



2025-2026

Student/Family Handbook

"There are different gifts but the same spirit". Cor. 12:4

School Contact Information

3180 South Road

Cincinnati, Ohio 45248

Main Office: 513-347-2222

Website: olvisitation.org/school

School Hours 8:18 am - 2:55 pm

Office Hours 7:45 am - 3:30 pm

K-8 Attendance: 513-347-2231

Preschool Attendance: 513-347-4450

Parish Office: 513-922-2056

Religious Education Office: 513-347-2218

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WELCOME!

PRINCIPAL LETTER

Dear Our Lady of the Visitation Community,

Welcome to our school! It is my sincere hope that you find our school to be welcoming, personable, and a faith-filled academic community. We are truly blessed with an excellent faculty and staff. Our dedicated teachers are trained to recognize the individualities of each student, including their strengths, interests, and abilities. Our goal is to help each child grow to their fullest potential.

We believe that active and contributing parents are vital to the success of our parish and school. Please take the time to regularly review your child's homework and grades. Providing them with feedback on your expectations will help them grow into the best version of themselves. Visitation students are expected to have written homework in addition to reading and reviewing their basic math facts.

The Visitation community is built on respect for all. Students, staff, parents, and guests are expected to act respectfully towards all members of our community. In matters of conflict, a respectful conversation should take place to resolve any issues.

This handbook is designed to help our families understand the policies, guidelines, and informational items related to our school. Its purpose is to create a respectful and safe learning environment for everyone. These policies and procedures are in accordance with the Archdiocese of Cincinnati. As with all school policies and procedures, the school administration reserves the right to make the final judgment in any situation.

Success and growth are achieved through a team effort involving educators, students, and parents. By working together, we can help your child meet their full potential.

Thank you for being a part of our community. I look forward to a wonderful and successful school year with all of you.

In Christ,
Jo A. Mathieson
Principal

HISTORY OF SCHOOL

Our Lady of the Visitation Parish was formed in 1946, and three years later plans for a school began. In 1950, 140 students entered the building with six classrooms, a teacher's room, and a multipurpose room. In 1955, the first addition to the school was built with four additional classrooms and a basement. A new church was built in 1959, also with classrooms in the basement. Still a growing parish, the school was expanded again in 1967 to add eight more classrooms, a kitchen, and a large multipurpose room. The school remained the same for 24 years when plans were made to expand yet again. These plans included music, art, and computer classrooms, along with a new auditorium with a stage and bleachers. The junior high wing was built in 1997 with eight more classrooms, a nurse's

office, and the main office and the pavilion was added in 1998. In 2018, the church was expanded and now includes Preschool and Kindergarten classrooms.

MISSION STATEMENT

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 Catholic community in which each individual’s talents are recognized and nourished and seen as significant to prepare students for salvation. We are dedicated to providing a well-rounded education in a Catholic environment. Through Eucharist, prayer, worship and academics the staff and families of Our Lady of the Visitation work to impart to our children the Catholic traditions and faith to live the Gospel message by Jesus Christ by becoming confident missionary disciples.

BELIEF STATEMENTS

- We believe that administrators, teachers, parents, students, and the parish community share the responsibility for advancing the school’s mission.
- We believe that each student is a valued individual with unique physical, social, emotional and intellectual needs.
- We believe that education awakens for our students a sense of a global world wherein they can experience a God that is active and working in their lives.
- 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.
- We believe that a special emphasis must be placed on developing a dynamic faith that expresses itself in love of God and service to others and culminates in the building of a truly Catholic community.
- We believe that Catholic Education develops future citizens who have a strong faith and moral compass, who are fully prepared to fulfill their vocations, who are responsive to Christ’s Great Commission, and who are academically successful.

ACCREDITATION

Our Lady of the Visitation School is accredited by the Ohio Catholic School Accrediting Association (OCSAA) and follows the course of study from the Archdiocese of Cincinnati.

ADMINISTRATION

Our Lady of the Visitation School is a parish school which operates under the authority of the Pastor, Fr. Don Sciliano under the direction of the administrators:

Director of Schools, Joshua Agnew

Principal, Jo A. Mathieson

Assistant Principal, Leah Cook

Director of Religious Education, TBD

Preschool Director, Janie McDonald

Administrative Assistant, Sue Shukas

Development, Erin Becker

RIGHT TO AMEND

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

SCHOOL FACULTY & STAFF

Director of Schools	Mr. Joshua Agnew, Masters	University of Alabama Birmingham
Principal	Dr. Jo A. Mathison, Doctorate	University of the Cumberland
Assistant Principal	Mrs. Leah Cook, Masters	Wright State University
Preschool Dir.	Mrs. Janie McDonald, Masters	Xavier University
Preschool - P3/P4	Miss Brooke Walters, Masters	Xavier University
Preschool - P4/5	Mrs. Jeannine Roth, Associates	University of Cincinnati
Kindergarten	Mrs. Amy Gomer-Clyde, Masters Mrs. Robyn Kern, Bachelors Miss Lauren Minella, Bachelors	Xavier University Northern Kentucky University Xavier University
Grade 1	Miss Katie Ernst, Bachelors Miss Lilah Henke, Bachelors Mrs. Erin Wagner, Masters	University of Cincinnati University of Cincinnati Xavier University
Grade 2	Ms. Maggie Aug, Masters Ms. Susan Fischesser, Masters Mrs. Vickie Kearns, Bachelors	College of Mt. St. Joseph University of Portland Jacksonville State University

Grade 3	Mrs. Tammy Donawerth, Bachelors Mrs. Christa Malton, Masters Miss Avery Roedig, Bachelors	Xavier University Northern Kentucky University University of Cincinnati
Grade 4	Mrs. Lisa Arling, Bachelors Ms. Ann Marie Gutjahr Mrs. Lynn Wehner, Masters	Miami University College of Mt. St. Joseph College of Mt. St. Joseph
Grade 5	Ms. Karen Cullion, Masters Mrs. Angela Fehr, Masters Mrs. Sarah Hughes, Masters	Xavier University Xavier University Northern Kentucky University
Grade 6	Mr. Patrick Bellman, Bachelors Mrs. Libbie Schroth, Masters Mrs. Diane Schwarz, Bachelors	Xavier University University of Cincinnati College of Mt. St. Joseph
Grade 7	Mrs. Lisa Bley, Masters Mr. Scott Day, Bachelors Mrs. Rose Kelhoffer, Bachelors	University of Cincinnati College of Mt. St. Joseph College of Mt. St. Joseph
Grade 8	Mrs. Dawn Gruenemeier, Bachelors Mrs. Debbie Lipps, Masters Mrs. Karen Nieman, Bachelors Mrs. Suzanne Pieczonka, Masters	Wilmington College Xavier University University of Michigan Northern Kentucky University
Art	Mrs. Melanie Zimmerman, Masters Mrs. Lisa Pennekamp, Bachelors	Central Michigan University of Cincinnati
Band	Mrs. Susan Cassidy, Bachelors	Indiana University
Computer	Mrs. Leah Ruberg, Bachelors	College of Charleston, SC
Media Specialist	Mrs. Jen Brady, Associates	Cincinnati State
Music	Mrs. Lauren Neeley, Bachelors Mr. Rodrigo Vasconcelos, Masters	Miami University Campbellsville University
Physical Education	Mrs. Susan Silbernagel, Bachelors Mrs. Miki Stakely, Bachelors	University of Dayton Wilmington University
Aides	Mrs. Karen Brisbin Ms. Anna Bunke Mrs. Jenny Carmosino Mrs. Beth Cebula Mrs. Vickie Doerger Mrs. Trisha Dyer Mrs. Lee Ewry	Grade 4 Preschool Kindergarten Kindergarten Grades 1-3 Grades 1-3 Kindergarten

	Mrs. Julie Freudiger	Kindergarten
	Mrs. Liz Hildebrandt	Preschool
	Mrs. Patricia Hume	Preschool
	Miss Morgan Langdon	Preschool
	Mrs. JoAnne Merk	Preschool
	Mrs. Tanya Morgan	Grades 1-3
	Mrs. Nancy Murray	Preschool
	Mrs. Brandy Vitucci	Kindergarten
	Mr. Mike Williams	Preschool
Admin for School	Mrs. Sue Shukas, Bachelors	Mt. St. Joseph University
Admin for State	Mrs. Tricia Widolff, Masters	University of Missouri
Cafeteria Mgr.	Mrs. Linda Good, Bachelors	University of Cincinnati
Cafeteria Staff	Mrs. Lauren Dotson Mrs. Lori Macke Mr. Daniel Schultz Mrs. Tanya Whitacre	
Development	Mrs. Erin Becker, Associates	Ohio Institute of Photography
Religious Ed.	Mrs. Lisa Spraul, Associates	University of Cincinnati
Maintenance	Mr. Dave Feldman , Bachelors Mr. Patrick Sonderman Mr. Norb Trapp, Masters Mr. Jeff Roll	University of Cincinnati Xavier University
Tech Support	Mrs. Jonica Wegman, Bachelors Mr. Tony Bell, Bachelors	University of Dayton University of Cincinnati
Student Services		
Enrichment	Mrs. Kathleen Brothers, Masters	Xavier University
Intervention Spec.	Mrs. Jeanna Shupp, Masters	College of Mt. St. Joseph
Nurse	Mrs. Stephanie Knapke, RN, BSN	Chamberlain University
Psychologist	Mrs. Renee Dallal, Masters	Miami University
Reading	Ms. Julie Lincoln, Masters	College of Mt. St. Joseph
Speech	Mrs. Michelle Bruce, Masters	University of Cincinnati
Services provided through Jon Peterson		
Intervention	Mrs. Kate Tebelman, Bachelors	Mt. St. Joseph University
Intervention	Mrs. Becca Thacker, Masters	Xavier University
Speech	Mrs. Amy Schaffer, Masters	University of Cincinnati
Parent Teacher Organization (PTO)		
President	Mrs. Meghan McKenna	513-405-5720

Vice President	Mrs. Suzie Carey	513-708-5437
Treasurer	Mrs. Lauren Eagan	513-708-4029
Spirit Wear	Mrs. Nikki Niemann	513-379-8478
	Mrs. Lauryn Thompson	859-609-5079

ADMISSION AND REGISTRATION

NON-DISCRIMINATION STATEMENT

No student may be excluded from Our Lady of the Visitation School solely because of race, color, national/ethnic origin, or ancestry. We are limited to services we can provide to students with disabilities.

ADMISSIONS PROCESS

Acceptance of registration at Our Lady of the Visitation is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as EdChoice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

1. APPLICATION form is completed by the parent/guardian and submitted with all requested information and required documents no later than the established deadline.
2. REVIEW of the application begins. All required records will be reviewed by the school administration.
3. ACCEPTANCE is determined. Once the administrator/admission director reaches a decision whether or not to accept a student, the parent/guardian will be notified in writing by a predetermined date.
4. ENROLLMENT is completed. Upon acceptance, the parent/guardian will be asked to register the student for the upcoming school year and pay the registration fee by a predetermined date.
5. PROBATIONARY PERIOD. All new students are admitted on a probationary basis of one school year. The school may choose to end the relationship with the family at any time during that year for academic, attendance, behavior or social/emotional reasons.

A. Organization

1. Our Lady of the Visitation is a Catholic 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.
2. Our Lady of the Visitation School is established to primarily serve the parishioners of Our Lady of the Visitation Parish.

B. General Admission Policy

1. Our Lady of the Visitation admits students of any race, color, and national or ethnic origin.

2. It is understood that the child seeking admission to OLV School must be capable of benefiting from the academic program offered. Some students with great academic/behavioral/social/occupational issues may not be able to be served at Visitation.
3. Classroom limitations: The maximum number of classes which can be accommodated will be determined by the administration in conjunction with the Education Commission. Class sizes are capped at different levels depending on the age. Preschool is 20, Kindergarten is 24, 1st thru 3rd grades are 26 and 4th thru 8th are 28. There are occasions where there are special circumstances and class sizes needed to be adjusted.
4. Our Lady of the Visitation School may refuse admission or terminate enrollment if false, inaccurate or incomplete information is provided to the school. Our goal is always to meet the needs of students. If Visitation school is unable to meet the needs of a student, admission may be denied.

C. Admission Requirement

1. Age Requirements - Kindergarten

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.

Kindergarten students must turn 5 by Sept. 30 of their first year in kindergarten.

2. Our Lady of the Visitation School requires a birth certificate and baptismal certificate, if applicable, upon registration.

D. Admission Priorities (All timelines must be met!)

As Beacons of Light continues in the Archdiocese of Cincinnati, Our Lady of the Visitation, St. Joseph, and St. Jude will become one unified parish with three locations. Our Lady of the Visitation School is a ministry of the Divine Mercy Family of Parishes. In light of this, admission to Our Lady of the Visitation School is considered according to the following priorities:

1. Children of active parishioners of any church within the Divine Mercy Family of Parishes who are currently enrolled at Our Lady of the Visitation School.
2. Children of active parishioners of any church within the Divine Mercy Family of Parishes with siblings already enrolled at Our Lady of the Visitation School.
3. Children of active parishioners of any church within the Divine Mercy Family of Parishes enrolling for the first time.
4. Children of active parishioners of any Catholic church outside of the Divine Mercy Family of Parishes.
5. Children of non-active parishioners and non-Catholic families.

Definition of Active Parishioner

An active parishioner is a registered parishioner within the Divine Mercy Family of Parishes who participates in the faith life of Our Lady of the Visitation, St. Joseph, and/or St. Jude churches. This is demonstrated through attendance at weekly Sunday Mass and Holy days, participation in the community life of the Family of Parishes by volunteering time and talents in ministries and organizations, and financially supporting the Family of Parishes on weekly basis through the Sunday

offering in addition to staying current on tuition. Active parishioner status will be reviewed on a regular basis.

If an applicant falls under priority number 4, they must provide a letter of good standing from their registered parish stating that they are an active parishioner.

The pastor has the canonical right to admit or refuse admittance to the school outside of the priorities listed above. These priorities only apply to applicants who have turned in completed application materials before the deadline.

E. 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. Waiting lists are only active for one school year.

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

REGISTRATION REQUIREMENTS FOR ALL STUDENTS

Registration is not complete until all required paperwork and documentation is completed and returned. Any falsified information could be grounds for dismissal of the family. This includes birth certification, baptismal certificate, pledge letter, prior school records, registration forms, etc. Registration deadlines must also be met in order to be admitted.

SCHOOL AGE

In accordance with R.C. 3321.01, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

EDUCATING STUDENTS WITH SPECIAL NEEDS

Our Lady of the Visitation School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child’s needs, then the child may be offered the opportunity to enroll. Jon Peterson Scholarships are awarded to students who may qualify.

ACCURACY OF INFORMATION STATEMENT

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

ACCEPTANCE OF REGISTRATION

Acceptance of registration at Our Lady of the Visitation School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as Ed Choice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Registration fees are NOT refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

VOLUNTARY WITHDRAWAL OF STUDENTS

If a family chooses to withdraw a student or students, all school owned property (textbooks, technology, etc.) must be returned. All fees and tuition should be up to date. Records will not be transferred until all materials are returned and up to date. All records will remain as Visitation property until all of the above has been completed.

ACADEMIC PROGRAM

ACADEMIC EXPECTATIONS

Students at Our Lady of the Visitation School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation. The fine arts, enrichment, and intervention opportunities are also available. Additional support services may be available for students as needed.

HOMEWORK

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

GUIDELINES FOR HOMEWORK COMPLETION

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

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

Kindergarten	10- 15 minutes
Grades 1 - 3	15-45 minutes
Grades 4 - 6	60-90 minutes
Grades 7 - 8	75 -100 minutes

This assumes children are reviewing on a regular basis. A child who procrastinates or puts off daily studying may have to spend more time catching up. Students who have learning challenges may have to spend more time on homework.

GRADES AND GRADING

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

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. Parents are expected to monitor grades.

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
76.5	C-
73.5	D+
71.5	D
69.5	D-
Below 69.5	F

FIELD TRIPS/SPECIAL EVENTS

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destinations. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian. This policy applies to special events at school such as guest presentations, field day, Walk a Thon, theme day, etc.

PROMOTION AND RETENTION

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

All students at Our Lady of the Visitation School need to be able to work independently and stay on task and engaged. It is vital that students can keep up with class and follow directions independently. In addition, students must not be a threat to themselves or others. Students need to be able to complete classwork and homework. While we provide intervention staff and can help accommodate, we are limited.

RECORDS REVIEW

Student records are private and accessible only to school administrators, the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 72 hours in advance. An appointment shall be made to view the records the school retains for the student.

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

WITHDRAWAL/DISENROLLMENT FOR ACADEMIC REASONS

A student may be asked to withdraw for academic reasons from Our Lady of the Visitation School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the team in the educational process of the school. Our Lady of the Visitation School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal for any reason.

WITHDRAWAL/DISENROLLMENT OF STUDENTS BASED UPON THE CONDUCT OF PARENTS/GUARDIANS

Our Lady of the Visitation School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such

cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

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

*In extreme circumstances, a family could be asked to leave immediately.

CURRICULUM

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

STANDARDIZED TESTING

Our Lady of the Visitation School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing. Currently, students take Aimsweb in Grades K and 1 and MAP testing in Grades 2-8. Students in some grades may also take Cogat tests. Students in Grades 5 and 8 are required to take the State Science test.

Students in Grades 1-8 will also take the ARK test (Assessment of Religious Knowledge).

REPORTING STUDENT PROGRESS

Our Lady of the Visitation School issues report cards to the families on a trimester basis. Additionally, interim reports may be issued throughout each grading period. Report cards are posted in Rediker three times a year and a paper copy is sent home for the final report card. Student grades in 4-8 can be accessed at any time through the Rediker System. Please be sure to check for missing assignments and comments made by the teachers. Grades K-3 have a standards based report card.

AWARDS

Students can earn various awards at the end of each trimester (Reading, Math, Art, Christian Conduct, etc.) Honor Roll is also given.

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.

STUDENT SUPPORT PROGRAMS

Our Lady of the Visitation School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a response to intervention (RTI) method: Most of our services are funded through state funds. Our intervention staff is contracted out from Hamilton County Educational Service Center, OptimAll and Oak Hills. We have the following on staff:

- Special Education Intervention Specialists
- Speech Language Pathologist
- Math Intervention Specialist
- Reading Intervention Specialist

TEMPORARY HOME INSTRUCTION

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

FAITH FORMATION

RELIGIOUS EDUCATION

Our Lady of the Visitation School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope.

Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

SACRAMENTAL PREPARATION

As our second grade students prepare for the sacrament of First Communion, they experience the love and mercy of God's love through the Sacrament of Reconciliation. Each student's preparation begins in the classroom with support from their teachers, parents and the Our Lady of the Visitation community. This blessed Sacrament is first prayerfully celebrated with their parents with opportunities to continue to experience God's forgiveness during the seasons of Advent and Lent.

Throughout their second grade school year, students prayerfully prepare for the Sacrament of First Communion and Reconciliation. Our teachers and parents guide each student to be ready to receive the body and blood of our Lord Jesus Christ through classroom activities, prayer and retreats. The celebration of this Sacrament of Initiation takes place during a private ceremony in the late spring.

As Catholic Christian parents we bring our children into the Catholic Church so that they may begin their journey in faith through Baptism. During their seventh grade year, with the help of our teachers and the Our Lady of the Visitation community we prepare our children to make the choice to continue their faith journey through the Sacrament of Confirmation. This Sacrament of Service is celebrated with their sponsors and families in the spring.

Our seventh grade students prepare for the Sacrament of Confirmation. Students take part in academic instruction that follow the Archdiocesan standards, take part in a retreat and provide service hours as part of their preparation for the sacrament.

THE SCHOOL DAY

SCHOOL DAY

School Day 8:18 a.m. - 2:55/3:05 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 or MPR and remain there until they are dismissed. All students should arrive by 8:15.

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 8:00 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.).

BEFORE CARE

- 7:20 a.m. - 7:45 a.m.
- Monday-Friday when school is in session
- Open to all students K-8
- \$50 a semester to be registered, unlimited number of days

- Students supervised in the auditorium
- Helps working parents
- Drop off in back parking lot behind auditorium
- Students may bring a hand held breakfast and drink
- Provides a safe environment for students
- Students can read/study/work puzzles/play games

AFTER CARE

- 3:00 p.m.- 6:00 p.m.
- Monday-Friday when school is in session
- Open to students in grades K - 6
- Safe and secure supervision for both indoor play in the auditorium and outdoor activities (weather permitting)
- Homework assistance is available
- Participants can continue to join after school activities such as Spanish, band, scouts, sports, etc.
- Games, puzzles, art and homework time
- Small snack provided If school is closed for holiday break, in-service day or weather, the After-Care program is also closed. On days of early dismissal, previously scheduled or if due to weather, the After-Care Program will not be open
- See Appendix M for pricing.

DAILY ATTENDANCE

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed through absences can be difficult to make up, without participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to miss school include personal illness, a family death, or a family emergency. Students may be asked to leave after 15 absences. Ed Choice scholarships could be lost at 15 absences as well.

All students attending Our Lady of the Visitation School are expected to participate in all programs and activities during the regular school day. A handwritten excuse or email 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.tardies/ early dismissals. A physician's note may be required for long term absences (3 or more days or chronic absences). Any absence not documented with a note becomes an unexcused absence after 3 days. Three tardies (without a written medical/dental excuse from the doctor) also equal an unexcused absence.

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 to school. If a student is absent for a longer period of time, the parents and teacher should create a plan for making up missed work. Students must return all work the day after returning unless it is a longer illness. All missed work needs to be picked up between 2:30-3:30 p.m.

A child may not attend Visitation extracurricular activities if they are out sick. Students who have been suspended may NOT attend any extracurricular activities sponsored through Our Lady of the Visitation School and/or Parish.

REPORTING AN ABSENCE

All absences/tardies must be called in by 8:15 a.m. to report your child will be absent, tardy, or has an early dismissal. Please do not call the school office.

- K-8 Absent/Tardy Line #513-347-2231
- Preschool Absent/Tardy Line #513-347-4450 - press 1

Please provide the following information:

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

Any attendance that is not documented within 2 days of the absence will be considered an UNEXCUSED ABSENCE. These will not be changed IN the Rediker System after 2 days and reminders will NOT be sent. Unexcused absences could result in the loss of an Ed Choice Scholarship.

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 cards. Excessive, unexcused absences, or tardiness may result in a failure to pass the current grade.

An unexcused absence from school may warrant proper corrective action. Any absence not documented 2 days AFTER the absence will count as an unexcused absence. After 2 days it will not be changed in the Rediker system. Unexcused absences could cause loss of the Ed Choice or Peterson Scholarships.

Students should 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 time.

EXCESSIVE ABSENCE AND/OR TARDY

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. When a child is late for school it can cause them anxiety, frustration and embarrassment. It is very difficult for a child to feel ready and organized when they are tardy for the day. Children need those few minutes to get settled and prepare themselves for the day.

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 times,, they may be asked to leave Our Lady of the Visitation School, or repeat the grade, regardless of grades. Three tardies will count as one unexcused absence.

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.

APPOINTMENTS, SCHEDULED EVENTS, VACATIONS

When possible, medical and dental appointments should be scheduled outside of school hours. 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. Absences not documented within three days become unexcused absences. All students will be dismissed from the office.

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

- Excused absences include illness, funerals or other emergency absences as determined by consultation with the principal. Parents must provide details of the absence. Doctor's notes may be required as needed.
- 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.
- 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.
- 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 and be ready to take assessments.
- If the student is missing assignments after a recreational absence, consequences will be provided.
- 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.

If you choose to pull a child out for social or athletic reasons (tournaments, attending Opening Day, vacation, golfing, 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.

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. When a child is late for school it can cause them anxiety, frustration and embarrassment. It is very difficult for a child to feel ready and organized when they are tardy for the day. Children need those few minutes to get settled and prepare themselves for the day.

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 for more than 15 days, they may be asked to leave Our Lady of the Visitation School, 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.

MAKE UP WORK

For excused absences, students are responsible for doing the work, including tests, that they have missed during their absences. They will have one day for every day absent to complete assignments upon their return to school. Longer absences may require a plan by the teachers. A student or parent should contact the child's teacher after an extended absence. Anyone picking up a child's work should report to the school office between 2:30-3:30 p.m.

HIGH SCHOOL SHADOWING

8th grade students are permitted three 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 to take all assignments.

GUIDELINES FOR CHILDHOOD ILLNESS AND SCHOOL ATTENDANCE

- Temperature: 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.
- Taking antibiotics at home: According to the Ohio Department of Health, your child should remain at home for at least 24 hours after starting antibiotics. This includes (but not limited to) taking antibiotics for strep throat, pink eye, respiratory infections or any other type of infection that requires antibiotics.
- 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/antibiotics 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 a possible strep infection. If that is the case, your child should remain at home until he/she has had 24 hours of antibiotics, is fever free for 24 hours 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.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

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

STUDENT PREGNANCY

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

GENDER IDENTITY

GENDER IDENTITY POLICY

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

The Archdiocese of Cincinnati has specified the following policy regarding gender identity: In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

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

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

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

HEALTH AND SAFETY

Our Lady of the Visitation School follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

Administering Medications to Students (R.C. 3313.713)

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

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

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

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;

- 2) The school receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
- 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
- 5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
- 6) Any other procedures required by the school are followed.

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

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

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

1. The student's name and address;
2. The names and dose of the medication contained in the autoinjector;
3. The date the administration of the medication is to begin and end, if known;
4. Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
5. Circumstances in which the autoinjector should be used;

6. Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
7. Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
8. Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
9. At least one emergency telephone number for contacting the prescriber in an emergency;
10. At least one emergency telephone number for contacting the parent/guardian; and
11. Any other special instructions from the prescriber.

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

MEDICAL INFORMATION AND NOTIFICATION

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information. Medical Information is shared among the staff for the health and safety of the child. It is the responsibility of each family to return all medical forms and keep the nurse updated of any medical changes. They should also notify the adults who transport the child.

MEDICATION ADMINISTERED AT SCHOOL

Visitation School follows Revised Code 3313.713 for administration of medication. The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

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

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

DIABETIC CARE POLICY

Our Lady of the Visitation School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

Our Lady of the Visitation School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
 2. Responding to blood glucose levels that are outside of the student's target range;
 3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed
-
1. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
 2. Providing oral diabetes medications;
 3. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
 4. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
 5. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

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

SCHOOL ADMINISTRATION OF DIABETES MEDICATIONS

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

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:
 - The name and address of the student;
 - The school and class in which the student is enrolled;
 - The name of the drug and the dosage to be administered;
 - The times or intervals at which each dosage of the drug is to be administered;

- The date the administration of the drug is to begin;
 - The date the administration of the drug is to cease;
 - Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
 - Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
 - 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
 - 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
 - 6) Any and all other procedures required by the school are followed.

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

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

STUDENT ADMINISTRATION OF DIABETES MEDICATIONS

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

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

NON-RESTRICTION DISCLAIMER

The school shall not restrict a student who has diabetes from attending the school on the basis that

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

SEIZURE ACTION PLAN

ORC 3313.7117 requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
- A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training. Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the policy in the nurse's office.

POLICY ON MARIJUANA & ILLEGAL SUBSTANCES

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

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

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

CHILD PROTECTION

Our Lady of the Visitation School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect.

IMMUNIZATIONS

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

HEALTH SCREENINGS

Vision and hearing screenings shall be provided regularly. 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.

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 preschool and grades K, 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.

SAFETY PLAN

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

WELLNESS PLAN

Our Lady of the Visitation hosts a wellness week each year. Speakers are brought in to help students with social and emotional learning. In addition, various wellness topics are covered in Religion, technology and health classes throughout the year. Other programs used throughout the school are Circle of Grace, Family Life, Sources of Strength.

STUDENT CODE OF CONDUCT

Our Lady of the Visitation School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place. All adults on campus may help enforce these rules.

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

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

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem. A demerit or detention may be issued. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

CONDUCT IN OR OUT OF SCHOOL

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

Our Lady of the Visitation School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Our Lady of the Visitation School Harassment, Intimidation, and Bullying Policy . It is the policy of Our Lady of the Visitation School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

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

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

Definition of Terms

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

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - o Causes mental or physical harm to the other student; and
 - o Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - o Causes mental or physical harm to the other student; and
 - o Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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

TYPES OF CONDUCT

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

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the

Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:

- o Posting slurs on the Internet, websites, blogs, or social media/networks;
- o Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
- o Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- o Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

COMPLAINTS REGARDING HARASSMENT

Formal Complaints

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

Informal Complaints

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

Anonymous Complaints

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

Criminal Misconduct

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

Conduct Disclaimer

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

General Behavioral Expectations

The following general rules and expectations serve as reminders and are in support of the student. Behavior demerits, detentions, suspensions and/or expulsions may be given. Any of those consequences can only be revoked if approved by an administrator. Refusal to sign a demerit or detention by a parent does not revoke the consequence given.

CODE OF CONDUCT

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. Respect will be demonstrated through clean speech and habits.
4. All students are subject to correction from any faculty or staff at any place on campus.
5. The School Uniform Code will be followed, including expectations for out of uniform days.
6. Improper language or gestures, deliberate injury, or threatening statements, or conduct are unacceptable.
7. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), are not allowed.
8. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs. This includes technology.
9. Books and materials are to be handled with care. Books must be covered at all times. Damage to books on loan is subject to a fine not to exceed the book's value.
10. Students are expected to come prepared for all classes, school activities/events.
11. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
12. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member. This includes Smart watches, Fitbits, e-readers, cell phones, etc. They should be stored in cubbies at all times.
13. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
14. Students are to be orderly in specified halls and classrooms at all times so that a positive learning environment is maintained. Students must walk in the halls and be quiet when requested. No student should be in the hall without permission of a faculty or staff member.
15. Students must ask for permission when leaving a classroom unless it is during the change of class.

16. Students are not permitted to leave school premises during the school day without the written, signed permission of their parents/guardians. Students must also obtain the permission of the principal or teacher before leaving the school.
17. Students must follow all traditions while attending mass. There is to be no talking upon entering the church.
18. Students should keep their hands to themselves at all times, including the playground. All recess guidelines must be followed.

BEHAVIOR MANAGEMENT

Behavior demerits and assignment demerits will be tracked separately.

- Students receive a clean slate each trimester for assignment demerits.
- Behavior demerits will be an ongoing count throughout the year.

Grades 4-8

Assignment demerits (clean slate at the beginning of each trimester):

3 assignment demerits = 1 detention

5 assignment demerits = 1 detention

7 assignment demerits = Disciplinary Board Meeting to determine course of action, meeting recommended with parents, student and staff

All Grades

Behavior demerits (ongoing count throughout the year):

3 behavior demerits = 1 detention

5 behavior demerits = 1 detention

7 behavior demerits = 1 day of at home suspension on a day of the school's choosing, meeting with teachers, parent, child and administrator before the child returns to school.

9 behavior demerits = 2 days of home suspension on 2 days of the school's choosing

Behavior demerits (ongoing count throughout the year):

- If a parent refuses to sign a demerit/detention it does not cancel the demerit/detention.
- *1 Detention is the same as 3 behavior demerits. 2 detentions is the same as 6 demerits and so on...
- If a student is having an especially difficult time, they may be sent home immediately to provide time to regroup and restart*.

Disciplinary Board- The Disciplinary Board acts as an advisory committee to the principal. It is made up of one administrator, a teacher on grade level, one non-grade level teacher and the school psychologist. They may be consulted at any time in any matters of discipline. The Disciplinary Board can recommend a written warning, a probation, a suspension or expulsion.

Reasons for Detentions: 3 demerits, language, misbehaviors during school hours or recess, defiance, disrespect, damaging property, cheating, fighting, lying, uniform infractions, disrespect/talking back, harassment, and other behaviors not listed

Suspensions: Suspension means students are denied the privilege of attending class with their peers. Suspensions are served at home. Students will have to check online planner/Google Classroom.

Teachers do not have to reteach any lessons for that child. Students are expected to have all assignments ready and be able to take all assessments scheduled the day they return.

Reasons for suspension: multiple detentions, fighting, vandalism, inappropriate social media usage, excessive violations, major disrespect to a student or adult, bullying, defiance and other behaviors not listed.

Reasons for expulsions: consistent misbehaviors, disrespect/defiance/bullying, fighting, possession of vaping, smoking or any tobacco products, lack of responsibility, loitering on school property, obscenity/profanity, truancy, threatening others, possession of a weapon or weapon like object, other offenses deemed inappropriate, dangerous, against Catholic Teaching and other behaviors not listed

Suspensions and Expulsions become part of a child's permanent record.

PROCEDURES TO BE FOLLOWED IN CASES OF SUSPENSION OR EXPULSION

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

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

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

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent. within 15 days of the expulsion.

FINALITY OF DECISIONS

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

SEARCH AND SEIZURE

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

CHEATING AND PLAGIARISM

Plagiarism is the act of using the ideas or words of others as one's own. This includes artificial intelligence. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards. Students will be asked to rewrite any document that has been plagiarized or where artificial intelligence was used. Consequences will be given for all students cheating off the work of others or plagiarizing another's work. AI is not to be used on assignments that are graded unless told otherwise by the teacher.

GENERAL INFORMATION

ARRIVAL AND DISMISSAL

Morning drop off

School doors open at 7:45 a.m. All students should arrive by 8:15 a.m. Students are tardy at 8:18 a.m.

Carpool Arrival

Use the south entrance to the main building. Stay in a single file, pull up as close to the library building end as possible, leave your riders out of the car and then proceed to exit. Students should enter out of the doors closest to the library. They should always cross in front of their own car. If you have a large project or need extra time to get out, please pull in the center of the lot and wait for an adult to escort the student across the 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. Please take care of hugs and farewells at home, so as not to hold up the line.

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.

Kindergarten students may be dropped off in front of the Preschool entrance. Preschool parents should use the carpool line where a staff member will help them out of the car if needed. Parents MAY park in the lot and walk them over, but by October 1st, we encourage the use of the carpool line.

Bus Arrival

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

Carpool Dismissal

2:47 Preschool Carpool - This carpool is for families that have a (full day) Preschool or Kindergarten student in their carpool. Students in grades 1-8 will be walked over to the Preschool Entrance to meet their carpool.

2:55 Carpool 1 - This carpool is for students in grades K-8. Carpool 1 is for those cars turning RIGHT onto South Road. Students are picked up in the front lot at the corner of Werk Rd and South Road.

3:08 Carpool 2 - This carpool is for students in grades K-8. Carpool 2 is for those cars turning LEFT onto South Road. Students are picked up in the front lot at the corner of Werk Rd and South Road.

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

All cars will enter the South Road lot using the entrance closest to the white house (parish 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 the safety zone, cars will then be dismissed by rows by a staff member.

Walkers

A member of the school staff will cross students across South Road each day.

BUS TRANSPORTATION

Our Lady of the Visitation School and the students will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus. Students could be asked to refrain from using the bus if their behavior warrants. Students could receive consequences from Visitation based on their behavior on the 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. Each school district will provide specific guidelines for buses.

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 a 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.

BIRTHDAY TREATS

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. Parents are not to bring special treats in for a small group of friends either. The entire class must be included in a special treat.

CHANGE OF ADDRESS

Should you change your place of residence within the parish, send your new address and telephone number to the School 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 school 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.

CONFERENCE

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. In this day and age with communication being so readily available, the school does not take it as a sign of disinterest if you choose not to attend a conference. However, if the teacher requests a conference, we expect a parent to attend.

COMMUNICATION

Communication between home and school is important. Communication is fostered through Meet the Teacher Night, parent/teacher conferences in the fall, trimester report cards, Open House, and a school newsletter emailed every Wednesday. Parents must be signed up with the Rediker database system to receive communications. In addition, you can find us on social media.

It is imperative that respectful communication occurs between parents and teachers. The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

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

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are not allowed. All visits to discuss a child need to be scheduled.

Our weekly newsletter is an important form of communication with parents. It is emailed through Rediker every Wednesday. It is imperative that parents receive and read the newsletter for information about your child's school. If you do not receive it, please send an email to Rediker@olvisitation.org

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. When you become a part of Our Lady of the Visitation School you agree to follow all guidelines and policies put into place whether you agree with them or not. Poor or inappropriate behavior by students and/or parents will not be tolerated. This includes posting negative comments about Our Lady of the Visitation and/or its students or staff. This includes any and all forms of social media. When a family has an issue, they should contact the school to try to resolve it.

CONFIDENTIALITY REGARDING STUDENTS

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students. Staff may not share information regarding other students.

COOPERATION AS CONDITION OF ENROLLMENT

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

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.
- Lack of respect for attendance issues.
- Lack of respect for turning documents in a timely manner.
- Refusal to sign handbook, demerits, detentions, etc.

CUSTODY POLICY

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

ELECTRONIC DEVICES

Cell Phones

Students have no need to have cell phones during the school day. If an emergency requires that a parent needs 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 end of the day and a demerit will be issued. Further issues with electronic devices will deem harsher 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.

Social Media

Students will be given consequences for any social media or personal devices used in school.

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

No Smartwatches are allowed in school. Students need to place them in their backpacks.

- any device that sends or receives messages is not allowed.

Ipads/PC's/electronics 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 technology through school. There is a Chromebook loaner program available if a device is needed.

Nintendo DS, PSPs , Switches 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.

EMERGENCY CLOSINGS

In case of an emergency closing, a Rediker message will be sent out to contacts. Visitation follows Three Rivers Local School District for inclement weather closures.

EXTRA-CURRICULAR ACTIVITIES AND SPORTS

Our Lady of the Visitation offers a variety of clubs and sports. Please contact the Visitation Athletic Club (VAC) for basketball, baseball, cheer, football, golf, softball, track & field, volleyball, or wrestling. School offers a variety of clubs each year depending on teacher availability. These include: Art Club, Lego Club, Tutoring, Bible Bowl, It’s Academic, EGO (student council), student newspaper, etc. All volunteers must be Safe Parish certified to oversee. See the weekly newsletter for signups for student clubs.

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

A student who is suspended from school will not be allowed to participate in athletics at Our Lady of the Visitation School during such suspension. The suspended student will not be allowed to begin participating in Our Lady of the Visitation School sports until the date that he/she is eligible to start school after the suspension. Check local Athletic Association Bylaws.

END OF YEAR CEREMONY, GRADE 8

A student entering the eighth grade has the right to know the following policy will determine whether or not he/she participates in the end of year ceremony. This ceremony is a privilege, not a right of the students.

1. Any student who received two F's in any subject must:
 - a. a. attend summer school or
 - b. b. be tutored for a specific time as determined by the principal
 - c. 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 highschool 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.
6. A student who has poor behavior throughout the year may not be invited to participate in the End of Year Ceremony.

The end of year festivities are privileges, not the 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 the End of Year Ceremony dress code.

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). Other exceptions are eyeglasses and medication. The goal is for students to learn how to handle adversity. There is food in the cafeteria for anyone who forgets their lunch. They can charge their lunch.

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 may be delivered only to those with food related medical issues or sensitivities.. Parents are not allowed to deliver lunch unless they are working. Your child will survive on food we have here at school. Your child can always get lunch whether or not they have cash. We have a “charge” system.

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

FIELD DAY

Field Day is a reward day for those students who have had good behavior and regular completion of homework throughout the year. Students may be asked to refrain from field day if they have poor behavior or do not complete work.

Field Day is meant to be a community building event in which homerooms compete against one another in fun filled games. Please do not allow any sleepovers the night prior to field day. Students get sick, overheated and are cranky due to lack of sleep. It also makes others feel excluded and left out when they see groups arriving at school that day. In addition, students should wear their Walk a Thon t-shirt. No paint, glue, cuts, or signs on the t-shirts. No face paint, horns, or noisemakers are allowed on this day.

GIFTS/DELIVERIES

Gifts are not permitted to be given to individual students during the school day. Parents will be asked to pick up any gifts delivered to school. Students may not have any food or gifts delivered to school. No special treats may be given to small groups of students. Treats/gifts must be given to the entire homeroom.

LIBRARY/MEDIA CENTER

Students in Grades K-8 have a set library/media center time. Items may be checked out. Fines will occur for late items. 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. The library is also open before and after school on certain days.

LOST AND FOUND

Any turned in lost items are announced at the end of each day. They stay in the office for one day then they are moved to the school Lost and Found located outside the Auditorium.

LUNCH PROGRAM

Visitation uses hotlunch.com for all lunch orders. Directions are given at the beginning of each school year on how to sign up for hot lunch. Snacks may be purchased with cash. 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 tray lunch, including milk, is \$4.00. The menu is now available on Hotlunch.com, allowing you to sign up and order lunches on a weekly and/or daily basis. We will no longer use the paper lunch tickets. For those who pack, milk may be purchased for 50¢. Prices are subject to change. Click here for more information here: <https://olvisitation.org/school/Visi-Vitals/Lunch>

PARENT/GUARDIAN SERVICE REQUIREMENTS

All parent volunteers must become enrolled in the Safe Parish Program. See school website for details. All parent volunteers and guests must promote and uphold all teachings of the Catholic Church.

RECESS

All children, grades K-8, are expected to go outside for lunchtime recess, weather permitting. Students will go outside for recess as long as the “feels like” temperature is 25° or above. Students may stay inside due to excessive heat as well. 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 misbehavior, including demerits and detentions. Students not dressed properly for recess may either be cold or be asked to sit inside the cafeteria during their recess time. If a parent wishes his/her child to be excused from lunchtime recess, the request must be made in writing stating the reason the child is to be kept indoors.

SOCIAL MEDIA

Our Lady of the Visitation School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events. Bullying, intimidation or threatening comments made by parents or students will not be tolerated. Consequences may be given for student behavior on social media.

STUDENT DIRECTORY

Student information is available in Rediker.

TECHNOLOGY

Use of the internet at Our Lady of the Visitation School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school. **By signing this form you are also agreeing to allow your child access to all applications used by the school.**

While Our Lady of the Visitation School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with Our Lady of the Visitation School policies and the Archdiocesan Responsible Use of

Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

1. Prohibition of AI Tools

- a. The use of AI tools such as Chat GPT, or any other artificial intelligence based writing assistance tools, is strictly prohibited for completing any assignments, including but not limited to essays, homework, projects and tests.
- b. Educational integrity- All assignments must reflect the student's own understanding and efforts. The use of AI tools undermines the learning process and violates academic integrity. This includes other's work or artificial intelligence.

THEFT OR LOSS OF PERSONAL PROPERTY

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

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

When appropriate, Our Lady of the Visitation School will report to authorities and prosecute all thefts or vandalism to property.

TUITION

Tuition Aid forms, FACTS Payment Plan forms, and tuition information and deadlines for the next school year can be found in the appendix.

UNIFORM CODE

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

ALL Uniform Skirts must be within 4 inches of the knee.

Students who do not comply with the uniform code will be given a written warning that must be signed by parents. After that, students will be given a demerit and/or sent home. All students are required to follow the uniform code.

ALL GRADES
Blouses/Shirts/Undergarments
Plain white or light blue polo shirts with a collar - No denim permitted. Shirts must be tucked in except for banded waist knit shirts. Shirts may have the school emblem on them. Dry fit material is permitted. All undergarments under shirts must be white.
Sweaters/Pants
Solid navy, white/cream, or gray cardigans or pullovers may be worn over the uniform shirt. No oversized sweaters or emblems may be worn. Navy blue chino twill type pants may be worn. No cargo pants or joggers.
Sweatshirts
Only school uniform quarter zips/sweatshirts may be worn in the classrooms. These can only be purchased through the Spiritwear Shop.
Socks and Leggings
Only solid navy, black,gray or white socks may be worn. Girls may wear solid navy or black ankle length tights with socks in cold weather. Tights must be solid (no lace, cut-outs, sheer material , lace, etc). Socks must show.
Shoes
Dress or gym shoes may be worn. Shoes with any type of closure must be fastened. Shoestrings must be laced and tied. No sandals or other open shoes are allowed. No “croc” style shoes, boots, sandals, or clogs.
Make up, Jewelry, and Accessories
Makeup of any kind is not allowed. Any form of jewelry that is distracting is not permitted. One simple ring and/or one simple chain with a small charm may be worn. Temporary or permanent tattoos are not permitted. Hats or scarves may not be worn in the building except for special, announced occasions. Earrings must be contained to the lobe of the ear and not hang over or outside it. Students may not draw on their bodies. Single Piercings may only be in ears and worn by girls.. Boys may not have pierced ears.
Hair and Grooming /Nail Polish (Girls only)
Hair: Hair must be clean and neatly groomed. No extreme or distracting hair colors or styles are permitted. Hair must be natural hair colors only. Eyes must be visible without having to move hair back. Hair may not be in the face. No mohawks, fades, words/numbers cut out, etc.

Nail Standards:

1. Nails must be kept at a practical length—no more than ¼ inch beyond the fingertip—to ensure safety and support full participation in learning activities.
2. Only solid, neutral polish colors are permitted. Acceptable shades include clear, beige, pale pink, nude
3. Liturgical colors may be worn on appropriate days:
 - Purple may be worn during Advent and Lent. One pink nail (preferably on the fourth finger) may be added for Gaudete and Laetare Sundays.
 - White polish may be worn during the Easter season.
 - *Note: Red and green are not approved liturgical colors for Advent.*
5. Nail art, designs, glitter, ombré, French tips, and any embellishments are prohibited.

GIRLS UNIFORM K-4**Plaid Jumper**

Uniform skirt should be a modest length within 4 inches of the knee. Shorts may be worn under the jumper but may not hang below the skirt.

Pants

Navy blue twill dress pants only. No joggers or cargo pants.

Shorts/Skorts

Navy blue twill, or uniform walking shorts may be worn the first day of school thru October 15th and then beginning April 15th. No cargo pants. Shorts and skorts should be a modest length within 4 inches of the knee. Uniform plaid or navy skorts may be worn all year and with tights during winter months.

GIRLS UNIFORM 5-8**Pants**

Navy blue tailored dress pants only. NO joggers or cargo pants.

Shorts/Skirts/Skorts

Navy blue twill, walking shorts may be worn on the first day of school through October 15th and then beginning April 15th. Shorts and skorts should be a modest length. Navy skorts may be worn all year and with ankle length tights during winter months. Uniform skirts must be within 4 inches of the of the knee.

BOYS UNIFORM K-4**Pants**

Navy blue twill or corduroy dress pants only. Long pants must be worn between October 15th and April 15th. NO cargo pants, no joggers.

Shorts

Navy twill uniform walking shorts may be worn the first day of school through October 15th and then beginning April 15th. NO cargo shorts.

BOYS UNIFORM 5-8**Pants**

Navy blue twill/ corduroy dress pants only. Pants must be worn at the waist. No joggers or cargo pants. Long pants must be worn during October 15th through April 15th.

Shorts

Navy twill uniform walking shorts may be worn on the first day of school through October 15th and then beginning April 15th.
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For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, drugs, violence, or political position is not permitted.

Some out of uniform days are announced as a special “theme” e.g. funny hat, Visi colors. Otherwise, the students will hear “all normal out of uniform rules apply.” This means clothing must be neat, clean and modest and school appropriate. Shorts must be an appropriate fingertip length or longer and worn only during warm weather uniform time. All shirts must have sleeves. No cutoffs. 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. If students come dressed inappropriately or not following guidelines they will be asked to call home for a change of clothes. Nothing should be worn that encourages/alludes to sex, drugs, gender identity, alcohol, political views, etc. Nothing worn should be offensive or provoke another person. A child may be given items from the nurse to wear if they come dressed inappropriately or may be sent home. Students will not return to class unless dressed appropriately. No heeley’s or extravagant shoes. All attire is to be conservative.

UNIFORM FOR SPECIAL OCCASIONS

FIRST HOLY COMMUNION

Girls

White dresses, veil or wreath, white socks or tights, dress shoes or sandals.

Boys

White long sleeve shirt, navy or black 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 heels. 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. Dress shoes.

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

GRADE 8 CELEBRATION AND 8TH GRADE MOTHER'S 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 candidate's 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 high heels are not to be worn. Heels should be no more than 3 inches in height and should be wider or wedge type heels. 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 sport coat. Dress shoes.

All

Students are permitted and encouraged to wear the same outfit for both the graduation breakfast and graduation. No outlandish outfits with cartoons, themes, Hawaiian, sports, writing, etc. No hats, sunglasses, or canes (unless medically required). No gum. No phones. 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 in graduation ceremonies.

USE OF STUDENT PICTURES/INFORMATION

Pictures may be used on social media or in school documents, such as newsletters or social media. If you do not wish your child's name or picture to be shared, please complete the media policy stating so.

VOLUNTEERS

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

APPENDICES

Appendix B	<u>Archdiocesan Policy for Youth Activities/Permission Form</u>
Appendix C	<u>Asthma Inhaler Form for Self-administration</u>
Appendix D	<u>Decree on Child Protection</u>
Appendix E	<u>Emergency Medical Authorization Form</u>
Appendix F	<u>Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector</u>
Appendix G	<u>Parent/Guardian Request for Administration of Medication</u>
Appendix H	<u>Physician Request for Administration of Medication</u>
Appendix I	<u>Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector</u>
Appendix J	<u>Responsible Use of Technology</u>
Appendix K	<u>School Calendar</u>
Appendix L	<u>Social Media Policy and Media Release Form</u>
Appendix M	<u>TUITION</u>
Appendix N	<u>Volunteer Confidentiality Form</u>

****A DIGITAL COPY OF THE HANDBOOK AND THIS FORM WILL BE SENT HOME TO ALL PARENTS. YOU DO NOT NEED TO COMPLETE THIS FORM.****

PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

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

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

updated 8/1/2025