.e. walking to Aromas). We will not let any student leave unless they have a note about walking.

## EXTRA-CURRICULAR SUPERVISION

School personnel are responsible for students only until dismissal time for carpool and walkers or until the last bus has come and gone for bus riders. Parents who transfer this responsibility to coaches/adult leaders are advised of two important things.

1. They ought to have in writing an acceptance of this responsibility from the coach/leader and,
2. If the meeting /practice is after school, the leader/coach must be here **no later than 3:10 p.m.** to meet students. There should be a designated meeting spot for all members of the group.

Students are not permitted to remain after school waiting for practice to begin, e.g. 4:00 p.m.

## TRANSPORTATION

### Bus

Bus transportation is provided for those eligible by the Oak Hills and Three Rivers School Districts. All bus schedules, regulations, and routes are determined by these school districts. Only students who have been assigned to a bus by the district may ride the bus.

Lists are kept on file at these Boards of Education of all students eligible for bus service. Withdrawals, new enrollments or change of address, necessitating change of bus assigned should be made to the public school district. Students must follow the rules for bus riders established by the public school district.

Children may ride ONLY the bus to which they have been assigned unless they have a permit authorized by the public school district to ride another bus. To obtain this, parents must make the request by written communication.

Misbehavior on a bus will result in consequences at school.

Under no circumstances may a child from one school district ride a bus from another public school district.

**Morning drop off: School doors open at 7:45 a.m. All students should arrive by 8:15 a.m.**

### Carpools

Please inform any parent, grandparent, friend, aunt, uncle, high schooler, etc. of the carpool arrangements. When we have “subs” for carpool that is often when we have our near miss accidents.

Carpool Arrival

ONLY use south entrance to main building. Stay in a single file, pull up as close to library building end as possible, leave your riders out of car and then proceed to exit. Students should enter out the doors closest to library. They should always cross in front of the cars. IF you have a large project or need extra time to get out, please pull in center of lot and wait for an adult to escort student across traffic line.

Please **DO NOT** form a double row of cars or attempt to pull in front of another car. To avoid a back-up to South Road, cars should pull up as far as possible before children get out. Children should get out of the car when it stops even if it isn't up to the building. Children should cross in front of their own cars. Please say your goodbyes at home. When you hug, kiss and squeeze your little ones, you are holding up the line.

**ARRIVAL** All bus riders will be dropped off behind school in the morning and head to the auditorium or classroom depending on time.

## **DISMISSAL PROCEDURE**

2:55 Carpool Dismissal for those cars turning **RIGHT** onto South Road

3:10 Carpool Dismissal for those cars turning **LEFT** onto South Road

**Make sure your child knows which carpool they will be in this year.**

All cars will enter the South Road lot using the entrance closest to the white house (church office). All cars will pull into straight lines facing Werk Road, using the parking spot lines as guides. Please pull up behind the car in front of you, leaving 2-3 feet only between cars. Cones will be used to mark the beginning of the rows. The cone will also serve to block the cars from leaving. Students will wait in the holding zone outside the second and third grade classrooms. Parents can pick students up from the holding zone. Once students are safely in cars, a staff member will call any unattended students back into the holding zone. Once students are secured back into safety zone, cars will then be dismissed by rows by a staff member.

## **SCHOOL CLOSINGS AND DELAY**

In the event that school would be closed because of inclement weather, please observe the following:

1. Listen to the radio or television and/or monitor your Rediker account.
2. OLV will follow Three Rivers Local School District for closings or delays. We will use the Rediker to notify families of closings or delays. You must register to receive the information. Because we have transportation with Three Rivers and Oak Hills, they may not agree on the closings and/or delays. When the districts disagree, we will always follow Three Rivers School District. This could mean that some students may not have bus service on a day that we are having school.
3. If the weather takes a turn for the worse while we are in school Three Rivers has been known to close early. If they announce early closings, students who ride the buses will be put on the bus when it arrives. Car-poolers will be dismissed when their carpool arrives, be that at 1:30 or 3:00 p.m. If you drive carpool, we ask that you pull in the lot as usual and come to the library where someone will meet you, get the name of your carpool and call the kids to come out and meet you at your car. If the weather starts to take a turn for the worse during the day, please listen to the radio for **Three Rivers** early dismissal or monitor your Rediker email/text/phone.
4. Make plans now with your children for what they should do if there is early dismissal and you are not home. Please do not ask them to call you from school if there is an early dismissal. Please listen to the radio and/or monitor your Rediker account or make arrangements for a friend or relative to call you if you cannot listen. Children should know how to safely get into the house and call a parent.



5. The websites of many radio and TV stations will send you a text or email message for Three Rivers closings, delays or early closings. Take advantage of this service.

## **ATTENDANCE**

### **Sick Line #451-4207**

### **Procedure for reporting a child's absence, early release or late arrival**

**Please call 451-7207 by 8:30 a.m.** if your child is absent or tardy for whatever reason. Do not call the school office.

Please provide the following information:

1. Child's name
2. Grade
3. Homeroom
4. Reason for absence or late arrival (Please be specific - stomach ache, throat, vomiting, funeral, doctor appointment, etc)

All students attending OLV are expected to participate in all programs and activities during the regular school day.

A written excuse OR phone call by the parent/guardian, stating the reason for the absence and the date(s) or time by the parent/guardian is required for all absences. A physician's note may be required for long term absences or chronic absences.

Being on time for one's commitments is a quality of a considerate and responsible Christian person. If a child arrives late for school, he/she must report to the office and present a note from his/her parent/guardian. He/she will then receive an admittance slip to present to the teacher.

Students arriving after **10:20 a.m.** will be counted 1/2 day absent. Students leaving before **11:00 a.m.** will be counted a full day absent. Any absence more than 2 hours from the school day is considered a half day absence. Early dismissals will be marked on report card.

If a child must be excused from school during any part of the day, a written note stating the reason is required before the requested absence. The note must be turned in to the student's homeroom teacher. All students will be dismissed from the office.

When a pattern of chronic/absence tardiness occurs, the school will send a letter home alerting parents to the issue. **If a child is absent or tardy more than 15 days they may be asked to leave Our Lady of the Visitation or repeat the grade, regardless of grades.**

If a child cannot participate in a routine manner the parent or guardian must submit a written note to the homeroom teacher. A doctor's note could be required. The note must state the reason, specific limitations or restrictions and the anticipated duration of the condition.

If you choose to pull a child out for social or athletic reasons (tournaments, attend Opening Day, vacation, go golfing with dad, etc.) the teachers are not required to provide work for your child, nor are they required to work with your child to help get them caught up from this missed work. When you take your child out of school, you are taking away from their education.

At the beginning of the year, students will be asked the method for getting their missed work and books home. If possible, students should have work ready when they return. If a student is absent for a longer period of time the parents and teacher should create a plan for making up missed work.

## HIGH SCHOOL SHADOWING

8th grade students are permitted two days to shadow at a high school. Parents are required to call the student in absent and state shadowing as the reason. Students should notify teachers at least 3 days in advance of their shadow days. The high schools may be contacted for verification of the student's attendance. Students are expected to have all missed work completed and be ready for all tests upon their return. Parents should schedule shadow days on non-test days. It is the responsibility of the student to make up all missed work and studying on time.

## VACATION/TRIPS

Parents are discouraged from scheduling vacations, social outings, sports tournaments or trips of any nature during the school year.

1. Excused absences include illness, funerals or other emergency absences as determined by consultation with the principal.
2. All other absences, including vacations, are considered unexcused. Unexcused absences can be detrimental to a child's educational progress and should be avoided. **Parents assume all academic responsibility for such absences. It is not the job of the teacher to cater to social absences.**
  - a. If parents decide to remove a student for an "unexcused absence," they are advised that teachers are under no obligation to give students work ahead of time. Any assignments missed, including tests, will be given to the student upon return at a time convenient for the teacher.
  - b. Upon returning to school the student MUST, on the first day back, have any assigned work (if given) completed and handed in to all teachers.
  - c. If the student is missing assignments no credit will be given.
  - d. If the student experiences problems in class with material that was covered during the student's absence, it will be the parent's responsibility to make arrangements to provide the student with needed instructions.

## TRANSFERS

Should you change your place of residence within the parish, send your new address and telephone number to the office. You will also need to change information in the Rediker database system. If you are transferring to another school, have the new school send a written request to the office for your child's records (Transfer of Records Request). They will then be sent to the new school. It will be the responsibility of the parents to get the child's report card and personal possessions on his/her last day in school.

## DRESS CODE

## **GIRLS**

Grades K-4 wear the adopted jumper of OLV School.

Grades 5-8 wear the adopted uniform skirt of OLV School.

May be purchased at Schoolbelles or Education Outfitters. Some items are available at Land's End.

**Blouses** Plain white with rounded or pointed collars, short or long sleeves or light blue collared knit shirt may be worn. All shirts tucked in unless there is a waistband. Visitation polo shirt may be purchased through Spirit Wear. If a shirt is worn under the uniform blouse, it must be plain white; no printing. All undergarments must be plain white.

**Sweaters** Solid color cardigans, crewneck or V-neck sweaters of white, cream, or navy may be worn over uniform shirt. White turtlenecks may be worn under blouses. Sweatshirts, oversized sweaters, tight sweaters, etc. are not permitted. Only the official school attire purchased through Spirit Wear may be worn in place of a sweater. (Other spirit wear is not part of the uniform and should not be worn in class.) No Hoodies.

**Slacks** Dress slacks in navy may be worn in place of the jumper or skirt. Shirts tucked in to them. Slacks or knit pants may be worn under the jumper. No cargo pants.

**Socks/Tights** Solid color socks must be worn every day. Socks must show. Navy or black tights may be worn under the skirt or jumper in cold weather. Leggings or knit pants must go to the ankle and not include lace, cutouts, or other decorative aspects.

**Personal** No make up is to be worn unless worn for medicinal purposes. A note from the parents will be required. This applies to Out of Uniform days as well.

Hair should be clean and neatly cut. Hair must not be dyed an unnatural color. There should be no distracting hairstyles (mohawks, shaved emblems or letters, spiked high hair, extreme hairspray, etc). The principal reserves the right to determine appropriate hairstyle.

**Nail Polish** Girls may wear a single color nail polish of non distracting colors (no black, fluorescent, etc) on a natural nail. There are to be no designs, no add-ons, no swag nails, no fake nails, etc.)

Final determination will be made by the principal.

**Jewelry** No earrings unless ears are pierced. One single small post earring allowed in each ear only. Students may not wear earrings, posts, decorations, etc. in pierced body parts (fingernails, nose, lip, etc.), while at school. One small, non distracting necklace is allowed, and one simple ring may be worn. This applies to Out of Uniform days as well.

**Shoes** Gym shoes or dress shoes may be worn. No sandals, clogs, crocs or shoes that mark the floor are permitted. Shoes must be tied. If boots are worn for weather purposes, the student must change into regular shoes for the school day.

## **BOYS**

**Shirts** Plain, solid light blue or white dress shirts or collared knit shirts. Shirts are to be tucked in. If a shirt is worn under the uniform shirt it must be plain white; no printing.

**Trousers** Navy blue trousers. No jeans. No cargo pants.

**Sweaters** Solid color cardigan, crewneck or V-neck sweaters of white, cream, or navy may be worn over the shirt. Sweatshirts, oversized sweaters, tight sweaters, etc. are not permitted. Only the official school attire purchased through Spirit Wear may be worn in place of a sweater. (Some spirit wear is not part of the uniform and should not be worn in class.). NO hoodies.

**Socks** Solid colored socks must be worn every day. Socks must show.

**Shoes** Gym shoes or dress shoes may be worn. No sandals, clogs, crocs or shoes that mark the floor are permitted. Shoes must have a back and be tied. NO boots. If a child wears boots to school for weather purposes they must change them when they get to school.

**Personal** Boys may not wear earrings to school. Hair should be clean and neatly cut. There should be no distracting hairstyles (mohawks, shaved emblems or letters, spiked high hair, extreme hairspray, etc). The principal reserves the right to determine appropriate hairstyle.

**Principal reserves the right to determine appropriate dress and/or modify the code as needed.**

## OUT OF UNIFORM DRESS CODE

Some out of uniform days are announced as a special “theme” e.g. funny hat, Visi colors. Otherwise, the students will hear “all usual out of uniform rules apply.” This means clothing must be neat, clean and modest and school appropriate. Shorts must be an appropriate length and worn only during warm weather uniform time. All shirts must have sleeves. No peephole or cold shoulder shirts. No midriffs or cutouts. **In grades 5-8 there should be no leggings or skinny jeans or tight fighting clothing worn.** No pajama pants. Modesty is what we want for out of uniform days. No cleavage. A child may be given items from the nurse to wear if they come dressed inappropriately or sent home.

## WARM WEATHER DRESS CODE

From the first day of school until **October 15, and from April 15** until the last day of school, students may substitute the warm weather uniform for the regular uniform. These dates may be extended by the principal depending on the weather.

## WARM WEATHER UNIFORM

**BOYS** Plain, navy Bermuda length shorts with a plain, solid light blue or white dress shirt or collared knit shirt.  
**GIRLS** Plain, navy Bermuda length shorts or navy skort “above the knee length”. Shorts must reach within 4 inches of the knee. Wear with the white blouse or a plain, collared solid white or light blue knit shirt.

All other rules regarding socks, shoes, personal, etc. still apply. Shorts may not be layered, that is, no other shorts, pants, etc. may show below the regulation shorts.

## SPECIAL OCCASIONS DRESS CODE

**Students not following dress code may not be permitted to participate in the occasion.**

### First Holy Communion:

**GIRLS** White dresses, veil or wreath, dress shoes or sandals,  
**BOYS** White long sleeve shirt, navy dress slacks, tie, dress shoes.

### Confirmation:

**GIRLS** Appropriate modest dresses suitable for a liturgical celebration in church. Dresses should have sleeves. Shoulders and backs must be completely covered. Dress length should be between the end of the candidates fingertip and the knee. No midriffs or cut-outs. NO spaghetti straps, sleeveless, halters, one strap, backless or low cut dresses allowed. Stilettos or narrow heels are not to be worn. Heels should be no more than 3 inches in height and should be wider or wedge type heel.. Under no circumstances, should a low cut dress be worn. Modesty is the key word in choosing your dress. Simple makeup and jewelry may be worn.

**BOYS** Any button down collared shirt with tie and nice pants, no jackets or suit coats.

### Grade 8 Celebration and 8th grade Breakfast:

**GIRLS** Appropriate modest dresses suitable for a liturgical celebration in church. Dresses should have sleeves. Shoulders and backs must be completely covered. Dress length should be between the end of the candidates fingertip and the knee. No midriffs or cut-outs. NO spaghetti straps, sleeveless,

halter, one strap, backless or low cut dresses allowed. Stilettos or narrow heels are not to be worn. Heels should be no more than 3 inches in height and should be wider or wedge type heel.. Under no circumstances, should a low cut dress be worn. Modest is the key word in choosing your dress. Simple makeup and jewelry may be worn.

**BOYS** Slacks, shirt and tie with optional sports coat. Dress shoes.

**All:** Students are permitted and encouraged to wear the same outfit for both occasions. No hats, sunglasses, or canes (unless medically required). No gum. If students are not dressed appropriately following the guidelines they may be asked to cover up with a cardigan or shawl provided by the school or asked to change. Students not dressed appropriately may not be allowed to participate.

## GYM

### Grades 5-8

1. Plain white T-Shirt or Visitation T-Shirt.
2. Shorts with an elastic waistband. No belt loops, buttons, zippers, or snaps.
3. Socks.
4. Gym shoes.

A four minute period at the beginning and close of each physical education class will be allowed for changing clothes.

5. It is recommended that students use a drawstring bag to carry gym clothes and place their t-shirt and a travel size deodorant in it.

### EXCUSED FROM GYM

If it becomes necessary for a student to be excused from participation in gym class the following will apply:

1. Excuses will be accepted only with a note from a parent, guardian or doctor.

## HEALTH & FIRST AID

Under the direction of the School Nurse, routine checks on vision, hearing and scoliosis, and maintenance of a complete health record will be provided for each child.

### Screening Procedures

#### Hearing and Visual Screening

The Hearing and Vision Screening will follow the requirements of the Ohio Department of Health. The schedule will include vision and hearing screening for students in grades 1, 3, 5 and 7. Additional classes may be screened as time permits.

Those students who do not pass are screened a second time, or as needed if there is a question regarding the results of the initial screening. If the student fails the completed screening procedure, the parent/guardian will receive a referral letter and/or a conference with the school nurse either by phone or in school. If a problem is suspected, teachers and/or parents may request additional screening be done at any time throughout the school year.

## Immunization Requirements

Ohio Revised Code sections 3313.67, 3313.671 and 3313.37 outlines mandated immunizations required for school attendance for preschool through grade 12. An immunization record must be on file within 14 days of entering school. Parents of students who do not have the required documentation will be notified by the school nurse and/or principal requesting completed immunization information. Please do not rely on a previous school to forward the information. If you would like a copy of the immunizations required for school attendance please contact the school nurse.

Parents who do not wish to immunize their child for philosophical, religious or medical reasons must submit a letter to the school nurse indicating which immunizations they are waiving, and their reasons. Please note, that in the event of an outbreak of communicable diseases any student not having completed immunizations may be excluded from school until the threat from the communicable disease has passed.

The law now requires that all students entering 7th grade must have received a booster dose of the Tdap (adult vaccine for Tetanus, Diphtheria, Pertussis) and One (1) dose of MCV4 meningococcal (serogroup A, C, W and Y) vaccine (for meningitis). All 7th grade students will need to show documentation of having received both of these immunizations to the School Nurse. Any student who completed the original DTP/DTaP/DT series and then received a dose of Tdap will meet the requirement for the Tdap immunization and will not need to be re-immunized for entry into the 7th grade (this applies to the Tdap vaccine only). You must provide documentation of these vaccines and dates to the School Nurse along with a doctor's stamp or signature.

## Tuberculosis

Our Lady of the Visitation will follow the guidelines for Tuberculosis (TB) testing as required by Hamilton County Public Health Department. All students and staff who were born outside of the United States of America (USA) that have been in the USA for 5 years or less are required to have a TB test within 90 days of employment or enrollment in school. Also, all students and staff who travel **at any time** to a \* "high risk country" as defined by the World Health Organization Global TB Control, in a \*\*"non tourist capacity" for one week or longer, must provide documented evidence of having a negative skin test or blood test in no less than 60 days but no more than 90 days after their return from travel. **It is the parent/staff responsibility to notify the school of any planned or completed foreign travel during the school year.**

**Please note:** \*"High risk countries" are defined by the World Health Organization Global TB Control. For a complete list of "high risk countries" please contact the school nurse. \*\*"Non tourist capacity" is defined as staying with family/friends in a private residence, spending most the travel time in a home or facility where the residents of the foreign county live, or a service/mission trip of one week or longer.

## School Health Record

Physical examinations are requested of every student enrolling for the first time. The School Health Record will be maintained in the school health office under the supervision of the school nurse. The original record and its contents will be sent to the next school when the student transfers.

## Notifications

It is the policy of the school to notify faculty of medical problems, which may affect the academic performance, or safety of the student. Parents who do not wish such information to be distributed should notify the nurse. Parents must sign a waiver releasing the school of responsibility for non-notification.

It is the parent's responsibility to notify the nurse of any medical problem or medication taken at home that would affect the performance or safety of the student. Parents should also notify transportation authorities of any medical problem that could result in an emergency.

Our Lady of the Visitation School (OLV) is committed to the safety and health of all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response. OLV is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment.

All students with food allergies are required to have written documentation of such allergies from his/her physician and/or other licensed prescriber. School health practices shall provide students with peanut or other food allergies the opportunity for full participation in all classroom and school activities unless prohibited by a physician's written statement to that effect.

It is the responsibility of the parent to inform bus transportation facilities and all adults who supervise non school related/organized activities of student's food allergy providing emergency care plans and medications if applicable.

Administrative guidelines shall provide guidance of the implementation of this policy.

## Accident/Illness Policies

The school nurse is responsible to provide nursing care of students who become ill or injured while at school. If an illness or injury is serious or needs medical attention the school nurse will attempt to notify a parent or guardian as soon as possible. If a life threatening situation is suspected the school nurse will call 911 without delay then will notify the parent/guardian and will follow instructions given on the Emergency Medical Authorization form.

It is not always clear when a child should be kept home from school due to illness. It is not possible to cover all the scenarios but here are a few guidelines that will help keep everyone healthy.

### Guideline for Childhood Illness and School Attendance

**Fever:** If your child has a fever (a temperature of 100.0 F. or greater) they should remain at home until they have been fever free for a full 24 hours without giving any fever, reducing medication and they have returned to their typical behavior. It is important for you to take your child's temperature before giving the fever-reducing medicine.

**Vomiting and/or diarrhea:** Your child should remain at home until they have been without any episodes of vomiting or diarrhea for a full 24 hours and have resumed a typical diet. If your child has had any of these symptoms during the night she/he should not be sent to school the following day.

**Cold symptoms:** Runny noses are a fact of life with little ones. However if the drainage is thick and green or if your child has a persistent or productive cough please have your child stay home and consider consulting with your child's doctor. A constant dry cough can be a sign of more serious respiratory problems and the doctor should be notified.

**Redness or discharge in the eyes:** Redness of the white part of the eye, burning or itching, yellow or white matter or crusted eyelashes are the signs of pink eye or conjunctivitis. This is very contagious. Your child should remain at home until she/he has seen the doctor and has been on medication for 24 hours.

**Chicken pox:** Chicken pox is a skin rash consisting of small blisters, which leave scabs. There may or may not be a fever present. Children need to remain at home until all blisters have scabbed over, usually 5-7 days after the first appearance of blisters.

**Rashes:** Rashes can be difficult to evaluate. Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.

**Sore throat:** If your child has a persistent or severe sore throat they should remain at home. You should consider contacting your child's doctor if there is fever, white patches on the tonsils, swollen tender glands, headache, or stomach ache. These could indicate possible strep infection. If that is the case, your child should remain at home until he/she has had 24 hours of antibiotics and has resumed typical activity.

Please remember that these are just guidelines. If in doubt, keep your child home until he/she can be checked out further or he/she is better. This is also for the benefit of the other children and teachers in the classroom and will help to keep everyone healthy.

## Medication Administration at School

Whenever possible, the administration of medication required for a student during the school day should be given before or after school hours. However, certain students may require the administration of medication during the school day to maintain an optimum health status for learning. **All medications, both**

**prescription and over-the-counter medications, require an order from a licensed prescriber** (i.e. doctor, dentist, nurse practitioner, orthodontist, etc.) **before any medication will be administered at school.** This includes cough drops, acetomenphine, ibuprofen, etc. No medications may come to school without a completed order. Directions on the permission form must be followed. Forms are available on the school website or in the health office.

The prescribed medication will be administered by the school nurse or by a designated staff member. **All** medication must be brought to school in the original container. Prescription medications are required to have a current prescription label. Over-the-counter medications must be labeled with the student's name. **Parents should bring medications to school.** School personnel cannot accept responsibility for medications brought to school by a student. **All remaining medication must be picked up by a parent/guardian when the order expires or at the end of the school year, whichever comes first.** All medications remaining will be destroyed at the end of the last day of school.

Ohio Law allows students to carry and self-administer asthma inhalers and epinephrine auto-injectors with specific additional requirements from the parents and licensed prescriber. If you would like your child to carry and self-administer his/her inhaler or epinephrine auto-injector "Epi-Pen," please contact the school nurse for further information.

## **Use of Crutches/Walker at School**

Occasionally students have injuries that require the use of crutches or walkers. There are many flights of stairs that are unavoidable during the normal school day. If a parent feels an injury is severe enough to need crutches we request that the student be evaluated by a physician. The physician should evaluate the injury, recommend the use of crutches, properly fit the crutches, and instruct the student on the correct way to walk using the crutches for support. Please bring a doctor's note to school that states:

Type and location of injury

If the student is able to put any weight on his/her leg (weight bearing instructions)

How long the student will be using crutches

We will make every effort to accommodate the use of crutches when needed. However, depending on the type of injury and the student's ability to use crutches, students may need to remain on one floor for the school day. Students may be required to eat lunch in another place, miss special classes, Mass, special assemblies, etc. Parents may consult with the school nurse to help plan their child's school day to provide for the safest environment. We have one wheelchair at school to help with severe injuries.

## **Fire, Tornado and Safety Drills**

Drills will be held at regular intervals, as required by law. Directions will be given in each room at the beginning of the year and posted in a visible place. We ask that all adults who are in the building at the time of an alarm follow the safety rules.

## **Water Bottles**

Students may bring a plastic water bottle to school as needed. **A teacher may ask to see the drink at anytime.** Students are encouraged to bring an old mouse pad for the desk so that the bottle doesn't sweat or leak on the desk materials.

# **SERVICES**

## **Cafeteria**

A cafeteria service is provided and milk may be purchased by children who bring their lunch. The cost is established by the manager of the cafeteria and is subject to change. This school year the cost for a regular lunch is \$3.00 and a large \$3.50. This includes milk. Each child is to pay for his/her own lunch. The price



is subject to change. For those who pack, milk may be purchased for 40¢. Pre-paid lunch tickets are available and may be purchased by sending your money in an envelope to school with your child or ordered through the parish website. If ordering through school, the envelope should be given to the homeroom teacher and contain your child's name, homeroom, number of tickets to be purchased and a check payable to OLV School Cafeteria or cash for the exact amount of tickets you wish to purchase. Tickets are valid for the entire school year. Please write your name on your tickets as soon as you receive them. Milk only and a la carte items will continue to be paid in cash.

## **Library**

Due to construction in church, our library is closed for the 2018-2019 school year to accommodate our kindergarten classes. Hamilton County Public Library will be sending books to our school each month that will be distributed at the homeroom teacher's request. This is through the library's Outreach Program.

2019-2020: Each class will be provided an opportunity to make use of the library. A fine of 10¢ per day per book will be charged for overdue books. Exceptions will be made for excused absences. In the event of lost or damaged books, the amount to be paid will be determined by the librarian.

## **CHILD PROTECTION POLICY**

Our Lady of Visitation School will follow the Decree on Child Protection from the Archdiocese of Cincinnati. All adults working with students must be Virtus certified. Contact Laura Hampel for procedures on becoming certified ([lhampel@olvisitation.org](mailto:lhampel@olvisitation.org)). All employees are also required to have BCI and fingerprinting approval.

## **SPECIAL NEEDS STUDENT POLICY**

All decisions on enrollment are made on an individual basis by the principal after talking with the parents and assessing the child. Our school can provide accommodations but we are not equipped to change the curriculum for students.

## **AIDS POLICY**

Archdiocesan policy stipulates that "Each instance of AIDS involving a student or an employee shall be treated as a strictly confidential and an individual matter."

Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

## **PREGNANCY POLICY**

The decision to admit or retain a student in the school who has become pregnant or caused another student to become pregnant will be made by the pastor and/or principal after all involved parties have been consulted. Each occurrence calls for an individual decision based upon the principles of Christian charity.

## GENDER IDENTITY

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

Catholic Schools:

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

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

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

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

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

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

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

What is the specific request of the student and/or parents?

Is this request in keeping with the teaching of the Catholic Church?

Is the school reasonably able to accommodate the request?

## DISCIPLINE POLICY

- A.** It is the responsibility of the school administration, along with the faculty, to provide and maintain an atmosphere conducive to the attainment of excellence in educational and moral values. When a student by attitude or actions disrupts this atmosphere, he/she will be subject to disciplinary action up to and including dismissal. Parents will be kept informed as appropriate.
- B.** All staff members are responsible for administering discipline at Our Lady of Visitation School. Final decisions regarding discipline rest with the principal with ultimate recourse to the Pastor in cases of suspension. Expulsion may be appealed by the parents in writing to the Archdiocese Superintendent of Schools, within 15 days of the expulsion.
- C. Discipline Options**
  - 1. The teacher will speak with the individual student as problems arise. A warning does not have to be given by a teacher for a consequence to occur.
  - 2. Suitable (non-corporal) punishment may be administered by the teacher.
  - 3. Students may be referred to the administration for discipline at his or her discretion.
  - 4. The teacher may give the student a demerit which is a written notification to the parents of misconduct. Three demerits in one quarter will result in a detention.

5. Detention may be given for serious or repeated offenses. Parents will be given written notification of the detention.
6. In some cases of serious or repeated offenses, or when the student has accumulated 2 detentions in one quarter, he/she will be referred to the Disciplinary Board for appropriate action. Parents will be notified of this meeting and a separate conference will be arranged with the parents when necessary.

#### **D. The Disciplinary Board**

1. Consists of an administrator(s) and the teachers directly involved with the student and any support staff as appropriate (psychologist, nurse, etc)
2. Function
  - a. To work with students who have serious discipline problems; to review any cases of a serious nature referred to it by the administration or a faculty member; to investigate and recommend a solution for the student referred.
  - b. If a student accumulates 2 detentions during one quarter of the school year, the case is automatically referred to the Disciplinary Board for review and recommendations regarding the suitable disciplinary step to be taken.
  - c. The categories of discipline that the board may take are as follows:
    1. **Official Disciplinary Warning** - A warning is given to students who have set a pattern of misbehavior through minor offenses. The purpose of the warning is to alert both the student and his/her parents that if matters continue, the student will end up in serious disciplinary straits.
    2. **Disciplinary Probation** - Probation is a warning for students and parents that suspension or expulsion of the offending student is imminent unless there is substantial and immediate improvement in the student's conduct.
    3. **Suspension** - Suspension means that the student is denied the privilege of attending classes the length of time designated. The student and parents are notified orally and in writing as to the nature of the violation and punishment. Prolonged and/or excessive violations of a serious nature could result in being liable to expulsion. Immediately after the suspensions, parents may be required to pay the cost of a teacher/monitor for the suspension. Any student suspended may be required to undergo counseling before being permitted to return to school.
    4. **Expulsion** - The student is removed from school and is not admitted back to classes under any circumstances. Students may be expelled for the following reasons:
      - a. Continued class or school disruption.
      - b. Disrespect/defiance.
      - c. Fighting.
      - d. Smoking, possession or use of tobacco or tobacco products, drugs or alcohol.
      - e. Insubordination - The failure to respond or carry out a reasonable request by school personnel.
      - f. Lack of responsibility - The consistent failure to submit school assignments or requirements, i.e. tending to obstinacy.
      - g. Loitering - the act of being on school property at unauthorized times, or in a restricted area of the school building.
      - h. Obscenity - The act of using obscene or profane language in verbal or written form or in pictures or obscene gestures on any school premise.
      - i. Stealing - The act of taking or acquiring the property of others without their consent.
      - j. Truancy and tardiness - The act of unauthorized absence or lateness which is repeated for a considerable length of time.
      - k. Threatening or intimidating acts - The act of verbally, writing or by gesture threatening the well-being of any person on school property.
      - l. Vandalism - The act of willful destruction of property belonging to others.
      - m. Possession or use of dangerous weapons.

Discipline/Expulsion will not necessarily be limited to the above mentioned examples. The dismissal may be immediate based on nature of behavior. Students expelled or asked to leave school may not return to Visitation.

#### **E. Search**

Desks and lockers are the property of the school and may be searched. If the principal has reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating the law or rules of the school, he/she may initiate a student search. This includes backpacks etc.

**F. Offenses** Each student is responsible for displaying the qualities of good Catholic citizenship. Students should show their best conduct in the halls, in the cafeteria, on the playground, in the classroom, on field trips, at school sponsored events or when traveling to or from school. Students can be held accountable for their actions that occur outside of school time and outside school premises. They can be held accountable for activities that affect the reputation or atmosphere of the school. Behaviors that can result in disciplinary action include (but is not limited to):

1. Physical contact with another student that is violent or disrespectful
2. Misbehavior or interruptions during class, liturgies, assemblies, field trips, etc.
3. Deliberate disobedience or defiance to an adult
4. Verbal or non-verbal disrespect
5. Improper, inappropriate or offensive language
6. Damaging property
7. Cheating
8. Fighting
9. Lying or lack of truth
10. Chewing gum
11. Not following the uniform code
12. Talking back to a teacher inappropriately
13. Harassment of any type
14. Inappropriate use of technology

## **Bullying/Harassment/Intimidation**

**DEFINITION** Bullying occurs when an individual or a group of individuals exhibits a persistent pattern of aggressive, intentional behaviors or a one-time behavior that causes mental or physical discomfort to another. Bullying can be physical, verbal, electronic, written or a combination of these that creates an intimidating, threatening, or abusive educational environment. Bullying includes social exclusion or isolation, spreading lies or false rumors, having things taken or damaged, extortion, racial or sexual intimidation. This includes violence within dating relationships. There is typically an imbalance of power involved in a bullying situation, either in age, size or perceived status between the bully and the victim(s). An electronic act means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. Bullying can include: physical violence and/or attacks, threats, taunts, intimidation, extortion, damage or stealing of money/possessions, exclusion from peer groups or spreading rumors, repetitive or hostile behavior with intent to harm through use of information and communication technologies, posting slurs, sending abusive messages

It is the policy of Our Lady of the Visitation that any form of harassment, intimidation or bullying, regardless of where, how, or when it takes place is expressly forbidden. This includes any form of social media. Any student found to have engaged in harassment, intimidation, or bullying is subject to all disciplinary actions, including suspension and expulsion.

In evaluating whether conduct constitutes a harassment, intimidation or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, the motivation, either admitted or inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgement.

The School's internet and computer system may not be used to engage in harassment, intimidation or bullying. All students and parents are asked to sign the Technology Agreement at the beginning of each school year. The school reserves the right to impose discipline for harassing, intimidating, bullying or other inappropriate behavior that takes place off school grounds and outside school hours.

**Reporting:** If a student, parent feel they are the victim of bullying, they should contact the most relevant teacher or staff member. A staff member/bus driver could also begin this process. This can be done through email, phone call or an in person meeting. All teachers have a personal extension. In extreme cases, a parent may choose to contact the principal or assistant principal. The teacher/staff member or administrator will investigate the situation. If a second incident occurs the principal and/or psychologist will get involved to develop a written plan of intervention with the “bully” and their parents. Parents/guardians of any student engaged in harassment, bullying or intimidation will be contacted accordingly.

Any staff member who receives a complaint will document the complaint, attempt to resolve it and then pass into the principal who will then act on it further or keep it filed in the office. If your child is the victim, a staff member should contact you.

## **ELECTRONIC DEVICES**

**Cell Phones:** Students have no need to have cell phones during the school day. If an emergency requires that a parent need to contact the student during the school day, this can be done through the office. However, if you feel strongly that your child should have a cell phone with him or her for an after school activity, it is to be kept in the locker or cubby in an off position while he or she is under our supervision unless a teacher gives permission otherwise. Students may not use cell phones at school unless approved by a staff member (i.e. extracurriculars that occur immediately after school). If we hear or see a phone, it will be confiscated until the parent makes arrangements to pick it up. Further violations will result in consequences.

**iPods and other music players:** Again, there is no reason for children to have these at school and they will be asked to bring them home if they are seen or in use. These devices will be treated with the same consequences as cell phones as they have texting capability.

**e-Readers:** e-Readers such as Kindles, Nooks, or Sony Readers ARE permitted. However, if students are using them for anything other than reading, they will be handled in the same manner as a cell phone.

**Smart Watches:** Staff members reserve the right to ask a child to remove their Smart watch during class or to refrain from wearing it if it becomes a distraction. We do not recommend Smart Watches for children.

**iPads and other personal computers:** Personal electronics are not permitted unless special arrangements are made with a teacher for a special project, etc. Students have access to school Ipads and computers.

**Nintendo DS, PSPs and other handheld gaming systems:** These do not have a practical school purpose. They may not be brought to school.

Please know that you are assuming risk when your child brings anything of value to school, electronic or not. Items can “walk off” and accidents can happen. We respond to any situation seriously, but we will not be held responsible as a school if something happens to your child’s device. All students are, of course, required to comply with any teacher or administrator requests regarding a device or any item that an adult considers distracting to the child or others. Consequences other than the ones listed above may be issued at the discretion of the school based on the circumstances of the offense.

As new technologies are introduced and become more widely available to children, we will re-evaluate our policies and procedures to reflect this changing world.

## **FINANCIAL POLICY**

### **A. Responsibility**

The administration is responsible to ensure all tuition and fees are paid in full according to schedule.

**B. Payment Schedule - Managed by FACTS Management Company**

1. Non-refundable Deposit
  - a. Fee is due at registration in February for all new students.
2. Tuition
  - a. Tuition payments may be made annually, semi-annually, or in ten (10) monthly payments during the school year (August through May).
  - b. Pay your bill in full - Due August, 2017; semi-annual payments in August 2017 and January 2018 (Make a secure payment online ([www.factspayment.com](http://www.factspayment.com)))
  - c. Select a budgeted payment plan that works for you at ([www.factspayment.com](http://www.factspayment.com)). There is a one-time yearly fee of \$43 to utilize a budgeted monthly payment plan.
  - d. **Tuition is not a tax-deductible item.**

**C. Tuition**

1. Tuition for the next school year will be established by the Finance Committee and approved by the Pastor and Pastoral Council.
2. Families moving from or into the school during the school year may have their tuition pro-rated at the discretion of the principal.
3. **FINANCIAL AID/TUITION ASSISTANCE** – Financial Aid/Tuition Assistance is available to qualifying school families. In order to receive Financial Aid/Tuition Assistance a family **MUST** apply through FACTS. A family will not be considered or awarded aid if an application with FACTS has not been filed. Information can be found at [factstuitionaid.com](http://factstuitionaid.com).
4. **Financial assistance will only be given to families that follow the Participating Member Policy as stated in Section F.**
5. Volunteer Hours – Those receiving financial assistance are required to volunteer at least 20 hours per year. Those not receiving financial assistance are requested to volunteer at least six hours per year.
6. Divorced or separated parents must provide a copy of the divorce decree so that the responsible party for payment of tuition may be identified. If the divorce decree does not address the issue of responsibility for payment of tuition **BOTH** parents will be required to sign a Guarantor Statement stating that, in the event of non-payment of tuition as agreed by both parties, they will be held liable for the full tuition amount.

**D. Non-Payment of Tuition**

1. Any family who cannot meet the tuition payment should contact the Business Manager.
2. Non-payment of tuition is grounds for dismissal from school.  
In the event of an outstanding balance at the beginning of a school year, the student will not be admitted until a written satisfactory agreement is executed with the Business Manager. Failure to pay in accordance with the agreement is grounds for dismissal. Dismissal may occur during the academic year and is not limited to the start of a new school year.
3. Records will not be released when a student transfers to another school until all financial obligations have been met.
4. Report cards may be held until tuition is current or arrangements are made.
5. Families with a graduating 8<sup>th</sup> grader, and no other students in school at Visitation, must have their tuition balance current by May 1<sup>st</sup>. Failure to do so may result in the student being disallowed to participate in end of year activities.

**E. Parish Subsidy**

1. Parish subsidy is the payment made by the parish to the school in order to pay the deficit between operating cost and tuition income.
2. Parish subsidy is determined by the total cost of the school less student tuition.
3. Since the weekly Sunday collection is the main source of the parish subsidy, all families who are registered members of OLV Parish are expected to contribute.
4. Total cost of tuition for the 2018-19 school year exceeds the amount of tuition charged for each student. This creates a need for the parish to subsidize the cost of each child's education. This subsidy is funded by each family's weekly contribution to the Sunday Offertory of approximately \$25-\$30 per student.

**F. Contributing Member Policy**

1. Participate in the faith life of the Parish by regular attendance at Mass AND
2. Participate in the community life of the Parish by volunteering time and talents in ministries and organizations as able AND
3. Financially support the Parish on a regular, ongoing basis in addition to tuition, by using the Sunday offertory envelope.
4. Non-contributing parishioner tuition to educate one (1) child is \$4,715.

## **Our Lady of the Visitation School 2018-2019 Tuition**

**One child - \$3,715**

**Two children - \$7,430**

**Three children - \$10,945**

**Four children - \$10,995**

**Non-Parishioners - \$4,715**

**See *www.factspayment.com* for tuition schedule**

**The phone number for FACTS is 1-866-441-4637**

## **PUPIL PERSONNEL AND ADMISSIONS POLICIES**

### **1. Organization**

- A.** Our Lady of the Visitation is a parish elementary school, operated, supported, and directed as part of this parish sponsored educational program, pursuant to the policies of the Archdiocesan and Area Commissions on Education.
- B.** Our Lady of the Visitation School is established to primarily serve the membership of Our Lady of Visitation Parish.
- C.** Our Lady of the Visitation School is a graded school offering an eight year sequential education program.

## **2. General Admission Policy**

- A.** Our Lady of the Visitation admits students of any race, color, and national or ethnic origin.
- B.** It is understood that the child seeking admission to OLV School must be capable of benefiting from the academic program offered.
- C.** Classroom limitations: The maximum number of classes which can be accommodated will be determined by the administration in conjunction with the Education Commission.
- D.** Class size is recommended 28 pupils for grades 1-2 and 30 for grades 3-8. Class size is recommended at less than 28 for Kdg.

## **3. Admission Requirement**

- A.** Age Requirements - First Grade
  - 1. No child may be admitted to the first grade at OLV unless he/she is six years of age on or before September 30 of the year of admittance.
  - 2. Children who become six between October 1 and January 1 inclusive, shall be considered as underage candidates for the first grade. Upon request of a parent or guardian, the principal may take steps to allow early admission.
  - 3. All underage admissions are to be made on a trial basis, with a written statement to that effect signed by the parents. Failure to make satisfactory adjustment will constitute grounds for the removal of the underage child from the first grade program.
  - 4. Kindergarten students must turn 5 by Sept. 30 of their first year in kindergarten.
- B.** OLV requires a birth certificate and baptismal certificate upon registration for any child not previously enrolled in an approved public or private K-8 school.

## **4. Admission Priorities**

**Children already enrolled at OLV School shall have first priority in registration and acceptance for the following year provided they register at the designated time.**

**Any available places will then be filled in the following order.**

- 1. **Children of participating parishioners, who have siblings already enrolled at OLV School.**
- 2. **Children of participating parishioners, whose older children attended OLV School.**
- 3. **The first child of a participating parishioner.**

**The above being equal, the participating family which has been registered in the parish the longest will prevail.**

## **5. Definition of a Participating Parishioner**

**To be considered a contributing member in OLV Parish,**

- 1. **participate in the faith life of the Parish by regular attendance at Mass and**
- 2. **participate in the community life of the Parish by volunteering time and talents in ministries and organizations as able and**
- 3. **financially support the Parish on a regular, ongoing basis in addition to tuition.**

## **6. Waiting List for Grades**

**For each school year, a waiting list will be established following above admission priorities. When a student who registers is placed on a waiting list for a grade, given a number and priority status, that student retains that status notwithstanding the admission priorities listed above.**



The administration of the school has the right to amend policies and procedures in this handbook. These changes will be communicated in the weekly Wednesday newsletter.

## **OUR LADY OF THE VISITATION SCHOOL 2018-2019 CALENDAR**

School Hours 8:10 a.m. – 2:55 p.m.

### **August**

**15-16** Teacher In-service/ no students

**20** New Student Orientation

**21** 8:30-10 Optional School Supply Drop-off ( After this time, school and office will be closed for visitors)

**22** First day of school

### **September**

**3** Labor Day/no school

**28** SOF in-service/no school

### **October**

**15** SOF In-service/no school

### **November**

**6** SOF In-service/no school/Election Day

**19-20** Parent Conferences

**19-25** Thanksgiving Break/No School

**December**

**20** SOF In-service/ 1pm dismissal

**21-Jan 2nd** Christmas Break

**January**

**18** SOF In-service/ 1pm dismissal

**21** Martin Luther King Day / No School

**February**

**4** SOF In-service/ No school

**18** President's Day/ No School

**March**

**15** SOF in-service/1pm dismissal

**18** In-service/No School

**April**

**18** SOF In-service/ No School

**18-28** Spring Break/No School

**21** Easter Sunday

**May**

**3** SOF In-service /1pm dismissal

**12** Mother's Day

**17** Olympic Day

**24** 8th Grade Breakfast

**27** Memorial Day/ No School

**30** Last Day of School/11:30 dismissal

**31** 8th Grade Celebration

If we exceed the allowed number of calamity day (snow, etc.) during the school year, we will make them up starting on May 31st.



