

Piqua Catholic School

Family Handbook

2023-2024 School Year



PIQUA CATHOLIC SCHOOL

503 W. North St.
Piqua, OH 45356

218 S. Downing St.
Piqua, OH 45356

(937)-773-1564
www.piquacatholic.org

School Hours
Kindergarten-First 8:00a – 3:00p (Downing St.)
Second– Eighth 8:15a – 3:15p (North St.)

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WELCOME

Principal Letter

Our Mission is to BE an example of Jesus' love in all we do. We encourage our team, students, and families to create holy moments of love, which is self-sacrificial. The more we remain in Jesus, the more fruit we bear and true joy and happiness we experience. We are created for exactly this purpose!

We are dedicated to offering a values-based and engaging education that creates creativity and innovation in our students. As we partner with our families and community, our students become well-rounded disciples of Christ prepared to live a life of virtue.

Welcome to Piqua Catholic School!

For Jesus,
Bradley K. Zimmerman, Principal
zimmermanb@piquacatholic.org

History of School

The Piqua community has always supported Catholic education. Both St. Boniface and St. Mary Catholic Churches had their own K-12 parish schools. In 1930, the two parishes combined their High School programs to form Piqua Catholic High School. After nearly 40 years of operating the high school together, high enrollment and rising costs led to the combining of several Catholic high schools to form Lehman Catholic High School in Sidney in 1971. The two parish grade schools continued to operate, independent of one another, until 1987 when they combined once again to form Piqua Catholic Elementary School. During this chapter, the kindergarten through third grades operated at the St. Boniface School building on Downing Street and the fourth through eighth grades operated at the St. Mary School building on North Street. The 2013-2014 school year saw yet another change at Piqua Catholic School when all of the kindergarten through eighth grade students moved under one roof at the North Street Campus and our Preschool program (The Center for Early Learning) opened at the Downing Street Campus. Currently the Downing Street Campus houses our preschool, pre-K, kindergarten and first grades, while the North Street Campus is the home to our second through eighth grades.

Mission Statement

To BE an example of Jesus' LOVE

Philosophy Statement

Piqua Catholic School believes in creating strong, well-rounded students to become leaders of our Catholic faith as we live the teachings of Jesus Christ. In conjunction with St. Boniface and St. Mary parishes, we are here to build and nourish a Christian community filled with love. This community is founded upon the principles of love, respect, and discipline.

Our pedagogical approach is to develop the whole child: spiritually, intellectually, physically, socially, and emotionally. This pedagogy is only possible with the help from our school parents, who are the primary teachers in their children's lives. With the help of our families, and by providing small and large group experiences and opportunities for each child, we can form our students in becoming the best version of themselves in all that they do. As a result, each child can become an independent, self-disciplined disciple of Jesus ready to share the Good News with the world.

ACCREDITATION

Piqua Catholic School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

ADMINISTRATION

Piqua Catholic School is a parish school governed by the Archdiocese of Cincinnati which operates under the direction of the school principal, Bradley Zimmerman, authorized by the Pastor, Father Eric Bowman

Piqua Catholic School has a Board of Limited Jurisdiction that helps make important decisions for the school.

RIGHT TO AMEND

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

ADMISSION AND REGISTRATION

The admission process for Piqua Catholic School is threefold. It includes school registration, the submission of medical and academic records and a pre-testing program (ie. iReady).

Parents intending to send their child(ren) to Piqua Catholic School have the option to register with St. Boniface Catholic Church or St. Mary Catholic Church to qualify for the Parish Tuition Scholarship.

Non-Discrimination Statement

No student may be excluded from Piqua Catholic School solely because of race, color, national/ethnic origin, or ancestry. Enrollment is open to people of all faiths.

Registration Requirements for All Students

Students who currently attend Piqua Catholic School are required to register to attend the following school year. The registration fee must be paid by the **official registration deadline set by the principal to guarantee these students the opportunity to attend.**

School Age

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

Educating Students with Special Needs

Piqua Catholic School will evaluate on a case-by-case basis whether it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

Accuracy of Information Statement

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

Acceptance of Registration

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

As part of the registration process, the parents who have children transferring from another school must have records of previous academic years and medical records completed and sent to Piqua Catholic School. No child may be admitted to Piqua Catholic School without being properly immunized (see below).

ACADEMIC PROGRAM

Academic Expectations

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

Homework

Homework can be a valuable aid in helping students make the most of their school experience. It reinforces what has been learned in class; it prepares students for upcoming lessons; it teaches responsibility and independence; and it develops positive study habits. It also gives insight to parents as to what their child is learning and may give opportunities for students and parents to work together. Of course, it also helps the teacher evaluate progress. Students are expected to do their own work. Parents should help their children if a problem arises, but only after the child has tried their best on their own. Parents should not do homework for their children.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a

facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

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

Kindergarten	5 - 15 minutes
Grades 1 – 3	10 - 40 minutes
Grades 4 – 6	40 - 70 minutes
Grades 7 – 8	80 - 90 minutes

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards.

Progress Reports for students are issued four (4) times per year. Interim Reports are issued between quarters as needed.

Progress codes are used for grades K-2.

- 4 = Consistently Demonstrates/Exceeds Proficiency
- 3 = Frequently Demonstrates Proficiency
- 2 = Progressing Towards Proficiency
- 1 = Demonstrates Limited Progress Toward Proficiency

Letter grades are used on progress reports and permanent records for grades 3-8. The following is a conversion from percentages to letters:

99-100	A+	95-98	A	93-94	A-	
91-92	B+	87-90	B	85-86	B-	
83-84	C+	79-82	C	77-78	C-	
75-76	D+	72-74	D	70-71	D-	Below 70 is an F

Awards and Scholarships

At the end of each quarter an awards ceremony will be held and the following awards will be given:

- Cav of the Quarter: This award is given to one student per class per quarter, and is selected by the teacher. Students receiving this award are those who exemplify great work habits, respect for themselves and others, and are a true example of Jesus' love.
- Most Improved Student (2nd and 4th quarters only): Quarter: This award is given to one student per class per quarter, and is selected by the teacher based on improvement in any area from the previous quarter.
- Honors: In grades 5-8, students may earn honors quarterly and yearly based on the following criteria:
 - One must have at minimum a 93% for first honors and at minimum an 87% for second honors.
 - Specials classes (gym, music, art, foreign language, etc.) will be averaged as one grade to determine honors.
 - A student will be ineligible for the quarterly honor roll if he or she receives an effort rating of needs improvement (3 or 4) in any of their classes.
- iReady Achievement Awards: Students receiving this award are those who had the greatest amount of growth on their diagnostic test through the iReady program.

At the end of the year, the following scholarships will be awarded to two students, one male and one female, in the respective grade:

- 1st Grade – Father Angelo Caserta Scholarship for Virtuous Living
- 2nd Grade – Jacomet Family Scholarship for Virtuous Living
- 3rd Grade – William and Theresa Mikolajewski Scholarship for Outstanding Improvement
- 4th Grade – Julie Eckstein Scholarship for Highest Reading Scores
- 5th Grade – Fr.Grilliot Scholarship for Highest Math Scores
- 6th Grade – Kathy Henne Grant for Highest Science Scores
- 7th Grade – Sister Joan Clare Grant for Highest Religion Class Score

8th Grade Graduates attending Lehman Catholic High School can apply to earn:

- Lehman Alumni Scholarship
- Knights of Columbus Scholarship
- Tom Jordan Scholarship
- Joyce Thornberry Scholarship

Educational Outings

Students will go to the other school campus on occasion either by bus, private vehicle, or walking. Proper supervision of the students will be exercised by school representatives. Parental permission is not necessary for trips to the other campus.

On occasion, a teacher may wish to take the class on a trip outside of school. In such cases, a form will be sent home with the student asking for the parent's permission. No child may go unless the parents have given written consent.

The American Administrative Group, by whom Piqua Catholic School is insured, indicates in their policy that coverage is for "only those injuries caused by the negligence of its employees." Thus, volunteers as well as students would have to rely on their own health and accident insurance should either be injured unless the school was negligent.

Promotion and Retention

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

Retention or placement will occur in the respective grade level when the student in:

- Kindergarten has not demonstrated readiness for the first grade.
- Grades 1-3 shows unsatisfactory progress for the year in Language Arts or Math.
- Grades 4-8 has a failing cumulative average for the year in two major subjects, or a failing cumulative average for the year in 1 major and 2 minor subjects.

Major Subjects are Religion, Reading, Expressions, Mathematics, Science, and Social Studies.

Minor Subjects are Art, Health, Music, and Physical Education.

The decision to retain or place a student will be made by the Principal, upon the teacher's recommendation, and will be based on many factors. These include, but are not limited to, social and emotional development, physical maturity, age, attendance, standardized test scores, and diagnosed learning disabilities. Other special considerations which might influence the decision to retain or place a student would be attending an after school or summer intervention program such as tutoring or summer school. Options will be discussed before the final decision is made to either retain or place.

Whenever retention or placement is being considered, there should be evidence of adequate communication during the school year between home and school such as: phone calls, letters, conferences, interim reports, etc. prior to the decision to retain or place.

Because school attendance is extremely important and what happens in the classroom has great effects on the academic performance of a student, good attendance should be a high priority. Therefore, if a child misses 21 days of school or more, they may not be promoted to the next grade level. This is inclusive of tardies that add up to full day absences. The only exception would be in the case of a medical condition(s) that warrants such absences. If this condition is the cause of the 21 days or more, a doctor's note would be required and will be considered by the principal or designee.

Records Review

Student records are private and accessible only to school administrators, the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/Guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

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

Withdrawal/Disenrollment for Academic Reasons

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

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

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

Curriculum

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

Standardized Testing

Piqua Catholic School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing.

The Archdiocese of Cincinnati requires that students in mandated grades take the Assessment of Religious Knowledge (ARK) assessments.

Students in second through eighth grades are required to take the iReady diagnostic assessment three times during the school year (Fall, Winter and Spring).

The State of Ohio requires that all students receiving state scholarships participate in state testing. iReady testing is used for Language Arts and Mathematics. Students in 5th and 8th grade who receive state scholarships are required to take the State test in Science. Schools with 65% of the students receiving the scholarship must administer the state tests to all students in the testing grades.

Reporting Student Progress

Piqua Catholic School issues report cards to the families on a quarterly basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via the OptionC system. Please contact the front office if you do not know your OptionC login information.

Student Support Programs

Piqua Catholic School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a response to intervention (RTI) method:

1. An Intervention specialist for students requiring individualized service/education plans (ISPs/IEPs).
2. A Title 1 teacher for students in kindergarten through fourth grades who qualify for reading assistance.
3. A Speech/language pathologist for students who qualify for services.
4. A clinical school counselor
5. A school nurse
6. Physical Therapy, Occupational Therapy, and Aide Services

Piqua Catholic School utilizes teams comprised of administrators, teachers from different grade levels, and additional members as needed. A collaborative problem-solving model is used to address student needs and teacher responsibilities. The focus is to improve teacher instruction to enhance learning.

FAITH FORMATION

Religious Education

Piqua Catholic School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass, Adoration and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Sacramental Preparation

Any student wishing to receive the Sacraments can contact the parish office at 937-773-1327 (St. Mary) or 937-773-1656 (St. Boniface).

ATTENDANCE

The School Day

Students should not report to school before 7:30 AM. The school is not responsible for supervision before that time. The school is not liable for any bodily harm to any student due to any accident that occurs before 7:30 AM. At the North Street Campus students may report to their rooms at 8:00 AM and school will begin promptly at 8:15 AM. At the Downing Street Campus students may report to their rooms at 7:55 AM and school begins promptly at 8:00.

Teachers will send attendance counts to the office at 8:15 AM. If there is a justifiable reason for being late, parents should send a note of explanation or personally bring the student to the office. Each student who is tardy should report to the office for a tardy slip. Further disciplinary consequences may be taken by the Principal if the problem continues.

Classes dismiss at 3:00 at the Downing Street Campus and 3:15 PM at the North Street Campus. Students line up quietly and leave the building in orderly lines accompanied by teachers. Patrol people and assigned teachers are responsible for the safety of the students walking home. Students are to leave the playground promptly unless waiting for transportation. Once student has left school grounds via bus, parent pick-up, or walking home (with approval from legal guardian) they are no longer under the supervision of the school and its members.

Daily Attendance

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absences can be difficult to make up, without participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to miss school include personal illness, a family death, or a family emergency.

Tardy is defined as being late **up to** fifteen (15) minutes after the start of the school day. Absence of less than two (2) hours will be recorded as one-fourth ($\frac{1}{4}$) day absent. Students missing more than 2 hours of school either in the morning or afternoon will be considered half ($\frac{1}{2}$) day absent.

If a student attends school for less than two (2) hours in a given day, they will be considered a full day absent. Upon returning to school, students must report to the school office for an admission slip. Permission for a child to leave school other than the prescribed dismissal time should be obtained in writing or by a phone call to the school office. Parents should meet their children at the school office to be picked up for early dismissal.

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours.

We strongly discourage the practice of taking children out of school for vacations, visits to relatives out of town, etc. **Because unique classroom dynamics can't be reproduced, it is sometimes difficult for a teacher to accurately plan for a week's time or sometimes even a couple of days' time.** For this reason, teachers can't be expected to give all homework during an absence such as this. Teachers can give routine assignments during such absences (e.g. spelling lists, math lessons, etc.). If such assignments are given in advance, these assignments **are expected to be turned in the day the student arrives back to school.**

Should parents intend for students to be released for these purposes, the following should be fulfilled:

1. A written notice must be given to the school office or Principal **and** the student's teacher(s) at least one week prior to the absence.
2. The degree of interference with the student's scholastic program should be discussed with the student's teacher(s).
3. No special instruction will be provided. Should the student fail, due to this type of absence, failure is not the responsibility of the school.

Students attending a funeral are not counted as being absent from school if they leave the school and travel directly to the church or location of the funeral and return to the school immediately following the funeral. However, the travel must be accomplished within a period of three hours or less to qualify as a non-absence. Attendance at funerals is otherwise counted as an excused absence.

Make Up Work

Students should make up any work missed during an excused absence; this includes classwork, homework, quizzes and tests. It is the student's and/or parents' responsibility to contact the teacher, obtain the assignment, and reschedule quizzes and tests. Make-up work must be completed in no more than the number of days absent. For example, if a student was absent two days, all work must be made up in two days or less. No credit will be given and a zero will be recorded for any work that is not made up during the allotted time.

Excessive Absence and/or Tardy

Because school attendance is important and what happens in the classroom has great effects on the academic performance of a student, good attendance should be a high priority. Therefore, if a child

misses 20 days of school or more, they are subject to retention of the current grade. If on a state scholarship, a student may become ineligible after 20 absences.

One exception would be in case of a medical condition(s) that warrants such absences. If this condition is the cause of the 20 days or more, a doctor's note would be required and will be considered by the Principal or designee.

Reporting An Absence

Parents are required to call the school office by 8:30 A.M. each day their child will not be attending school. When a parent or guardian fails to telephone the school office, we will call the home or place of employment.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

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

Student Pregnancy

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

Gender Identity Policy

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

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

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

Catholic schools:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.

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

HEALTH AND SAFETY

Piqua Catholic School follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

Administering Medications to Students (R.C. 3313.713)

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

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

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

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

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

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

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

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent or guardian; and
- (11) Any other special instructions from the prescriber.

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

Medical Information

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

Medication Administered at School

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

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

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

Piqua Catholic School Policy On Student Use Of Marijuana

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

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

Child Protection

Piqua Catholic School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect. Any school employee who suspects, or has reason to suspect, that a child has been abused or neglected *MUST personally* report this fact to Miami County Children Services. (ORC 2151.421) This report will be made by phone or in person and will be made as soon as the abuse or neglect is brought to their attention. If there is any doubt or question as to the need for reporting on a specific case, a referral is to be made to Children Services. Said employee shall then submit a written report of the suspected abuse or neglect to the Principal. All volunteers and employees with significant contact with children must be fingerprinted and complete SafeParish training before starting in their capacity as a volunteer or employee.

Immunizations

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

Health Screenings

Vision screenings are performed yearly for K-3, 5, and 7th grades. Hearing screenings are performed yearly for K, 1, 3 and 5th grades. All screenings are to be completed and reported by November 1st to the health department. The school nurse will send notice letters home to the parents/guardians whose child has not passed the screenings.

The school nurse will perform periodic testing on students at the request of the parent, teacher, or as required by ETR/IEP.

Safety Plan

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

STUDENT CODE OF CONDUCT

Our code of conduct is designed to promote Christian behavior and values for all students. Cooperation and respect are stressed. Freedom and independence are encouraged, but only in the framework that the student accepts responsibility for his/her actions and does not infringe on the rights of others. Students should conduct themselves at school and at off-campus curricular and extra-curricular events in a positive manner which reflects our school's mission.

Conduct In or Out of School

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

Piqua Catholic School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

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

Piqua Catholic School Harassment, Intimidation, and Bullying Policy

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

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

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

Definition of Terms

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

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

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

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

Types of Conduct

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

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;

- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - Posting slurs on the Internet, websites, blogs, or social media/networks;
 - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

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

Informal Complaints

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

Anonymous Complaints

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

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese

Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Conduct Disclaimer

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

General Behavioral Expectations

The following behaviors help create a Christian environment:

1. Students will treat themselves, other students, and adults with respect and courtesy.
2. Students will respond to teachers and other staff in a positive, obedient, and respectful manner.
3. Students are to be respectful of the building and everything in it.
4. Students will conduct themselves in a quiet and orderly manner demonstrating respect for the learning environment.
5. Students will participate meaningfully in liturgy and paraliturgical functions, especially those taking place in church.
6. Students are to be in uniform according to the dress code with all necessary supplies, books, and assignments, which prepare them to meet the day's demands and will be on time for school and all classes.
7. Students will participate in the classroom learning process; completing assignments on time in an acceptable manner; cooperating with the teachers and others in getting the most from their education.
8. Students will conduct themselves with dignity at all times in and out of the classroom, library, lunchroom, playground, locker rooms, gymnasium, assemblies, etc.
9. Students will use recess in a manner that demonstrates respect for others, fair play, and concern for safety.
10. Students will resolve problems in peace, with justice and dignity. When problems cannot be settled, the involved parties are to seek the intervention of the principal, teacher, or the adult in charge.
11. Students will act responsibly at all times and refrain from actions contrary to Christian practice or actions, which might endanger the health, safety, or well-being of others.
12. Students will accept corrections with respect.
13. Students who are aware of serious violations of the school rules will report them to the principal or teacher in an honest and direct manner.
14. Students will use acceptable language. Offensive or obscene language and gestures, inside and outside of school, are unacceptable in the school environment. The school reserves the right to decide what is "obscene" in disputed cases. Unacceptable language includes the misuse of God's name.
15. Students will enter and leave church in a respectful manner. Students will leave classrooms only with permission, use lockers/coat closets only at designated times and obtain teacher permission before entering any unauthorized areas.
16. Students will refrain from chewing gum during school hours.

17. Students may bring water bottles to school. These water bottles can only contain water, beverages other than water are not permitted in the classroom.
18. Students will not exhibit bullying/cyberbullying behaviors inside or outside of school grounds. Consequences for students who bully may include counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. The school reserves the right to determine bullying behavior. The school will follow the “Bullying, Harassment, and Intimidation Policy” adopted from the Archdiocese of Cincinnati, Catholic Schools Office.
19. Use of smart watches, video games, earbuds (unless used for instructional purposes), and sound/music systems are not permitted to be used during school hours. If brought to school, they must be kept in the student locker or their backpack and be turned off at all times. If any of these devices are visible, the teacher will take it and send it to the principal’s office and it can be picked up by the student at the end of the day and will be sent home with a warning. If it happens again, the parent(s) must come to school to pick up the device.
20. Cell Phones: They may not be used during school hours. They must be turned off at all times. They should be kept in lockers or book bags. If a cell phone is visible, the teacher will take it and send it to the principal’s office. If a cell phone is in the off position, it can be picked up by the student at the end of the day and will be sent home with a warning. If in the on position, the parent(s) must come to school to get the cell phone. Students cannot leave school property without permission of school personnel.

Cafeteria

To maintain order in the cafeteria, students will abide by the following rules:

- Students may talk quietly to their peers at their table.
 - When the lights are off, students must be silent.
- Students may not save seats.
- Students must remain seated while they are eating.
 - Students must have permission to get out of their seat.
- Students must observe good table manners.
- Students are responsible for cleaning up papers, drink cartons, food, etc. from their place.

Playground

Authority to enforce these rules will rest with the faculty/staff member or volunteer who is in charge of the playground. The following rules must be exercised by all students:

- When going to or coming from recess, always **walk**.
- Show **respect** for others and follow instructions given by supervisors.
- Stay out of classrooms and bathrooms unless you **have permission** or a pass.
- Refrain from **eating or chewing gum**.
- **Stay off mulch**, trees, planters, railings, drainpipes, and poles.
- **Leave rocks, bark, sticks and other dangerous objects alone**. Other than balls, there should be no throwing of objects of any kind.
- Real or pretend **fighting and rough play are not allowed**.
- Use equipment safely, sensibly and appropriately. **Do not bring toys, cell phones, or other equipment from home**. Basketballs and other sports balls are permitted. Must be cleared with classroom teacher or principal.
- Basketballs are for use in the basketball court area only.

- On the slide equipment, **slide down; it's one-way only**. Playing tag is not allowed on this equipment.
- **Follow game rules** (4-square, basketball, etc.).
- Bring equipment to the **equipment bin** at the end of your recess. Don't forget to pick up coats etc. when you come in.
- **Stop** what you are doing **immediately when the whistle** blows and go to your line.
- **Show pride in your school** and neighborhood by keeping the building and grounds **litter-free**.
- When entering the building from outdoor recess, **voice level is to be low or off**.

Library

The following regulations are to be observed when using the library:

- Students are expected to be silent, unless given permission to talk softly by a staff member.
- Books may be checked out daily for two weeks.
- Overdue lists will be given to the homeroom teacher.
- Reference books are provided for use in the library. Teachers wanting special books for an assignment may check these out in their name.
- Fines for overdue books should be given to the front office.
- A student who loses or damages a book may pay for the damages or the cost to replace the book.

Bus Transportation

School transportation is arranged by the public school district in which the student resides. Parents are to contact the school district for details. Responsible conduct is expected of all students riding the bus. Students are under the supervision of the bus driver. Students may be denied transportation for misbehavior. Standard expectations for all bus riders include:

- Act in a loving and respecting way to all
- Students should remain in their assigned seat.
- Students should not throw anything in or out of the bus.
- Conversation is permitted at a reasonable volume.
- There should be absolute quiet at railroad crossings and other places of danger as specified by the driver.
- No littering on a bus.

Specific Disciplinary Consequences

If a student violates the code of conduct, he/she is subject to one or more of the following.

- Detention Notice (DN)
Students committing a minor offense are subject to receiving a Detention Notice (DN), which is a written warning. If a student receives their fourth (4th) DN in a quarter (9 weeks), they will receive a Detention. Every subsequent DN within a quarter will result in an additional detention. DN's can be given for any violation of school policies/rules and at the discretion of a teacher or staff member. DN's must be signed by a parent and returned to school the following school day. Failure to return the parent signed DN the following school day will result in another DN given, unless a rational excuse is given.

- **Detention**
Detention is a one-hour period. Time and day are established by the teacher/principal in collaboration with the parents. These can be given at the teacher's discretion and must inform the parents and Principal in writing. The form must be signed by a parent and returned for the detention to be satisfactorily completed. Failure to report to or satisfactorily complete the detention may result in a Conduct Referral. It is the student's and parents' responsibility to arrange transportation from school.
- **Saturday School**
This is a four-hour study period that meets from 8:00 AM to 12:00 PM. It is a punitive procedure considered more serious than detention and less serious than suspension. It is hoped that Saturday School will be a learning experience that leads to improvement in the student's self-discipline, and at the same time, provide extra time to study. This penalty may be used at the discretion of the principal/designee.
The school dress code must be followed. Students will sit quietly and work on school assignments. No magazines or other recreational articles are allowed. There will be a ten minute break at 10:00 am during which students may go to the restroom sharpen pencils, etc. Students who do not report promptly or who do not follow the guidelines above may be required to stay longer, be assigned an additional Saturday school or be suspended.
- **Suspension**
Suspension is a time period no less than one-half ($\frac{1}{2}$) day and no more than ten 10 days during which a student is not permitted to attend any curricular or extra-curricular activities. It may be either an in-school or out-of-school suspension. All schoolwork must be completed during the suspension if credit is to be received. It is the student's responsibility to obtain the work from his/her teacher(s) outside of the regular school day so that classes will not be interrupted. Students who are suspended may lose the privilege to attend future curricular and extra-curricular events held off campus such as field trips, class trips, etc.
- **Expulsion**
Expulsion is dismissal from school for a minimum of one complete quarter. Any student may be expelled for just cause, which shall include, but not be limited to, delinquency, immorality, incorrigibility, persistent irregular attendance, and actions contrary to the philosophy of the school.

Procedures to be Followed in Cases of Suspension and Expulsion

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

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

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

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action in his/her discretion. Notification will be given in writing to the parents/guardians of the disciplined student.

Parents who are interested in appealing any disciplinary actions initiated regarding their child should speak first to the teacher. If unsatisfied with the results, parents should discuss the incident with the principal. If still unsatisfied with the results, parents have the right to appeal, in writing, to the Pastor, whose decision is final.

Search And Seizure

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

Cheating and Plagiarism

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

PARENT/GUARDIAN INFORMATION

Aftercare

Aftercare is available at both campuses until 5:30p each day for an additional fee.

Communication

All communication to families is sent via the Piqua Catholic School app, website, email/text/voice. At the classroom level, communication is done via email or phone call.

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

Confidentiality Regarding Students

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Cooperation as Condition of Enrollment

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

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

Custody Policy

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

Emergency Closings

Every year the weather causes school administrators to think about closing school. It is our desire to do the best possible job of informing parents and students if we are in a position of closing school or having a modified school day.

If the weather is bad (snow, ice, fog, or rain) the school administration will follow this procedure:

- After conferring with the public school officials, we will determine the best decision for Piqua Catholic School.
- In the event school is closed or modified, an announcement will be made no later than 7:00 a.m. so the buses will not begin pick-up.
- Announcements will be made over WHIO and WDTN communication platforms, text messages, emails, and the Piqua Catholic School app.
- It is important that you understand the modified operation. School will begin two (2) hours late and the entire school operation will simply begin two (2) hours later. The buses will make their routes two (2) hours later. Dismissal will be made at the regular time.

The bus drivers have been advised to proceed when they are confident that the danger is over and not to go into an area where they know they will have trouble. For this reason, if you live in an isolated location, the bus may miss your child on a modified plan day. School activities, practices, or games are not permitted when school is not held due to weather. At the principal's discretion, games and practices may be permitted if weather conditions that closed school have improved enough during the day to allow for safe travel to the practice or game.

Extra-Curricular Activities and Sports

Information on Lil' Cavs sports varies by season and sport. Information will be provided via the Piqua Catholic app.

The Lehman Catholic Junior High Athletic Director, Mark Garman, oversees all 7th and 8th grade sports. For questions regarding junior high athletics, please contact him at garmanm@piquacatholic.org.

Expected behaviors and school rules apply, including consequences for misconduct at these activities.

A student who is suspended from school will not be allowed to participate in athletics through Lehman Catholic during such suspension. The suspended student will not be allowed to begin participating in Lehman Catholic sports until the date that he/she is eligible to start school after the suspension.

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

When students are waiting at school for either transportation, practice, or games, they are required to have an adult present who is in charge. Students may not wait for activities in the gym without a teacher, parent or coach to oversee their activities. Students must wait for transportation in the assigned dismissal areas. Students at the school without an adult will be sent to aftercare.

Gifts

If bringing in birthday treats, please contact the teacher in advance to see what would be most appropriate for the class. It is expected that all students receive an equal share of the treat that will be distributed. Treats cannot be homemade, they

Lost and Found

Lost and found is located in the main office. We will make multiple attempts throughout the year to find the owner of these items. If they are not accounted for by the end of the year, we will either donate them or they will be used in the school for other students.

Lunch Program

Lunch is available for purchase daily at the North St. Campus school cafeteria. Milk is available for those who pack a lunch. Piqua Catholic School offers Reduced Price Lunch for those who qualify. Information concerning this program can be obtained through the school office at any time.

- A full lunch (including milk) is \$3.75, reduced price is \$1.00, and a-la-carte Milk is \$0.50.
- **No soft drinks or energy drinks are permitted in the cafeteria at lunchtime.**
- Daily lunch count is taken by each homeroom teacher, any student who is tardy should give their lunch count to the secretary when they arrive at school.
- Monthly and daily menus will be posted on the Piqua Catholic App and the website.
- Money can be added to student lunch accounts with cash or check in the main office, or online at myschoolaccount.com
- Parents are welcome to bring their student lunch, or come have lunch with their student only on special occasions (i.e. birthdays).

Parent/Guardian Volunteer Requirements

Piqua Catholic School welcomes volunteers and recognizes them as a true asset to the community. Training should be a part of each volunteer's preparation. Training should encompass the three R's of volunteers:

- Responsibility – commitment to the agreed upon schedule.
- Respect – maintaining student and staff confidentiality.
- Resourcefulness – working independently, acknowledging needs of both staff and student.

This training is the responsibility of the person directly supervising the volunteer. It should include, but not be limited to:

1. Completion of a volunteer information sheet.
 - A. To be kept on file in the office
 - B. Requirement to provide references is at the discretion of the administration.
2. Attending the Archdiocesan "Decree on Child Protection" VIRTUS training for those with direct interaction with students, e.g. classroom aids, playground supervisor, lunchroom, etc.
3. Reporting in and out at the office.
4. Wearing a nametag (available at the office).
5. Appropriate dress
6. Emergency drills
7. Finding a sub and/or notifying appropriate person if unable to fulfill responsibility.
8. Rules and responsibilities of position
9. Being fingerprinted prior to serving as a volunteer

Social Media

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

Technology

Use of the internet at Piqua Catholic School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While Piqua Catholic School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with Piqua Catholic School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

Tuition

Parents are encouraged to pay the total annual tuition in one lump-sum payment upon receipt of the student tuition statement at the beginning of each new school year. To assist parents, a monthly payment option is also available. For the monthly option, total annual tuition is divided evenly over 10 months (August through May). It does not correspond to the amount of time each child is in school for a given month (e.g., August and December are typically shorter months). It is simply a method to spread tuition payments over the course of several months so that parents can make smaller payments to better fit their household income arrangement.

PLEASE NOTE: Lump sum payments are due at the beginning of each school year. If parents are unable to make a lump sum payment at that time, regular monthly payments are required. Lump sum

payments can be made at a later date to pay off tuition balance so long as regular monthly payments are being made throughout the course of the school year. Piqua Catholic will not allow total tuition balances to be deferred until the end of the school year. To maintain steady payments, Piqua Catholic School encourages each family that chooses the monthly payment option to sign up for the monthly electronic withdrawal. Payments are deducted electronically from bank accounts on the last Friday of each month from September-June through the automatic clearing house service provided by Park National Bank. Banking information is maintained securely in the Park National Bank commercial/business accounting system which requires more than one layer of security to access. Only the school Business Manager, Principal and Pastor have security access to the school's accounts.

Delinquent accounts

Tuition accounts will be considered delinquent after three consecutive months of non-payment and/or bounced checks/electronic withdrawals. Families with delinquent accounts will receive contact from the school via email, phone and certified mail. After six months of non-payment and no response to the school's attempts to contact and collect, delinquent accounts will be turned over to the Pastor for mediation.

Use of Student Pictures/Information

A form is provided to the parents to give permission to Piqua Catholic School to use photographs of their child(ren) for Piqua Catholic School promotional purposes including but not limited to brochures, videos, newspapers, webpages, and photographs.

Visitors

Any visitor to the school must check in at the main office.

Volunteer Organizations

CAVALIERS IN ACTION PTO (CIA)

At Piqua Catholic School, we are fortunate to have a very active and supportive Parent-Teacher Organization called "Cavaliers in Action" or CIA. This dedicated parent group is responsible for variety of events and activities that go on at the school. We make this happen with help of parent volunteers chairing and/or working on difference activities and events to ensure their success.

Cavaliers in Action provides support to the students, faculty and staff of Piqua Catholic School to enhance the educational experience for all students. We utilize our time, talents and treasure to assist the school by sponsoring and promoting events which advance and strengthen our sense of community and faith.

The CIA meets monthly at 6:30pm in the North Street library

- Tues Sept 5, 2023
- Thurs Oct 12, 2023
- Tues Nov 7, 2023
- Thurs Dec 14, 2023
- Tues Jan 9, 2024
- Thurs March 7, 2024
- Tues April 9, 2024
- Thurs May 9, 2024

Current Officers

- President: Ruthie Baker
- Vice President: Katie Knisley
- Treasurer: Kate Tremblay
- Secretary: Kathy Verhotz

School Board

School Board meeting minutes are posted to the Piqua Catholic School app and website. These meetings are open to the public. For meeting date details, please see the minutes.

SCHOOL UNIFORM CODE

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

School Uniforms (Girls)

Jumper/Skirt

- Grades K-4 plaid jumper, navy blue box pleated skirt, or navy blue box pleated scooter skirt (shorts are underneath and it looks like a skirt in the front and the back).
- Grades 5-8 plaid or navy blue box pleated skirt or navy blue box pleated scooter skirt.
- The skirt hem should be **no shorter than** three inches above the knee.
- Skirts are NOT to be rolled.

Slacks

- Navy blue (or khaki if in 7th or 8th grade) slacks are optional for girls. Slacks are to be plain, traditional cut.
- **Leggings (unless worn under a skirt/dress), tight fitting slacks, knit, yoga or stretch pants, jean style, pants with holes, cargo pants, or those with elastic waist/ankles are not permitted.**

Shorts

- Navy blue (or khaki if in 7th or 8th grade) walking shorts may be worn **during the 1st and 4th quarters.**
- The length must be no shorter than three inches above the knee.

Blouses/Shirts

- White short or long sleeved, uniform or oxford cloth, or white golf blouses are acceptable.
- Logos, lace, or ruffles are NOT permitted.
- Short or long sleeved polo shirts must be white, light blue or pale yellow.
- A white turtleneck may be worn under the approved sweatshirt or sweater.
- White turtlenecks may NOT be worn under the uniform shirt or blouse.
- Clothing under blouses and shirts must be white.
- Blouses and shirts are to be tucked in at all times.

Sweater/Sweatshirt

- Sweaters must be plain, navy blue or white cardigan or crew neck pullover.
- Gray or navy sweatshirts with the school CREST or a spirit sweatshirt may be worn.
- Approved top must be worn under all sweaters or sweatshirts.
- Navy fleece quarter zip pullovers with or without the school crest are allowed. Other logos are prohibited. **Full zip jackets are NOT permitted. No EXCEPTIONS.**
- Hooded sweatshirts are not permitted in Church.

Socks

- Plain navy blue, black or white socks must be worn.
- No ruffles, bows or lace on the socks
- Solid navy blue or white tights are acceptable.
- no nylons or panty hose.
- Stretch pants are not considered tights and are unacceptable. All tights are to have feet.

Hair

- Hair coloring of any kind is prohibited. Must be student's natural color.
- Hair is to be neat and out of the eyes.
- Extreme tastes in hairstyles or hair colors are not permitted

Make-up

- Make-up is permitted for junior high girls only.
- Make-up must be light and tasteful.

Jewelry

- All jewelry must be tasteful
- Hooped earrings and facial piercings are prohibited

Shoes

- Sturdy school shoes or basic colored sneakers may be worn.
- Shoes with laces must be laced properly and tied.
- Shoes that are slip-on must fit tightly on the foot.
- Sandals with back straps are permitted if worn with socks (only on dress-up days)
- Crocs and Flip flops are prohibited.

School Uniform (Boys)

Pants

- Plain, traditional cut, navy blue (or khaki if in 7th or 8th grade) slacks.
- No tight cuffs or elastic on trouser legs.
- No cargo pockets or loose fitting pants will be allowed.
- Pants are to be worn at the natural waistline.

Shorts

- Navy blue (or khaki if in 7th or 8th grade) walking shorts may be worn during the **1st and 4th quarters.**
- The length must be no shorter than three inches above the knee

Shirts

- Long or short sleeved polo shirts must be light blue, pale yellow or white with no emblem.
- A white turtleneck shirt may be worn under the appropriate school sweatshirt with the crest or approved sweater.
- Shirttails are to be tucked in at all times.
- Undershirts are to be plain white.

Sweater/Sweatshirt

- Sweaters must be plain, navy blue cardigan or crew neck pullover.
- Gray or navy sweatshirts with the school CREST or spirit sweatshirt may be worn.
- Approved top must be worn under all sweaters or sweatshirts.
- Navy fleece quarter zip pullovers with or without the school crest are allowed. Other logos are prohibited. Full zip jackets are NOT permitted. No EXCEPTIONS.
- Hooded sweatshirts are not permitted in Church.

Socks

- Solid navy, white or black socks must be worn.

Jewelry

- Earrings and facial piercings are prohibited
- All jewelry must be tasteful

Shoes

- Sturdy school shoes or basic colored sneakers may be worn.
- Shoes with laces must be laced properly and tied.
- Shoes that are slip-on must fit tightly on the foot.
- Sandals, crocs and flip flops are prohibited.

Hair

- Hair coloring of any kind is prohibited. Must be student's natural color.
- Hair is to be neat and out of the eyes.
- Hair must be cut above the eyebrows, ears, and collar.
- Sideburns may not extend below the middle of the ear.
- Extreme tastes in hairstyles or hair colors are not permitted.

Spirit Day

Every Friday is Piqua Catholic School Spirit Day.

- Approved school spirit shirts and sweatshirts may be worn.
- Uniform pants, skirts, jumpers, or blue denim jeans must we worn.
- **Gym shorts, sweatpants, and jean shorts are prohibited. Jeans with holes/rips/tears are prohibited.**

Picture Day

- All general uniform guidelines apply
- No tank tops or sleeveless shirts may be worn
- Spaghetti straps are not allowed
- All dresses and shirts must have sleeves or be worn with a jacket or sweater
- All clothing must be modest in the front and back
- The skirt or dress hem should be no shorter than three inches above the knee

Gym Clothes and Shoes

- Gym shorts are to be at least mid- thigh in length.
- Tank tops are not permitted
- T-shirts must be free of inappropriate pictures and/or language.
- **Students are required wear gym shoes with non-marking soles.**

Jeans Days/Out of Uniform Days

These days may be designated by the principal with proper dress specified for the day. On jeans days, solid blue denim jeans with no holes/rips/tears are acceptable. Jean shorts are prohibited. Spirit shirts may be worn on that day, and for appropriate field trips.

Game Day Uniforms

This applies to Junior High sports teams and cheerleaders only. Dress for game days will be decided jointly by the Athletic Director, coaches and building principal.

There will be regular uniform inspections throughout the school year. When uniform policies are continually disregarded by students, detentions will be given. Students may be required to call a parent/guardian at home or work so the proper attire can be brought to school. The Principal or his/her designee will make judgments, when necessary, on Uniform Policy.

APPENDICES

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

PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

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

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade