

Please return to school office after you and your children have read and committed to abide by the [Honor Code of St. Vivian School as well as](#) the policies and procedures in the Student Handbook.

Parent Signature(s) \_\_\_\_\_  
\_\_\_\_\_  
Student Signature(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return to School Office by Tuesday, August 23, 2011. Thank you.**

Please return to school office after you and your children have read and committed to abide by the [Honor Code of St. Vivian School as well as](#) the policies and procedures in the Student Handbook.

Parent Signature(s) \_\_\_\_\_  
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Student Signature(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return to School Office by Tuesday, August 23, 2011. Thank you.**

**St. Vivian School**  
885 Denier Place  
Cincinnati, Ohio 45224  
(513)522-6858

[www.stvivianschool.org](http://www.stvivianschool.org)

**FAMILY/STUDENT  
RESOURCE & HANDBOOK**

**We Believe and Achieve**

# St. Vivian School

885 Denier Place

Cincinnati, Ohio 45224

www.stvivianschool.org

## Family/Student Resource & Handbook 2011 - 2012

### MISSION STATEMENT OF SAINT VIVIAN CATHOLIC SCHOOL

St. Vivian School, in partnership with the Catholic faith community of St. Vivian Parish and with our school families, provides an education that nurtures students to become life-long learners and models of Christianity. We strive to engage each student academically and spiritually in a Christ-centered environment. Approved by Education Commission January 18, 2007

### ST. VIVIAN SCHOOL BELIEFS STATEMENT

1. We believe academic and spiritual growth are the priorities of St. Vivian School.
2. We believe the faculty and parish of the St. Vivian community work in partnership with families to foster academic and spiritual growth.
3. We believe each student is a valued individual whose learning style is met by using a variety of instructional approaches.
4. We believe in providing a Christ-centered environment to prepare students to become responsible members of their community who make good moral choices, live the Gospel message, and serve as Christ did.
5. We believe everyone is made in God's image and should be valued.
6. We believe in strengthening each person's respect for one another by recognizing and accepting diversity.

### Honor Code of St. Vivian School

On my honor, as a student of St. Vivian School

I pledge to be motivated by God.

Accept guidance from my parents.

And respect the authority of my teachers.

And utilize the gifts that God has blessed me with.

I will not lie, cheat, steal, or tolerate such behavior.

I will not be disrespectful to my teachers or fellow students

Or tolerate such behavior.

I will not act in a destructive manner

Or in a manner that is harmful to others and myself

Nor will I tolerate such behavior.

In the event that I witness an act that violates the Honor Code I have the duty to report the act to an adult – parent/guardian, teacher, or principal.

- a. It may be in writing and left on a teachers desk, or sent to the school office
- b. It may be in person
- c. I am encouraged to sign the note to better resolve the situation.

## **St. Vivian School – Important Phone Numbers**

Attendance Line (available 24 hours)		522-6858 Ext. 1
School Office (7:30 a.m. – 3:30 p.m. M – F) Mr. Stephen J. Zinser, Principal, ext. 202 Mrs. Linda Ortman, Secretary, ext. 203		522-6858
	FAX	728-4336
Rectory Office/Business Office (8:00 a.m. – 4:00 p.m. M – F)		728-4331
	FAX	728-4335
Religious Education Office		522-6858 Ext. 124
Youth Ministry Office		522-6858 Ext. 135
Extended Care (2:25 p.m. – 5:30 p.m.)		522-6858 Ext. 223
<b>Direct Line</b>		<b>728-4334</b>

**School Website: [www.stvivianschool.org](http://www.stvivianschool.org)**

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**This resource and handbook contains important information about St. Vivian School. It should answer many of your questions, but feel free to contact us if you need additional information.**

**Please review this document with your child and keep it available for future reference.**

**We pledge to do our best to insure that your child succeeds. We appreciate your support and wish you the best for the 2011-12 school year.**

**St. Vivian School Staff**

**Adopted by Education Commission June 2011**

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<b><u>ADMINISTRATION, FACULTY &amp; STAFF</u></b>		<b>522-6858</b>	<b>Ext.</b>
Pastor	Rev. Paul Gebhardt	728-4331	104
<b>Principal</b>	<a href="#">Mr.</a> Stephen J. Zinser		202
	Mrs. Linda Ortman		203
<b>School Secretary</b>			
<b>Business Manager</b>	Mrs. Kathy Rothschild	728-4331	101
	Mrs. Shirley Crooker		100
<b>Rectory Secretary</b>			
<b>Director of Religious Education</b>	Mrs. Julie Zinser	522-6858	124
	Mrs. Jeanne Stephens		135
<b>Youth Minister</b>			
		<b>Room #</b>	
<b>Pre-School</b>	Mrs. Cindy McMahon	4	224
	Miss Julie Borgerding		
<b>Grade K</b>	Mrs. Michele Heyob	1	221
	Mrs. Mary Joan Heckle	2	222
<b>Grade 1</b>	<a href="#">Mrs. Molly Shumate</a>	118	212
<b>Grade 2</b>	Mrs. Amanda Borgman	119	211
	Mrs. Cathy Plummer	120	210
<b>Grade 3</b>	Mrs. Judy Rolfert	121	209
	Ms. Trisha Hendricks	122	208
<b>Grade 4</b>	Mrs. Lori Sullivan	123	207
	Mrs. Betsy Liderbach	124	206
<b>Grade 5</b>	Mrs. Julia Glassmeyer	125	205
	Mrs. Michelle Surber	126	204
<b>Grades 6</b>	Miss Sabrina Fischer	201	230
	Mrs. Susan Casteel	202	231
<b>Grades 7,8</b>	Mrs. Erin DeLaney	204	232
	Mrs. Linda Kasper	205	234
	Mrs. Colleen Daubenmerkl	203	233
	Mr. Zach Horstman	206	235
<b>Physical Education</b>	Mrs. Carol Hern		215
<b>Music</b>	Miss Amy Clark		229
<b>Art:</b>	Mrs. Jill Uhler		225
<b>Spanish(Gr.6,7,8)</b>			118
<b>Cafeteria Manager:</b>	Mrs. Michelle Waldbillig		228
<b>Extended Care:</b>	Mrs. Mary Hanson		223
<b>Maintenance:</b>	Mr. Paul Petronio		
	Mr. Wayne Eilerman		
<b>Auxiliary Clerk/Librarian</b>	Mrs. Mary Hanson		214
<b>School Psychologist</b>			218
<b>Speech Pathologist</b>	Mrs. Marilyn Fields (M, W)		216
<b>Educational Support/Enrichment</b>	Mrs. Betty Helms (M – F)		217
<b>School Nurse</b>	Mrs. Peggy Brockmeier, R.N.(T,TH)		347

**Education Commission**

The St. Vivian Education Commission represents all aspects of the total education program in the parish, including school, religious education, youth and adult.

**Voting Members**

Mrs. Mary Lou Zestermann, Chairperson  
 Mr. Michael Batdorf, Vice Chairperson  
 Mrs. Kimberly Kent, Secretary  
 Dr. George Shaw  
 Mrs. Mary Ellen Smith  
 Mrs. Pat Yung  
 Mrs. Kim Osterdorf  
 Mrs. Susan Reker  
 Mrs. Tracy Sandquist

**Non-Voting Members**

Rev. Paul Gebhardt  
 Mr. Stephen Zinser  
 Mrs. Julie Zinser  
 Mrs. Jeanne Stephens

**Liaisons:**

Mrs. Linda Kasper, STV Faculty  
 Mrs. Jan McManus, STV Parish  
 Pastoral Council liaison

**2011-12 Meeting Dates**

September 15, November 17, January 19, March 8, May 17 and June 7  
 Parents are welcome at all meetings.

**PTA Board**

Mrs. Tricia Rohling, President  
 Mr. Mac Reid, Vice President  
 Mrs. Amy Hagedorn, 2<sup>nd</sup> Vice President  
 Mrs. Jane Boback, Treasurer  
 Mrs. Debbie Ruter, Corresponding Secretary  
 Mrs. Barb Behr, Recording Secretary

Mrs. Amy Gulleman-Miller  
 Mrs. Angela Miller  
 Mrs. Becky Aspery  
 Mrs. Chelsea Colonel  
 Mrs. Cindy Rich  
 Mrs. Connie Hammond  
 Mrs. DeeDee Gilman  
 Mrs. Julie McNamara  
 Mrs. Linda Meyer  
 Mrs. Debi Haines  
 Mrs. April Barker-Casey

Mrs. Lisa Renken  
 Mrs. Many Finamore  
 Mrs. Marily Coleman  
 Mrs. Nancy Taylor  
 Mr. Paul Southwick  
 Mrs. Tracy Carraher  
 Mrs. Kimberly Kent  
 Mr. Chip Crane  
 Mrs. Becky Cappel  
 Mrs. Alyshia Metz  
 Mrs. Erin Macey

**2011 – 2012 Meeting Dates:**

August 10, September 21, October 19, November 16, January 18, February 15, March 21, April 18, May 16  
Parents are welcome at all meetings.

## **ADMISSIONS POLICY**

St. Vivian School exists to support and encourage the responsibility of Catholic parents as the primary religious educators of their children.

St. Vivian School admits students on a space availability basis, with first consideration given to registered parish families. Families seeking to become parishioners must first register in the parish before registering in the school.

St. Vivian does not discriminate on the basis of race or gender.

Registration forms for the upcoming school year are made available in mid-January to families with children currently enrolled in St. Vivian School and parishioners of St. Vivian Parish.

The following priority list is used to admit students:

- 1) Children of registered parishioner families with siblings currently enrolled in St Vivian School.
- 2) Children of registered parishioner families.
- 3) Siblings of students currently enrolled in St Vivian School.
- 4) Children of Catholic families not registered at St. Vivian Parish.
- 5) Children of non-Catholic families.

Once a child begins preschool at St. Vivian, they have the right to continue in school, even if parishioners apply and the class is already filled according to the St. Vivian order of preference for admissions.

### **Tuition Subsidy Eligibility**

For a parishioner family to qualify for the St. Vivian Parish "tuition subsidy" each of the following guidelines must be met:

- 1) A family must be registered at St. Vivian Parish.
- 2) A family must live as Catholics who joyfully and regularly worship together at St. Vivian Parish.
- 3) A family must pledge financial support to St. Vivian Parish during the Grateful Believers campaign.
  - Grateful Believers recommends a minimum pledge for each calendar year. Families with one child in school would be expected to make a minimum pledge of \$800. Families with more than one child in the school would be expected to increase their suggested minimum pledge proportionately based on their family size.
  - If a family fails to submit a covenant letter by December 1, the next tuition payment would reflect full tuition rates.

It is recommended that families donate both their time and talents becoming involved in parish activities. There are a large number of these activities available. (Approved by Education Commission June, 2010)

### **Age requirements**

An incoming kindergartner must be five years of age by September 30 of their admission year to enter grade one. The final decision for admission outside this requirement is left to the principal.

### **Re-Enrollment for All Students**

Saint Vivian School is committed to supporting all of its students. Accordingly, efforts are made to develop individual intervention plans to assist students experiencing behavioral and/or educational problems. In some instances, however, it may become apparent that Saint Vivian is no longer an appropriate educational placement for a student despite the interventions that have been implemented. This outcome could be due to a history of chronic behavior problems or educational needs beyond the capabilities of the school. In such cases, a conference will be conducted with the parents, principal, and/or the student's teachers to help identify an appropriate placement for the student.

### **Transfer Students**

Before a student is considered for acceptance into Saint Vivian School, the following documents must be received by our school office for review:

- Cumulative folder including official transcripts or grades.
- Birth certificate
- Immunization records

In addition, the following records may be requested:

- Psychological testing, counseling records
- Individual Education Plans, 504 Plans
- Baptismal Certificate
- Standardized testing scores (State Proficiency Tests, IOWA Tests, etc.)

### **Probationary Period**

New students' academic and behavioral progress will be reviewed during the first school year of acceptance. If the reviews are unsatisfactory, a conference will be held with teachers, parents, and the principal in order to devise an academic and/or behavioral intervention plan. This intervention plan will be re-evaluated within four weeks or sooner if necessary. If the reviews continue to be unsatisfactory, another plan may be considered or the student may be asked to withdraw from St. Vivian School. (Adopted by Education Commission June 2010)

### **ASSIGNMENTS/HOMEWORK**

#### **Absence/Class Work/Homework**

All in-class homework and homework missed due to absence because of illness, medical appointments, and/or family emergencies must be completed within a reasonable length of time. The amount of time to complete these assignments is determined by the number of days absent. If absent 1 day, a student has one day to make up the work. If absent 2 days, 2 days are given to make up the work, etc. Books and assignments will be put together for the students who are absent if the school is notified by 9:00 a.m. Books and assignments will be sent home with another student or may be picked up by a parent/guardian between 2:30 – 3:30 p.m. outside the school office. These assignments are not available earlier in the school day. When the school office is notified by 9:00 a.m., a student's assignments may be picked up until 5:00 p.m. in Extended Care.

It is the responsibility of the student and/or parents/guardians to contact the teacher to find out about missed assignments and/or tests/quizzes. A schedule for the missed tests/quizzes will be made by the student and the teacher. If the student/parent fails to contact the teacher to create the schedule or if the student does not complete the work as stipulated or fails to make up tests/quizzes, the student may receive a zero.

#### **Homework Assignments**

Homework is an important part of an academic program. The amount of time spent on homework will vary according to the grade level, the nature of the assignment, and the individual student. Teachers attempt to see that the amount of time spent is reasonable. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework. Parents should be aware that students will vary in the amount of time required to complete the same assignment.

Approximate homework times are:

Grade 1: 20 minutes   Grades 2-3: 30 minutes   Grades 4-6: 60 minutes   Grades 7-8: 75-90 minutes

It is important for the student to develop good study habits. Each student, grades 2 – 8, is given a Student Plan Book in which to write assignments, test and project information and important daily reminders. Please check this book each night to help your child keep on top of assignments and be a successful student! We recommend that each student have a suitable environment and specific time set aside for the completion of homework assignments.

#### **Report Cards**

Report cards are issued at the conclusion of each quarter. In Kindergarten, report cards are issued for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters. Report cards indicate a student's achievement in relation to certain established norms as well as in relation to the student's ability. Primary report cards use O, (Outstanding), S, (Satisfactory), N, (Needs Improvement) and U (Unsatisfactory). Academic grades of A, B, C, D, or F are given in grades 4-8 in all areas of the curriculum. In addition, an effort grade of 1 (Satisfactory) or 2 (Needs Improvement) is also given in most areas of the curriculum. The report card also notes if a student is in a special reading or math group, has an adjusted curriculum/grade, and provides teacher notations about a student's progress.

The following are the criteria for assigning grades:

A 93-100% B 85-92% C 77-84% D 70-76% F Below 70%

Interim reports are issued to all parents/guardians of students midway through each quarter for grades Kindergarten, 1, 2, and 3.

(Revised by Education Commission 7/18/00)

Grades 4 – 8 should check Option C regularly to monitor your child's progress.

### **ATTENDANCE POLICY**

Regular attendance is necessary if a student is to be successful in school. The school day is from 7:45 a.m. until 2:20 p.m. **Children are to be in their homeroom in their desks at 7:45 a.m.** Those who arrive after this time must report to the Office to obtain an Admit Slip in order to be admitted to the classroom and will be marked tardy. Students who arrive between 7:00 – 7:30 a.m. must report to the cafeteria. At 7:30 a.m., students proceed to their classroom.

Parents are required to keep children home for infectious/contagious illnesses which are accompanied by sore throat, cough, rash, nausea, etc. **Children must be fever free (100 degrees) for 24 hours before returning to school.** Please do not send a child who is ill to school. **Students who are absent from school due to illness or injury may not attend extra-curricular activities that evening.**

Withdrawal of students for purposes of family vacations, trips, etc., during the school term is discouraged. Teachers are not required to prepare work ahead of time for students taking a vacation during the school year. It is the responsibility of the student to make up missed work.

### **Tardiness/Early Dismissal:**

In the event that a student arrives late or leaves early, his absence will be marked according to the length of time that s/he is absent from school. A "tardy" will be recorded for missed school time up to one (1) hour. A "half-day absence" will be recorded for missed school time that exceeds one (1) but is less than three (3) hours. A "full day absence" will be recorded for missed school time that exceeds three (3) hours.

Excused tardy and excused partial absences are defined as personal illness, doctor's appointment, death in the family, funeral of a relative and any other extenuating circumstances as approved by the Principal. All other tardies and absences are considered unexcused. A student will receive 1 tardy demerit for an unexcused Tardy. After three unexcused tardies, a "tardy" detention will be served. These tardy demerits are not included in the Discipline Policy. (Applies to Grades 4 – 8 or extreme cases in primary grades)

All notes re: early dismissal should contain the child's full name, date, and time of early dismissal, full name of the person picking up the child, homeroom teacher's name, name of physician, dentist, etc. When the student arrives at school s/he must give the note to the homeroom teacher, who will forward it to the School Office. Following this process allows the student to have an excused Early Dismissal. Failure to follow this policy will result in the student receiving an unexcused Early Dismissal. At such times, students will be called to the School Office and parent/guardian should pick up student there. Parent/Guardian must sign student out in the school office.

**Any student who is tardy or leaves the school premises during the course of the school day for any reason will not be considered eligible for perfect attendance. Any absences excused or unexcused will prohibit a student from receiving perfect attendance.**

### **Absence:**

According to State Bill 321 ([Missing Child Act](#)), parents are required to notify the school when a child is absent. **When a child is going to be absent, a call to the 24-hour school attendance line is necessary (522-6858 ext. 1) no later than 9:00 a.m.** Please be sure to tell us of arrangements for homework. Parents will be called if the school has not been given prior notice of an absence. Even if there is an extended illness, parents/guardians are expected to notify the school daily.

Excused absences are defined by the Ohio Administrative Code 3301-69-02 (B)(2) as: illness of child (may require written statement from physician or medical health professional); illness of family requiring presence

of the child (may require written statement from physician and explanation why child's absence was necessary); quarantine of the home (limited to the length of quarantine by local health officials), death of a relative (limited to three days unless reasonable causes may be shown by the family); medical or dental appointment (may require written statement from physician or dentist).

Upon returning to class after an absence, students must present a signed note from the parents/guardians stating the reason for the absence. After the fifth day that a child is absent, a doctor's note may be required for the child to be readmitted to school.

### **Excessive Absence**

Students must be in school everyday as absence is a major cause of failure in school. Section 3321.04 of the Ohio Revised Code states, "...every parent or guardian has the responsibility to assure regular daily school attendance of their children." By the terms of section 2151.02 (F) of the Ohio Revised Code "a child being of compulsory school age, being absent without legitimate excuse from school 7 or more consecutive school days, ten or more school days in one school month or fifteen or more school days in a school year is considered delinquent." St. Vivian School adheres to these state laws.

Students are permitted 3 unexcused absences per quarter. The Principal has the final approval of reasons for any absences that exceed 3 days per quarter. Students failing to receive approval for absences beyond 3 days may fail any or all subjects.

Eighth graders are permitted 2 (two) "High School Visitation Days. They are considered two excused absences. Eighth graders are encouraged to visit high school on days that St. Vivian is closed.

"Take Your Son/Daughter to Work Day" is not recognized by the Archdiocese of Cincinnati or St. Vivian School as an excused absence from school. Students who want to learn more about their parents' workplaces and careers may do so during the summer months or on a day when school is not in session.

As a result of excessive absence, summer school and/or retention may be required. Repeat offenders may be reported to the Local Truancy Officer.

### **AWARDS**

#### **Perfect Attendance**

This award is given to any student who has not missed a day of school during the grading period (this includes no unexcused times tardy or early dismissals, and no partial days absent).

#### **Personal Development Award**

This award is given to students who

Grade K do not receive any ~~X's check marks~~ on their report cards under Social/Emotional Development

Grade 1 - 8 do not receive any ~~X's checks marks~~ on their report cards under Personal Development

Grade 5 – 8 also may not have any demerits or points.

[Students with no missing assignments or behavior demerits at the end of the quarter will be rewarded.](#)

#### **Honor Roll**

The criteria for achieving honors are as follows:

First Honors: All A's and 2 B's

Second Honors: All A's and B's

**Students in grades 7 & 8 are eligible for the honor roll all year; students in grade 6 are eligible for the honor roll during the second semester.**

### **BOOKS**

Tuition covers the necessary texts, paperbacks, testing materials, audiovisual material, magazines, playground equipment, etc. a student needs.

All hardback books that are taken out of the school building must have a cover. Each student is responsible for his or her books and personal as well as school property. The student's name must be clearly marked on any personal items brought to school. In addition, students are also required to have the necessary supplies such as paper, pencils, notebooks, rulers, as specified by the teachers in their grade level.

## **BULLYING POLICY**

The staff, students, and parents of St. Vivian School agree to join together to foster Christian behavior and positive interactions at our school.

We believe everybody should enjoy school equally and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. We will continue to utilize the sacrament of reconciliation, community building, inter/intra personal relationship, and teachable moments for the best interest of all.

Bullying, a learned behavior, is intentional and repetitive and will not be tolerated at St. Vivian School. By definition, bullying occurs when a student or group of students makes another person feel unsafe, uncomfortable, or scared. It typically takes on three forms:

- Physical Bullying – pushing, kicking, hitting, spitting, or making another person do something s/he doesn't want to do
- Verbal/Psychological Bullying – name-calling, saying or writing mean things, spreading rumors, making threats, or purposeful exclusion
- Cyber Bullying – inappropriate messages and/or images, through texting, Facebook, You Tube, e-mail and other social networks are not to be tolerated. Students may be accountable for these actions, even if performed outside of school.

Behavior by children or adults that is intended to intimidate is not acceptable at St. Vivian School. Students who feel that others are trying to intimidate them during the school day should report the incident to a teacher or the principal immediately. School personnel will work with the students involved and their parents to make sure that there is an environment at St. Vivian in which all feel safe. (Please understand that under the National Privacy Act, discipline given to students may not be shared with others.)

Parents and students are asked to do the following:

- Handle issues by following the chain of command – at the teacher's level first before going to the office.
- Do not threaten the other student or his/her parents.
- Talk with your son/daughter about the situation. Identify the problem and its cause. Be clear about what each party has done. What help do you or your child need?
- Help your child find a solution with which s/he will feel comfortable.
- Keep school personnel informed by a written note, e-mail or phone call.
- Value student differences and treat others with respect.
- Do not become involved in bullying incidents or be a bully.
- Be aware of the school's policies and support system with regard to bullying.
- Be alert in places around the school where there is less adult supervision such as bathrooms, stairwells, cafeteria, and the playground.
- Support students who have been bullied or are subject to bullying.
- Talk with teachers and parents about concerns and issues regarding bullying.
- Work with other students and faculty to help the school deal with bullying.
- Provide a good role model for all students and support them if bullying occurs.
- Participate fully and contribute to assemblies dealing with bullying

**A discipline policy is already in effect for grades 5 – 8; the issue of bullying is included on the conduct slip/[behavior notice](#):**

- “Bullying” includes physical and verbal/psychological. Blank lines for explanation of the event are on the conduct slip.
- Demerits will be given for all acts of bullying.
- Extreme acts may result in an automatic suspension/expulsion.

Approved by Education Commission June 2010

## **CAFETERIA**

St. Vivian School participates in the U.S.D.A.’s hot lunch program and offers a hot lunch including milk. Cafeteria menus are sent home every month. Milk and orange drink are also available for purchase for students who bring their lunches. Water will be available. Snacks are also available for purchase during lunchtime. Please send a reasonable amount of money for lunch and snacks.

Families who qualify may receive free or reduced price lunches. Application forms are sent home at the beginning of each school year or are available from the school office. All information supplied on the application is kept confidential. It is very important for families who qualify to complete and return the application –even if they do not intend to participate in the lunch program. Federal funds are distributed based on the number of qualifying families.

Food prices are announced at the beginning of the school year. Those buying hot lunches will pay on a daily basis. If a child in grades K - 8 forgets his/her lunch, the student may charge lunch. Juice, and snacks may not be charged.

A student may accumulate up to three lunch charges. After the third charge, s/he will not be permitted to charge until the three charges are paid. We will not allow a child to go hungry; s/he will receive a peanut butter & jelly sandwich. Charge slips will be sent home with the student. Students, who have not paid their lunch charges by the end of a quarter, will not receive that quarter’s report card. Lunch charges not paid during the last quarter will also result in records being held in the case of withdrawal or graduation.

## FOOD SERVICES

St. Vivian School shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The School shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, as food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The School shall approve and implement nutrition standards that are aligned with Senate Bill 210 (beverages) and the Alliance for a Healthier Generation (snacks). No food or beverage may be sold on any school premises except in accordance with the nutrition standards approved by the School.

During all times while the food service is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Lunches sold by the school may be purchased by students and staff members in accordance with administrative guidelines..

The operation and supervision of the food-service program shall be the responsibility of the Cafeteria Manager. In accordance with Federal law, the Cafeteria Manager shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency

responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and copy of the report will be available upon request.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the **food-service program**.

No foods or beverages, other than those associated with the School's food-service program, are to be sold during food-service hours. The School shall serve only nutritious foods in accordance with the nutritional standards.

**The nutrition standards adopted by the School shall apply to all competitive foods and beverages sold on school grounds or at school activities during the regular and extended school day when events are primarily under the control of the school or third parties on behalf of the school. The extended school day is defined as the time before or after the official school day that includes before and after school programs, activities, or clubs. These guidelines shall also apply to food supplied by schools during official transportation to and from school and school sponsored events.**

**These guidelines do not apply to school sponsored or school related fundraising activities that take place off of school grounds. Nor do they apply to booster sales at school related events where parents and other adults are a significant part of an audience or are selling food as boosters either during intermission immediately before or after such events.**

**Competitive foods are defined as any food or beverage sold or provided to students during the regular or extended school day that compete with the food-service program including but not limited to a-la-carte sales, vending machines, before and after school snacks, exam snacks and classroom celebrations.**

The Principal & Cafeteria Manager are responsible for implementing the food-service program in accordance with the adopted nutrition standards and shall provide a report regarding the School's compliance with the standards at one of the Education Commission's annual meetings.

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#### SALE AND CONSUMPTION OF NUTRITIONAL FOODS

St. Vivian School Nutrition Standards must be met for all sales of food to students in St. Vivian School during the regular and extended school day. The extended school day includes periods before and after school in which students are participating in school sponsored extra-curricular activities, academic or enrichment programs, or latch-key programs. This includes foods sold through the Food Services Department as well as any other organization or person.

This policy applies to all foods sold or served to students outside of reimbursable school meals including foods and beverages served through vending machines, cafeteria a la carte lines and school stores. The Food Services Department will serve foods approved under the United States Department of Agriculture guidelines during scheduled breakfast and lunch periods. Foods provided free as refreshments for parties, potlucks, teacher appreciation luncheons or breakfast, etc. is not subject to the district nutrition standards. However, offering foods that meet these standards is highly recommended.

Prior to and during lunch serving times, no foods shall be sold to students at any location, including vending machines and school stores, within the building other than the lunchroom sales operated by the Cafeteria. In accordance with provision of the Ohio Revised Code, all sales made in the lunchroom during the school day must accrue to the Cafeteria Account.

#### **Food and Beverage Sale Guidelines**

1. **All foods offered for sale during the school day will comply with the Beverage and Snack Guidelines as defined in the Ohio Revised Code Sec 3313.816.**
2. **Food Sales to students during the school day and at the end of the regular and extended school day will comply with the Beverage and Snack Guidelines as defined in the Ohio Revised Code Sec 3313.816.**

3. St. Vivian School will not use vending machines anywhere in its facilities except for the vending machine in the faculty lounge.

#### **A. Food and Beverage Sales For Fundraising**

Any student organization or school sponsored organization that seeks to raise funds by means of food or beverage sales must comply with the following guidelines in order to obtain approval for sales on District premises:

1. No sales may take place during the hours that the school is providing food service to students.
2. Food and beverages sold must comply with the food and beverage nutritional guidelines as defined in ORC Sec 3313.816.
3. A plan, which includes the following, must be submitted according to the Principal for approval:
  - a. The items to be vended. All items must be store bought and in the original packaging with ingredient label.
  - b. The time, date, and location which the items will be sold;
  - c. Provisions for the proper sanitation during and after the vending of the items and for the proper clean-up of the area(s), when applicable;
  - d. How the funds will be safe-guarded during and after the vending of the items;
  - e. The extent to which students are to be involved in the vending of the items and how much of their school and/or study time will be used for the planning and conduct of the activity.

#### **B. Annual Reporting**

The school principal or designee will send a list of all items being vended at St. Vivian School to the Wellness Committee Chairperson by March 1<sup>st</sup> of each school year. The Wellness Committee Chair and Cafeteria Manager will then create an annual report regarding the school's compliance with the standards and submit it to the Department of Education and by March 31<sup>st</sup> of each school year. Copies of the report will be available to the public upon request.

#### **CAFETERIA – BEFORE SCHOOL**

St. Vivian School provides, free of charge to parents, a staff ~~member to~~ monitored a place for students to wait starting at 7:00 a.m. until 7:30 a.m. when students can enter the classroom. This is a privilege extended to all St. Vivian students who follow the rules and are respectful to other students and staff. Our Student Handbook simply asks that students: choose a seat and stay in it; speak quietly, keep hands, feet

and all objects to yourself. and stay seated.—These guidelines should clarify the behavior the school requires in the Cafeteria:

- Students will be guided by their Christian values, showing respect for all students and staff in the cafeteria.
- Students will follow instructions given by the cafeteria monitor(s) in a respectful manner.
- Students will bring study material, an appropriate book/magazine to read, something to draw or color or a likewise quiet activity appropriate to school.
- There is no running, pushing, shouting, or throwing of any object in the cafeteria.
- Students will return borrowed St. Vivian items such as coloring books and crayons to their proper place and clean up before being dismissed to their classrooms at 7:30 a.m.
- We do NOT serve breakfast.

Any student in a disturbance in the cafeteria between 7:00 – 7:30 a.m. will be sent home, suspended for the day. Students may also lose the privilege of waiting in the cafeteria.

### **CELL PHONES, ELECTRONIC DEVICES**

Electronic devices such as cell phones, pagers, beepers, iPods and music and/or reading devices with or without earphones or speakers may not be used by students during school hours (7:00 a.m. – 2:30 p.m. within the school building). Text messaging during school hours is expressly forbidden. Students are not permitted to possess such devices on their persons during the school hours. Students violating this policy will have the device confiscated. The device will only be returned to the parents upon the parent's request made in person.

This policy on electronic devices extends to school events which take place outside regular school hours. This includes but is not limited to sacramental preparation programs, meetings, concerts, and graduation. Again, St. Vivian personnel may confiscate the device from a child in violation, and the parents will need to request the return of the device in person.

In special circumstances permission may be given for the use of some devices, e.g. permitting mp3 players/iPods while on the bus to and from a field trip. Students will be informed prior to these instances and permission should never be assumed. Devices may still be confiscated if they are being used improperly, e.g. music with obscene lyrics on an iPod.

***St. Vivian School is not responsible for the loss or damage of any electronic device brought to the school.***

*Approved by Education Commission*

4/1/2008

### **CHILD ABUSE AND NEGLECT**

Ohio Revised Code Section 2151.421 requires any schoolteacher or school authority to report suspected cases of child abuse or neglect to the Department of Human Resources or a municipal or county peace officer. The legislation also guarantees immunity for anyone filing a report or participating in a judicial proceeding from any civil or criminal liability that might otherwise be incurred or imposed as a result of such action.

### **CHILD PROTECTION, ARCHDIOCESAN DECREE ON**

The Archdiocese of Cincinnati Decree On Child Protection (2003) applies to all parishes, schools, offices, agencies and other institutions that operate under the administrative authority of the Archbishop. Child abuse, whether mental, physical or sexual, whether inflicted by laypersons or clerics, professionals or volunteers, cannot be tolerated in the Church. The purpose of the Decree is two-fold: to prevent the abuse of children and adolescents, and to provide a pastoral response to incidents of abuse after they occur. All Saint Vivian staff and volunteers are required to be fingerprinted by the Archdiocese of Cincinnati and have taken the Child Protection Class. Fingerprinting and class information is available at the school office.

### **Policies Aimed at Preventing Child Abuse**

1. A child may receive scheduled, individual instruction or counseling from a volunteer or staff member only with the consent of the child's parent or guardian.
2. A child may participate in an organized program sponsored by a parish or school only with the written consent of the child's parent or guardian.

3. At least two adults must be present for any activity for children sponsored by a parish or school.
4. No child may be disciplined corporally or corrected with abusive language.

### **CODE OF CONDUCT**

Students are expected to respect the rights of each other so that all may learn. Self-discipline is a part of everyone's life; therefore, good discipline is essential to the emotional growth of every student at St. Vivian School. This discipline should be positive, consistent, and appropriate to the age of the student. [Positive behavior is recognized](#) in many routine ways throughout the school year, including [the Personal Development Award](#). At the same time, students must face the consequences of his/her actions.

All adults on staff are responsible for providing positive reinforcement for appropriate behavior as well as for enforcing discipline.

### **A Positive Environment for Learning**

- In order to provide an environment for learning at St. Vivian School, students are expected to enter, leave, and move about the building in an orderly manner, with no running, pushing, or shouting.
- Students are expected to remain out of parts of the building not ordinarily open for pupil activity.
- Students are also expected to show courtesy to people and property on their way to and from school.
- At all times students are expected to cooperate with the school rules in and out of the classroom and to be respectful to teachers, staff and fellow classmates.
- Everyone must work to reduce interruptions and distractions to the learning process

Students are therefore asked to:

- Be sensitive to other's feelings. Do not exclude other children from playing games on the playground or avoid sitting next to someone in the cafeteria, at assemblies, or in class.
- Walk in a quiet, orderly manner in line, in hallways, and between buildings so as not to disrupt other classes.
- Show respect for other people, by the way you speak and respond to them.
- Show respect for other people by waiting quietly until their conversations have been completed before speaking. Be careful not to walk between two people who are talking.
- Show respect for all school property by conserving supplies and taking care that our school's facilities are kept orderly and without harm. Respect the personal property of others, just as we expect others to respect your personal property.
- Hold doors for others and knock before interrupting a class.
- In the cafeteria be attentive and respectful in the lunch line and while eating lunch.
- Protect your health and the health of others by remembering to wash your hands and properly dispose of paper towels. Use the bathroom facilities properly.
- Show respect at all religious services and at all assemblies.
- Understand that major infractions of discourtesy will not be accepted and that students will receive appropriate consequences.
- DO NOT bring games, electronic or battery operated, or music devices including ipods to school unless requested by the teacher. The school is not responsible for loss or damage to such items.

Students [involved](#) in fighting, rowdiness, cyberbullying [on the way to or from school](#) or general misconduct in public places outside of school may be subject to disciplinary action by the school.

### **Expected Behaviors**

#### **Cafeteria**

**Before School Rules:** Choose a seat and stay in it.  
Speak quietly to those around you.  
Keep hands, feet and all objects to yourself.

Stay seated until your table is dismissed.

**Cafeteria**

**Lunchtime Rules:**

Students will follow all instructions by staff, cafeteria monitors, and volunteers in a respectful manner.

Be courteous while moving through the lunch line.

Use appropriate table manners; behave in an orderly manner by sitting while eating.

Talk in a normal speaking voice.

Do not take drinks from the cafeteria to class or the playground

Keep your hands to yourself and do not touch other student's food. Do not play with or throw food.

Clean your place and leave it in an orderly fashion.

Assist with cleaning tables, floors, and trays.

Raise hand for permission to go to the restroom

**Classroom:**

The student is expected to contribute to the "proper atmosphere in which to learn" by following the classroom rules:

Being an attentive listener

Participating in discussion and sharing ideas

Cooperating, becoming actively involved in-group projects

Completing assignments on time

Refraining from being a source of annoyance to others

Treating others in a way that respects that person's dignity

Using learning materials meaningfully and returning them to their proper place and in the proper condition after use

**Church:**

Use holy water if desired to make sign of cross.

Walk quietly to pew, bow with your class.

Kneel, reflect; be seated, pray silently.

Participate in songs and responses.

Listen to readings and homily.

Respect other people's desire to pray.

Leave in quiet, orderly manner with your class.

Students must be in uniform for Mass. If a class is out of uniform for a field trip, the students must wear their uniform to Mass and change after Mass.

**Playground:**

Stay in designated areas, and do not leave the school premises.

Make proper use of playground equipment.

The throwing of rocks, sticks, snowballs, or any other object is prohibited.

Placing all paper in proper containers is expected.

No rough games are permitted on the playground

Students may not re-enter the building without permission from the staff member on duty.

Respond to the whistle that signals the end of recess. Students are to stop playing, walk to the designated line-up area, and take their places quietly.

Students are not permitted to be on the playground unsupervised after school.

[No bicycles, skateboards, skates, or roller blades are permitted on school property.](#)

**School Bus:**

All students are to be seated and stay seated until they reach their destination.

No running or moving about the bus.

No loud talking or noise, poking or teasing.

No eating or drinking.

No hands, heads or other parts of the body are permitted to extend out of the bus.

No misconduct of any kind – as determined by the bus driver/local school district.

The bus driver has full authority to enforce the above regulations.

If a student receives a discipline slip from the bus driver, the school will be notified and will take appropriate action as necessary.

**All possible behaviors cannot be anticipated nor described within this document but their general intent should be clear. Thus, the more common situations only are included. The principal will use his/her judgment when there is a need for clarification or modification of these rules and policies.**

Adopted by Education Commission June, 2010

## **Disciplinary Policy**

**Kindergarten – Grade 4** Classroom teachers will develop and implement their classroom's Code of Conduct. When necessary the Principal will be involved in discipline of a student.

Students involved in fighting, rowdiness, cyberbullying on the way to or from school or general misconduct in public places outside of school may be subject to disciplinary action by the school.

The behaviors listed in this Code of Conduct are expected of all students In Kindergarten through eighth grade. However, students in grades Kindergarten through Grade 4 will not receive demerits or be subject to the same Behavior Policy as older students.

We teach our children that they are responsible for their actions and we are here to help them make the right choices. A "Behavior Notice" is sent home when a child has made a bad choice at school and hasn't been making the right choices. It is necessary to have a consistent plan to be sure our school and classrooms have a great environment for learning. Your cooperation in helping us carry-on our mission is greatly appreciated.

The following disciplinary action will be taken:

- When a child receives 1<sup>st</sup> Notice: this is to notify you of the behavior
- When a child receives 2<sup>nd</sup> Notice: phone conference with the teacher
- When a child receives 3<sup>rd</sup> Notice: Phone conference with the Principal
- When a child receives 4<sup>th</sup> Notice: Silent Lunch/Time Out

This procedure starts "fresh" every quarter. All "notices" are dropped at the end of each quarter and our children have a new start!

## **Behavioral Consequences**

**Grade 5 – 8** The following behaviors will result in demerits. Number given will depend on severity of the offense:

Disruption, unexcused tardy, gum/food in class, uniform violation, not following directions, being disrespectful, inappropriate language, inappropriate behavior, bringing unauthorized items to school, profanity, cheating, lying, forgery, fighting, stealing, AWOL, damage . . . property, bullying.

Some behaviors will cause immediate suspension/expulsion; this list is not comprehensive but provides examples of relevant offenses:

- Bringing a weapon of any kind to school or using any item as a weapon
- Any behavior involving drugs/alcohol/tobacco on school property
- Turning in false fire, bomb threats or calls to 911.
- Physical or verbal assault of anyone including faculty or staff member or another student.
- Bringing pornography into the school
- Cyber Bullying

## **Definition of Terms**

Detention: A student will spend one hour engaging in assigned activities not to include homework after school after the parent/guardian has been notified in writing. It is the parent/guardian's responsibility to transport student after detention.

Disciplinary Probation – usually lasts for a semester. The student must show improvement in attitude, conduct and/or academic performance. If further violations of probation occur, the student is liable for expulsion.

Expulsion: Permanent exclusion of a student from school attendance.

In School Suspension: A student is removed from the classroom and all related activities. The student is to complete work missed in class.

Lunch Detention/Silent Lunch: Student remains in school with Principal/Teacher and does not go outside for recess.

Out of School Suspension: Removal of a student from the school premises and all related school activities for a period of time stipulated.

Specialized Behavior Plan: A comprehensive plan to improve specific student behavior, agreed upon by principal, teachers and parents. The demerit or point system may be suspended for a specific period of time if deemed necessary by the principal.

Time out: Student is removed from classroom and is allowed to sit in the School Office in order to allow the student an opportunity to calm oneself as to avoid additional disciplinary action.

### Grades 5 – 8 Behavior Consequences

Semester Basis: 1<sup>st</sup> semester: Quarters 1 & 2

2<sup>nd</sup> semester: Quarters 3 & 4

Step System:

1 demerit	Conduct Notice sent home to parents; must be signed & returned the next day
2 demerits	Conduct Notice sent home to parents; must be signed & returned the next day
Step 1 3 demerits	1 Detention and phone call to parent/guardian.
4 demerits	1 Detention
5 demerits	1 Detention and conference with parent/guardian.
Step 2 6 demerits	1 day of In-School Suspension Student misses next class non-religious field trip <b>within current school year</b> . The student is responsible for schoolwork and homework that is missed.
7 demerits	1 Detention
8 demerits	1 Detention Step 3
Step 3 9 demerits	1 Saturday School – 9:00 a.m. – 12:00 noon. Parent must pay \$50.00 and parent must accompany their child during Saturday School; if parent does not stay with child, cost is \$100.00. Child Protection requires two adults present with a student. If parents have confirmed (signed and returned form) notification of a Saturday School Detention and the student does not attend, the fee is still assessed and the student must attend the next session and pay the additional fee. Student is placed on Disciplinary Probation Hearing with Parents to establish Specialized Behavior Plan.* <u>Student misses next</u> class non-religious <u>field trip</u> <b>within current school year</b> .
10 demerits	1 Detention
11 Demerits	1 Detention
Step 4 12 demerits	1 day of Out of School Suspension. Missed assignments may not be made up. Hearing with Parents to modify Specialized Behavior Plan* <u>Student misses next</u> class non-religious <u>field trip</u> <b>within current school year</b> .
13 demerits	1 Detention
14 demerits	1 Detention
Step 5 15 demerits	Hearing with Parents*

## Expulsion at Principal's discretion

\*Includes principal, teacher representative, school psychologist (when possible), the student and the parents/guardian. Need for a Specialized Behavior Plan will be determined.

The Teacher/Principal will contact parents if Conduct Notices are not promptly returned. Parent signing of the Conduct Notice indicates notification/awareness of the infraction, not necessarily agreement.

### **Threats**

All threats to inflict any harm to self or others must be taken seriously. Whoever hears the threat should report it immediately to the Principal. The principal shall investigate the situation and take appropriate action.

### **Sexual Harassment**

Students who engage in sexual harassment on or off school premises at a parish/school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, electronic messages of a sexual nature, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. Any student who believes they are sexually harassed needs to report such behavior to a parent, teacher, or the principal within a timely manner.

### **Public Display of Affection Policy**

Young children have a natural way and desire to show affection to their peers and siblings. Primary students like to "hug" their older siblings and their friends when seeing each other around our campus. This is acceptable behavior to share their love and care for each other.

On the other side, "hugging" and/or "inappropriate touching" by students that may or may not offend students and "invade" their personal space, is very unacceptable behavior. This pertains mainly to junior high students, but is applicable to all children. This will be dealt with accordingly through the discipline plan and our demerit system. This is enforced by the professional staff.

*Approved by Education Commission June 9, 2011*

### **Grades 5 – 8 Academic Policy**

Academic Points are accrued on a Quarterly basis. The student starts with a "clean slate" at the beginning of each quarter. A student will receive 1 point for each missing assignment. The Academic Notice must be signed by the parent/guardian and returned with the assignment to the teacher the next day

#### **Step System:**

Step 1	1 point	1 missing assignment-Academic Notice sent home to parents; must be signed & returned the next day.
	2 points	2 missing assignments-Academic Notice sent home to parents; must be signed & returned the next day.
	3 points	(3 missing assignments) – 1 silent lunch
	4 points	1 silent lunch
	5 points	1(1 hour) detention and conference with parents.
<b>Step 2</b>	6 points	1 Detention
	7 points	1 week of silent lunch
	8 points	1 detention plus 1 week of silent lunch
Step 3	9 points	A <u>Conference</u> is held with the parents, teachers, principal, and school psychologist.
	10 points	1 day In School Suspension
	11 points	1 Detention

Step 4	12 points	Academic Probation If a student reaches 12 academic points, parents will be notified by phone and in writing about their child's behavior. At this time a meeting will be held with the principal, parents, student, teacher representative, and the school psychologist to formulate a contract for the student. A student's failure to abide by the contract will seriously jeopardize his/her position as a student at St. Vivian School.
	13 points	Discipline determined by terms of contract (see 12 points above)
	14 points	Discipline determined by terms of contract (see 12 points above)
Step 5	15 points	Hearing with Parents. Expulsion at Principal's discretion. If a student should reach 15 academic points, the parents/guardians will be called to meet with the principal. At this meeting, the discussion will focus on finding another school where the student can be more <a href="#">successful</a>

One (1) academic point will be assessed for tests that are sent home to be signed and are not returned within two (2) school days.

Please check Option C regularly for academic progress and missing assignments.

The academic points will not be totaled on a per teacher basis but as an aggregate of points given by all the student's teachers.

**Students with no missing assignments or behavior demerits at the end of the quarter will be rewarded.**

#### **Policy on Suspension and Expulsion**

A student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately suspended by the principal or designate, without a hearing, with notice and hearing to follow as soon as practical. Suspension or expulsion of a student requires the action of the School Principal and Pastor. The principal and pastor are the final recourse in all disciplinary matters and may waive any and all rules for just cause.

#### **COMMUNICATION**

Communication between the school and parents is extremely important. There will be times when you will want to speak with your child's teacher about his/her progress or because you are concerned about something that happened in school. Your concerns should always be taken to the teacher first and, then, if needed, to the Principal. Since the teachers have no free time during the day, you can call the school and leave a voice mail message, the teacher will return your call as soon as possible. You may also e-mail the teacher. [at the school website](#). **Please do not attempt to speak to a teacher before or after school unless you have scheduled an appointment.** Teachers must be in the classroom at these times to supervise children or prepare for the next day.

Weekly communication regarding school news and upcoming events is sent to each school family via the youngest student in the family by way of the Friday Envelope and Friday Notes. The envelope is to be returned on Monday to the classroom teacher. There is a replacement charge for unreturned envelopes.

Do not go to a classroom during the school day to speak to a teacher, a child, or to drop off a forgotten lunch, book, or homework. Please bring all items to the school office and they will be delivered.

Students will be allowed to use the phone only if necessary. Students may not use cell phones to call home. Classroom phones may be used at the discretion of the teacher.

No calls will be allowed to see if a student may go to someone's house after school, or to obtain forgotten items when the child has had previous knowledge that the item is needed. The goal is to teach responsibility rather than serve as a punishment. In case of a forgotten lunch, provision will be made for the student in the cafeteria.

**All calls to change transportation arrangements should be made to the school office by 1:45 p.m. Calls made after this time may not reach your child/ren..**

### **CONFERENCES, PARENT/TEACHER**

Parent/Teacher Conferences are formally scheduled twice each year. Parents may also request conferences at other times by contacting the teachers by written note, phone call, or e-mail.

### **CURRICULUM**

St. Vivian School follows the Graded Course of Study approved by the Archdiocese of Cincinnati, using textbooks on the Archdiocese approved list, and meeting all State of Ohio Standards. Auxiliary Service money is used to keep textbooks current. Parish and state money is used for updating technology.

### **CUSTODY**

The release of student records is controlled by federal and state law. The policy of the Archdiocese of Cincinnati is in compliance with the Family Education Rights and Privacy Act of 1974, 88Stat. S71,20 U.C.S12329. and The Ohio Revised Code 3319.321.

At the time of registration or when there is evidence of a dissolution of marriage, the school requires the residential parent to produce any court document that puts limitations on the rights of the non-residential parent. A copy of this document will be kept in the student's cumulative file in the school office. School personnel, e.g., principal, secretary, student's teacher(s), who have contact with the non-residential parent, should be made aware of any limitations on the rights of the non-residential parent.

In the absence of court documentation, both the residential and the non-residential parents will be accorded the same rights and privileges with regard to access to their child(ren)'s records, teacher(s), conferences, etc.

### **DRESS CODE**

The following Dress Code is used at St. Vivian School and Dress Code violations will result in demerits for students in grades 5 – 8 and Dress Code Violation Notices for students in grades K – 4. [three \(3\) Dress Code violations will result in a Behavior Notice.](#)

### **General Points for Boys and Girls**

Students must be presentable and representative of high standards, not only academically but also with regard to modesty, cleanliness and good grooming. All students are expected to come to school in dress code. If, for a serious reason, a student cannot comply with the dress code a written explanation must be sent to school.

- Belts must be worn on pants/shorts with belt loops for students in grades 5 – 8. Belts must be brown, black or navy blue. Belts with decorations should not be worn.
- Baggy or oversized pants, sweaters, shirt/blouses or sweatshirts are not permitted.
- All shirts and blouse must be securely tucked in at all times.
- Pants and shorts must be worn at the appropriate waist level.
- Only St. Vivian uniform sweatshirts may be worn in class. No hooded sweatshirts except for the 8<sup>th</sup> grade approved spirit wear sweatshirt.
- Socks must be worn. Socks may be any of the following colors: solid navy, dark green, black or white.
- Hair must be neat, clean, well groomed and shall not create a safety or health hazard. No extreme colors are permitted. Extreme/unusual haircuts are not acceptable as determined by the Principal. Hair should be above the eyes.
- No visible tattoos or body or body piercings (except as noted for earrings)
- ~~[Due to time constraints, no changing of pants/slacks worn under skirts or jumpers will be allowed either before school or during lunch time.](#)~~
- Since dress has become so eclectic, and styles are constantly changing, it is impossible to give definite guidelines covering every color, type or style. If you have any questions, contact the school before making a purchase.
- All judgments concerning whether an item meets uniform requirements are left to the principal's discretion and his/her decisions are final.

### Girls Uniform:

**Grades K – 3** Plaid uniform jumpers or skorts; navy blue or khaki slacks, shorts or skorts

**Grade 4 – 8** Plaid uniform skirt or skorts; navy blue or khaki slacks or shorts

**Please note:** Skirts and Jumpers must be no more than 3" above the knee.  
During cold weather, only plain black or navy blue ankle-length leggings or tights may be worn under the jumper or skirt. ~~knit or stretch pants may be worn under the jumper or skirt.~~  
Sweat pants and pajama pants are not to be worn to school.

**Pants** Plain navy blue or khaki only; corduroys, twill or cotton blends. No knit, stretch, baggy/oversized, ~~eargo~~ cargo pants; no jeans, no Capri or pajama pants, no cargo pants, no pants with rivets, ~~multi-pockets~~, logos or trim are permitted to be worn as uniform pants.

**Shorts** Plain navy blue or khaki only; twill or cotton blend; fingertip length ~~(walking shorts)~~— no shorter than 3 inches above the knee. No knit, stretch ~~or cargo shorts~~, athletic shorts, no jean shorts, no shorts with rivets, ~~multi-pockets~~, logos or trim are permitted to be worn as uniform shorts. **(First and Fourth Quarters only)**

**Blouse** White, short/long sleeve, oxford or uniform blouse, white turtleneck, or a white or light blue polo (knit) shirt ~~with front placket~~. Blouse must be tucked in at all times.

**Sweater** Red, navy or dark green solid color long sleeve cardigan or pullover exclusive of all ornaments, and logos. No hooded sweaters or vests.

**Spirit wear:** Official school sweatshirts may be worn but must be worn over school blouse or turtleneck. Spirit wear knit shirts and turtlenecks may be worn in lieu of white blouse. No hooded sweatshirts are permitted.

**Shoes** Practical dress shoes or gym shoes with non-marking soles must be worn. Sandals, hiking boots, clogs, backless shoes, flip flops are not permitted. Rain boots, Uggs, snow boots, or any other boots may not be worn during school hours. No ballet-type shoes are permitted.

**Socks:** Socks must be worn. Choice of socks in solid navy, white, black, or dark green.

~~Leotards: — Leotards may be worn in any of the following colors: solid navy, dark green, black or white. go above the anklebone.~~

**Jewelry** One small post earring per ear may be worn. One watch, one ring, and/or one simple religious cross/chain, are acceptable. Excessive/distracting jewelry is unacceptable.

**Make Up** No make up is permitted.

### Boys Uniform

**Pants** Plain navy blue or khaki only; corduroys, twill or cotton blends. No knit, stretch, baggy/oversized, cargo pants; no jeans, no pants with rivets, multi pockets, logos or trim are permitted to be worn as uniform pants.

**Shorts** Plain navy blue or khaki only; twill or cotton blend; fingertip length ~~(walking shorts)~~— no shorter than 3 inches above the knee. No knit, stretch or baggy/oversized ~~eargo~~ cargo shorts, athletic shorts, no jean shorts, no shorts with rivets, multi pockets, logos or trim, ~~are~~ are permitted to be worn as uniform shorts. **(First and Fourth Quarters only)**

**Shirt** White or pale blue short/long sleeve oxford or polo (knit) or dress shirt with buttons all the way down the front. White turtleneck ~~sweater~~— no logo or trim – may be worn under STV sweatshirt or under long-sleeved oxford cloth or dress shirt ~~but not under short-sleeved oxford cloth or~~

[dress shirts](#) White or light blue polo (knit) shirt with front placket may be worn. [Long sleeved t-shirts may not be worn](#) under [short-sleeved uniform shirts](#). [Shirt](#) -must be tucked in at all times.

- Sweater Red, navy or dark green solid color cardigan or pullover exclusive of all ornamentation and logos may be worn. No hooded sweaters or vests.
- Spirit wear Official school sweatshirts may be worn but must be worn over school shirt or turtleneck. Spirit wear knit shirts and turtlenecks may be worn in lieu of white shirt. No hooded sweatshirts are permitted.
- Shoes Practical dress or gym shoes with non-marking soles must be worn. Sandals, hiking boots, backless shoes, [flip flops](#), [crocs](#), etc., are not permitted. No boots of any type may be worn during school hours.
- Socks Socks must be worn. Choice of socks in solid navy, white, black, or dark green.
- Jewelry One small post earring per ear may be worn. One watch, one ring, and/or one simple religious cross/chain are acceptable. Excessive/distracting jewelry is unacceptable.
- Hair In addition to that stated above, no facial hair is permitted. Hair length must be above the Bottom of the collar. Mohawks or spikes are not permitted.

Approved by Education Commission June, 2010

### **Gym Clothes Boys & Girls**

Students must wear the regulation gym uniform consisting of T-shirt or sweatshirt (no sleeveless shirts), shorts (no zippers; must be elastic waist, 3 inches above the knee, loosefitting and no volleyball shorts) or sweatpants, gym shoes with non-marking soles. Nothing offensive or inappropriate may be worn T-shirts and shorts in plain, solid colors or STV spirit wear are preferred.

### **Out of Uniform Days**

Students are to use appropriate judgment on out of uniform days and comply with the general rules of safety and taste. (e.g., no short shorts, cutoffs, tank tops, [sleeveless shirts](#) or blouses that expose backs or waists or midribs, "play" clothes or clothing that is torn in any way, no excessively tight clothes, no green hair for St. Patrick's Day, no flip flops, [crocs](#), etc.). Students who do not observe this policy will be required to call home to obtain uniform attire. Approved by Education Commission 6/21/2007

### **DISTRIBUTION OF NON-SCHOOL/NON-PARISH MATERIALS**

Announcements of non-school/non parish sponsored arts, civic, cultural, educational, health, musical, sports, and similar enriching events and activities in the community occasionally are sent home. While care is taken to send only information believed to be appropriate for our students, we cannot evaluate the suitability, quality, or safety of such programs, activities, leaders, staff, or sponsoring organizations. Therefore, parents must carefully evaluate the offerings including leaders, staff, and sponsoring organizations before allowing their children to attend or participate in them. Dissemination of information is done for the benefit of our students and their families, but it does not imply an endorsement or approval by St. Vivian School or Parish. The School and Parish cannot be held responsible for any claim, liability, cost, judgment, expense, or action arising from such participation. Final decisions regarding the distribution of any materials are at the discretion of the principal.

### **Birthday Invitations**

**We will not distribute birthday invitations in our classrooms. Parents should utilize our Student Directory to distribute.**

### **DRUGS, ALCOHOL, AND TOBACCO**

#### **Policy:**

A student shall not possess, use, sell, transmit, or be under the influence of any narcotic, controlled substance, counterfeit (look-alike) drugs, marijuana, alcohol or tobacco product of any kind while on school grounds, during, before or after school hours, off school grounds at a school activity, function, or event unless the medication is prescribed by and taken according to the child's physician's orders.

Violations occur when a student is witnessed using or possessing; shows signs or visible effects of abusing drugs or alcohol or a student possesses, makes, sells, offers to sell, delivers or gives away those items while on school property or at a school function. Possession or sale of drugs, alcohol, and/or tobacco is illegal and police will be notified.

While aspirin, Tylenol, allergy sinus medication and cough drops, etc. are not illegal drugs, they must be administered in accordance with school policies that regulate distribution of medications. (See health and safety section.)

### **DUE PROCESS**

The school administration will keep a record of violations of these rules. The following procedure will be followed in the case of suspension, expulsion or emergency removal (over 24 hours) from school:

1. The principal will hold an informal hearing with the student to discuss his/her violation of the rule and to permit the student to explain his/her actions.
2. The principal will give and review a written letter to the parents/guardians and student, which states the reason(s) and time period of suspension.
3. The school will attempt to notify the parent by phone of the intended suspension, expulsion or emergency removal prior to sending the letter. A conference may be arranged within seventy-two (72) hours to discuss the seriousness of the misbehavior and action taken by the school.
4. The parent has the right to request an informal hearing with the principal to discuss the action taken by the school.
5. The parent has a right to request a formal hearing with the Principal/Pastor to appeal the disciplinary action taken at the above informal hearing. The parent may have legal counsel present.
6. The parent has the right to appeal an expulsion, in writing, to the Archdiocese Superintendent of Schools. .

### **Authority of Principals and Teachers**

- Under the laws of the state of Ohio, principals and teachers are given the authority of parents in the discipline and control of students.
- In [an](#) serious or extreme cases, the administrator may by-pass the above procedures and may suspend or expel a student for academic or disciplinary reasons that have serious and detrimental effects on the health, safety, or general welfare of that child, other students, faculty or school.
- The principal and/or pastor is the final resource in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion (Archdiocesan policy)

### **Notification of Legal Authorities**

Notification of rules, violations, or of the law may be made to juvenile court or legal authorities as deemed appropriate by the principal and/or pastor.

### **EXTENDED CARE PROGRAM**

The Extended Care program is reserved for students in kindergarten through grade 6 (special exceptions can be made for students in grades 7 & 8 at the discretion of the Principal) and begins at the end of the school day until 5:30 p.m. This program begins the first day of school and is open any day school is in session other than the last day of school. When the school is closed for inclement weather, in-services, holidays, or any other reason there will be no after school care. Students are expected to follow all rules and expectations as outlined in this book. Students have free time, snack, and homework/quiet time. All students participating in after school care must be enrolled at St. Vivian School in order to use this service. This service is provided for a nominal fee as established each year for each day used. Fee schedule and more specific information about this program are available in the extended care registration information.

**Extreme cases for individual students will be handled by the Principal.**

### **FIELD TRIPS**

Field trips are scheduled throughout the year to compliment the curriculum. These activities enable students to have experiences that cannot be reproduced in the classroom but have been judged to have

educational benefit. The field trip will provide some enrichment or exercise that upholds the school mission of educating the whole child.

Religious field trips include, but are not limited to, retreats, service days at nursing homes, church tours, etc.

The cost of the field trip is incurred by the parents. PTA generously pays the transportation (bus) cost of two field trips and one service day (grades 3 – 8) per grade each year. If parents have a financial need, please contact the school office. No student will miss a field trip due to financial need.

Any child participating in a field trip must have permission slip completed before attending the field trip. If you do not have a printed copy of the form you may send us a handwritten note, but the note must include the date and times of the trip, the location, teacher in charge, permission to transport to and from school, and pertinent medical information. If a student does not have a valid permission slip we cannot permit the student to participate in the field trip. You are asked to update the emergency form each time a field trip occurs. .

Field trips are privileges afforded to students; no student has an absolute right to a field trip. The school may deny a student's participation in a field trip if the student fails to meet academic or behavioral requirements.

### **FINGERPRINTING POLICY**

All employees, substitute teachers, and volunteers (including parent volunteers for field trips, class parties, Walk-a-thon, track and Field Day, etc.) must be fingerprinted by the Archdiocese of Cincinnati – no other agency. The list of fingerprinting locations is on the Archdiocesan website ([catholiccincinnati.org](http://catholiccincinnati.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 new staff and volunteers may not begin their service until this process is complete. Please be aware that it takes approximately two weeks for fingerprinting results to be available to the school. Plan ahead!

### **FUND RAISING**

Throughout the school year the PTA and other parish groups organize several money raising activities. In the spring, all students are asked to participate in a walk a thon, which is the major money-raising event, so participation is very much appreciated. Students are permitted to sell items on school grounds only for school/parish sponsored groups.

### **FUNDRAISING- MATCHING GIFTS PROGRAM**

Saint Vivian participates in the matching funds program for education. Many area companies will match gifts to educational institutions such as Saint Vivian School. If you would like to give a tax-free gift to our parish school you may want to check if your company will match it. We also have a list of matching gift companies available in the School Office. The donor has the right to specify the area where the gift is to be used (for example-technology, library, etc.), as long as it is within the realm of the school's philosophy and mission.

### **HEALTH AND SAFETY**

Ohio law specifies for certain immunization and health testing requirements for students. Information on specific requirements is provided to parents of new students at registration. Parents of students who are not in compliance with regulations will be notified early in the school year so that the requirements can be met. Failure to provide evidence of compliance will result in the exclusion of the student from school until evidence is submitted.

The Hamilton County Board of Health requires all pupils entering or transferring from outside of Hamilton County to have a tuberculin skin test (PPD - not the Tine test). This must be done within ninety days of the first day of school, unless documentation of tuberculosis screening within the previous year is presented.

In addition, the school nurse conducts screenings in hearing, vision and scoliosis at certain grade levels annually. Parents of students who have a suspected deficiency based on these screenings will be notified. Parents may also contact the nurse if they have a concern and would like their child screened.

An Emergency Medical Card and Authorization Form **MUST** be on file in the school office before the student is permitted to attend class. In the event of a change in phone numbers, place of employment or residence, please contact the school office with the new information.

### **Physical Education Exclusion**

A written note signed by the parents is necessary for a child to be excluded from Physical Education class. The note must include the reason and the period of time for the exclusion. Often physicians will provide documentation at the office visit for the physical education teacher. You may be required to present a physician's note if a student needs to be excluded from Physical Education for more than 2 days.

### **Administration of Prescribed and Over the Counter Medications at School**

Students who require monitoring/assistance with their medications will have their medication stores in a locked area in the School Office where they will report at the prescribed time(s) provided they have submitted a completed medication order form signed by the physician. Forms are available in the school office and on the website.

Whenever it is absolutely necessary that medication be given to the student during the school day, the following will apply:\*

1. Medication must be in original containers and have an affixed label including student's name, name of medication, dosage, route of administration, and time of administration.\*\*
2. Written request **MUST** be obtained from the physician and the parent or guardian before any medication may be administered by school personnel. The request must include instructions as to the name of the medication, dosage, time and duration of the medication, and the possible side effects.
3. It is advised that the medication and the signed permission forms be brought to the school by the parent or guardian. **NO MEDICATION WILL BE GIVEN TO A STUDENT WITHOUT THE PARENT'S WRITTEN PERMISSION.**
4. Medications will not be stored over the summer. Parents will need to notify the office in Regards tot the transfer of medication from school to home.
5. Students may not carry and administer medication with the exception of an inhaler or an EpiPen. In the case of an inhaler or an EpiPen, the school must have proper documentation from a physician and parent/guardian on file. These students will be asked to sign a contract stating that s/he will be responsible for the medication during school hours.

\*Adopted from the Ohio Revised Code #3313.713.

\*\* This includes prescriptions as well as non-prescription medication such as aspirin, ointments, eye drops, etc.

### **Screening**

Throughout the year, the nurse will conduct screening programs such as vision (grades K,1,3,5,7); hearing (K,1,3,5) and scoliosis (grades 5 & 7 for girls and grade 8 for boys). Students are referre4d for additional care if a concern is noted. If the parent does not wish for their child to be screened for any or all of the screenings, they must notify the school nurse in writing.

### **Pupil Immunization Requirements**

- Sections 3313.67, 3313.671 and 3313.37 of the Ohio Revised Code indicate state regulations regarding immunization requirements for students.
- It is the responsibility of the parent/guardian to provide written documentation of the student's immunization record (month, day, and year for each dose of vaccine received) to school personnel.
- No student shall be permitted to remain in school for more than 14 days unless the parents presents written evidence satisfactory to the person in charge of admission, that's/he has been immunized.
- The parent/guardian may request exemption from compulsory immunization requirements for religious, philosophical, or medical reasons. Religious or philosophical objections **must** be submitted by the parent/guardian in writing. A medical exemption **must** state the medical reason for the exemption and be signed by a physician.
- Please check with your child's physician or school nurse for a list of required immunizations.

- Upon returning to school after an illness caused by a communicable disease, a child must present a release note from the doctor.

### **Tuberculosis (TB) Requirements**

The Ohio Law regulating Tuberculosis (TB) testing in schools was changed in September 2008. All students and staff who were born outside of the U.S. that have been in the USA for 5 years or less are required to have a TB test.

Also, all students and staff who travel at any time to a “high risk country” in a non tourist capacity are required to have a TB test. “High Risk countries” are defined by the World Health Organization TB unit. For a complete list of “high risk countries” please contact Peggy Brockmeier, RN or go to Nurse Peggy’s website at <http://www.stvivianschool.org/teachers/pbrockmeier.html>. under immunizations.

A “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 country live, or a service/mission trip. If any student or staff members are required to have a TB test, the school nurse will contact you.

Please also note that parents and staff are required to notify the school nurse of any plans to foreign travel throughout the school year. If you have questions, or would like a complete copy of St. Vivian School’s TB policy, please contact Peggy Brockmeier, RN at 522-6858 ext 347. The TB policy is also posted on Nurse Peggy’s website at <http://www.stvivianschool.org/teachers/pbrockmeier.html>. under immunizations.

### **Emergency Medical Authorization**

St. Vivian School provides parents/guardians of every pupil enrolled in school an Emergency Medical Authorization form. If a parent or guardian does not wish to give such written permission, the parents/guardian shall indicate in the proper place on the form the procedure school authorities should follow in the event of a medical emergency involving the child.

Even if a parent or guardian gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of the school shall make reasonable attempts to contact the parent/guardian before the treatment is given. The school shall present the pupil’s emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment. (Ohio Revised Code 3313-712).

### **Care of Students with Peanut or Other Food Allergies**

St. Vivian 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. St. Vivian 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.

St. Vivian School will coordinate school health practices for management of peanut or other food allergies and shall provide for:

- Identification of individuals with peanut or other food allergies;
- Development of individual health care and/or emergency action plans if needed as determined by the school nurse in consultation with the parent/guardian and/or physician;
- Communication among school staff who interact with children with peanut or other food allergies;
- Development of guidelines to prevent exposure to peanut or other food allergens;
- Coordination of health care management activities by school staff;
- Procedures for students to have immediate access to medication in accordance with Ohio Revised Code that allows students to self-carry and self-administer asthma inhalers, and Epinephrine Auto injectors as prescribed by a licensed prescriber and approved by the parent/guardian;

- Annual training of school staff including, but not limited to: the school's policy and guidelines related to food allergies, information about food allergies and allergic reactions, guidelines for management of food allergies, medication administration, and management of food allergies during extra-curricular school activities and field trips. Staff that has responsibility for specialized services such as medication administration shall be provided training specific to the procedures at least annually by a licensed health professional.
- All identified students must have an appropriate Epinephrine Auto Injector/medication at school.

All threats or harassment of students with food allergies will be taken very seriously and will be dealt with in accordance with the bullying policy of St. Vivian School and pursuant to the Ohio Revised Code 3313.666

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with St. Vivian School's confidentiality practices/policies. The confidentiality of students with food allergies shall be maintained, to the extent appropriate and as requested by the student's parent/guardian.

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

Legal References:

R.C. 3313.719, 3313.713, 3313.716, 3313.718, 3313.666

### **Peanut/Tree Nut Allergy Policy**

~~Students with peanut/tree nut allergy MUST avoid eating, touching or smelling any products made with tree nuts, peanuts or nut oil or risk the possibility of severe reaction. Parents are asked to notify the school at the beginning of each school year in writing if a child has a peanut/tree nut allergy. St. Vivian School will inform the cafeteria staff about students with peanut/tree nut allergies. Class parents will be informed about the peanut/tree nut allergy and will be asked not to send items including nuts or nut oil for class events. The desk or eating area of any student eating a peanut/tree nut product must be wiped down with an antibacterial wipe after use. Students with a peanut/tea tree allergy should avoid sitting next to students eating nut items. Students with a peanut/tree nut allergy should eat out of a lunch box or off a tray and not off of the cafeteria table. "Peanut Allergy Classroom" signs will be posted in affected rooms. A substitute teacher alert with a picture of the student with a peanut/tree nut allergy will be placed in the teacher's sub folder. Students requiring an EpiPen should have an EpiPen and a completed Administration of Medication form in the Office permitting the school to administer an injection via EpiPen if necessary. Staff/teachers will know how to administer an EpiPen. The EpiPen will be sent with teacher on all field trips.~~

### **Illness and Injuries**

**If your child is not feeling well in the morning, please do not send him or her to school especially during flu season.**

Your child must be symptom free (including vomiting, fever, and diarrhea) for 24 hours before returning to school. This also means that if your child is sent home from school with symptoms, they need to wait 24 hours from the time of exclusion before returning to school. Any student who becomes ill or who is injured at school will be observed by the school nurse or designated personnel. Emergency care that may legally be given will be administered as necessary and the parent will be notified if it is recommended that the child leave school for further care. If the parent cannot be reached, instructions on the Emergency Medical Card will be followed.

### **Health Concerns**

If your child is allergic to any medication, bee stings, etc., or has a heart condition, hearing or vision problems, ADD, ADHD, diabetes, asthma (including exercise-induced asthma diagnosed by a physician), epilepsy, bladder problem, etc., please indicate on the appropriate health form (Health History and Emergency Medical Authorization) .

### **Emergency Drills and Crisis Management**

Emergency drills (tornado and fire, rapid dismissals, lock downs, shelter in place drills) are held according to state mandates. Proper reporting and supervision of students insures the safety of our students. In addition, the school follows a crisis management plan when the safety of an individual or group may be in question.

## **INTERNET POLICY**

Internet access in the school is strictly limited to educational use and is teacher supervised. The school instructs about and guards against inappropriate, unethical, and illegal use of the Internet by the student or adult user. Students ~~do not have access~~ are not permitted to e-mail or “instant messaging” on school computers.

### **Saint Vivian’s Responsibility**

It is the school’s responsibility to maintain contact with the Internet provider, assure educational use, (not open access of the Internet), provide for teacher in-service opportunities, address security and discipline issues, supervise student access and guard against the access of objectionable material. Saint Vivian makes use of firewall protection to block objectionable sites from student access. This is not 100% effective. But, coupled with adult supervision, it provides the safest Internet access possible at this time.

### **Student and Adult User Responsibility**

Students and adults have Internet access through the school. Students will not have individual accounts or access to e-mail. In addition, the user must strictly adhere to the copyright laws. Unethical and/ or illegal activities will not be allowed.

### **Online Conduct**

No student may enter his or her name or information about himself/herself onto any Internet site while using the school Internet access. All users are further encouraged to refrain from giving out personal information from a home computer without parental permission.

The student and adult users agree not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material. The user shall not encourage the use, sale or distribution of controlled substances. Any use in violation of any local, state or federal law is prohibited and is a breach of the terms and conditions of this policy.

### **Disciplinary Action**

Disciplinary action for inappropriate use of the School’s Internet Access may result in loss of Internet privileges for a period of time. In certain cases, if the inappropriate use also violates other school or archdiocesan policies, further disciplinary measures may be taken.

### **Agreement Form**

Each student and their parent/guardian will sign an Internet User Form before being granted access to the Internet.

## **LIBRARY**

Library hours are 7:45 a.m. - 2:00 p.m. every day. Each class has the opportunity to come to the Library during the week. Books may be checked out to all students and staff members. Please adhere to the due dates for all materials. The Library welcomes books as gifts.

### **Overdue notices:**

Overdue notices will be given out when books are seven days late. At that time a fine of five cents a day will begin. When the overdue book is returned the student will receive a final notice with the total amount of the fine listed. The fine, along with the notice, should be returned to the Librarian on the following day. If the student does not return a book after two notices, the student’s name will be referred to the principal for further action. Fines for damaged books will be leveled according to the severity of damage incurred. Lost books must be paid for in full according to the current replacement cost value of the book. If the book is found and returned, the student’s money will be refunded if the book’s condition warrants it. Report cards and records may be held until overdue library books are returned and fees are paid.

(Reviewed by Education Commission 7/18/00)

### **LOCK DOWN**

If conditions warrant a lock down that would possible effect dismissal time, the parent phone chain will be activated and notification will be made on the St. Vivian website and through local media. Do not attempt to remove your child from school

### **LOCKERS**

Lockers are issued to all Saint Vivian students. They will be inspected at the beginning and end of each school year and periodically during the school year. Students are expected to keep lockers clean and in good condition, and will be charged for any damage. The lockers are the property of our school and may be searched by the principal or designee if needed.

(Reviewed by Education Commission 7/18/00)

### **LOST AND FOUND**

Our Lost & Found is located across from the Activity Center. Lost jewelry, watches, and glasses may be reclaimed in the School Office. **PLEASE MARK EACH CHILD'S VALUABLES AND CLOTHING WITH THEIR NAME AND/OR INITIALS.** Parents and/or student are encouraged to check Lost & Found periodically. Items not claimed will be donated to a charity at the end of each quarter.

### **MEDIA RELEASE POLICY**

Throughout the school year, St. Vivian School submits various media releases regarding student achievement, school events, public relations campaign, fund raisers, publications, etc. Your signature on the Media Release Form indicates your consent for your child's photograph, and/or name and/or participation in video/audio productions to be included in press releases and/or media productions indefinitely.

### **PORNOGRAPHY**

Any student who brings any pornographic material to school will face automatic suspension/expulsion. Parents will be notified immediately. Any student who knows of such material in school or who views such material will also be disciplined.

### **PROMOTION, RETENTION AND GRADUATION**

In order for a student to fully benefit from the educational program, it is necessary for him/her to successfully complete the academic requirements at each grade level. Students will be placed, retained or promoted based upon attendance and performance in class work, homework, and tests. All matters of promotion, retention, and placement will be handled on an individual basis with consideration given to academic abilities, maturity, and the physical growth of the child.

#### **Promotion**

Students who satisfactorily complete the course of study objectives at their grade level will be promoted to the next grade.

#### **Placement and Retention**

If a student receives a failing grade as the final average for the school year in any subject area that student may be required to successfully complete a program of instruction during the summer in that subject. A certified teacher must conduct the program. A progress report should be sent to Saint Vivian at the completion of the program. Failure to successfully complete such a program of instruction, or the presence of several failing grades for the year in different subject areas, may cause that student to be retained at the same grade level for the next school year. Should a summer program of instruction or retention become necessary, the parents, teachers and Principal will hold a conference in order to reach the best possible solution for the child and the school.

#### **Graduation**

In order for a student to graduate with their class from the eighth grade, he/she must successfully complete all of the academic requirements for that grade level during the regular school term. All fines, fees and tuition must be paid, or arrangements made with the Business Manager for a student to participate in the graduation ceremony. Participation in the graduation ceremony is a privilege extended to all students who

have completed the course of studies prescribed by the Archdiocese of Cincinnati and whose behavior reflects Catholic values.

## **RELIGIOUS EDUCATION**

### **Vision**

The Office of Religious Education envisions vibrant parish and school communities on fire with faith. These communities of faith engage in evangelizing catechesis to form committed disciples who reflect the light of Christ in the World. Following the thrust of the General Director of Catechesis, the Saint Vivian Office of Religious Education states its goals and objectives; these are visionary in character and reflect priority areas. The goals give direction to the efforts of our office.

### **Goals**

All St. Vivian catechists will become faithful proclaimers of the Good News and will recognize that their call to catechetical ministry springs from the sacrament of Baptism. Our parish and school will seek out, engage, and support competent catechetical leaders who continually form themselves as animators of evangelizing catechesis. Our parish and school will recognize evangelization as its principle mission and intentionally integrate an evangelizing spirit into every aspect of community life. Our parish and school will revitalize their approach to catechesis and particularly the sacraments so that the community and liturgical assembly are the focus of the catechesis/preparation and celebration.

## **SCHOOL CLOSINGS**

### **Weather**

Should school be closed due to inclement and hazardous weather conditions, parents and students will be notified via local radio and television stations, on St. Vivian's web site ([www.stvivianschool.org](http://www.stvivianschool.org)), or on Quicklets. If St. Vivian School is closed, it will be announced as St. Vivian School. If you do not hear St. Vivian School announced, then St. Vivian is open at the regularly scheduled time. Please do not call the school office or the rectory for school closing information. ([www.stvivianschool.org](http://www.stvivianschool.org))

[Half Day Kindergarten: When we have late starts, half day kindergarten will follow that same schedule. Half day kindergarten is expected to report to school.](#)

## **SMOKE FREE BUILDING POLICY**

St. Vivian School is a smoke free environment. Anyone using the building for school events or activities during or after school hours must adhere to this policy.

## **STANDARDIZED COMPETENCY-BASED TESTING**

In the Archdiocese of Cincinnati, [competency tests \(Iowa Test of Basic Skills\)](#) covering pupil performance objectives in ~~the~~ math, language arts and reading courses of study are taken by students in grades 2, 4, 6, and 8. The test results are used by the principal and faculty for yearly program evaluation. The tests are criterion-referenced and as such are designed to measure the degree to which the students are mastering performance objectives in the respective courses of study. Students in grades 3, 5 & 7 take the Archdiocesan [Writing Assessment Proficiency](#) Test.

National Catholic Education Association's ACRE (Assessment of Catechesis Religious Education) – this assessment is administered to grades 5 and 8 in January each year to evaluate the status of our religious program. Using such an assessment annually allows our parish and school leaders to ~~identify the trajectory of their faith education efforts and track improvements as goals and strategies are changed or refined.~~

## **STUDENT PROPERTY INSPECTION**

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, cell phones, desks, computers, and lockers. Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of

enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

### **STUDENT RECORDS/ACCESS**

All students at Saint Vivian have a cumulative file that includes copies of all report cards and standardized test scores. This file is confidential and is only sent to another school with expressed written permission from the parent.

Parents have a right to review all of their child's educational records, as well as to obtain copies of these documents (for a nominal fee). They also have the right to have information in their child's file explained and interpreted to them. In addition, parents have the opportunity to challenge the contents of the records if they believe they are inaccurate or misleading. If a parent would like to review these records, please forward that request to the principal in writing.

The release of student records is controlled by federal and state law. The policy of the Archdiocese of Cincinnati is in compliance with the Family Education Rights and Privacy Act of 1974, 88Stat. S71,20 U.C.S 12329. and the Ohio Revised Code 3319.321. In the case of a dissolution of marriage, the school requires the residential parent to produce any court document that puts limitations on the rights of the non-residential parent. In the absence of such court documentation, both the residential and the non-residential parent should be accorded the same rights and privileges with regard to access to their child/ren's records, teacher(s), conferences, etc.

### **SUPERVISION OF STUDENTS**

#### **School Day**

The school office is open from 7:30 a.m. to 3:30 p.m. on school days. The official school day begins promptly at 7:45 a.m. Students are permitted to enter the building at 7:30 a.m. No students should be in the building before 7:30 a.m. If a student arrives at school between 7:00 – 7:30 a.m., he/she must go directly to the cafeteria, where a teacher is present for supervision and quietly wait there for the bell to ring. After school, no student is permitted in the building unless a teacher is present with them. Students who remain after school must have written permission from a parent/guardian. The school playground is off limits unless there is a supervisor present. School students may not join in Extended Care Activities on the playground unless they are enrolled in the Extended Care Program.

#### **Dismissal**

Students riding busses are dismissed at 2:20 p.m. All other students are dismissed after the buses leave the property. Any student still remaining on the property at 2:30 will be brought to the office to contact a parent. At that time, students may be sent to Extended Care and a one-day charge for supervision will be incurred.

### **THREATS**

All threats to inflict any harm to self or others must be taken seriously. Whoever hears the threat should report it immediately to the Principal. The principal shall investigate the situation and take appropriate action.

#### **Sexual Harassment**

Students who engage in sexual harassment on or off school premises at a parish/school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. Any student who believes they are sexually harassed needs to report such behavior to a parent, teacher, or the principal within a timely manner.

### **TRANSPORTATION**

If parents of children, who normally use one method of transportation at dismissal, change from the norm, a note must be sent to the homeroom teacher. The note must state the date; child/ren's name(s) and the method the child will be using to go home. If the school does not receive a note, the child will be dismissed by his/her normal mode of transportation or may be sent to Extended Care (parent will be called and charged the Extended Care fee.)

**All phone calls to change transportation arrangements should be made to the school office by 1:45 p.m. Calls made after this time may not reach your child/ren.**

### **Busing**

Students who reside in the Finneytown Public School District and live one mile or more from school are provided bus service through the Finneytown Public Schools. Students living in the City of Cincinnati, Mt. Healthy, or Winton Woods are also bussed to St. Vivian's. Any questions concerning eligibility for these services should be directed to your public school district's transportation office. Students from other school districts (North College Hill, Princeton, St. Bernard-Elmwood Place, Northwest, Oak Hills, Wyoming) are not bussed by their districts but parents may be eligible for reimbursement from their district. Contact your public school district for further information. By law, students may be bussed only by their district of residence, which means students may not ride home with a friend on bus from another school district.

### **Car Riders and Parking**

No parents are to enter the front parking lot before or after school. Parents who bring their children to school in the morning must use the rear parking lot. Parents who pick their children up at dismissal must use the rear parking lot. Busses will use the front parking lot for arrival and dismissal of students. Parents coming to school during the school day should use the front parking lot as students may be using the back lot for recess or physical education class.

Parents who drop their children off in the morning must enter at the back entrance of the playground off of Denier Place and follow the arrows to drop their children off at the "Drop Off Zone" in front of the steps to the Activity Center. After dropping off your child/ren, exit the parking lot by either: the rear exit on Finneytrail if you are going to turn left (south) on Winton Road or the rear exit on Denier Place if you will be turning right (north) on Winton Road. Parking in the rear parking lot is limited to the area behind the Activity Center until after 7:45 a.m.

Cars are not permitted on the back parking lot during the school day since students use this area as a playground and for physical education classes. Exceptions are made for funerals.

~~At dismissal, cars are to park facing the school. If you are leaving promptly, pull through to the first space in a row. If you are entering the building or remaining at school, park behind someone "leaving quickly".~~  
**DON'T BACK UP!!**  
Please park in a location where you do not have to "back out" of a space.

### **Walking to School**

~~When~~ walking to and from school, students must use the overpass at Winton Road and Finney Trail or cross at the light and crosswalk at Winton Rd. and Galbraith Roads.

### **TUITION AND FEES POLICY**

Parents/guardians are required to support the school both financially and through their volunteer efforts. Tuition and fees are the primary financial mechanism through which the school obtains its operating funds. To enable the Parish to plan and meet its budgetary requirements, tuition and fees must be paid in a timely manner. The Temporal Affairs Committee has adopted the following payment schedule of four equal installments:

July 31	25% plus the Facilities and Technology fees
September 30	25%
November 30	25%
January 31	25%

Payments for tuition and fees may be paid by cash, check to St. Vivian, or money order. A check returned for any reason will be assessed a fee of \$25.

Payments are expected on the dates outlined above. If financial circumstances are encountered that make adherence to the payment schedule impossible, parents/guardians should contact the Business Manager immediately at the Parish Business Office, 728-4330.

All tuition and fees must be paid in full from the previous school year in order to register in February for the following school year.

All tuition and fees must be paid before school records, including report cards, are released.

For students who withdraw from St. Vivian School during the school year, no tuition will be refunded due to the costs incurred by the School to educate the students for the school year. Additionally, any monies owed (including tuition, cafeteria, library, extended care fees) at the time of student withdrawal are due. Educational records, including report cards, will not be released unless owed monies are paid in full.

### **Late Charges/Penalties**

For all families who are using the above payment schedule, the following late charges and penalties will apply if payment is not received or the Business Manager is not contacted:

- If the first tuition payment and fees are not received by July 31, a late charge of \$25 will be imposed on August 10.
- If the first tuition payment and fees are not received by the first day of classes, students will not be admitted to class.
- If tuition payments are not paid by the remaining dates of the above payment schedule, a late charge of \$25 will be assessed per the following schedule:  
October 10 (for the September 30 payment)  
December 10 (for the November 30 payment)  
February 10 (for the January 31 payment)
- If tuition payments are not paid in a timely manner, the student(s) may not be permitted to attend St. Vivian School until all current tuition and outstanding fees are paid.
- Payments for tuition and fees may be paid by cash, check to St. Vivian, or money order. A check returned for any reason will be assessed a fee of \$25.

It is the responsibility of the Business Manager to notify families of their failure to meet the established tuition payment guidelines and of the relevant consequences. The Parish cannot subsidize tuition for those who are able but who do not meet their financial commitments in a timely manner. If necessary, a collection agency may be appointed to acquire the tuition monies owed.

It is the responsibility of the parents/guardians to notify the Business Manager via a phone call, letter or email if they encounter financial circumstances at any time that make adherence to the payment schedule impossible. To support families with financial circumstances, the Tuition Assistance Program and Alternate Payment Schedules are available.

### **Tuition Assistance Program**

To support families who require assistance, specific and limited monies from the Parish are designated to be used in the Tuition Assistance Program. These funds may be awarded to Parish families in need at the recommendation of the Tuition Review Board. The Tuition Review Board was established to work in conjunction with the Business Manager to review requests for tuition assistance and facilitate arrangements for help. The Tuition Review Board is comprised of three (3) members (two parishioners-at-large and a designated individual from the current Education Commission roster) to review each family's request in cooperation with the Business Manager.

Those who desire to be considered for tuition assistance must submit a **written request annually** to the Business Manager **prior to May 15** for the following school year. Requests received after May 15 may not receive assistance due to limited funds. If financial circumstances are encountered after this date that make adherence to the payment schedule impossible, parents/guardians should contact the Business Manager immediately.

In order for these limited funds to be allocated properly, it is imperative that a detailed account of the rationale for the request be provided. In addition to the letter requesting assistance, interested parties

should be prepared to furnish a variety of material to support their request. The type of documentation requested could include (but is not limited to):

- income verification
- bank statements
- tax returns
- health-related statements/bills
- court documents

The Tuition Review Board may also request a meeting with the family to more accurately assess the situation requiring need for assistance. Where the need for assistance is positively determined, recipients of this support are strongly encouraged to donate their time and talents to the Parish community through various volunteer efforts, as their circumstances permit.

**Alternate Payment Schedules**

Those who desire a payment plan different from current structure must submit a **written request annually** (including email) to the Business Manager **prior to May 15** for the following school year. If financial circumstances are encountered after this date that make adherence to the payment schedule impossible, parents/guardians should contact the Business Manager immediately.

**Stewardship / Grateful Believers**

In order to retain parishioner status for St. Vivian School, a family must participate in activities of the parish, attend Mass on a regular basis at St. Vivian Church, make a stewardship pledge by completing a Grateful Believers covenant letter and meet said pledge commitment. In 1995, the Temporal Affairs Committee and Parish Pastoral Council adopted a policy which states that all parishioners with children in school are expected to make a stewardship commitment to be eligible for the parish tuition rebate which averages to \$1400 per child. As a guide, the suggested minimum commitment to stewardship by school families is \$800.00 (\$15 per week).

If a family fails to submit a covenant letter by December 1, the current year of tuition will be raised to the full (non-parishioner) tuition rate.

If a family fails to keep their commitment towards stewardship, full (non-parishioner) tuition will be charged the following academic year. It is the responsibility of the parents/guardians to notify the Business Manager via a phone call, letter or email if they encounter financial circumstances at any time that make adherence to the pledge commitment impossible.

**New Parishioners**

St. Vivian Parish welcomes new members. When a Catholic family moves into the area or wishes to transfer to St. Vivian School, they will receive the full Parish school tuition subsidy for each student provided the following criteria are met:

- They register with the Parish by completing a Parish Census card and a Grateful Believers Covenant letter and meeting said commitment
- They become active parishioners by donating their time and talents
- Tuition and fee payments are kept up-to-date

If you would like to become a member of St. Vivian parish, contact the parish or school office.

Adopted by Education Commission & Temporal Affairs January, 2009

**TUITION RATES for 2011-201-2012**

<b>Parishioner</b>		<b>Non-Parishioner</b>
\$2,950.00	1 child	\$4,425.00 per child (elementary)
\$5,600.00	2 children	
\$7,975.00	3 children	
\$10,050.00	4 children	
\$3,425.00	full-day kindergarten	\$4,425.00 full day kindergarten
\$1,525.00	half day kindergarten	\$2,225.00 half day kindergarten

Facilities Fee: \$50.00 per family      Technology Fee: \$50.00 per family  
 (Adopted by Temporal Affairs Commission March, 2011)

## **VISITORS**

All parents/guardians and visitors must report to the school office in order to receive permission to go to any part of the school building. The visitor will sign in and receive a badge/button to be worn in order to go to any part of the school grounds. Any visitor/parent without a button will be sent to the school office. At the completion of the visit, the visitor should return the pass and sign out.

Forgotten lunches, lunch money, medicine, schoolbooks, projects, etc. should be brought to the school office.

“Unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.”

## **VOLUNTEER PROGRAM**

Volunteers are always welcome. One of the best ways to get to know the school, its staff and other parents is to volunteer in one of the many areas where assistance is needed in a parish school, such as: the cafeteria, library, field trips, classroom, playground, festival, PTA events and many other areas. A volunteer sign up form is sent home at the beginning of the school year; and additional requests are often made by the teachers throughout the school year. All volunteers must comply with the Child Protection Policy of the Archdiocese of Cincinnati. **(see Fingerprinting Policy)**

[St. Vivian School is not responsible for the safety of young children brought to school while a parent is volunteering. Young children may not be in a room with machinery, paper cutters, copiers, etc.](#)

Cafeteria and Recess Supervisors: Rain or shine, an adult volunteer is needed to help teachers supervise play areas, and assist the staff during the noontime lunch periods. While on the playground, the volunteer assists the teacher on duty by encouraging safe play, watching for those who may be in need of assistance and encouraging inclusion of all children in games and activities. Safety is always our number one concern.

Cafeteria Workers: Each school day, three parents help the cafeteria staff serve lunch. The volunteer does receive a complimentary cafeteria lunch. Volunteers sign up for one day per month.

Classroom Assistance: We need your help in a variety of areas so that we can provide the most support for each individual child. A volunteer can sign up for a particular teacher and a particular task. Some of the tasks include tutoring students for math or reading, word processing, assisting in the computer lab and running copies on the copier. Each teacher is responsible for coordinating the volunteers used in individual homerooms.

[Envelope Stuffers: Thursday a.m. Volunteers will collate and stuff Friday envelopes.](#) This takes about one and one-half hours (8:00 – 9:30 a.m.). Volunteers sign up for one day per month.

## **WELLNESS POLICY**

One section of the Child Nutrition and WIC Reauthorization Act of 2004 requires that all schools that participate in the National School Lunch Program have a wellness policy in place by July 1, 2006. This policy must address nutrition and physical activity.

### **1. Goals for (a) nutrition education, (b) physical activity and (c) other school-based activities that promote wellness**

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

- St. Vivian School will implement the health objectives relating to diet, nutrition and exercise as stated in the 2002 Archdiocesan Graded Course of Study for Science and Health.
- Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in the cafeteria.
- School lunch periods are scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
- Recess or snack breaks are scheduled for students as needed to maintain energy levels.

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

- All students will participate in the school’s physical education program

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

C. Other school-based activities

- St. Vivian School encourages the use of non-food rewards for student behavior.
- St. Vivian School further encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.
- St. Vivian School will encourage its groups and organizations to consider healthy food or non-food fundraisers.
- St. Vivian School will provide parent education on nutrition and the benefits of physical activity through newsletters and parent meetings during the course of the school year.
- Teachers will be offered training in nutrition as needed, and in physical activities conducive to learning and appropriate for classrooms.

**2. Nutrition Guidelines for all food available on school campus during the school day**

- The school lunch program will follow nutritional guidelines established by Ohio Department of Education, Office of Child Nutrition Services.
- The school lunch program will evaluate food products sold on its premises, and set nutritional guidelines for all food and beverages available at St. Vivian School during the school day.
- Drinking fountains and water coolers are available to students in every building.

**3. Guidelines for reimbursable school meals**

- St. Vivian School will continue to follow the state and federal guidelines and procedures for reimbursement for school lunch programs.

**4. Plan for measuring implementation of the St. Vivian School Wellness Policy**

- St. Vivian School will track the height and weight of students through the school nurse. Students will be weighed once/twice a year in the privacy of the nurse's office.
- The school will survey students and parents on eating choices and behavior and physical activity outside of school. The survey will be done pre and post-activities during the school year.
- Students will be asked to keep a food/exercise log (no names) for one week at the beginning and end of the school year. The logs will be evaluated to ascertain any changes in eating habits or physical activity. One or two grade levels or classes will be selected for this activity and monitored each year to see if there are health gains and if they continue.
- Some physical education classes will have students monitor heart rate as part of their physical fitness programs. This information will be part of the evaluation of the program.
- The number of students participating in extra-curricular activities and the amount of time spent on those weekly will be included in evaluating our program.
- The St. Vivian School Wellness Committee will revisit the wellness policy annually to revise, update, or amend the policy as needed. The "bottom line" is the overall health and well-being of the students.

**5. Community involvement in the development of the plan**

- Input for this policy came from the St. Vivian School Wellness Committee comprised of: Mr. Stephen Zinser, Principal, Mrs. Peggy Brockmeier, R.N., school nurse, Mrs. Michele Waldbillig, Cafeteria Manager, Mrs. Amy Hagedorn, cafeteria monitor, and Mrs. Linda Ortman, school secretary, and the Archdiocese of Cincinnati.
- Approved by the Education Commission on March 16, 2006 and went into effect on July 1, 2006.
- This policy will be monitored by members of the Wellness Committee

Approved by Education Commission 3/2006

**WITHDRAWALS**

Withdrawal of a student must be directed to the principal in writing with a statement of the official date of withdrawal. Tuition is not refunded if a student withdraws. A Release of Records form is available in the school office for forwarding student records to the new school.

**RIGHT TO AMEND THIS HANDBOOK**

The Saint Vivian Education Commission, Principal, and Pastor reserve the right to amend this handbook at any time. Parents will be given prompt notification of any revisions and/or additions.

**ST. VIVIAN SCHOOL  
2011-2012**

July	31		Tuition Due	
AUG	18-19	Thu-Fri	Teacher In-Service Days	
	21	Sun	OPEN HOUSE & PACKET PICK UP (12:00 – 2:00 P.M.)	
	23	Tue	FIRST DAY OF SCHOOL	
			Full Day Kindergarten – Half Day	
	24	Wed	Full Day Kindergarten – Half Day	
	25	Thu	Full Day Kindergarten – Half Day	
	26	Fri	Full Day Kindergarten – first full day	
SEPT	5	Mon	Labor Day	NO SCHOOL
	23	Fri	Interims go home	
	30	Fri	Tuition Due	
OCT	3	Mon	Teacher In-Service	NO SCHOOL
	21	Fri	End of First Quarter	
	28	Fri	Report Cards go home	
NOV	21	Mon	Parent Teacher Conferences 3:00 – 8:30 p.m. K – 8	
	22	Tue	Parent Teacher Conferences	NO SCHOOL
	23	Wed		NO SCHOOL
	24	Thu	Happy Thanksgiving	NO SCHOOL
	25	Fri		NO SCHOOL
	30	Wed	Tuition Due	
DEC	2	Fri	Interims go home	
	21	Wed	Last Day before Christmas break	
	22	Thu	Christmas Break through January 3	NO SCHOOL
JAN	4	Wed	School Re-opens	
	13	Fri	End of Second Quarter	
	16	Mon	Martin Luther King Day	NO SCHOOL
	20	Fri	Report Cards go home	
	29	Sun	Catholic Schools Week Open House (12:00 – 2:00 p.m.) Catholic Schools: Faith, Academics & Service	
	30	Mon	Tuition Due	
FEB	16	Thu	Interims go home	
	16	Thurs	Parent Teacher Conferences 3:00 – 8:30 p.m. K – 8	
	17	Fri		NO SCHOOL
	20	Mon	President's Day	NO SCHOOL
MAR	23	Fri	End of Third Quarter	
	30	Fri	Report Cards go home	
APRIL	6	Fri	Good Friday	NO SCHOOL
	9-13	Mon-Fri	Spring Break	NO SCHOOL
	16	Mon	School re-opens	
MAY	4	Fri	Interims go home	
	28	Mon	Memorial Day	NO SCHOOL
	30	Wed	Graduation	
	31	Thu	End of Fourth Quarter Report Cards go home Last Day of School	

Approved by Archdiocese of Cincinnati

# St. Vivian School 2011-2012 Supply List REVISED

- Purchase only glue, glue sticks, crayons, markers, highlighters marked NON-TOXIC.
- Mark all items with your child's name.
- Please check your child's supplies through out the school year. It is your responsibility to maintain necessary supplies. Thank you.

## **KINDERGARTEN**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1 Backpack (big enough for folder &amp; gym clothes)</li> <li>1 pencil case (Full Day Students only)</li> <li>1 roll paper towels</li> <li>1 2-pocket folder</li> <li>1 4 oz. Elmer's liquid glue –non-toxic</li> </ul> | <ul style="list-style-type: none"> <li>2 large Elmer's glue sticks – non-toxic</li> <li>1 paint shirt</li> <li>1 box of crayons – non-toxic (24 or less)</li> <li>1 family size box tissues</li> </ul> |
|--|--|

## **FIRST GRADE**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>2 family size boxes Kleenex or Puffs</li> <li>2 spiral notebooks</li> <li>2 boxes of 24 crayons – non -toxic</li> <li>1 waterless hand sanitizer w/pump</li> <li>1 backpack (full size)</li> <li>1 pair scissors(student size Fiskars)</li> </ul> | <ul style="list-style-type: none"> <li>2 pencil erasers</li> <li>3 two-pocket folders (1 yellow)(1 red)</li> <li>3 <b>large</b> glue sticks – non-toxic</li> <li>2 boxes baby wipes &amp; 1 box Antibacterial wipes</li> <li>1 sturdy <b>zippered</b> fabric pencil case (NO boxes)<br/>(cosmetic cases work great)</li> </ul> |
|--|--|

## **SECOND GRADE**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1 ten-pack of pencils (labeled w/name &amp; sharpened)</li> <li>4 red pocket folders (homework/take home)(no clips)</li> <li>2 large glue sticks – non-toxic</li> <li>1 blue single subject notebook(no perforated/wireless)</li> <li>6 erasable pens (blue) No click pens</li> <li>2 blue, two pocket folder (no clips)</li> <li>2 box 24 crayons (one for each classroom) non-toxic</li> <li>1 set of addition flashcards (labeled w/name)</li> <li>1 pkg. 3 x 5 index cards (100 count) lined</li> </ul> | <ul style="list-style-type: none"> <li>1 pair scissors (fiskar)(labeled w/name)</li> <li>1 waterless hand sanitizer w/pump</li> <li>4 boxes of family size tissues</li> <li>2 boxes Antibacterial wipes; 2 boxes baby wipes</li> <li>1 zippered cloth pencil case. Label with name</li> <li>1 set of subtraction flashcards(labeled w/name)</li> <li>1 backpack/bookbag</li> <li>NO Binders or Trapper Keepers</li> </ul> |
|--|---|

## **THIRD GRADE**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1 sturdy <u>plastic</u> homework folder</li> <li>4 red pens</li> <li>1 pair scissors (Fiskars) (labeled with name)</li> <li>2 large glue sticks – non-toxic</li> <li>1 set (8 count) markers – non- toxic</li> <li>1 roll paper towels</li> <li>2 pack wide-ruled looseleaf paper</li> <li>2 boxes baby wipes</li> <li>2 boxes of crayons (32 or less) non-toxic sharpened) 1 backpack/bookbag (NO mechanical pencils)</li> <li>1 pkg. 3x5 (100) lined index cards</li> </ul> | <ul style="list-style-type: none"> <li>2 family size boxes tissues</li> <li>1 large extra sturdy pencil case (NO boxes)</li> <li>3 wide ruled, single subject spiral notebooks<br/>Social Studies &amp; Science-green<br/>Reading/Language Arts-blue<br/>Math - red</li> <li>3 – two-pocket folders with clips -<br/>blue(1), red(1), green(1)</li> <li>12 pencils w/erasers(labeled w/name &amp;<br/>2 pkgs. Antibacterial wipes<br/><u>NO binders or trapper keepers</u></li> </ul> |
|--|---|

#### **FOURTH GRADE**

1 pocket folder (yellow) w/clips  
1 pkg. 3 x 5 index cards  
3 glue sticks non-toxic  
2 10-packs of #2 pencils w/erasers,  
1 scissors  
4 red correcting pens or pencils  
1 set markers non-toxic  
1 set colored pencils non-toxic  
1 box crayons (32 or less) non-toxic  
6 blue pens (no gel pens)  
3 box of tissues  
1 steno notebook

1 pocket-folder(yellow)w/clips  
2 two-pocket folders (red)  
1 pocket folder w/clips (purple)  
1 composition book for journal  
2 pkgs. loose-leaf paper (wide ruled)  
1 pencil bag that zips  
2 5-subject wide-ruled notebooks (not labeled)  
1 ziplock bag for art supplies (NO boxes)  
2 yellow highlighters (non-toxic)  
1 backpack or bookbag  
1 antibacterial hand sanitizer

#### **FIFTH GRADE**

Graph paper  
2 packs of looseleaf paper – **wide** ruled  
4 blue or black pens (no click pens)  
4 red pens  
10- #2 pencils  
1 Pack of multicolor highlighter(3 or more colors)non-toxic  
2 family size box tissues  
1 scissors  
1 anti-bacterial hand sanitizer  
1set colored pencils & crayons non-toxic  
1 roll paper towels

3 packs lined 3 x 5 index cards  
1 expandable file folder (at least 8 pockets)  
1 canister anti bacterial wipes  
3 low or no odor dry erase markers – non-toxic  
1 large bottle glue or glue stick non-toxic  
1 ruler (12 in. with metric)  
1 steno notebook  
2 5-subject notebooks, wide-ruled (not labeled)  
1 ziplock bag for art supplied (NO BOXES)  
1 algebraic calculator (purchase from school)  
1 bookbag/backpack  
1 set markers (non toxic)

#### **SIXTH, SEVENTH AND EIGHTH GRADES**

##### **General Supplies:**

1 -10 pack of blue/black pens (non-erasable)(**non-click**)  
2 red pens  
1 pack of #2 pencils  
1 gluestick – non-toxic  
graph paper (quadrille)  
erasers (pencil & ink)  
1 scissors  
loose leaf paper -NO COLLEGE RULE  
1 ruler (12 in. with metric)  
1 set of colored pencils or 1 box crayons – non-toxic  
1 set markers (think or thin) non-toxic  
2 boxes family size tissues/1 roll paper towels  
2 highlighters – non-toxic

##### **6<sup>th</sup> & 7<sup>th</sup> Graders & incoming 8<sup>th</sup> Graders:**

1 algebraic calculator or 1 graphing calculator -  
order forms will be sent home from school

#### **MUSIC: GRADES 4 – 8**

1 2-pocket folder                      Looseleaf Paper                      2 pencils

#### **ART: Kindergarten – Grade 8** - 1 canister per family of antibacterial wipes :

Last Name A - M    antibacterial surface wipes  
Last Name O – Z    antibacterial hand wipes  
1 Paint shirt (large t-shirt is fine)  
1 Spiral-bound sketch book

#### **Grades 5 – 8**

#### **Grade 6 additional supplies**

2 zipped pouches: 1 art; 1 pencils & pens  
3 packs lined 3 x 5 index cards  
1 – 5 subject notebook(non-perforated)  
1 steno notebook  
1 expandable file folder (at least 8 pockets)  
(label: Math, Science, Religion, Language Arts  
Reading, Spelling, Soc. Studies, parent papers)  
3 composition books (9 ¾ x 7 ½ )

#### **Grade 7 additional supplies**

1 expandable file folder (at least 8 pockets)  
3 packs 3 x 5 index cards, lined  
1 1-subject notebook (English)  
2 steno notebooks – English/ Religion

#### **Grade 8 additional supplies**

2 steno notebooks  
1 expandable file folder (at least 8 pockets)  
1 canister antibacterial wipes

#### **PHYSICAL EDUCATION**

Please see Student Handbook, Dress Code

**St. Vivian School**  
**Faculty & Staff Voice Mail and E-Mail Directory**

**School 522-6858    FAX 728-4336**

Attendance Line: 1

	Ext.	
Mr. Stephen Zinser, Principal	202	<a href="mailto:stephen.zinser@stvivianschool.org">stephen.zinser@stvivianschool.org</a>
Mrs. Linda Ortman, Secretary	203	<a href="mailto:linda.ortman@stvivianschool.org">linda.ortman@stvivianschool.org</a>

**Rectory**

Mrs. Kathleen Rothschild, Bus. Mgr.	101	<a href="mailto:kathy.rothschild@stvivian.org">kathy.rothschild@stvivian.org</a>
Mrs. Julie Zinser, Rel. Ed. Director	124	<a href="mailto:julie.zinser@stvivian.org">julie.zinser@stvivian.org</a>
Mrs. Jeanne Stephens, Youth Min.	135	<a href="mailto:jeanne.stephens@stvivian.org">jeanne.stephens@stvivian.org</a>
Mr. Tim McManus, Music Ministry	122	<a href="mailto:tim.mcmanus@stvivian.org">tim.mcmanus@stvivian.org</a>
Mrs. Shirley Crooker, Secretary	100	<a href="mailto:shirley.crooker@stvivian.org">shirley.crooker@stvivian.org</a>

<b>Nurse:</b> Mrs. Peggy Brockmeier, R.N.	347	<a href="mailto:peggy.brockmeier@stvivianschool.org">peggy.brockmeier@stvivianschool.org</a>
<b>Psychologist</b>	218	
<b>Speech:</b> Mrs. Marilyn Fields	216	<a href="mailto:marilyn.fields@stvivianschool.org">marilyn.fields@stvivianschool.org</a>
<b>Reading:</b> Mrs. Betty Helms	217	<a href="mailto:bett.helms@stvivianschool.org">bett.helms@stvivianschool.org</a>
<b>Library:</b> Mrs. Mary Hanson	214	<a href="mailto:mary.hanson@stvivianschool.org">mary.hanson@stvivianschool.org</a>
<b>Extended Care:</b> Mrs. Mary Hanson	223	<a href="mailto:mary.hanson@stvivianschool.org">mary.hanson@stvivianschool.org</a>

<b>PreSchool:</b> Mrs. Cindy McMahon	224	<a href="mailto:cindy.mcmahon@stvivianschool.org">cindy.mcmahon@stvivianschool.org</a>
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**Kindergarten**

Mrs. Michele Heyob	221	<a href="mailto:michele.heyob@stvivianschool.org">michele.heyob@stvivianschool.org</a>
Mrs. Mary Joan Heckle	222	<a href="mailto:mary.joan.heckle@stvivianschool.org">mary.joan.heckle@stvivianschool.org</a>

**Grade 1**

Mrs. Molly Shumate	212	<a href="mailto:molly.shumate@stvivianschool.org">molly.shumate@stvivianschool.org</a>
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**Grade 2**

Mrs. Amanda Borgman	211	<a href="mailto:amanda.borgman@stvivianschool.org">amanda.borgman@stvivianschool.org</a>
Mrs. Cathy Plummer	210	<a href="mailto:cathy.plummer@stvivianschool.org">cathy.plummer@stvivianschool.org</a>

**Grade 3**

Mrs. Judy Rolfert	209	<a href="mailto:judy.rolfert@stvivianschool.org">judy.rolfert@stvivianschool.org</a>
Miss Trisha Hendricks	208	<a href="mailto:trisha.hendricks@stvivianschool.org">trisha.hendricks@stvivianschool.org</a>

**Grade 4**

Mrs. Lori Sullivan	207	<a href="mailto:lori.sullivan@stvivianschool.org">lori.sullivan@stvivianschool.org</a>
Mrs. Betsy Liderbach	206	<a href="mailto:betsy.liderbach@stvivianschool.org">betsy.liderbach@stvivianschool.org</a>

**Grade 5**

Mrs. Julia Glassmeyer	205	<a href="mailto:julia.glassmeyer@stvivianschool.org">julia.glassmeyer@stvivianschool.org</a>
Mrs. Michelle Surber	204	<a href="mailto:michelle.surber@stvivianschool.org">michelle.surber@stvivianschool.org</a>

**Grade 6**

Miss Sabrina Fischer	230	<a href="mailto:sabrina.fischer@stvivianschool.org">sabrina.fischer@stvivianschool.org</a>
Mrs. Susan Casteel	231	<a href="mailto:susan.casteel@stvivianschool.org">susan.casteel@stvivianschool.org</a>

**Grade 7**

Mrs. Erin Delaney	232	<a href="mailto:erin.delaney@stvivianschool.org">erin.delaney@stvivianschool.org</a>
Mrs. Linda Kasper	234	<a href="mailto:linda.kasper@stvivianschool.org">linda.kasper@stvivianschool.org</a>

**Grade 8**

Mrs. Colleen Daubenmerkl	233	<a href="mailto:colleen.daubenmerkl@stvivianschool.org">colleen.daubenmerkl@stvivianschool.org</a>
Mr. Zach Horstman	235	<a href="mailto:zach.horstman@stvivianschool.org">zach.horstman@stvivianschool.org</a>

<b>Music:</b> Miss Amy Clark	229	<a href="mailto:amy.clark@stvivianschool.org">amy.clark@stvivianschool.org</a>
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<b>Art:</b> Mrs. Jill Uhler	225	<a href="mailto:jill.uhler@stvivianschool.org">jill.uhler@stvivianschool.org</a>
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<b>Phys. Ed:</b> Mrs. Carol Hern	215	<a href="mailto:carol.hern@stvivianschool.org">carol.hern@stvivianschool.org</a>
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<b>Spanish</b>	236	
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<b>Comp. Tech:</b>	237	<a href="mailto:gary.ehling@stvivianschool.org">gary.ehling@stvivianschool.org</a>
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