

Saint William School

Established in 1911

PARENT- STUDENT HANDBOOK

Grades Preschool through Eighth 2021-2022

Important Phone Numbers

School.....513-471-2989

School Fax.....513-471-8226

Parish Office.....513-921-0247

Parish & School Website.....www.saintwilliam.com

Saint William reserves the right to amend stated policies at any time in the interest of fundamental school values.

Signature on Handbook Acknowledgement Form indicates that you understand and agree to abide by the following policies that guide the school and must be submitted in writing to the school office no later than September 15th of each school year.

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MISSION STATEMENT

Prepare, Grow, Serve, and Empower.

BELIEF STATEMENTS

Saint William School believes it shares with parents and guardians the responsibility of contributing to the spiritual, social, intellectual, and physical development of each child. The school strives to establish an environment conducive to teaching Christian values and concentrates on the development of the whole person.

The staff believes that each child is unique and precious in the sight of God. Our teaching challenges us to provide quality education and to grow in excellence in order to meet the needs of each individual. For children to learn, it is our belief that an atmosphere of discipline and respect must prevail. The staff endeavors to maintain a consistent, kind, yet firm system of discipline through which we strive to develop the child's sense of responsibility for his/her conduct. *The success of this educational philosophy depends upon the cooperative efforts of teachers, parents & guardians and students.*

In order to achieve our mission statement, we believe in:

1. instilling the Catholic faith and traditions daily.
2. serving the Church and community and living out the Gospel.
3. accepting and appreciating others' gifts, talents, and abilities.
4. enriching student knowledge through differentiating curriculum.
5. collaborating to ensure our students develop a sense of responsibility and self-discipline.

CISE PARENT PLEDGE

As the parent of a CISE student:

I understand that enrolling my child in this school is a choice. I acknowledge that what makes this school different from a public school is that the Gospel is the foundation upon which all instruction takes place. Children will learn about, serve, and honor God in this school.

I understand that a Catholic Education is a financial sacrifice. All families contribute to their children's education.

I understand that my child's enrollment in this school depends upon the following:

1. I will participate in the spiritual development of my child.
2. I will become aware of the behavioral expectations of the school by reading this handbook and make sure my child respects the rules.
3. I will support my child's academic growth by checking for assignments and teacher communication. I will read with my child regularly.
4. I will make sure my child is on time and in school each day.
5. I will make my agreed upon fees and tuition payments on time. I will call the school immediately if there is a real financial emergency.
6. Should I have trouble meeting any of the above expectations, I will contact the principal immediately to set up a time to respectfully discuss and build a plan for addressing the problem.

ADMISSION POLICIES

Saint William School will admit children in the following order:

1. Children entering Preschool through Grade 8, from families *actively participating in the parish and have other children currently attending Saint William School.

2. Children of registered families, actively participating in the parish, entering Preschool through Grade 8, with no other children currently attending this school.
3. Children not actively participating in the parish but have siblings already attending Saint William School.
4. Children whose family is new to the school; priority will be given according to the date of the school admission application.

**Actively participating families are those members who contribute to the parish financially and spiritually.*

All children are welcome. No student may be excluded from a Catholic school solely because of race, color, national/ethnic origin, or ancestry. as long as space is available and those seeking admission can meet the tuition requirements or have a voucher.

Assuming the above requirements are met, no child is excluded as long as he/she can benefit from our educational program and if his/her presence will not be a detriment to the learning atmosphere of the other children.

The admittance of children after the school year has begun will be considered on a case by case basis.

To be eligible for admission into the four-year-old class, a child shall have reached his/her fourth birthday BEFORE September 30th.

To be eligible for admission into the kindergarten class, a child shall have reached his/her fifth birthday BEFORE September 30th.

All students must be toilet trained.

Continued enrollment of any student is based on attendance, academic performance, ability of the school to meet the academic and behavioral needs of the student, and behavior in line with the disciplinary expectations of the school as well as the support of the parent. Parents are expected to support the school and school staff in its efforts to educate students academically, socially, emotionally, and morally. **Parents who choose to behave in ways that go against the policies of the school, undermine the staff, show/represent the school in an unfavorable light, or create situations that are unsafe for their child, other children, the staff, or the school will be asked to leave the school. Such behaviors include but are not limited to situations occurring: on social media, in person, over the phone, sent via electronic communication, or in writing.**

WAITLIST

Students not selected for admission to St. William will automatically be placed on a waitlist. If an opening becomes available, students on the waitlist will be given priority for those openings in the same order of preference as detailed in the Admission Policies above. The waitlist will exist from year-to-year only, and the waitlist for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

STUDENT ROSTER

A roster of names and telephone numbers of students attending Saint William School will be available only to the staff and parents of those children currently enrolled in that particular class. The roster shall not include the name or telephone number of any parent, custodian or guardian who requests the administrator not to include this information on the list. **This request must be made in writing and submitted to the school office prior to September 15th of each new school year.**

CHANGE OF ADDRESS/TELEPHONE NUMBER

Should the address, telephone number, e-mail address (or other pertinent information regarding an enrolled student) change, please notify the school office immediately. A new Proof of Address will be required for any Ed Choice Voucher student.

CHILD PROTECTION

The Archdiocese of Cincinnati Decree on Child Protection of 1993 and current updated version, Virtus of 2012, 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, and whether inflicted by clerics or laypersons, 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 system for handling incidents of abuse if they occur. All Saint William staff and volunteers must complete two requirements BEFORE they can work or volunteer. These requirements are: 1. Attend a Virtus Program “Protecting God’s Children” training session even if they attended an older Child Protection Program. You will also be required to read a short bulletin online each month as a continuing education element to stay current with the Virtus requirements. 2. Complete an online background check through Selection.com. *Staff must also complete BCII & FBI Fingerprint background checks..

CHILD ABUSE AND NEGLECT

Ohio Revised Code Section 2151.421 requires any school teacher or school authority to report suspected cases of child abuse or neglect to the Department of Jobs and Family Services (241-KIDS). 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. Safety is of prime importance to the entire school community. Every effort is made to provide a safe and healthy school environment. Rules and regulations are made with the safety of the students in mind.

TUITION

Tuition for the upcoming school year has been set at \$5,500 for all students, Preschool through Eighth Grade. (State Vouchers and Scholarships may NOT cover the entire cost of the tuition.) All families are asked to support the school in other ways such as participation in fundraisers, volunteering, etc.

To assist parents in planning their tuition payments and to ensure that the school has a steady income from tuition payments, the following will be the tuition payment policy:

Tuition is expected to be paid each month. Payment in full or ahead of schedule is always permitted. Payment may be made in cash, check or money order. Students whose tuition payments and other school related fees are not up-to-date quarterly will not be permitted to return to school. If changing schools, records will not be sent unless tuition and/or school related fees are paid in full and all property belonging to Saint William School is returned. This includes students who are transitioning into high school. If you have questions regarding tuition, please contact the Business Manager at (513) 921-0247.

Hamilton County Daycare Vouchers (Preschool Families Only)

Preschool families using Hamilton County Vouchers for payment must check in and out using the provided device at the beginning and end of each day. The checkin/out device is located outside of the classroom. Families are also responsible for paying their voucher co-payment weekly. This co-payment amount is designated by Hamilton County Job and Family Services. **Families must be current on all swipes and 5 voucher co-payments by Friday of each week. Those families who are not current by the end of the day Friday will not be permitted to return until swipes and payments have been made. Your child's spot may be given to another student during this time period. Should this occur, your child will then be put on the waitlist for another opening.**

RELIGIOUS EDUCATION

Parents are urged to instill in their children an appreciation of spiritual values and encourage them to attend Mass every Sunday, holy days of obligation and participate in the Sacrament of Reconciliation together outside of school. K-8 students participate in the weekly planning and celebration of the Mass for the student body. The opportunity to receive the Sacrament of Reconciliation is available for the children during the school year. In addition to this, students participate in daily prayer, prayer services, service projects of various kinds, and projects for the missions. The Sacraments of Reconciliation and First Holy Communion preparation and celebration are offered in the Second Grade. The Seventh and Eighth Graders celebrate the Sacrament of Confirmation upon the availability of the Archbishop every two years.

Children who are not Catholic will still participate in the weekly school Masses.

Interested in becoming Catholic? Please contact Saint William Parish at (513) 921-0247.

SPECIAL EDUCATION

A parent who has concerns about the academic development of their child and thinks there may be a learning disability may request an evaluation of the child through Cincinnati Public Schools (CPS). This request must be in writing. CPS is responsible for determining if enough supporting evidence is found to fully evaluate the student for a disability and the need for special education services. If CPS has determined that a student is eligible to receive special education services, the parent has three choices:

1. Accept the Individualized Services Plan (ISP) which allows their child to receive Intervention and/or Speech services from CPS staff working in St. William's building.
2. Accept the Individualized Education Plan (IEP) which allows their child to receive Interventions, Speech/Language and/or Occupational Therapy Services utilizing the Jon Peterson or Autism Scholarship Program.
3. Accept that the child has needs greater than those available at St. William School and enroll the child in a school that is better able to meet the child's needs.

St. William School is a provider for the Ohio Department of Education's Jon Peterson and Autism Scholarship Programs. Students needing special education services receive intervention, accommodations, modifications, and direct instruction in the regular education classroom. Intervention specialists, in collaboration with the regular education teachers, provide direct instruction as guided by a student's IEP. Students needing more intense services can utilize a resource setting for math and language arts if deemed necessary per their IEP. With a combination of the scholarships, tuition, federal and state funds, as well as donations, we are able to provide intervention services, speech and language therapy, and occupational therapy to those students who qualify. Once a student has been identified as needing special education services through an evaluation team report (ETR), parents will be provided with a scholarship application form. St. William School submits the completed form to the Ohio Department of Education on your child's behalf. We will assist you in scheduling a meeting with your local public school district and our staff to develop an IEP (Individualized Education Plan). This IEP specifies the services a student can receive through the scholarship program. Once the application is approved, St. William will submit invoices to the state on a monthly basis for services your student has received. The state then issues a check in both your name and St. William, which you sign over to reimburse the school.

Our goal is to fully include each student in the general education program to the maximum extent possible. At St. William School, we foster independence and lifelong learning. We want to ensure a well-rounded education that promotes academics as well as spiritual, physical and social development. Participation in the scholarship program with St. William as the sole provider is a requirement for continued enrollment at St. William School.

As long as Ohio continues the Jon Peterson and Autism Scholarships, we will be able to provide these services. We look forward to working with you in this commitment to educating your child.

It is the policy of St. William School that students participating in these scholarships allocate 100% of the awarded scholarship to St. William School to cover the cost of services. In the event that the cost of services exceeds the amount of the scholarship, St. William School will make every effort to secure supplementary funds to cover the balance. Scholarship amounts are determined by the special education identification of the student as determined by the most recent ETR (Evaluation Team Report). Parents are responsible for costs of services not identified in the Individualized Education Plan (IEP).

COMMUNICATION

1. Expressions of parental concern for their children are always welcome. **Ideally problems are to be handled by the people closest to the issue.** If there is a concern regarding your child, please contact the teacher first. You can contact the teacher directly by email, or by calling the school office at 471-2989 and leaving a message. Parents may also send a note to the teacher. If you have a concern or a suggestion about a general situation, or school policy, please contact the principal by email, or by calling the school office.

2. Parents can access their child(ren)'s current grades and attendance through Gradelink on the Internet. Follow the links from the school website (www.saintwilliam.com) or go to Gradelink.com. The school ID number is 2056. The school will provide confidential IDs and Passwords on the first day of classes. Should you lose this information or get locked out, please contact the school office for assistance.

3. **Deliveries:** Parents are discouraged from bringing forgotten items to school to be delivered. We believe the children are best served if the natural consequences are allowed to take place. If the circumstances are extenuating and a parent brings eyeglasses, medications, etc. for the students, they must be brought to the office, and the office staff will see that they are delivered to the child's classroom. Parents should NOT bring "fast food" lunches to the school as this does not support the school's Wellness Policy.

4. **Emergency forms** and a **Student Profile** information sheet will be given to the children on the first day of school. It is important for you to verify the information or fill in the requested information and return the forms to school the following day. It is the parent's responsibility to keep the information on the emergency forms up-to-date. Please notify the school office of any changes. **Failure to return these forms in a timely fashion may be cause to keep your child out of school until the paperwork is completed. This is a safety issue.**

KNIGHTLY NEWS

The Knightly News is the weekly electronic parent newsletter. **Reading this electronic bulletin is mandatory.** It is the main form of weekly communication between the school and the parent. It is important that parents read the newsletter on a weekly basis. It is sent out through an email blast each Thursday. If you can't locate it in your inbox, please check your "spam" folder.

RECRUITMENT WITHOUT BOUNDARIES

The Archdiocese of Cincinnati requires all elementary schools to submit the names and contact information for students in grades 5-8 for high school recruitment purposes. **If you do not wish to have your child's name and contact information submitted, you must submit this request in writing to the school office no later than September 15th of each school year.**

SHADOW DAYS

Saint William School will permit **eighth** grade students, **only**, to have three shadow days during their eighth grade year as follows:

1. A shadow day is defined as a day to visit a particular high school during a regular school day to experience the life and culture of the school.

2. Students should try to shadow on days when Saint William School is closed and the high school is open. No shadow days will be permitted during April/May due to administration of the IOWA and state tests.
3. A shadow day is considered an excused absence from Saint William School provided all parts of this policy have been fulfilled. As an excused absence, the students are expected to make up all missed work and must do so within one school day following the shadow day. Students can request work from the teachers on the day they return to school.
4. If the policies are not followed, the shadow day will be an unexcused absence.
5. Five school days prior to the intended shadow day, the student must submit, to the eighth grade teacher, a fully completed Shadow Day Request Form. (This includes the parent signature. The high school section will be completed by the high school on the day of the shadow. The back side is to be completed by the student AFTER attending the shadow day.)
6. The student must bring written verification from the high school indicating the student was present at the high school for the shadow day. A signature line is provided on the Shadow Day Request Form for high school verification. The student must also complete the reflection side of the form before returning it to the homeroom teacher during homeroom on the day the student returns to school. The form will then be forwarded to the principal. Once the principal has reviewed the completed form, the absence will be changed to excused in the attendance system.
7. A second shadow day for the same high school will not be permitted.
8. It is the parents' responsibility to provide transportation to and from the high school on a shadow day.

DRESS CODE

The purpose of the dress code policy is to foster an atmosphere of learning and academic achievement. Specifically, dress code requirements are intended to allow students to focus on academics rather than on dress, alleviate competition among students for expensive and/or fad clothing, and create a positive image of the school in the community.

Saint William School uniforms are available at:

Schoolbelles

5718 Harrison Avenue Cincinnati, Ohio 45248

513-921-3417

www.schoolbelles.com

****You may purchase items from other stores (Target, Walmart, etc.) if they meet the requirements outlined below.***

Uniform Guidelines for Boys & Girls (Grades PK-8)

- Uniform skirt or jumper, grades PK-8, Plaid #0862 or solid navy blue (Girls only)
- Solid colored white, blue uniform blouse or polo shirt or white or blue knit turtleneck shirt or with Saint William School logo only

- Solid color navy blue, gray, or white cardigan sweater or sweater vest (no logos bigger than a fist and no full length zippers)
- **School-logo sweatshirt with crew neck (rounded t-shirt neckline) purchased through spirit wear (hooded sweatshirts are not to be worn during the school day, with the exception of outdoor activities) or a solid color blue, gray, or white sweatshirt with crew neck (rounded t-shirt neckline) No full length zippers. If purchasing through spiritwear, the logo must be official St. William logo. The building tends to be cold in the winter, so it is advised that you purchase a sweatshirt prior to the fall months.**
- Tailored, traditional-style navy or black pants or shorts
- Shorts may be worn when the weather is appropriate.
- Solid color socks (black, blue or white only) must be worn at all times and must be visible- a small logo on the sock is permissible
- Shorts or solid color navy blue, gray or white leggings must be worn underneath uniform jumper or skirt and must not extend beyond the length of the skirt or jumper (Girls only)
- Students in Grades 4 – 8 must wear a belt if they are wearing pants or shorts with belt loop
- School issued name tags must be worn at all times. Name tags may not be changed or altered in any way. This includes putting stickers on the name tag.

Additional Guidelines

- Pants must be properly fitting in both length and size and must be worn at the waist.
- Shirts are to be tucked into shorts, pants, and skirts.
- T-shirts and undergarments worn under uniform must be solid color white or gray with no lettering or logos.
- Shorts and skirts must be below the fingertips as the student stands with hands at his/her side.
- Pants may not be worn under girls' skirts or jumpers
- No jeans, cargo pants/shorts, painter pants/shorts or capri pants are permitted as school uniforms.
- Hair should be neatly groomed, of a natural color, reflect a moderate style (as determined by the school principal), and must not hang in the face or cover a student's eyes. Hair is not to be covered. No caps, bandanas, or scarves are permitted to be worn in the building.
- Solid color white, blue, gray or school plaid color headbands or bows are permitted (Girls only)
- Make up is not permitted. Fake nails are not permitted.
- One small post earring worn in the ear lobe per ear may be worn. No hoop or dangling earrings are permitted.
- One basic watch, not technologically enhanced, is acceptable. No Smartwatches, fitbits, or other technology enhanced jewelry are permitted.
- No rings, bracelets or necklaces are permitted. (Medical notification jewelry is the only exception and is strongly encouraged.)
- No purses or bags may be carried around the building. They should be left in the bookbag at all times.
- Shoes must be closed toe and heel. **Gym shoes are preferred.** No clogs, high heels, sandals, slippers or slides are permitted at any time.
- Students are NOT permitted to draw, color or write on their skin. No permanent or temporary tattoos are permitted.

Students will go outside for recess, weather permitting. Be sure students are dressed appropriately for outdoor play on chilly days.

Preschool Guidelines

Preschool students should follow the above guidelines but may wear any “kid friendly” bottoms which allow ease of use for using the restroom on his/her own. Gym shoes are required at all times.

Dress Code for Out of Uniform Days

On designated days, students may come out of uniform. Modest dress is required. Jeans, appropriate length shorts/skirts, and Capri’s are permitted based on the appropriate time of the year. (Shorts may be worn during the months of August– October and April – thru the end of the school year.) Makeup and jewelry dress code is unchanged for picture days. Sleeveless shirts and inappropriate images are considered unsuitable. Shoes must be closed toe and heel. **Gym shoes are preferred.** No clogs, high heels, sandals, slippers or slides are permitted at any time.

Dress Code for School Pictures

Students may be out of uniform for school pictures. Modest dress is required (see other dress codes). Jeans, appropriate length shorts/skirts, and Capri’s are permitted. Makeup and jewelry dress code is unchanged for picture days. Sleeveless shirts and inappropriate images are considered unsuitable. Shoe dress code is unchanged for picture days.

Dress Code for Graduation

The 8th Grade Graduation ceremony is a prayerful thanksgiving upon the students' successful completion of the course of study at Saint William School. It is both a joyful and reflective celebration that looks backward as well as forward. The ceremony is intended to be a meaningful experience for graduates, their families and friends. Dress appropriate for the occasion is an integral part of the celebration. For the Graduation Ceremony, the school dress code is extended to include:

Ladies: Dress slacks (no jeans) or skirt, with a sleeved blouse, or a suitable dress for liturgical celebrations should be worn. The length of the skirt or dress should be no shorter than midway between fingertip and knee. The color and style of dress are not prescribed but shoulders should be modestly covered. Shoulder straps should be 2” or more. Spaghetti straps, strapless, off the shoulder, backless or dresses with low-cut fronts may not be worn. Using a shawl or sweater to cover an inappropriate dress is not an option. Make-up and jewelry may be worn but should be tasteful and suited for the occasion. We recommend the shoes be flats or wedges and comfortable to walk in. Stiletto or narrowly heeled shoes may not be worn. Heels must be larger than a quarter wide.

Gentlemen: Dress pants (no jeans), dress shoes, dress shirt with a tie (no Polo shirts). Vest or suit coat are optional. Tuxedos may not be worn. No hats may be worn.

PHYSICAL EDUCATION CLASS AND UNIFORM

All students are to participate in gym classes and must wear gym shoes. Students will not change clothes for class. Students who need to be excused from gym class must present a doctor's note explaining the reason and date(s) the student is to miss gym. A parent note might be acceptable depending on the circumstance and only for one class period.

ATTENDANCE

Regular attendance is necessary to insure successful school life. Unless a student is ill, he/she is expected to be on time and remain in school the entire day. In accordance with the Child Safety Act, when a student is absent from school one of the parents is required to call the school office by 8:30 A.M. each day the student is absent. The parent should state the reason for the absence and how the homework should be sent home. This is to insure the safety of the student and the liability of the school.

- When the student returns from an absence, a written note from the parent should be presented to the homeroom teacher. The note should contain the date of the absence(s) as well as the reason.
- If a student is absent three or more consecutive days, a doctor's note verifying illness is required.
- If a student is returning to school after an extended absence due to hospitalization or partial hospitalization, a safety plan must be received from the hospital/doctor outlining restrictions, expectations, and supports needed for the student to safely/comfortably participate in school.
- Students are expected to make-up all missing assignments upon their return to school. Due dates for long term assignments will not be altered.
- Early dismissal from class must be processed through the school office. When writing a request the time must be stated and who will be picking the student up at the office. Only those appointments which are absolutely necessary should be scheduled during school hours.
- Family vacations are discouraged during the school year. It is impossible to make up the lessons which occur during the school day. However, it will be the responsibility of the family to see that the work that the student misses is made up.
- For Grades K-8
 - **Chronic Absenteeism** (as defined by the state of Ohio): Missing 10 percent or more of the school year for any reason. A child who is not in school is a child who is missing out on his or her education.
 - **Habitually Truant** (as defined by the state of Ohio):
 - a. Absent 30 or more consecutive hours without a legitimate excuse; or
 - b. Absent 42 or more hours in one school month without a legitimate excuse; or
 - c. Absent 72 or more hours in one school year without a legitimate excuse

● Regular school attendance is important to school success. At St. William, we partner with families to help ensure that our students are able to be in school everyday possible. The following provisions apply to absences during the school year to address both chronic absenteeism as well as truancy.

- **First Chronic Absenteeism Action Step:**
 - A. From the time period between the first day of school and October 31st of the current school year: After 5 absences, a first letter will be sent home to alert families of attendance issues; or
 - B. From November 1st through the end of the current school year: After student has been absent for 10 percent* of the entire school year to that point, a first letter will be sent home to alert families of attendance issues. *10 percent of the school year is equivalent to approximately 2 absences per month.
- **Second Chronic Absenteeism Action Step:**
 - If a student continues to be absent 10 percent of school days, families will be contacted by the principal or school's social worker concerning the student's attendance and a conference may be requested. Follow up letters will be sent. Students will be moved to Tier 2 in the Absenteeism Intervention Plan to Reduce Chronic Absenteeism.
- **Third Chronic Absenteeism Action Step :**
 - If a student is absent 20 percent of school days, families will be contacted by the principal or school's social worker concerning the student's attendance and a conference will be requested. Students will be moved to Tier 3 in the Absenteeism Intervention Plan to Reduce Chronic Absenteeism. Excessive absences may be reported to 241-KIDS.
- **Truancy Action Step:**
 - If at any point a student is considered truant, absences may be reported to 241-KIDS and/or to the District 3 Police School Resource Officer and charges of "Truancy" or "Failure to send" may be filed.
- According to EdChoice Scholarship guidelines, students who have twenty-one or more excused or unexcused absences for the school year are considered INELIGIBLE for the scholarship. A written note by the parent or a note from a doctor verifying the absence must be sent to school with the student upon his/her return to avoid losing the scholarship. (Go to <http://chdsonline.org/wp-content/uploads/2016/06/ExcusedAbsencePolicy.pdf> for more specific information.)
- Preschool: Five absences within the period of one month without a doctor's note may result in forfeiting your child's place in the Saint William Preschool program.
- Corrective measures may be taken when a student is excessively absent. Such measures may include: participating in lunch time meetings with the school social worker, missing recess time to make up work, exclusion from field trips, exclusion from "fun" class activities such as field day, etc.
 - Any student who misses 15 or more days during the school year may be excluded from other activities, field trips, and/or Field Day.
 - Any student who misses 20 or more days may be asked to leave the school. (Truancy/Failure to Send Charges will still be filed.) A child can't be properly educated if he/she is not in school.

TARDINESS

K-8 Students are expected to be in the homeroom before 7:50am. Students arriving after 8:00am are considered tardy, and a parent MUST bring the student into the office and sign them in late for school. It is important that students are on time, and parents are asked to cooperate in seeing they get to school before 8:00am. The side entrance door, with the blue awning, will close at 8am at which time the student is considered tardy and must enter school via the front doors facing Sunset.

- Corrective measures may be taken when a student is excessively tardy. Such measures may include: missing recess time to make up work, exclusion from field trips, and exclusion from “fun” class activities such as field day, etc.
- Students arriving after 11:00 A.M. will be counted absent for one-half day. Students are responsible for any missed assignments. Tardies will be converted to days absent for truancy filing purposes based on the arrival times.

Preschool: Families will have the window of 7:30 a.m. to 8:00 a.m. for drop off. Parents should enter school via the blue awning entrance and walk the student directly to the classroom. After 8:15 a.m., students will not be permitted into the classroom/ will not be permitted to stay for the day. Tardiness for medical appointments will be excused with a doctor’s note only. This is the only exception.

ARRIVAL AND DISMISSAL

Arrival

Students may be dropped off beginning at 7:30 am. Parents should utilize the drop off rotation in the parking lot when students are able to exit the vehicle and enter the building by his/herself. If a parent wishes to walk the student into the building, the parent should park the car on either side of the drop off rotation in the parking lot. Students and parents may enter the building via the blue awning entrance.

Car Riders

Parents who drive their children to school will enter the parking lot from St. William Avenue, enter the drop-off lane, stop to discharge passengers from the right side of the vehicle, and exit the lot. Drive SLOW. Please observe the 5mph speed limit.

Walkers & Bike Riders

Students who walk to school must use the St. William or Sunset sidewalks, then enter under the blue awning on the parking lot side to access the school building. We want to avoid students walking through the lot as cars are arriving.

Students who ride their bike to school must use the bike rack near the gym entrance. We want to avoid students walking through the lot as cars are arriving.

Early Dismissals

A written request from the parent/guardian is required for a student to leave school prior to 2:45. This note should be given to the homeroom teacher who will then send it to the school office. Students must be signed out by a parent or guardian in the school office. Students needing to be picked up between 2:45 and 3pm will be dismissed at 3pm. If the student returns to school, he/she must be signed back in by a parent/guardian.

Dismissal

Parents must wait outside of the building when picking up children at dismissal. When the weather is bad, ie. Very hot, rainy, or very cold, parents who arrive early due to public transportation are welcome to wait in the Parish Center, located at the far end of the parking lot. This way the parent can stay out of the elements until the students are dismissed at 3pm.

Students K-8 who are “walkers/bike riders” or “car riders” are dismissed to the parking lot. Parents picking up their children are asked to meet them in the “safe zone”, and escort them across the parking lot to their car. We want to avoid students walking through the lot looking for their parent’s car.

Preschool:

Preschool parents should pick their children up in the preschool classroom. You should enter the school through the blue awning entrance when a staff member is standing outside the door. (You will be required to sign your child out each afternoon.)

If the parent has not arrived by 3:30, the resource officer and/or child protective services will be contacted.

If a different person other than the usual pickup person will be coming for a child, please notify the office. We cannot release a child to someone who is not already on the registration permission form. If there is a situation where you must make a last-minute switch, please contact the office and give a description of the person who will pick up your child. They may also be asked to show a picture I. D.

ADMITTANCE TO THE BUILDING DURING SCHOOL HOURS

Doors to the school building remain locked during the school day. Anyone wishing to enter the school building must press the buzzer at the main entrance and ask to be admitted. All visitors must report directly to the office to sign in. To ensure safe arrival and dismissal of students, parents are asked to adhere to the traffic regulations posted by the Cincinnati Traffic Department as well as the arrival and dismissal policies of the school. Parents must wait outside of the building to pick up children at dismissal.

If a parent wishes to observe their child during the school day, this must be cleared by the Principal in advance. Keep in mind that this will only be done in special circumstances such as behavior concerns, and parents may not interact with anyone in the classroom during the observation. Observations are limited to 10-15 minutes per visit.

SNOW POLICY

Weather conditions or another emergency could require school to be closed on a given day. In the event of snow or other severe weather conditions that cause school to be closed or delayed, families will be notified via our automated messaging system. An automatic text message will be sent to each phone number that a family has provided that will give all necessary information. This information can also be accessed via Radio or TV according to the guidelines below.

Please listen for these announcements on Radio or TV:

Oak Hills Local School District is closed = St. William School will be closed.

Oak Hills Local School District is on a two (2) hour delay = St. William School will be on a two hour delay and will begin at 10:00 a.m. Dismissal on two hour delay days will be at regular time. During a two hour delay, supervision of students will begin at 9:30 a.m.

Oak Hills Local School District is closing early = When weather is questionable during the school day, it is possible that we will dismiss early. It is the parent's responsibility to check the local news for Oak Hills Local School District (television, radio, school website etc.) for information regarding an early dismissal.

Breakfast will not be served on delayed start days.

BUS INFORMATION

Transportation is determined by Cincinnati Public Schools (CPS). Parents who are interested in receiving transportation services must complete a form in the office. Ultimately, CPS will have the final say as to if services will be provided as well as the mode of service, ie. yellow bus, Metro, payment in lieu of service, etc.

BIRTHDAYS

Due to the increased number of childhood allergies, students are not permitted to bring in treats for their birthday. (Any such items will be sent back home.) Students may come out of uniform on their birthday. If the birthday falls on a weekend, the child may be out of uniform the Friday prior. If the birthday falls on a holiday, the child may be out of uniform on the school day prior. If the birthday falls during June, July, or August prior to school starting, then the child may come out of uniform one day during either August or September.

HOLIDAY PARTIES

Due to the increased awareness of childhood eating habits, students are NOT permitted to bring in treats for holiday parties. Any such items will be sent back home. In some instances, teachers may request particular items be sent in for the special occasion. Only the requested items, which have been approved by the principal, will be permitted.

CAFETERIA - BREAKFAST AND LUNCH

A healthy, light breakfast is served each morning in the cafeteria from 7:30 until 8:00am. Breakfast will be picked up in the cafeteria upon entering the building and then taken up to the classroom for consumption.

Students who choose to eat breakfast at home may NOT bring breakfast items into the classroom to eat.

This includes fast food and/or fastfood drinks purchased prior to arriving at school. Hot lunch and milk are available daily. Parents or guardians must pre-order lunch prior to each month. These orders can be returned to the school office or cafeteria. Students may eat a lunch served from the cafeteria or may bring lunch from home. **Students who pack their lunch must bring only items which are single serving sizes. No soda or highly caffeinated drinks such as but not limited to Red Bull, Monster drinks, or 5 Hour Energy type of drinks are permitted. No candy is permitted. Sharing of food is NOT permitted.**

Students will be placed on a rotating schedule to help clean-up during lunch periods.

Students will sit in an assigned seat during lunch and once seated, should not leave his/her seat without permission from the adult on duty.

It is important to make sure that your child only packs what they will eat. Also, please make sure that if your child is buying lunch, he or she will eat whatever is on the menu that particular day. We want to try our best to be mindful of those that are not as fortunate and waste as little food as possible.

Morning Snacks

This year we have a morning snack\recess break - here's a list of permitted and not permitted items:

Suggested Snacks for Morning Recess

Peanut butter and jelly bars
 Whole wheat crackers
 String cheese
 Celery sticks
 Baby carrots
 Cucumber slices
 Blueberries
 Grapes
 Raisins
 Banana (small as they have a lot of sugar)
 Cherry tomatoes
 100% Juice boxes
 Yogurt

Not acceptable

Nuts (due to potential allergies)
 Potato chips
 Soda
 Flamin' Hots, Takis, etc.
 Candy

FOOD ALLERGIES

Below are the steps to follow if your child has a medically diagnosed food allergy:

- Notify the school of the child's allergies.
- Provide written medical documentation, instructions, and medications as directed by a physician.

- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom and in the cafeteria.
- Provide properly labeled medications and replace medications after use or expiration.
- Educate the child in the self-management of his/her food allergy including:
 1. Safe and unsafe foods
 2. Strategies for avoiding exposure to unsafe foods
 3. Symptoms of allergic reactions
 4. How and when to tell an adult that they may be having an allergy-related problem
 5. How to read food labels (age appropriate)

GRADELINK

Parents and students are encouraged to monitor their grades on a weekly basis. This can be done by logging in to Gradelink: www.gradelink.com. **The school ID is: 2056.** Username and passwords are sent home at the beginning of the school year. If you misplace your login information sheet or get locked out, please contact the office for assistance.

REPORT CARDS In an effort to protect the Earth's natural resources, paper report cards and interim reports will not be sent home. Parents must check Gradelink on a regular basis for the most up-to-date information on homework completion and test grades. Report Cards will be available electronically through Gradelink approximately one week after the end of the trimester unless the family's tuition payments, as well as all applicable school charges and fees, are not current. An explanation of the grading system is printed on the report card. Parents are encouraged to keep up with their child's grades based on papers that are sent home each week or by accessing grades posted to Gradelink. Contact your child's teacher immediately should you have a concern with grades. The final report card of the year will be printed out and sent home with each child, as long as all school tuition, fees, and charges have been fulfilled.

Progress Reports in Preschool Classrooms

Children's development and skills levels are assessed periodically so that teachers can plan for educational, social, and emotional experiences that support the individual's development and ensure that preschool children enter kindergarten with age-appropriate skills and knowledge. A preschool report card will be sent home three times per year.

Conferences may be requested at any time.

PARENT CONFERENCES Most often there is a direct connection between a student's progress and a working relationship between parents and teachers. Therefore, it is vitally important that parents and teachers work together and support one another to enable each child to realize his/her full potential. Scheduled parent conferences will be held in the fall and by appointment in the spring. Also, at any time during the year, a conference can be arranged by calling the school office or writing the teacher for an appointment.

Parents are encouraged to contact the teacher at the first sign of a student's difficulty in any school area. Parents, when you call please indicate a good time to reach you and a number where you can be reached. Teachers are similarly encouraged to call parents when circumstances warrant. A parent or visitor without prior notification may not interrupt classes. A list of emails for the teachers can be found on the last page of the handbook.

PROMOTION-RETENTION GUIDELINES

Promotion:

Preschool- Parents will meet with the teacher during the third trimester to discuss placement for the following year. Promotion to the next level is based on mastery of required skills and age.

Primary Grades – Promotion through the primary grades will be determined by the child's proficiency in reading and math skills. If it is necessary for a child to repeat a grade, either because of immaturity or lack of understanding of basic fundamentals (reading, phonics, and number comprehension), it is best to retain the child in one of the primary grades, preferably Kindergarten or Grade One.

Third Graders- along with mastering the third grade curriculum, third grade students must also earn a minimum promotion score on the state reading test to move on to the fourth grade.

Retention:

The decision of the student's retention is made by the principal and grade level teacher in collaboration with the parents and with the child's best interest as the primary focus. Parents will be informed in advance if retention is thought to be in the child's best interest. Any junior high student who fails for the year may not be permitted to return to St. William School if it is deemed that another educational setting will be more beneficial to the child.

Third Grade Reading Guarantee – Students must meet a minimum score on the state reading test to move on to the fourth grade.

Grades 4 through 8 – A student may be retained for the following reasons:

1. Working below grade level/Demonstrates Limited Progress toward Proficiency Standard (Failing two or more major subjects at the end of the school year.)
2. Continued lack of responsibility in completing assignments
3. Excessive unexcused absence

STANDARDIZED TESTING PROGRAM

The standardized testing program is administered in the following way:

1. The IOWA and CoGAT testing programs from McGraw/Hill are administered each year in Grades 2-8. Results of these tests are kept on file in the school office and help the teacher and the administration in the proper academic placement of students. Results are sent home to the parents for their use in understanding the academic progress of their child.

2. Students in grades 5 and 8 will be administered the ACRE test (Assessment of Catechesis/Religious Education) each winter.
3. Students in grades 3-8, and ESL (English Second Language) will participate in the state mandated testing program each year. Failure to complete the mandated state tests may result in loss of Ed Choice Voucher for those who qualify for the voucher.)
4. Other standardized tests and/or multi-factored evaluations are given at the discretion of the principal/teacher in consultation with the student's parents.

HONOR ROLL

Saint William School will recognize students in grades 4-8 who take pride in their academic work and behavior. To make the Honor Roll, a student must earn 3 or less behavior points per semester, no grade below a "C" on the report card, and receive no "X" under "Behaviors that Support Learning & Catholic Values" on the report card, and also meet the requirements listed below:

First Honors Grade Point Average (GPA) 3.5 – 4.0

Second Honors GPA 3.0 – 3.49

Spirit Roll GPA 2.0-2.9

HOMEWORK

Homework may be given not to exceed one-half hour for those in the primary grades; ninety minutes for those in the intermediate grades; and not to exceed one hundred twenty minutes for those in junior high. Homework must be complete, accurate and neat. If there is some question regarding homework, please contact the classroom teacher.

Homework is an important part of school life to reinforce classroom instruction. Parent involvement, interest, and patience with nightly homework are critical to your child's success. If a student and /or parent fail to fulfill their responsibility with nightly homework, the student may be requested to stay in from recess to complete the missing work. An absent student will have two days to hand in missed work. Failure to do so after two days will result in zero credit given for the assignment. Missing assignments will directly impact a student's grade.

BEHAVIOR EXPECTATIONS

It is a widely accepted fact that the behavior of a child is influenced by the environment in which they are brought up. This is true especially in the phase of life when one is a student. Almost all children are known to spend at least six hours in school and so their personality is shaped as per the lessons learned in the school and their interactions with the other children in their classrooms. Positive reinforcement is a way of motivating children by appreciating their good qualities. The main motive behind using positive reinforcement in the classroom is to encourage the students to repeat the acts done by them, which are good and would prove useful for them and for the class.

In order to promote positive behavior, students will have an opportunity to earn "Blue Knight Cards" by demonstrating one of four key characteristics of a Saint William student. Students and staff will be able to

nominate a student for a Blue Knight Card. Each card will be tied to a trait demonstrated by Saint William. Each time an entire card set is earned, the student can turn the cards in to the principal for a prize.

The key characteristics of a Saint William student for the are:

1. *Imitating Christ*
2. *Diligent (hard working)*
3. *Self-disciplined*
4. *Compassionate*
5. *Peacemaker*

DISCIPLINE POLICY AND PROCEDURES

Discipline is fundamental in Catholic education. Discipline that is worthwhile is prompted by motives from within. It is the aim of the school to cultivate the Christian virtues of honesty, integrity, justice, charity, respect and responsibility.

Academic achievement is closely related to the system of discipline at Saint William School. The aim of discipline is to develop within the students strong habits of character that will enable them to face with fortitude and determination those difficulties found both in study and daily life. The ultimate goal of any disciplinary system is self-discipline. Discipline is necessary to create and maintain desirable learning conditions.

The principal and staff in the school have the authority to apply appropriate disciplinary measures to a violation of any of the school's regulations or policies. Expected behavioral norms are based on three key actions:

- Be respectful
- Be responsible
- Be safe

Discipline Policies and Procedures for Grades K-8

When an inappropriate behavior occurs, the supervising teacher or adult may issue points and mark the child's behavior card accordingly. At the end of each day, teachers will input behavior points into a student's Gradelink account. Parents are encouraged to check this behavior record regularly by signing up for updates from Gradelink.

All possible behaviors cannot be anticipated nor described within this document. Thus, only the more common situations are included. The teacher, in collaboration with the principal, will use his/her judgment when there is a need for clarification or modification of the infractions. The inappropriate behaviors and their point values are as follows:

1-4 points

- A - Gum\food in the classroom (except for designated times)
- B - Uniform Violations

- C - Lack of Cooperation\Not following Directions
- D - Disruptive Behavior
- E - Inappropriate Language
- F - Unruly Behavior

Up to 5 points

- G - Disrespect towards Teachers, Staff, Visitors or other Students
- H - Profanity\Vulgar Language
- I - Cheating\Blatant Dishonesty
- J - Harassment - Physical, Verbal, Emotional, or Electronic
- K - Leaving a designated area without permission

Up to 10 points

- L - Damage or Destruction of School Property
- M - Stealing, Forgery or Plagiarism
- N - Misuse of the Internet or Computers
- O - Use of Cell Phone during School Hours

Up to 15 points

- P - Fighting
- Q - Bullying, Threats, Intimidation, Intentionally excluding others

*For more serious offenses please see the Expulsion Criteria.

Step One: A notice will be sent home to the parent\guardian upon receiving the **fifth point** to be signed by the parent\guardian. The Principal or his\her designee will call the parent as well to notify them of the fifth point.

Step Two: When a student accrues **10 points** in a trimester, a detention will be issued. Notification of the detention will be written on a conduct slip that must be signed and returned by the due date to avoid further consequences. Detention is held on Thursday from 3:00 to 4:00 pm in the school building. Parents\Guardians are expected to pick their child up after the detention.

Step Three: When a student accrues **15 points in a trimester**, a 2nd detention will be issued. There will also be a mandatory parent\guardian conference with the Principal or his\her designee to discuss a Plan of Action. These meetings may also include the student involved and the teacher(s) of the student. **These meetings are expected to occur within 24 hours of the parental notification of the fifteenth point.**

Step Four: When a student accrues **20 points** in a trimester, the student will be suspended for a duration to be determined by the Principal. The suspension will last at least until the parent\guardian meets with the Principal or his/her designee to discuss the reason why the Plan of Action failed to produce the desired results and to discuss how to move forward in a constructive manner for all parties involved.

Behavior points will reset at the start of each trimester for all students.

The school will keep the parent informed of behavior via Gradelink. It is imperative as well as the expectation that the parent will check Gradelink on a regular basis, at a minimum of once per week, to stay informed of a child's behavior concerns which are indicated via points issued. Notes sent home requiring a parent signature are offered only as a courtesy. **Failure on the part of the student to give the parent a behavior note and/or failure on the part of the parent to sign and return a behavior note, action plan, or probation plan does not indicate failure to communicate on the part of the school/teacher.**

Suspension:

In certain situations that are extreme or not provided for in the point system, the principal may find it necessary to issue a suspension.

In-School Suspension:

The principal will determine the terms of and the length of the in-school suspension and notify the parents in writing. Parents will be expected to pay for part of the fee for the substitute teacher hired to monitor the in-school suspension. The cost to the parent will be \$35 and the price will increase by \$10 for each additional suspension served during the school year.

Out of School Suspension:

The principal will determine the terms of and the length of the out of school suspension and notify the parents in writing. School and homework will be sent home and must be thoroughly completed, in a timely fashion and to the teacher's satisfaction. During the time of the suspension, the student is not permitted on Saint William property before, during, or after school hours unless accompanied by a parent nor may they participate in any school related extracurricular activities. The student is permitted to attend weekend Mass with a parent and must remain with the parent at all times.

Expulsion

Offenses that may result in Immediate Expulsion:

A. Possession, use, sale, and/or under the influence of illicit drugs, alcohol, tobacco products, other hallucinogenic substances, or look alike drugs while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises

B. Possession, use, and/or under the influence of alcoholic beverages while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises

- C. Possession of firearms, knives, explosives, or other dangerous objects and any facsimiles thereof intended to be and/or construed to be a weapon on school/parish property
- D. Possession, use, and/or under the influence of tobacco products while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises
- E. Physical assault resulting in pain, suffering, the need for medical attention, or contacting of the local authorities
- F. Arson
- G. Bomb threat/ Written threat/ Verbal threat including those on social media
- H. Destructive or inappropriate use of church, school or personal property
- I. Gross misconduct – conduct unbecoming a Christian, fighting or other physical abuse, indecent (lewd or sexual) behavior, theft, dishonesty, sabotage, serious breaches of health and safety rules, or offensive behavior (such as discrimination, harassment, bullying, abuse and violence including those on social media)

SPECIAL NOTE:

A student will be considered for immediate expulsion if selling and/or dispensing drugs, weapons, alcohol, tobacco products, and/or other contraband on parish/school property. The local law enforcement authorities and child protective services will be notified.

Procedures to be followed in case of expulsion:

- A. Relevant staff, principal and/or the pastor will contact parents to inform them of the consequences. Local law enforcement or child protective services may be present.
- B. Written notice will be sent to the parents stating the reasons for the student's expulsion.
- C. Parent/Guardian will have ten days to enroll the student in another school. Failure to do so within ten days may result in truancy charges being filed with the local juvenile court.

The pastor/principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action for a just cause. Notification will be given in writing to the parents of the disciplined student.

The school reserves the right to take disciplinary measures if a situation arises that has taken place off the school premises and out of school time if the reputation of the school is involved. The student is a Saint William student at all times. A student who engages in conduct, whether inside or outside the school, that is 20 detrimental to the reputation of the school, may be disciplined by school officials. **The same applies to Saint William parents and guardians. Any parent or guardian who participates in slanderous activities against the school/church or its faculty/staff will be asked to leave the school.**

ELECTRONIC DEVICES/CELL PHONES

All personal electronic devices such as cell phones, personal computers/ipads, gaming devices, etc. as well as technology enhanced jewelry such as Smart watches and fitbits are not permitted at school. If, for safety reasons, you want your child to bring a cell phone to school, the cell phone should be kept, turned off, in the student's book bag or may be kept by the homeroom teacher during the school day. The school is not responsible for any electronic devices/cell phones brought to school by a child. Such devices may NOT be kept

on the student or in the student's desk during the school day. Students will be permitted access to the school phones when deemed necessary by the teacher.

Any student who is found to have a cell phone either on his/her person or in some location other than his/her book bag will have the phone/electronic device confiscated. The device will be sent to the school office where the parent will be required to come in to pick it up at the end of the school day.

TELEPHONE USE

Students are permitted to make telephone calls only in emergencies. Forgotten homework, projects, books, or gym clothes/shoes, arrangements to visit classmates after school, etc. are not considered emergencies. Neither teachers nor students will be called to the phone during school hours. If an emergency arises, the school office will relay a message to the student or teacher on behalf of the parent.

STUDENT PROPERTY

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at any time 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 wrongdoing 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.

RESPONSIBLE USE OF TECHNOLOGY

GENERAL INFORMATION FOR USERS of TECHNOLOGY

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

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent / guardian annually sign the cover sheet of the handbook to indicate that they have read and agree to comply with the Responsible Use of Technology Policy. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy. 04.15

RESPONSIBLE USE OF TECHNOLOGY POLICY

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

SCHOOL RESPONSIBILITY

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

USER RESPONSIBILITY

The user shall access the school’s technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person’s account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

DISCIPLINARY ACTION

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

SOCIAL MEDIA ACCOUNTS

No person may create a social media account in the name of St. William School, Parish, or an official organization connected directly with the school and/or parish (examples include but are not limited to PTO, Athletics, individual sports, alumni, etc.) without the explicit, written permission of either the Pastor or the Principal. If such permission is granted, then all access information to monitor content, such as user name and password, must be given, in writing, to the Pastor or Principal. If, at any time, the site is deemed no longer valid by the Pastor Principal, then it must be removed immediately.

LIBRARY The library is open two days of the week. Each grade comes to the library two to four times a month as a group during assigned times. All fines for overdue or lost books must be paid by the end of each trimester or the report card will be held.

CARE OF TEXTBOOKS All books that go home from school should be treated with the utmost care. Parents are responsible for the cost of any lost book or fees for damage to a book. A student will not receive his/her last report card until these fees are paid.

FIELD TRIPS It is necessary to have written permission to participate in class trips. Forms will be sent home prior to the trip for this purpose. While field trips offer the student a different approach to learning and serve to enhance instruction, they are viewed as privileges. Good behavior and regular attendance are key factors for field trip participation. Parents have the right to opt out of a field trip for their child; however, that student must stay home under adult supervision during the time the class is out of the building. The student is expected to return to school to complete the rest of the school day if more than two hours are left. If a student stays home from school on the day of a field trip, it will be considered an unexcused absence. The school does not have extra staff to supervise students who are not attending a field trip.

FIELD TRIPS for Preschool Classrooms

- A first aid box shall be available on the trip, which meets requirements of the administrative code.
- A person trained in first aid and CPR shall be available on the trip that meets requirements of the administrative code and child abuse prevention.
- Each child on the trip shall have identification attached to him/her containing the child's name and the preschool's name, address and telephone number.
- All children will be walking to and from the field trip destination.

- For each field trip, the parent must sign and date a permission slip and return it to the teacher prior to departure.

VOLUNTEERS

Volunteers are an important part of our academic program and we need and appreciate their dedication. In addition, for safety reasons we ask that volunteers not bring small children with them. All volunteers must comply with the Archdiocesan Child Protection Decree and volunteer requirements. Information on volunteer requirements is sent home on the first day of school and can also be found on Gradelink and in the school office.

PHOTO RELEASE

Saint William uses student pictures to help promote the school. This is done by submitting photos of students engaged in various school/church related activities either in print or electronically for Saint William School and Parish as well as other community organization partners. **If you do NOT wish to have your 23 child's photo published for press releases and other publications, you must notify the school office in writing prior to September 15th of each school year.**

STUDENT SUPPORT SERVICES Saint William School has a social worker and counselor who provide family and student support services, crisis interventions, short-term counseling, and classroom intervention/programs. If parents want their child to see the counselor/social worker they should call the school or contact the teacher. **By signing the handbook acknowledgement page, parent/guardian gives permission for the social worker and/or counselor to work with/counsel the student. Any parent who does not want their child to work with the social worker must submit this request in writing prior to September 15th of each school year.**

ON SITE COUNSELING SERVICES

Saint William School partners with Beech Acres to provide on-site counseling services for students and families in need. More information about this program is available through the School Social Worker. This is a free service provided to students who have Medicaid.

AIDS POLICY In keeping with the Archdiocesan policy regarding AIDS, Saint William School shall follow the guidelines and procedures suggested by them. Each instance of AIDS involving a student or an employee shall be treated in a confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

PREGNANCY POLICY Because of the uniqueness of each individual involved in a student pregnancy, there is no set policy. Ordinarily, the following policy will be used-In the event a student in our school should become pregnant, the student and her parents will meet with the pastor, principal and teacher(s) to help the student find

the spiritual, educational, social and psychological help she needs to meet the special circumstances during and after her pregnancy.

GENDER IDENTITY POLICY

In Catholic School, all curricular and extracurricular activity is rooted in and consistent with the principals of Catholic doctrine. Catholic Schools:

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

ANTI-BULLYING PROTOCOL

We believe everybody should enjoy school equally and feel safe, secure and accepted regardless of color, race, gender, sexual orientation, popularity, athletic ability, intelligence, religion and nationality. Bullying is an aggressive, intentional act carried out by a group or individual repeatedly and over time against a person who is less powerful (physically or emotionally) and who cannot easily defend him- or herself. Cyberbullying is when, over a period of time, an individual or a group uses information and communication technologies to intentionally harm a person who finds it hard to stop it from continuing. This type of bullying can happen through text messages, pictures, video clips, or emails being sent directly to a person but also when these things are sent to others or posted on the Internet about that person. It is important for parents and children to learn to identify the characteristics of a bullying situation. One of the key points in recognizing bullying is how the situation makes a person feel. If he or she feels worried this situation is going to continue or is threatened and afraid that he or she can't stop it from happening again, then he or she needs to seek help. Contact the classroom teacher and request a conference. **If the parent believes the child is in immediate harm, then the parent should contact the police department immediately, especially if the incident occurs on-line or outside of school hours.** To help your child assess a bullying situation, the following Think-Plan-Talk model can help.

Think-Plan-Talk Model

THINK What is going on?
Think about:

PLAN What can I do?
Think about:

TALK Who can I talk to?
Think about: ·

What is happening? ·	Is this a bullying situation? ·	Who is the best person to talk to?
How do I feel? ·	Do I need to ask for help? ·	How could I talk about it?
Is the situation really bothering me?		
Am I in danger? ·		

Bully Report

When a student reports bullying, a Bullying Report is completed. Reporting form is available in hard copy in the classrooms as well as electronically on Gradelink. The following is the school's procedure once a Bully Report has been filled out:

1. Does the student feel they are in any danger?
 - a. Yes- give the original report directly to the Principal immediately. Next steps to be determined by the Principal.
 - b. No- original report to Social Worker, copy of report to Principal by the end of that school day If student does not feel in danger:

2. Investigation
 - a. Social Worker will send an email to all teachers who are involved with both the student who filled out the report as well as the alleged perpetrators by the end of the next school day alerting them that a bully report has been filed.
 - b. If any dangerous activity is witnessed, Teachers are asked to report this to the Principal immediately. Other than that, Teachers are asked to report to Social Worker by email any pertinent information such as text messages that are shown to teachers, any notable interactions between the students involved, etc.
 - c. Gathered information will be handed over to the Principal within 5 school days (information added as needed)
 - d. Intervention in bullying concerns, like all disciplinary matters at St. William, will be addressed with two goals in mind: to maintain safety and order within our school community, 25 and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again. Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

3. Investigation Completion
 - a. Investigation will be completed within 10 school days and the next course of action will be determined by administration. Students who filled out a bully report will be notified of the results of the investigation and the school will take appropriate action.
 - b. Parents will be notified of investigation should physical harm or threat of physical harm be reported.

Anonymous Complaints

Archdiocese Harassment, Intimidation, and Bullying Policy

General

It is the policy of St. William that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

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

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

Definition of Terms

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

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

Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

Causes mental or physical harm to the other student; and

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

Violence within a dating relationship.

"Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

Causes mental or physical harm to the other student; and

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

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one

circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its educational discretion and judgment.

Types of Conduct

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

Engaging in unsolicited and offensive or insulting behavior;

Physical violence and/or attacks;

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

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

Exclusion from the peer group or spreading rumors; and

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

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

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

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

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

Complaints

Formal Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names

of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

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

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

School Personnel Responsibilities

Teachers and Other School Staff

Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

Administrator Responsibilities

Investigation

The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Response

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

Reporting

Report to the Parent or Guardian of the Offender

If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

Report to the Parent or Guardian of the Victim

If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

Police and Child Protective Services

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

Miscellaneous

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

WELLNESS POLICY Saint William School promotes physical, nutritional, emotional, social and spiritual wellness of the students and staff.

A. Nutritional Education 1. Saint William School will implement the health objectives relating to diet, nutrition and exercise as stated in the Archdiocesan Graded Course of Study for Science and Health. 2. Programs relating to proper nutrition, tobacco education and drug/alcohol education will be presented to students as an extension of their basic curriculum. 3. Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and other messages related to health and nutrition will be posted in the school cafeteria and other prominent places throughout the school building.

B. Physical Activity 1. All students will participate in the school's physical education program. 2. Physical Education programs will implement the objectives of the Archdiocesan Graded Course of Study for Physical Education. 3. Teachers will be encouraged to integrate physical activities into the class time (stretch breaks, activities which involve movements, etc.) 4. All students will have access to recess according to the school's schedule. 5. Families will be encouraged to participate in athletic programs and to be physically active outside of school.

C. Other School-Based Activities 1. Teachers will use non-food items or healthy food items for student rewards. 2. Teachers and parents are encouraged to provide healthy snacks and to minimize sugary treats for classroom celebrations. 3. Hand washing equipment and supplies are available in each restroom 4. Fully operational and clean drinking fountains are available throughout the school.

D. Nutritional guidelines for all foods available in school during the day 1. The Lunch Program will follow the nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services. 2. The cafeteria manager and school principal will evaluate the nutritional value of the hot lunch program and make necessary nutritional changes.

E. Plan for Measuring the Implementation of the Saint William School Wellness Policy 1. Saint William Wellness Policy will be monitored by the Education Commission, school nurse, food service staff, and principal.

IMMUNIZATIONS

All students are required to have up-to-date immunization records on file at school. If a parent/guardian chooses to decline vaccinations for medical purposes, a doctor signed declination form must be provided. If a parent/guardian objects to immunizations for good cause, including religious convictions, an exemption form can be obtained at school and must be signed.

Students may be excluded from school if they do not have updated immunizations.

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

MEDICATION *

Specific forms are required and can be found on the school website or in the school office.

According to the Cincinnati Archdiocesan Policy on Administration of Medication and Medical Care children are not permitted to carry medication on their persons, with the exception of inhalers for asthma and other respiratory conditions. It is the responsibility of the parents to discuss with their physicians an arrangement in which the need to give medication at school can be avoided.

If the administration of medicine at school can absolutely not be avoided, the medication must be brought to the school office by the parent/guardian. Receipt of the medication will be logged into a confidential medical log. Prescribed medicine must be sent in the original pharmaceutically dispensed and labeled container with instructions for administration. The medication must also be accompanied by written permission from the parent/guardian as well as the doctor's authorization to allow non-medical staff to oversee administration of the specific medication. The permission note must include:

- Name of child
- Name of medication
- Diagnosis or the reason the medication is to be taken
- The appropriate dose, method of administration (i.e. by mouth) and specific instructions (i.e. take with food)
- The time or times a day medication should be taken
- The start date and number of days the medication is to be taken
- Any known side-effects of the medicine and/or symptoms of the condition being treated and known tolerance to medicine (i.e., previous side effects, etc.)
- **Signature of Physician**

Medication will not be given without the above mentioned information.

Children are not permitted to carry non-prescription medications including vitamin supplements, acetaminophen, ibuprofen, cough drops, etc. All non-prescription medication must be delivered to the school office, in the container in which it was purchased, by parent/guardian. Receipt of the medication will be logged into a confidential medical log. St. William School cannot stock and administer non-prescription medications to children other than those provided by the parent/guardian. Non-prescription medication must be delivered to the office by a parent/guardian along with the Over the Counter Medication Authorization form filled out and signed by a parent/guardian. If it is necessary for a child to use an inhaler for asthma or other respiratory conditions, and is responsible enough to self-administer the prescribed medication, as determined by a physician, he/she may possess the inhaler as long as the following conditions are met:

- A written request is received from the parent/guardian documenting the order of a physician

- A statement from the parent/guardian acknowledging that the school/parish/archdiocese is not responsible for ensuring the medication is taken and relieving the school/parish/archdiocese and its employees of responsibility for the benefits or consequences of the child using or not using the prescribed medication.
- A written statement from the physician that states:
 1. Name of child
 2. Name of medication
 3. Prescribed dosage, exact method of administration and any specific instructions
 4. Time or numbers of times a day medication is to be taken
 5. State date and length of time medication is prescribed
 6. Reason medication is needed
 7. Potential serious reaction or side effects of the medication
 8. Emergency responses that may be necessary
 9. If a child is qualified and able to self-administer the medication
- The child shall be made aware that the inhaler is intended for his/her use only and may not be shared with others.
- The child shall notify the teacher or other staff members immediately following each use of an inhaler in case follow-up response is needed
- Violations of these conditions by the child may result in a reversion to staff-monitor use of the inhaler.

Parents of children with chronic conditions (severe allergies, severe asthma, epilepsy, diabetes, etc.) requiring specific treatment or possible emergency responses must follow all guidelines for prescription medication and shall annually file a health care plan with the school that has been approved by a physician. **If a student does not have his/her prescribed emergency medication at school, the student is not permitted to attend school field trips.** If a student is required to carry an emergency response medication, such as an Epi-pen, the above self-medication statements are required. If a child becomes ill at school, the parent will be notified to come and get the child as soon as possible.

HEALTH POLICIES

1. Child's Medical Statement - Each child must be examined by a licensed physician prior to enrollment. If in preschool, the physician report is only good for one year from date on form and may need to be re-evaluated if expiration occurs prior to the end of the school year. A physician's signed statement certifying the child is free from communicable disease with a complete list of immunizations and a TB test is required. The school provides the form to be used by the child's physician. This must be on file within 30 days of the child's first day of attendance.

2. Accidents – Minor injury - If a child receives a minor injury while at school, appropriate trained personnel will administer first aid. The director/principal will hold a current First Aid

Certificate from the American Red Cross or appropriate training as certified. The nurse or teacher will notify parents about minor injuries when the child is picked up at the end of the day. Serious Injury - If a child receives a serious injury, parents will be contacted immediately. If parents or guardians cannot be reached, instructions on the Emergency Medical Authorization Form will be followed. Parents must have an EMA (provided by the school) on file no later than the Monday immediately following the first day of school each year.

3. *Transportation* – The life squad will be called for any emergency and for transporting a child to the hospital. The parent helper, aide or Saint William staff member will accompany the child in the event the parents cannot be contacted.

4. *Mildly Ill*-If a child is mildly ill i.e., allergy or sniffles, he/she may be cared for within the child's class and shall be made comfortable and shall be properly supervised. An adult shall be within sight and hearing at all times. He/she may lie down in a quiet area. The child shall be observed carefully for signs and symptoms of worsening condition. If need be, a sick room is located in the building and the child will be taken there and carefully observed.

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

- Diarrhea (more than one abnormally loose stool within a class period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Vomiting
- Sore throat or difficulty in swallowing
- Untreated or infected skin patches
- Evidence of lice or scabies infestation
- Conjunctivitis
- Temperature of one hundred degrees Fahrenheit taken by the oral/axillary (under the arm) method when in combination with any other sign of illness
- Unusually dark urine and/or gray or white stool
- Stiff neck

Occurrence of other significant symptoms listed on the Communicable Disease Chart:
The teacher/nurse has special training in recognizing communicable diseases.

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

A child isolated due to suspected communicable disease shall be:

- (a) Cared for in a room or portion of a room not being used in the program.
- (b) Within sight and hearing of an adult at all times; no child shall ever be left alone or unsupervised;
- (c) Made comfortable and provided with a mat. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the mat shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the mats shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- (d) Observed carefully for worsening condition; and
- (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical. Children who display any of the signs of illness should be kept at home. Please notify the school when your child has been exposed to any communicable diseases from other family members so we may be alerted to early symptoms. Students should NOT come to school if:

1. They have a temperature of 100°F or higher. Do NOT come to school until fever free for 24 hours without taking anti-fever medication such as Tylenol or Motrin.
2. They have vomited within the past 24 hours.
3. They have diarrhea within the past 24 hours.
4. They have a body rash with itching and fever.
5. They have untreated head lice.
6. They have red, itchy eyes with drainage.
7. If starting antibiotics, wait a full 24 hours from starting medication to return to school.

6. Notification- The school shall promptly notify any parent whose child has been exposed to a communicable disease by telephone, by posting a notice outside on the wall outside of the classroom, or by sending home a letter with the student.

7. Re-admittance Following an Illness- Children who have been ill with a fever may not return until the temperature has been normal for 24 hours. Parents of children who have contracted a communicable disease must make arrangements with the teacher for re-entrance to the school. If your child is absent for more than **three days** a doctor's note will be required for your child to return to school.

8. The school will not release the child to anyone other than his/her custodial parent or guardian without a written note from the custodial parent or guardian.
9. If the teacher or aide is ill, a qualified substitute will be contacted and the school will occur as normal. This would maintain the teacher & aide ratio required for operation.
10. A nurse or qualified person will instruct all aides before school starts in “Hand Washing” and communicable disease.

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

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

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

STUDENT ACCIDENT INSURANCE

The Archdiocese of Cincinnati purchases accident medical insurance that is intended to cover costs not covered by your primary health insurance carrier. You are eligible to file a claim for accidents involving your child that occurred during a school-related activity. What/who is covered? All registered students in grades Preschool through 12 during school time and school activities, including daycare participants of the Account Holder for whom premium has been paid. Coverage also includes All Preschool through 8 interscholastic athletes (including CYO participants) of the Account Holder for whom premium has been paid. Contact the school principal for the proper forms or go to <http://www.catholiccincinnati.org/ministries-offices/risk-management/coverage/student-accident-insurance/>

BUILDING- ASBESTOS We are required by law to publish the following: A Federal law entitled the Asbestos Hazard Emergency Response Act required that all schools be inspected for asbestos-containing building materials (ADBMs) subsequently developing management plans. The management plan includes information regarding inspection activities, periodic surveillance, response recommendations, response actions, etc. This plan is available for public inspection (during normal business hours). To make an appointment please call the plant manager at least three days in advance.

VISITORS Visitors must report to the office prior to visiting classrooms. For security reasons, all visitors and volunteers must sign in at the school office and pick up a badge/sticker before going to a classroom, kitchen, playground, or library. This allows the staff and teachers to know who is in the school building in case of an emergency.

Meetings with teachers are encouraged; however, such meetings must be scheduled at least one day in advance. Out of respect for all students, parents are not to visit the classroom during the school day unless arrangements have been made with the teacher, and approved by the principal.

OHIO CATHOLIC SCHOOL ACCREDITATION ASSOCIATION (OCSAA)

In 1994, the Bishops of Ohio formed the Ohio Catholic School Accrediting Association (OCSAA). The OCSAA is a collaborative undertaking of the Catholic dioceses in Ohio and is governed by the Superintendents of Schools who serve as the OCSAA Commission. The purpose of the OCSAA is to strengthen Catholic school identity and mission and to engage Catholic schools in the ongoing improvement of student learning.

OCSAA accreditation also requires schools to show evidence that they are implementing OCSAA Standards. The State Board of Education has approved these Standards as comparable to the Operating Standards for Ohio's Schools. Through the OCSAA accreditation process, a new Catholic school can apply for a charter from the state of Ohio and existing Catholic schools can maintain their state charters. **Saint William School is a fully accredited school.**

OTHER PRESCHOOL INFORMATION:

Goals:

In a loving environment, children will experience the manifestation of God's love and presence through our Christian staff, by participation in interest center based learning that includes: science/discovery, sensory, creative art, math/manipulatives, writing, language arts, dramatic play, creative expression, music/movement, gym and outside time, small group activities, circle time and other activities. Our eventual 31 goal is school readiness, a love for learning, a positive self-image, knowledge of basic Biblical lessons and an age appropriate understanding of God and His son, Jesus Christ. Saint William Preschool will provide developmentally appropriate activities in the following areas:

Cognitive

- Think
- Reason
- Question
- Experiment

Social/Emotional/Self Awareness

- Possess positive self-concept
- Express needs and desires
- Initiate activities
- Possess self-help skills
- Demonstrate self-control
- Cooperate
- Show respect for self, others, & their differences

Spiritual Awareness

- Know Jesus, their friend, loves them
- Express love for Jesus
- Understand prayer is talking to God
- Repeat and make up simple prayers
- Knowledge of basic Bible stories

Language

- Listen
- Speak
- Question
- Literacy based activities

Fine/Gross Motor

- Large Muscle
- Small Muscle
- Visual

Program Schedule

The following is a sample of our daily program schedule. The daily schedule is posted in the classroom for parents to see.

7:30 -8:10 a.m.

Arrival, Breakfast, Transition time activities, Restrooms

Circle Time and Music (in class)

Centers/Small Group and Large Group

Work Large Muscle Play - gym or outside when possible

Snack and story time, Restrooms

Centers/Small Group and Large Group Work

Restrooms

Large Muscle Play - gym or outside when possible

11:05-11:35

Lunch

Story time, Restrooms, Prepare for rest time

Rest time

Religion

Second Circle, Prepare to go home

2:45-3:00 p.m.

Dismissal

Children will wash hands before eating, after toileting, after large motor/outside time, before and after rest time and as needed.

Rest Time

Saint William shall provide a quiet space for full-day children to rest or nap in the afternoons. Each child has a cot assigned to him/her. We ask that you bring a small pillow, blanket, and a soft toy to make nap time cozier. We do make some provisions for non-nappers after we have made efforts to help the children relax and sleep. We help children who aren't sleeping to play or work quietly at rest time so that their classmates can sleep. 32

Cubbies

Each child will have his own cubby (storage area) in the classroom. The children will store their personal items here while in class. Please empty this area daily when picking up your child. This will be a way of sending notes, newsletters, and personal belongings home with your child.

Your child will need two complete changes of clothes to keep at school. Two outfits, including shirt, shorts or pants, socks and underpants, shall be kept in your child's cubby at all times. A light sweater is helpful as well. Soiled clothes will be put in your child's cubby in a plastic bag for you to take home at the end of the day. Please check the cubby each day for soiled clothes and be sure to bring a fresh set of clothing for the next day. Please put your child's name in everything he may take off, such as coats, sweaters, hats, backpacks, etc.

Personal Belongings

Our school provides an ample supply of toys, books, learning materials, and snacks to meet your child's needs. Please do not allow your child to bring toys from home except for planned toy sharing experiences. We do not allow guns, knives, or other violent toys at school. Please do not send or allow your child to bring jewelry, money, candy, or chewing gum to school. Children have more fun and participate more fully when they are not concerned about personal items being lost or broken.

Saint William Preschool Staff/Child Ratios

Saint William Preschool strives for excellence in maintaining a safe, positive environment for our children. In doing so, we maintain a staff/child ratio for a mixed class of 3/4 year olds of 1:10, with a maximum group size of 20 students per classroom. Qualified substitutes will be placed in the classroom in a teacher's absence.

SAFETY POLICIES for Preschool

- 1) A staff member in charge of a child or group of children shall be responsible for their safety.
- 2) No child shall ever be left alone or unsupervised.
- 3) At drop-off, children are to be escorted into the building and taken to the preschool classroom by the parent or dropped off to the teacher or aide at the designated drop-off location and time. Preschool students may not be escorted by siblings or older students. At dismissal, the parent or authorized individual should wait at the designated pick-up location until dismissal time. Children will NOT be released to anyone other than the parent or authorized individual. (See Drop Off Procedure and Dismissal Procedure for more details)
- 4) There is a telephone located in the office and classroom for use in case of an emergency.
- 5) A monthly fire drill will be held.
 - 6) A staff member trained in first aid, CPR and recognition of communicable diseases is available on the premises at all times. A first aid kit is always available in the classroom.
 - 7) A plan is posted which explains action to be taken in case of fire emergency and weather alerts.
 - 8) Use of any spray aerosols shall not occur while there are children in the classroom.
 - 9) The teacher or aid shall immediately notify the local public children services agency when they suspect that a child has been abused or neglected.
 - 10) When an accident or injury occurs, the school shall complete a report in accordance with Rules 5101:2-12-49 of the administrative code.
 - 11) Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office. 33

Transition Plans

Transition plans are created to assist students as they transition either from Preschool into Kindergarten or from one school building to another school building. Transition plans are tailored to meet individual students' needs. Common transition events include: meeting new teachers, visiting new areas of the school, learning how to say hello, make friends, and say good-bye, helping parents locate activities for child participation during summer months and breaks, visiting a new school setting, etc.

Cumulative Records

Cumulative Records are kept in the main office and electronically within our secure electronic administrative system, Gradelink. Teachers are able to access this information as needed to contact parents or emergency contacts, to review discipline and health records, special educational needs, and/or information that was on the Emergency Contact Form.

Preschool Staff

- Each preschool staff member shall be at least 18 years of age and have a minimum of a high school diploma or certification of high school equivalency issued by the state board of education or a comparable agency.
- The Preschool Director shall be on site at the preschool program at least half of the program's operating hours.

- All staff shall annually complete a non-guilty/non-conviction statement and a medical statement completed by a physician or certified nurse practitioner.
- All staff are required to maintain all background checks and complete monthly VIRTUS electronic bulletins reviewing child abuse detection and protection as required by the Archdiocese of Cincinnati.
- All teaching and support staff are evaluated twice each year.
- All preschool personnel are required to maintain their certification in CPR, First Aid, Communicable Disease, and Child Abuse Protection.
- All preschool staff are required to maintain a valid license issued by the State of Ohio.
- All preschool staff are required to complete 30 hours of early childhood professional development hours every two years.

Licensing, Inspection and Requirements

Saint William Preschool is licensed by the Ohio Department of Education. Our license is posted in the preschool room. The laws and regulations governing preschools are available for review in the school office. If you would like to obtain copies of inspection reports of the program or would like to file an official complaint with the Ohio Department of Education, please contact:

Ohio Department of Education
Office of Early Learning and School Readiness
Columbus, Ohio 43215-4183

Any custodial parent, custodian or guardian of a child enrolled in the preschool can visit at any time. You must sign-in at the main office.

Withdrawal Procedures

If the child is withdrawn from the school for any reason, the parent must notify the teacher and the school office in writing 30 days in advance of the date of withdrawal to expedite record transfer. 34

SCHOOL ORGANIZATIONS

Parent Teacher Organization

The St. William Parent-Teacher Organization (PTO) assists the school administration in carrying out the mission and vision of the school. This group supports the Pastor and School Principal in the management of seven pillars of organizational growth: curriculum, facilities, finance, marketing, spirituality/student retention, technology, and volunteerism. There are no fees to pay, so all St. William Parents are considered to be a part of the PTO. Parents are welcome and encouraged to attend monthly PTO meetings and the various activities planned throughout the school year.

The PTO meets on the first Tuesday of the month at 7:00 p.m. in the school library, when school is in session. These meetings are open to parents, parishioners, and staff. In order to be on the agenda, you must contact the

PTO president at least one week in advance of the meeting. Any changes in meeting times will be announced via the school newsletter and church bulletin. Bylaws are available upon request.

Education Commission

The structure and constitution of the St. William Education Commission is approved by the Pastor and Parish Council, and concerns itself with the total educational needs of the parish. The Education Commission also advises the administration on policies, procedures and goals. Commission meetings are held monthly. Time and place are published in the Parish Bulletin and/or school newsletter.

Athletics

**St. William School follows the Archdiocese of Cincinnati Charter on Catholic Youth Athletics.* St. William School invites all students to participate in their sports programs.

2021/2022 Staff Contact List

The main office number is (513) 471-2989

Staff Name	Position	Email	Extension
John Schmitz	Principal	jschmitz@saintwilliam.com	1120
Morella Madriz	School Secretary	mmadriz@saintwilliam.com	1121
Missy Metzner	School Secretary	mmetzner@saintwilliam.com	1122
Maria Schoeppner	Special Ed. Director	mschoeppner@saintwilliam.com	108 (513) 405-7722
Patty Hansen	Support Services	phansen@saintwilliam.com	(513) 484-6610 cell
Cami Pavain	Counselor	cpavain@saintwilliam.com	1012
Kathleen Cagle	Preschool Director	kcagle@saintwilliam.com	2029
Chelsea Lakeberg	Preschool Lead	clakeberg@saintwilliam.com	2030
Cassidy Giglio	Kindergarten Lead	cgiglio@saintwilliam.com	1102
Stephanie Gerhardt	First Grade	spieper@saintwilliam.com	1103
Maureen Skeens	Second Grade	mskeens@saintwilliam.com	1215
Brooklynn Sturwold	Third Grade	bsturwold@saintwilliam.com	1107
Katie Swanson	Fourth Grade	kswanson@saintwilliam.com	1106
Leah Witte	Fifth Grade	lwitte@saintwilliam.com	1209
Melynda Dahl	Sixth Grade	mdahl@saintwilliam.com	1210
Meghan McLaughlin	Seventh Grade	mmclaughlin@saintwilliam.com	1214
Rae Thompson	Eighth Grade	rthompson@saintwilliam.com	1213
Crissi Redi	Art	creid@saintwilliam.com	1014
Denise Luebbe	Music	dluebbe@saintwilliam.com	2228
Laura Trimpe	Physical Education	ltrimpe@saintwilliam.com	leave message in office
Pam Schroth	Reading Specialist	pschroth@saintwilliam.com	1017
Patti McElroy	Nurse	pmcelroy@saintwilliam.com	1123
Rebecca Tully	Title I	rtully@saintwilliam.com	2121

Ashley Newman	Speech Pathologist	anewman@saintwilliam.com	5016
Beth Sauber	Intervention Specialist	bsauber@saintwilliam.com	5013
Hannah Schoenung	Intervention Specialist	hschoenung@saintwilliam.com	1211
Emily Crown	Intervention Specialist	ecrown@saintwilliam.com	5010
Rachael Harrison	Intervention Specialist	rharrison@saintwilliam.com	5011
Michelle Howard	Occupational Therapist	mhoward@saintwilliam.com	2122

OTHER MATTERS

No book can cover all situations. Information not in this book is available by calling the office. If you have questions at any time of the year, please call the school office. The principal will be happy to meet with parents to answer any questions.

PRESCHOOL---COVID 19 Addendum to Parent Handbook

Social Distancing

- Based on our classroom and staffing, we are serving no more than 20 children
- Children move through hallways only to the bathroom, lunchroom, recess, and gym
- Lunch seating is socially distanced.
- Special teachers serve children in the classroom (art, music etc.).
- Preschool class is scheduled to use the playground without other classes.
- Parents will sign their children in and out daily outside of the preschool classroom. Parents do not travel through the building.

Environment

- Classroom environment has been arranged to limit children working in groups.
- The classroom materials are cleaned and sanitized daily.
- Cleaning products are stored securely.
- Windows opened as possible.
- Materials offered in individual containers.
- Cots are set up head to toe, 6 ft apart.
- Masks are stored safely.

Handwashing

- All staff and anyone entering the classroom shall wash their hands upon entering the classroom and prior to leaving for the day.
- All children shall wash their hands upon arrival and prior to the leaving for the day
- Hand sanitizer is available in the classroom.
- Handwashing procedures are posted near sinks Face Coverings
- All adults are required to wear face coverings (masks).

- Preschool children are required to wear face masks at all times except when eating and napping.

Symptom Screening and Physician Referral

- All staff and children are assessed upon arrival for COVID symptoms:

- o A temperature of at least 100 degrees Fahrenheit
- o Fever or chills
- o Cough
- o Shortness of Breath or difficulty breathing
- o Fatigue
- o Muscle or body aches
- o Headache
- o New loss of taste or smell
- o Sore throat
- o Congestion or runny nose
- o Nausea or vomiting
- o Diarrhea

- Anyone with a fever of at least 100 degrees Fahrenheit must stay home or be sent home · Individuals who potentially have been exposed will follow building quarantine procedures

Exclusion · Any child or staff who has any symptoms listed in this rule shall be masked, isolated and sent 37 home immediately.

- Individuals sent home shall not return until they have been symptom free for 24 hours without the use of medication.

- o If the individual who has symptoms has had known contact with someone confirmed or probable to have COVID 19, they must complete quarantine (10 days).
- o Diagnosed COVID 19, documentation of a negative test will be required to return
 - For positive cases (staff or children), the program will notify the local health department by the next business day and submit serious incident notices in OCLQS.
 - The directives of the Cincinnati Health Department will be followed in all probably or known cases of COVID 19.

School Closure

- School administration will close school when ordered by the Governor, Health Department, or when there are not enough staff members present to teach and/or monitor students.