



**Grades K-8**  
**Family Handbook**  
**2023-2024 School Year**

School Day 8:18 a.m. - 2:55/3:05 p.m.  
Office hours 8:00 a.m. - 3:30 p.m.

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# WELCOME!

*Therefore welcome one another as Christ has welcomed you, for the glory of God.*

- Romans 15:7

We're so glad you're here! Our Lady of the Visitation School is blessed with an excellent faculty and staff who take great pride in their vocations as Catholic school teachers and educators. Our teachers know each child's individual strengths and interests, and seek ways to inspire and challenge our students from preschool through eighth grade. With home and school working cooperatively, we can help our students become the best versions of themselves.

This handbook was developed to serve as a resource for you to know and understand better the policies, guidelines and informational items relating to our school. The following policies and procedures were instituted to provide the students of Our Lady of the Visitation School with a safe and comfortable Catholic environment in which to receive a quality education. These policies and procedures are in accordance with the policies of the Archdiocese of Cincinnati. As with all policies and procedures, the school administration reserves the right to make the final judgment in any situation. All decisions will be made with the best interest of everyone involved. If you have any questions, please contact us. We welcome your questions and comments.

Holly M. Aug, Principal  
August, 2023

## SCHOOL HISTORY

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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 & BELIEFS STATEMENT

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Our Lady of the Visitation School is a diocesan Roman Catholic School operated by the parish of Our Lady of the Visitation Parish. 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 the building of the Kingdom. We are dedicated to providing a well-rounded quality education in a value-centered

environment. Through academics, prayer and worship, the staff and families of Our Lady of the Visitation School work to impart to our children the Catholic traditions and faith, and to live the Gospel message of Jesus Christ by serving the church and the broader community.

We believe that each student is a valued individual with unique physical, social, emotional and intellectual needs. We believe that children can learn in different ways and that a variety of instructional approaches should be used in a safe and comfortable environment to support all students' learning types. We believe that education empowers children to be aware of their abilities, goodness, dignity, talents and spirituality, and to use these gifts to serve God and the broader community.

Our Lady of the Visitation School is a parish elementary school, operated, supported, and directed as part of the parish sponsored educational program, pursuant to the policies of the Archdiocesan and Area Commission on Education. Our Lady of the Visitation School is an elementary school offering preschool -8th grade.

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

## **ACCREDITATION**

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Our Lady of the Visitation School is fully accredited with the Ohio Catholic School Accrediting Association (OCSAA) and follows the Course of Study as outlined by the Archdiocese of Cincinnati.

## **ADMINISTRATION**

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Fr. Don Siciliano, Pastor  
Mrs. Leslee House, Business Manager  
Mr. Josh Agnew, Director of Schools  
Mrs. Holly M. Aug, Principal  
Mrs. Leah Cook, Assistant Principal  
Mrs. Jane McDonald, Preschool Director  
Mrs. Lynn Heckman, Office Administrator  
Mrs. Erin Becker, Development/Office Administrator  
Mr. Brock Japsen, Director of Religious Education

## RIGHT TO AMEND

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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 her appointee, with the support of the pastor, retains the right to amend this handbook. Parents, guardians, and students will be given notification if changes are made.

## CONTACT INFORMATION

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Our Lady of the Visitation School  
3180 South Road • Cincinnati, OH 45248  
phone • 513-347-2222 fax • 513-347-2225  
voicemail • 513-347-2235  
K-8 Attendance Line • 513-347-2231  
Preschool Attendance Line • 513-347-4450  
Rectory • 513-922-2056  
Religious Education Office • 513-347-2228

## SCHOOL FACULTY & STAFF

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Director of Schools	Mr. Josh Agnew, Masters	University of Alabama at Birmingham
Principal	Mrs. Holly Aug, Masters	Xavier University
Assistant Principal	Mrs. Leah Cook, Masters	Wright State University
Preschool Director - PreK	Mrs. Janie McDonald, Masters	Xavier University
Preschool - P3/P4	Mrs. Robyn Kern, Bachelors	Northern Kentucky University
Preschool - P4/5	Mrs. Jeannine Roth, Associates	University of Cincinnati
Kindergarten	Mrs. Amy Gomer-Clyde, Masters Miss Lauren Minella, Bachelors Miss Avery Roedig, Bachelors	Xavier University Xavier University University of Cincinnati
Grade 1	Miss Katie Ernst, Bachelors Mrs. Beth Ridner, Bachelors Mrs. Erin Wagner, Masters	University of Cincinnati Western Carolina University Xavier University
Grade 2	Miss Maggie Aug, Masters Miss Susan Fischesser, Masters Mrs. Vickie Kearns, Bachelors	College of Mt. St. Joseph University of Portland Jacksonville State University

Grade 3	Mrs. Tammy Donawerth, Bachelors Mrs. Christa Malton, Masters Mrs. Sally Mulligan, Bachelors	Xavier University Northern Kentucky University College of Mt. St. Joseph
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	Miss Karen Cullion, Masters Mrs. Sarah Hughes, Masters Mrs. Amy Lott, Masters	Xavier University Northern Kentucky University Xavier University
Grade 6	Mr. Patrick Bellman, Bachelors Mrs. Amy Cobb, Masters Ms. Diane Tensing, Bachelors	Xavier University Wright State University 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. Karen Nieman, Bachelors Mrs. Sharon Palicki, Masters	Wilmington College University of Michigan University of Cincinnati
Art	Mrs. Julie Ranel, Masters Mrs. Melanie Zimmerman, Masters	Xavier University Central Michigan
Band	Mrs. Susan Cassidy, Bachelors	Indiana University
Computer	Mrs. Leah Ruberg, Bachelors	College of Charleston, SC
Learning Specialist	Mrs. Cheryl Oevermeyer, Bachelors	Miami University
Media Specialist	Mrs. Jen Brady, Associates	Cincinnati State
Math Specialist	Mrs. Julie Lanter, Masters	Xavier University
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 Mrs. Jenny Carmosino Mrs. Beth Cebula Mrs. Vickie Doerger Mrs. Trisha Dyer Mrs. Lee Ewry Mrs. Mary Beth Fritz Mrs. Julie Freudiger Miss Morgan Langdon Mrs. JoAnne Merk Mrs. Tanya Morgan Mrs. Nancy Murray Mrs. Michelle Sellet Mrs. Patti Thatcher Mrs. Brandy Vitucci	
Admin for School	Mrs. Lynn Heckman	
Admin for State	Mrs. Kathy Feie, Bachelors	Xavier University
Cafeteria Mgr.	Mrs. Linda Good, Bachelors	University of Cincinnati
Development/ Office Admin	Mrs. Erin Becker, Associates	Ohio Institute of Photography
Religious Ed./ Playground Monitor	Mrs. Lisa Spraul, Associates	University of Cincinnati
Maintenance	Mr. Dave Feldman Mr. Patrick Sonderman Mr. Norb Trapp	
Tech Support	Mrs. Jonica Wegman, Bachelors	University of Dayton
<b>Services Provided by the State</b>		
Enrichment	Mrs. Kathleen Brothers, Masters	Xavier University
Intervention Spec.	Mrs. Jeanna Shupp, Masters	College of Mt. St. Joseph
Intervention Spec.	Ms. Leah Holland, Masters	Xavier University
Math Specialist	Mrs. Beth Bubenhofer, Bachelors	Xavier University
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. Renee Bill, Masters	University of Cincinnati

## Parent Teacher Organization (PTO)

President	Mrs. Beth Cebula	513-312-7544
Vice-President	Mrs. Holly Beck	513-481-1590
Treasurer	Mrs. Alison Lucas	513-518-7536
Secretary	Mrs. Allison Albertz	513-484-7662
Spirit Wear	Mrs. Nikki Niemann	513-379-8478

# ADMISSION AND REGISTRATION

## NON-DISCRIMINATION STATEMENT

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

## ADMISSION

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### Admission Policies (assuming all deadlines for registration have been met).

#### 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 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

1. Children of participating parishioners, who have siblings already enrolled at Our Lady of the Visitation School in grades K-8.

2. Children of participating parishioners, whose older children already attended Our Lady of the Visitation School.

3. The first child of a participating parishioner.

4. Participating member of another Divine Mercy Parish.

5. Participating member of another Catholic Parish.

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

Definition of Participating Parishioner: A participating parishioner is one who participates in the faith life of our parish. This is demonstrated through weekly Mass attendance, participation in the community life of our parish by volunteering time and talents in ministries and organizations, and as able financially to support the parish on a regular, ongoing basis through Sunday donations, in addition to staying current on tuition.

### 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.

## **SPECIAL NEEDS STUDENT POLICY**

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

## ACCURACY OF INFORMATION STATEMENT

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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

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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. 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

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All records of students voluntarily withdrawn will remain as Visitation property until the following have occurred: tuition is up to date, all school textbooks and technology are returned, fees are paid in full, any other outstanding items between the school or parish and the family.

## ACADEMIC PROGRAM

### ACADEMIC EXPECTATIONS

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

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

Supporting students' development of a dynamic faith that expresses itself in love of God and service to others is at the heart of Our Lady of the Visitation School's mission. At Visitation, the administration, faculty, and parents believe that education awakens a sense of a global world wherein students can experience God actively working in their lives. This belief is embedded in the culture of the school. The religion curriculum includes a blend of tradition, self-expression, prayer, faith, doctrine, and service rooted in the gospel message. All grade levels participate in service and mission projects throughout the school year.

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

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

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

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

Our school is highly devoted to preparing students for learning and working in the 21st century. Grades K-3 have touchscreen devices, while grades four through eight have one to one Chromebook to help enrich learning through the use of technology. Visitation is focused on incorporating technology into the instructional process to encourage problem-solving, critical thinking, and global learning to provide students with necessary tools for the future.

Parents choose to send their children to Our Lady of the Visitation School. When asked why, parents consistently praise the school's ability to meet the needs of their children both spiritually and academically. Educating the whole child, in a mutually respectful compassionate environment with high academic standards, is what Visitation is all about. Many families have celebrated two and three generations of education at Visitation, and even with a growing student body and over 80 faculty and staff, Visitation maintains the feeling and reputation of a nurturing parish family community.

Accelerated Curriculum: At times, there may be accelerated, advanced, STEM or Enrichment courses offered to students. Due to the high achieving nature of these courses and our highly successful

Visitation community, placement of students will be based heavily on standardized test scores and includes student achievement and teacher recommendation. . The sources of the data could include Iowa, CogAT, Aimsweb and/ or teacher recommendation scores. The data will determine who is eligible for an accelerated curriculum. It is not based on student / parent requests.

## HOMWORK

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

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

## GRADES AND GRADING

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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](mailto: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

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

## PROMOTION & RETENTION

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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.

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

## RECORDS REVIEW

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Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/Guardians are asked to make a request for records in writing 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**

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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 academic 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 due to academic reasons.

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

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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 and student describing the reasons for the student's potential disenrollment.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A 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.

## **CURRICULUM**

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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 following the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

## **STANDARDIZED TESTING**

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Our Lady of the Visitation School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. The Archdiocese of Cincinnati requires that the MAP or iReady Assessments be administered each fall, winter, and spring. Students receiving State of Ohio scholarships may be required to participate in additional state testing.



The Archdiocese of Cincinnati also requires all students in grades 5 and 8 to take the ACRE (Assessment of Child Religious Education) Test. All students, regardless of religious affiliation, take the test.

## REPORTING STUDENT PROGRESS

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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. Paper copies are sent home for final report cards only. Parents are expected to check online grades through the Rediker system. When checking grades, please be sure to look for comments and missing assignments. Students in grades K-3 will have a standards based report card. Students grades in 4-8 can be accessed at any time via the [Rediker Plus Portal](#).

## HONOR ROLL

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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.

## AWARDS

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Awards offered at the end of each trimester include: Honors, Christian Conduct, JC Extra Effort Award, Subject Area Awards.

## STUDENT REFERRALS & RTI PROCESS

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

## TEMPORARY HOME INSTRUCTION

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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

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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 accordance 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

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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.

# ATTENDANCE

## THE SCHOOL DAY

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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 8:10 a.m. should go immediately to their homerooms. Students will be marked tardy as soon as the morning song ends (about 8:18 a.m.).

## BEFORE CARE

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- 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

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- 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
  - Daily snacks provided
- Fees are based on number of days - see chart below

## AFTERCARE SCHOOL YEAR FEES

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	1st child	2nd Child	3rd Child
Monthly full time (attends 13 days or more/month)	\$165	\$150	\$135
Monthly Part Time - A (attends 9 - 12 days month)	\$145	\$135	\$125
Monthly Part Time- B (attends 4 - 8 days month)	\$100	\$100	\$100

\*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.

## DAILY ATTENDANCE

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Regular attendance is a most 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 lose their Ed Choice Scholarships if they have too many unexcused absences. Families with chronic unexcused absenteeism may be asked to leave the school 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 written excuse OR phone call by the parent/guardian, stating the reason for the absence and the date(s) or time by the parent/guardian is required for all absences. A physician's note may be required for long term absences or chronic absences.

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

A child should not attend 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.

## **APPOINTMENTS, SCHEDULED EVENTS, VACATIONS**

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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. 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. Any assignments missed, including tests, will be given to the student upon return at a time convenient for the teacher.
- 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, 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, go golfing with dad, etc.) the teachers are not required to provide work for your child, nor are they required to work with your child to help get them caught up from this missed work. When you take your child out of school, you are taking away from their education.

## **EXCESSIVE ABSENCE AND/OR TARDY**

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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.

## **HIGH SCHOOL SHADOWING**

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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 for all tests upon their return. Parents should schedule shadow days on non-test days. It is the responsibility of the student to make up all missed work and studying on time.

## **REPORTING AN ABSENCE**

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Please call the proper absent line by 8:30 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.)

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.

## **ATTENDANCE UNDER SPECIAL CIRCUMSTANCES**

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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.

## PREGNANCY POLICY

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

## GENDER IDENTITY POLICY

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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:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school/parish teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
  - What is the specific request of the student and/or parents?
  - Is this request in keeping with the teaching of the Catholic Church?
  - Is the school reasonably able to accommodate the request?

## HEALTH AND SAFETY

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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:

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;

The School receives a statement, signed by the prescriber, that includes 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 and end;

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

Special instructions for administration of the drug, including sterile conditions and storage.

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;

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;

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

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) 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 or 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 or 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 or guardian. And in the event a student or School employee has to administer anaphylaxis medication to the student, the School must immediately request assistance from an emergency medical service provider.

## **AIDS POLICY**

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

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

## GUIDELINES FOR CHILDHOOD ILLNESS AND SCHOOL ATTENDANCE

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- **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.

## **MEDICAL INFORMATION**

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

## **MEDICATION ADMINISTRATION AT SCHOOL**

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Whenever possible, the administration of medication required for a student during the school day should be given before or after school hours. However, certain students may require the administration of medication during the school day to maintain an optimum health status for learning. All medications, both prescription and over-the-counter medications, require an order from a licensed prescriber (i.e. doctor, dentist, nurse practitioner, orthodontist, etc.) before any medication will be administered at school. This includes cough drops, acetaminophen, ibuprofen, etc. No medications may come to school without a completed order. Directions on the permission form must be followed. Forms are available on the school website or in the health office.

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

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

## **OUR LADY OF THE VISITATION SCHOOL POLICY USE OF MARIJUANA**

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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.

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 POLICY

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

In our continuing effort to maintain a safe environment for all children at our parish activities, all volunteers and employees must be in compliance with the Archdiocese's Decree on Child Protection. This includes the online training through SafeParish, having a valid background check, and staying current on the quarterly interactive videos.

To create a SafeParish account, go to <https://www.aocsafeenvironment.org> click "Register" and use the the passcode "protectcincy" when prompted.

It is required that all volunteers and employees complete an online background check through Selection.com. If you have any questions, contact our Safe Environment Coordinator, Tracy Wagner at [twagner@olvisitation.org](mailto:twagner@olvisitation.org) or 513-922-2056. School employees are required to complete additional fingerprint background checks per state law and the Ohio Department of Education Licensing requirements.

Thank you for your efforts in helping our Lady of the Visitation have a safe environment in which our children can worship, work, and play.

## IMMUNIZATION REQUIREMENTS

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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 guardian's conscience or religious conviction, objection, or by revoking a previous exception.

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

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

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

## **TUBERCULOSIS**

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

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

## **HEALTH SCREENINGS AND PROCEDURES**

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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.

## **NOTIFICATIONS**

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

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

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

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

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

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

## **SAFETY PLAN**

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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.

## **SCHOOL HEALTH RECORD**

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

## WELLNESS PLAN

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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.

## USE OF CRUTCHES / WALKER AT SCHOOL

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

- Type and location of injury
- If the student is able to put any weight on his/her leg (weight bearing instructions)
- How long the student will be using crutches

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

## STUDENT CODE OF CONDUCT

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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.

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 fully remedied. 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 and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a conference will be scheduled with the teacher, parents/guardians, and principal.

## CONDUCT IN OR OUT OF SCHOOL

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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 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.

## ILLEGAL SUBSTANCES

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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.

## BULLYING / HARASSMENT / INTIMIDATION

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Our Lady of the Visitation School Harassment, Intimidation, and Bullying Policy

It is the policy of Our Lady of the Visitation (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The Parish and School’s internet and computer system 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** - Bullying occurs when an individual or a group of individuals exhibits a persistent pattern of aggressive, intentional behaviors, or a one-time behavior that causes mental or physical discomfort to another. Bullying can be physical, verbal, electronic, written or a combination of these that creates an intimidating, threatening, or abusive educational environment. Bullying includes



social exclusion or isolation, spreading lies or false rumors, having things taken or damaged, extortion, racial or sexual intimidation. This includes violence within dating relationships. There is typically an imbalance of power involved in a bullying situation, either in age, size or perceived status between the bully and the victim(s). An electronic act means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. Bullying can include: physical violence and/or attacks, threats, taunts, intimidation, extortion, damage or stealing of money/possessions, exclusion from peer groups or spreading rumors, repetitive or hostile behavior with intent to harm through use of information and communication technologies, posting slurs, sending abusive messages

It is the policy of Our Lady of the Visitation that any form of harassment, intimidation or bullying, regardless of where, how, or when it takes place is expressly forbidden. This includes any form of social media. Any student found to have engaged in harassment, intimidation, or bullying is subject to all disciplinary actions, including suspension and expulsion. Any student who misrepresents a situation, falsely accuses a child, extends the truth or is not completely honest is open to any consequences as determined by school administration.

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, the motivation, either admitted or inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

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

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

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

## **Definition of Terms**

"Electronic act" means an act committed through the use of a cellular 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:

Causes mental or physical harm to the other student; and

Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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:

Causes mental or physical harm to the other student; and

Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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

### **Types of Conduct**

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

Engaging in unsolicited and offensive or insulting behavior;

Physical violence and/or attacks;

Threats, taunts, and intimidation through words and/or gestures;

Extortion, damage, or stealing of money and/or possessions;

Exclusion from the peer group or spreading rumors; and

Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:

Posting slurs on the Internet, websites, blogs, or social media/networks;

Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;

Taking embarrassing photographs of students and posting them online or otherwise distributing them; and

Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

## **Complaints Regarding Harassment**

### **Formal Complaints**

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

### **Informal Complaints**

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

### **Anonymous Complaints**

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

### **Criminal Misconduct**

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

### **Conduct Disclaimer**

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

## BEHAVIOR POLICY

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- A. It is the responsibility of the school administration, along with the faculty, to provide and maintain an atmosphere conducive to the attainment of excellence in educational and moral values. When a student by attitude or actions disrupts this atmosphere, he/she will be subject to disciplinary action up to and including dismissal. Parents will be kept informed as appropriate. A family can also be asked to leave the school based on the actions of a parent.
- B. All staff members are responsible for administering discipline at Our Lady of Visitation School. Final decisions regarding discipline rest with the principal with ultimate recourse to the Pastor in cases of suspension. Expulsion may be appealed by the parents in writing to the Archdiocese Superintendent of Schools, within 15 days of the expulsion.
- C. Discipline Options
1. The teacher will speak with the individual student as problems arise. A warning does not have to be given by a teacher for a consequence to occur.
  2. Suitable (non-corporal) punishment may be administered by the teacher. A demerit may be issued. Three accumulated demerits will result in a detention.
  3. Students may be referred to the administration for discipline at his or her discretion.
  4. The teacher may give the student a demerit which is a written notification to the parents of misconduct.
  5. Detention may be given for serious or repeated offenses. Parents must sign the written notification of the detention. Even if a parent refuses to sign a detention, the detention still goes on school record.
  6. In some cases of serious or repeated offenses he/she will be referred to the Disciplinary Board for appropriate action.
- D. The Disciplinary Board- acts as an advisory committee to administration in matters of discipline
1. Consists of an administrator s) at least one teacher directly involved with the student, and any support staff as appropriate (psychologist, nurse, etc)
  2. Function
    - a. To work with students who have serious academic or discipline problems; to review any cases of a serious nature referred to by the administration or a faculty member; to investigate and recommend a solution for the student referred.
    - b. If a student accumulates 2 detentions during one trimester of the school year, the case is automatically referred to the Disciplinary Board for review and recommendations regarding the suitable disciplinary step to be taken.
    - c. The categories of discipline that the board may take are as follows:
      1. Official Disciplinary Warning - A warning is given to students who have set a pattern of misbehavior through minor offenses. The purpose of the warning is to alert both the student and his/her parents that if matters continue, the student will end up in serious disciplinary straits.
      2. Disciplinary Probation - Probation is a warning for students and parents that suspension or expulsion of the offending student is imminent unless there is substantial and immediate improvement in the student's conduct.

3. Suspension - Suspension means that the student is denied the privilege of attending classes and extracurricular activities the length of time designated. The student and parents are notified in writing as to the nature of the violation and punishment. Prolonged and/or excessive violations of a serious nature could result in being liable to expulsion. Immediately after the suspensions, parents may be required to pay the cost of a teacher/monitor to get the child caught up from the suspension. Any student suspended may be required to undergo counseling before being permitted to return to school.
4. Expulsion - The student is removed from school and is not admitted back to classes under any circumstances. Students may be expelled for the following reasons:
  - a. Continued class or school disruption.
  - b. Disrespect/defiance.
  - c. Fighting.
  - d. Smoking, possession or use of tobacco or tobacco products, Juuls, vaping, drugs or alcohol.
  - e. Insubordination - The failure to respond or carry out a reasonable request by school personnel.
  - f. Lack of responsibility - The consistent failure to submit school assignments or requirements, i.e. tending to obstinacy.
  - g. Loitering - the act of being on school property at unauthorized times, or in a restricted area of the school building.
  - h. Obscenity - The act of using obscene or profane language in verbal or written form or in pictures or obscene gestures on any school premise.
  - i. Stealing - The act of taking or acquiring the property of others without their consent.
  - j. Truancy and tardiness - The act of unauthorized absence or lateness which is repeated for a considerable length of time.
  - k. Threatening or intimidating acts - The act of verbally, writing or by gesture threatening the well-being of any person on school property.
  - l. Vandalism - The act of willful destruction of property belonging to others.
  - m. Possession or use of dangerous weapons.
  - n. Other offenses deemed dangerous, inappropriate, against Catholic teachings, immoral, etc.

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

- E. Search - Desks and lockers are the property of the school and may be searched. If the principal has reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating the law or rules of the school, he/she may initiate a student search. This includes backpacks, purses or other personal belongings.
- F. Offenses Each student is responsible for displaying the qualities of good Catholic citizenship. Students should show their best conduct in the halls, in the cafeteria, on the playground, in the classroom, on field trips, at school sponsored events or when traveling to or from school. Students can be held accountable for their actions that occur outside of school time and outside school premises. They can be held accountable for activities that affect the reputation

or the atmosphere of the school. Behaviors that can result in disciplinary action include (but are not limited to):

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

## BEHAVIOR MANAGEMENT

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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.

Primary assignments are tracked differently than grades 4-8.

### 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 and 1 day of home suspension on a day of the school's choosing.

**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.

8 behavior demerits = 2 days of home suspension on a day of school's choosing

\*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\*.

Whatever trimester the detention was issued is the trimester they are off honor roll.

**Suspensions:** Students will have to check online planner/Google Classroom. Teachers do not have to reteach any lessons for that child.

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

## **BUS TRANSPORTATION**

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Our Lady of the Visitation School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

## **PROCEDURES TO BE FOLLOWED IN CASES OF SUSPENSION AND EXPULSIONS**

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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 conference 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 a conference 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 conference 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.



## FINALITY OF DECISIONS

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In consultation with the pastor and/or the Director of Schools, the principal will make the final decision on all cases. Notification will be given in writing to the parents/guardians of the disciplined student.

## SEARCH AND SEIZURE

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Our Lady of the Visitation School reserves the right to search and inspect school property used by students at any time. The 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

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Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

## GENERAL INFORMATION

### ARRIVAL AND DISMISSAL PROCEDURES

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#### **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**

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

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

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.

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

## BUS TRANSPORTATION

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Each school district will provide specific guidelines for buses.

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

Lists are kept on file at these Boards of Education of all students eligible for bus service. Withdrawals, new enrollments or change of address, necessitating 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.**

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

## COMMUNICATION

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Communication between home and school is important. Communication is fostered through Meet the Teacher Night, parent/teacher conferences, trimester report cards, Open House, and a school newsletter emailed every Wednesday.

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](mailto: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.

## CONFERENCES

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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.

## CHANGE OF ADDRESS

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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.

## CHILD CUSTODY

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Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. Communication: Our school policy is that if the school initiates contact, both parents will receive the communication if they are signed up on Rediker. If a parent initiates a contact, then the staff will only respond to that parent. Meetings will be handled in the same way. Only biological or adoptive parents will attend meetings unless permission is given by both parents for another adult to attend.

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 requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

## ELECTRONIC DEVICES

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### 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 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 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 & DELAYS**

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

- Listen to the radio or television and/or monitor your email account and our social media
- Our Lady of the Visitation School will follow Three Rivers Local School District for closings or delays. We will use the Rediker system to notify families of closings or delays. You must register to receive the information. Because we have transportation with Three Rivers and Oak Hills, they may not agree on the closings and/or delays. When the districts disagree, we

will always follow the Three Rivers School District. This could mean that some students may not have bus service on a day that we are having school.

- If the weather starts to take a turn for the worse during the day, please listen to the radio for Three Rivers early dismissal or monitor your Rediker email/text/phone. If Three Rivers Local Schools announces early closings, students who ride the buses will be put on the bus when it arrives. Car-poolers will be dismissed when their carpool arrives, be that at 1:30 or 3:00 p.m. If you drive a carpool, we ask that you pull in the lot as usual and come to the library where someone will meet you, get the names in your carpool, and call the kids to come out and meet you at your car. Make plans now with your children for what they should do if there is early dismissal and you are not home. Please do not ask them to call you from school if there is an early dismissal. Please listen to the radio and/or monitor your Rediker account or make arrangements for a friend or relative to call you if you cannot listen. Children should know how to safely get into the house and call a parent.
- The websites of many radio and TV stations will send you a text or email message for Three Rivers closings, delays or early closings. Take advantage of this service.
- If your child is in one of our half day programs and there is a snow delay on their designated class day, your child will NOT have school.

## END OF YEAR CEREMONY, GRADE 8

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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. attend summer school or
  - b. be tutored for a specific time as determined by the principal
  - c. complete assigned work in a manner satisfactory to the principal.
2. Agreement must be reached between the parents and the principal prior to the last day of school.
3. Proof must be provided that the student is enrolled in summer school, that a tutor has been engaged, or the work has been assigned.
4. Unless the above procedures have been followed, a student shall be barred from participating in the end of the year ceremony and the 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.

## EXCUSED FROM GYM

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If it becomes necessary for a student to be excused from participation in gym class, excuses will only be accepted with a note from a parent, guardian or doctor.

## EXTRA-CURRICULAR ACTIVITIES AND SPORTS

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When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Art Club, Academic Team, EGO, etc., during after school hours, he or she is expected to be respectful and behave as a student is expected to behave. 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. Suspended students may not be on Our Lady of the Visitation grounds during his/her time of suspension, other than mass. He/she may not participate in any activities sponsored by Our Lady of the Visitation School, VAC, or Our Lady of the Visitation Parish and/or any groups associated with them.

School personnel are responsible for students until dismissal time for carpool and walkers or until the last bus has come and gone for bus riders.

Parents who transfer this responsibility to coaches/adult leaders are advised of two important things.

1. They need to have in writing (email) an acceptance of this responsibility from the coach/leader
2. If the meeting /practice is after school, the leader/coach must arrive no later than 3:10 p.m. to meet students. There should be a designated meeting spot for all members of the group. Students are not permitted to remain after school waiting for practice to begin, e.g. 4:00 p.m.

## FORGOTTEN ITEMS

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We do not deliver forgotten items to students, e.g. homework, books during the school day. Your child needs to accept and learn the responsibility of completing and packing their homework. If an assignment affects the learning/success of others in the classroom, it may be delivered (i.e. a group presentation, band instrument). The only exceptions are eyeglasses and medication. The goal is for students to learn how to handle adversity. There is food in the cafeteria for anyone who forgets 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 will be delivered to those with food related medical issues or sensitivities. The child will be responsible for checking at the office for their lunch. Parents are not allowed to “sneak” in the cafeteria to deliver lunch unless they are working. Your child will survive on food we have

here at school. Your child can always get a lunch whether or not they have cash. 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**

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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 tshirts. No face paint, horns, or noisemakers are allowed on this day.

## **GIFTS / CELEBRATIONS / TREATS**

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

Students may NOT receive packages, flowers, meal deliveries (Door Dash, UberEats, etc.). They will not be delivered to the students.

Treats may NOT be delivered directly to the cafeteria due to food allergies. Cafeteria parent workers are not to bring in special treats, drinks, or restaurant lunches for their children. Treats for a small group of students are not allowed either - this creates too much angst among children. No party invitations are to be passed out at school unless an entire classroom is invited.

## **LIBRARY**

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Each class will be provided an opportunity to make use of the library. All grades have a set time. 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 & FOUND

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Lost articles are kept on a shelf and hooks outside of the Auditorium so that children can claim them. We highly recommend that each child's belongings be marked with his or her name in permanent marker. Items still in the Lost and Found at the end of the school year will be donated to charity.

## LUNCH PROGRAM

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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>

## RECESS

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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

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Our Lady of the Visitation School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved photos or statements pertaining to school or school events.

## TECHNOLOGY

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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.

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 ABC 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.

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

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

- I will not give out my password.
- I promise to log off from my program, exit all programs and return technology as directed including plugging it in correctly.
- I will not download any gaming software or file sharing software. I will not download anything without permission.
- I will not use any personal devices (e.g.-cell phone, smart watches, personal computers, ipads, or tablets) or social media platforms while at school or during school hours on any school property. This time includes 7:45-3:30 p.m.
- I will only use the websites directed by my teacher.
- I understand that my use of my own personal devices could result in consequences at Visitation.

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

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

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

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

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

## TEXTBOOKS

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

## TUITION / FINANCIAL POLICY

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### A. Responsibility

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

### B. Payment Schedule

Managed by FACTS Management Company

1. Non-refundable Deposit
  - a. Fee is due at registration in February for all new students.
2. Tuition
  - a. Tuition payments may be made annually, semi-annually, or in ten (10) monthly payments during the school year (August through May).
  - b. Pay your bill in full - Due August, 2023; semi-annual payments in August 2023 and January 2024 (Make a secure payment online at [www.factspayment.com](http://www.factspayment.com))
  - c. Select a budgeted payment plan that works for you at ([www.factspayment.com](http://www.factspayment.com)). There is a one-time yearly fee of \$44 to utilize a budgeted monthly payment plan.
  - d. Tuition is not a tax-deductible item.

### C. Tuition

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

### D. Non-Payment of Tuition

1. Any family who cannot meet the tuition payment should contact the Business Manager.
2. Non-payment of tuition is grounds for dismissal from school. In the event of an outstanding balance at the beginning of a school year, the student will not be admitted until a written

satisfactory agreement is executed with the Business Manager. Failure to pay in accordance with the agreement is grounds for dismissal. Dismissal may occur during the academic year and is not limited to the start of a new school year.

3. Records will not be released when a student transfers to another school until all financial obligations have been met.
4. Report cards may be held until tuition is current or arrangements are made.
5. Families with a graduating 8<sup>th</sup> grader, and no other students in school at Visitation, must have their tuition balance current by May 1<sup>st</sup>. Failure to do so may result in the student being disallowed to participate in end of year activities.

#### **E. Parish Subsidy**

1. Parish subsidy is the payment made by the parish to the school in order to pay the deficit between operating cost and tuition income.
2. Parish subsidy is determined by the total cost of the school less student tuition.
3. Since the weekly Sunday collection is the main source of the parish subsidy, all families who are registered members of Our Lady of the Visitation School Parish are expected to contribute.
4. Total cost of tuition for the 2023-24 school year exceeds the amount of tuition charged for each student. This creates a need for the parish to subsidize the cost of each child's education. This subsidy is funded by each family's weekly contribution to the Sunday Offertory of approximately \$25-\$30 per student.

#### **F. Contributing Member Policy**

1. Participate in the faith life of the Parish by regular attendance at Mass AND
2. Participate in the community life of the Parish by volunteering time and talents in ministries and organizations as able AND
3. Financially support the Parish on a regular, ongoing basis in addition to tuition, by using the Sunday offertory envelope.
4. Non-contributing parishioner tuition to educate one (1) child is \$5,225

Tuition for 2023/2024 Grades K-8

See [www.factspayment.com](http://www.factspayment.com) for tuition schedule FACTS Parents Phone 866.441.4637

\$50 per student Non-Refundable Registration Fee

1 Child	\$5,225
2 Children	\$10,450
3 Children	\$15,475
4 Children	\$15,475
5 Children	\$15,475

\* Active parishioners may apply for parish scholarships

\* Visitation School is an Ohio EdChoice Provider

\* Visitation School is not a Jon Petersen Provider

Tuition for 2023/2024 Preschool

See [www.factspayment.com](http://www.factspayment.com) for tuition schedule FACTS Parents Phone 866.441.4637

Class	Program	Days	Tuition	Non-Refundable Deposit	TOTAL
3 Yr Old	Half Day	T, TH	\$1,379	\$50	\$1,429
	Full Day	T, TH	\$2,037	\$50	\$2,087
4 Yr Old	Half Day	M, W, F	\$2,069	\$50	\$2,119
	Full Day	M, W, F	\$3,056	\$50	\$3,106
4/5 PreK	Half Day	M-F	\$3,184	\$50	\$3,234
	Full Day	M-F	\$5,093	\$50	\$5,143

## UNIFORM DRESS CODE

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### PRESCHOOL

Preschoolers do not wear uniforms. Their activities can be messy (paint, PlayDoh, chocolate milk, etc.) They should wear washable, comfortable clothes with gym shoes. We recommend pull up pants/shirts. Snaps/buttons and belts are very difficult for preschoolers. Shoes that don't tie are also recommended. A change of clothes should be kept in the child's backpack. Backpacks should be large enough to hold a folder.

### K-8 GIRLS

#### **Jumpers/Skirts**

Grades K-4 wear the adopted jumper of Our Lady of the Visitation School.

Grades 5-8 wear the adopted uniform skirt of Our Lady of the Visitation School. Skirt length must be within 4 inches of the middle of the knee. Jumpers and skirts may be purchased at [Schoolbelles](#) or [Shaheen's](#). Skirts are not to be rolled up at the waist.

#### **Shirts**

Plain, short/long sleeved white or light blue polos. All shirts are to be tucked in unless there is a waistband. Visitation polo shirts may be purchased through our Spirit Wear Shop. If a shirt is worn under the uniform polo, it must be plain white; no printing. All undergarments for shirts must be plain white.

#### **Sweaters/Sweatshirts**

Solid color cardigans, crewneck or V-neck sweaters of white, cream, gray or navy may be worn over a uniform shirt. White turtlenecks or solid white shirts may be worn under shirts. Sweatshirts, oversized sweaters, tight sweaters, etc. are not permitted. Only the official school attire (quarter zip or crew neck sweatshirts) purchased through our Spirit Wear Shop may be worn in place of a sweater. (Other spirit wear is not part of the uniform and should not be worn in class.) No Hoodies. A polo must be worn underneath all quarter zips, sweatshirts and sweaters.

## **Pants**

Chino style pants in navy blue may be worn in place of the jumper or skirt. Shirts tucked in. Pants or knit pants may be worn under the jumper or skirt. No cargo pants or joggers.

## **Socks/Tights**

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

## **Shoes**

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

## **Personal**

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

## **Hair**

Hair should be clean and neatly cut. Hair must be natural colors only. There should be no distracting hairstyles (mohawks, shaved emblems, or letters, spiked high hair, extreme hairspray, etc). The principal reserves the right to determine appropriate hairstyle. Hair must always be out and away from the face. Eyes must be visible at all times, without having to push the hair back.

## **Nail Polish**

Girls may wear a single color nail polish of non distracting colors (no black, fluorescent, etc) on a natural nail. There are to be no designs, no add-ons, no fake nails, etc.) Final determination will be made by the principal.

## **Jewelry**

No earrings unless ears are pierced. One single small post earring allowed in each ear only. Students may not wear earrings, posts, decorations, etc. in pierced body parts (fingernails, nose, lip, etc.), while at school. One small, loose fitting non distracting thin necklace is allowed. One simple ring may be worn. No thick chains, spiked necklaces, ties around neck, chokers, etc. This applies to Out of Uniform days as well. One bracelet that does not make noise (i.e. clanging on desk) may be worn. Boys may not wear earrings.

## **Watches**

A regular watch may be worn. **NO SMART WATCHES or devices with Smart capabilities.**

## **K-8 BOYS**

### **Shirts**

Plain, short/long sleeved white or light blue polos. Shirts are to be tucked in. Visitation polo shirts may be purchased through our Spirit Wear Shop. If a shirt is worn under the uniform shirt, it must be plain white; no printing.

### **Pants**

Chino style pants in navy blue. No jeans, cargo pants, or joggers.

### **Sweaters/Sweatshirts**

Solid color cardigans, crewneck or V-neck sweaters of white, cream, gray or navy may be worn over a uniform shirt. White turtlenecks or solid white shirts may be worn under shirts. Sweatshirts, oversized sweaters, tight sweaters, etc. are not permitted. Only the official school attire (quarter zip or crew neck sweatshirts) purchased through our Spirit Wear Shop may be worn in place of a sweater. (Other spirit wear is not part of the uniform and should not be worn in class.) No Hoodies. A polo must be worn underneath all quarter zips, sweatshirts and sweaters.

### **Socks**

Solid colored socks must be worn everyday. Socks must show.

### **Shoes**

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

### **Personal**

Boys may not wear earrings to school.

### **Hair**

Hair should be clean and neatly cut. Hair must be natural colors only. There should be no distracting hairstyles (mohawks, shaved emblems, or letters, spiked high hair, extreme hairspray, etc). The principal reserves the right to determine appropriate hairstyle. Hair must always be out and away from the face. Eyes must be visible at all times, without having to push the hair back.

## **ALL**

### **Watches**

A regular watch may be worn. **NO SMART WATCHES or devices with Smart capabilities** or similar items that contain communication apps/etc.

### **Markings on Body**

Students are not allowed to have tattoos. In addition, students are not to write, draw, or color on their skin for any reason.

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

## WARM WEATHER DRESS CODE

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

### K-8 GIRLS

Plain, navy Bermuda length shorts or navy skort “above the knee length”. Shorts must reach within 4 inches of the knee. Wear with a plain, short sleeved white or light blue polo.

### K-8 BOYS

Plain, navy Bermuda length dress walking shorts with a plain, short sleeved white or light blue polo. Shorts must be an appropriate length, within 4 inches of the knee.

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

## OUT OF UNIFORM DRESS CODE

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Some out of uniform days are announced as a special “theme” e.g. funny hat, Visi colors. Otherwise, the students will hear “all usual out of uniform rules apply.” This means clothing must be neat, clean and modest and school appropriate. Shorts must be an appropriate length and worn only during warm weather uniform time. All shirts must have sleeves. No 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 fitting 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 or other inappropriate topics. 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.

## SPECIAL OCCASIONS DRESS CODE

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### 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,

halter, one strap, backless or low cut dresses allowed. Stilettos or narrow heels are not to be worn. Heels should be no more than 3 inches in height and should be wider or wedge type 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 MOTHERS BREAKFAST**

#### **Girls**

Appropriate modest dresses suitable for a liturgical celebration in church. Dresses should have sleeves. Shoulders and backs must be completely covered. Dress length should be between the end of the candidates fingertip and the knee. No midriffs or cut-outs. NO spaghetti straps, sleeveless, halter, one strap, backless or low cut dresses allowed. Stilettos or narrow 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 occasions. No outlandish outfits with cartoons, themes, Hawaiian, sports, writing, etc. No hats, sunglasses, or canes (unless medically required). No gum. If students are not dressed appropriately following the guidelines they may be asked to cover up with a cardigan or shawl provided by the school or asked to change. Students not dressed appropriately may not be allowed to participate.

## **GYM UNIFORM**

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#### **Grades 5-8**

- Plain white T-Shirt or Visitation T-Shirt.
- Shorts with an elastic waistband. No belt loops, buttons, zippers, or snaps.
- Socks.
- Gym shoes.
- It is recommended that students use a drawstring bag to carry gym clothes and place their t-shirt and a travel size deodorant in it.
- A four minute period at the beginning and close of each physical education class will be allowed for changing clothes



## USE OF STUDENT PICTURES / INFORMATION

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Clear statement about the use of student pictures in school documents both print and on social media. (Include signing of social media policy)

## VISITORS/VOLUNTEERS

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Visitors must check in at the main office in order to receive a visitor sticker. No visitor/volunteer may enter the building without checking in at the office. No deliveries may be made to classrooms. Cafeteria and kitchen volunteers need to check in at the kitchen and wear a sticker. All volunteers must be Safe Parish approved. This includes the online training through SafeParish, having a valid background check, and staying current on the quarterly interactive videos.

The list of SafeParish training opportunities is available through the Archdiocese of Cincinnati website at <https://www.aocsafeenvironment.org>. It is Archdiocesan policy that no employee or volunteer may have contact with children until a clear background check on the individual has been received. There are no exceptions to this policy. This means that volunteers may not begin their service until this process has been completed. If you have any questions about this policy, please contact the Archdiocesan Office at (513) 421-3131.

## VOLUNTEER ORGANIZATIONS

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**PTO:** We are an organization within Our Lady of the Visitation that consists of parents, teachers and school staff. The Board is responsible for the facilitation and delegation of leadership in regards to various school events/activities. Financially, the goal is to use the prior years funds raised towards the current years events/activities. Budgets are created at the beginning of the year to ensure funds are appropriately delegated.

**Parish Education Commission:** The purpose of the Education Commission is to advise the pastor and principal on educational policies for the entire parish and to assist in planning and evaluating parish education programs: preschool through adult. The commission is not responsible for the creation and administration of rules. It encompasses the parish school and parish religious education programs for preschoolers, school age children, and adults. The commission consists of the pastor, the principal of the school, the director of the religious education programs, and parish members. This group meets as needed or consults via email.

**Visitation Athletic Commission (VAC):** The overall objective of our athletic program is to complement the Christian principles and disciplines taught in the classroom through organized activities where the participants can release their physical and mental energies. Our Lady of the Visitation Athletic Club helps all of the sports at Visitation to pursue excellence and develop a positive value including the fundamentals of each sport, teamwork, sportsmanship and the importance of prayer and faith in every phase of our lives. VAC provides a wide variety of sports for boys and girls, from grades preschool to high school.

## WATER BOTTLES

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Students may bring in a transparent plastic water bottle to school as needed. The liquid has to be able to be seen. Bottles need a sippy type lid. NO METAL water bottles.

## SCHOOL EMERGENCY PROCEDURES

### FIRE, TORNADO, & SAFETY DRILLS

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

## APPENDICES

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