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## **I. PIQUA CATHOLIC SCHOOL PHILOSOPHY OF EDUCATION**

The purpose of Piqua Catholic School is to join with all members of the contributing parishes in forming a living Christian community. This community is founded upon mutual respect, active cooperation, and individual responsibility. All members of this community work toward the goal of proclaiming the Gospel message of Jesus Christ and of putting this message into action.

Our educational concern is the development of the whole child: spiritually, intellectually, physically, socially, emotionally, and aesthetically. We do this by providing small and large group experiences and opportunities for each child to reach his or her maximum potential. A loving, Christian atmosphere is created so that each child can become an independent, self-disciplined member of the family of God.

## **II. MISSION STATEMENT**

Piqua Catholic School will instill, maintain, and strengthen Catholic traditions and Christian values. Piqua Catholic School educates the whole child in its care academically and spiritually, by promoting learning, self-discipline, and respect for God and others. Piqua Catholic School's ultimate goal is to encourage life long learners who will continue to grow in their Catholic faith, empowered with the necessary skills and moral development to be active Christian members of society.

## **III. ACCREDITATION PROCESS**

### **Accreditation-Goals for 2016-2022**

Piqua Catholic School received full accreditation on May, 2016. This process is required every 4 years. As a result of surveys, test results, and a review of the overall program, two goals were formulated to help Piqua Catholic students, teachers, parents, and staff to build on our strengths and strengthen any weak areas.

- **Piqua Catholic Students will learn and implement Corporal Spiritual works of mercy through outreach service projects.**
- **Piqua Catholic Students will improve writing skills in all content areas in the area of organization, conventions, and content.**

Adopted May 2016

## **IV. ADMINISTRATION OF MEDICATION**

The administration of any drug (prescription or over-the-counter) by school personnel without the order of a physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law. Thus, to ensure the full protection of school personnel and the physical well-being of students in need of medication during school hours, the following procedures shall be followed:

- A. Written request must be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. This request form must be completed in full on both sides.
- B. The parent or guardian must submit a revised statement signed by the physician if any of the original information provided by the physician changes.
- C. Medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist.
- D. A request form must be submitted for each new prescription.
- E. The medication and the completed form shall be brought to the school office.
- F. The principal or his/her designee(s) shall supervise the storing and distribution of students' medication. Medication should be distributed from a central location.
- G. A daily record of medication distribution shall be kept by the Principal/ designee(s).
- H. School personnel are authorized to distribute only oral medications, unless an emergency situation exists (such as a rare anaphylactic reaction).

## V. ADMISSION, REGISTRATION, AND WITHDRAWAL

### A. Admission and Placement

The admission process for Piqua Catholic School is threefold. It includes school registration, the submission of medical and academic records, and if deemed necessary, a pre-testing program.

Parents intending to send their child(ren) to Piqua Catholic School have the option to register with St. Boniface or St. Mary parish to qualify for the affiliate tuition rate.

Enrollment is open to all faiths and churches. 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 according to the laws determined by the Ohio Department of Health, Education and Welfare.

Children entering kindergarten must be five years old before September 30 of the year they are enrolling. Upon request of a parent/guardian, children who are five years old after September 30 and before January 1st are eligible to be tested by the school psychologist in order to determine early readiness. The school reserves the right to make a final decision with regard to admission. No student shall be excluded due to race, color or creed.

Piqua Catholic School will endeavor to maintain a class size of less than 30. Once a grade's size equals 30, the possibility of establishing another class MUST be reviewed by the School Board.

New students, including incoming kindergarten students, will be permitted to register after the official registration deadline for students who currently attend Piqua Catholic School. New students will be admitted based on the following criteria.

1. Children of registered parish members whose siblings are already in school.
2. Children of registered parish members whose siblings have attended the school.
3. Children of registered parish members.
4. Catholic children outside of Piqua who do not have a parish school.
5. Children who are not affiliated with either St. Boniface or St. Mary Parish and whose siblings are already in the school.
6. All other children will be carried on the waiting list until one week prior to the beginning of the school year in order to provide space for children in the first five priorities.

New students entering Piqua Catholic will be placed on an academic and behavioral nine-week probation period. The Principal gives special consideration to each child's particular needs before a decision is made to admit or exclude the child for enrollment at Piqua Catholic School. Piqua Catholic School cannot provide services for children with serious special needs. These are provided through the local public school district.

### B. Registration

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 of April 15 **to guarantee these students the opportunity to attend.** If a student who currently attends Piqua Catholic School registers after the official registration deadline, s/he will be admitted based on the same criteria listed in section II.

### **C. Withdrawal**

The school follows the policies of the Archdiocese Commission on Education with regard to withdrawal of students. For a school to request that pupils voluntarily withdraw for academic deficiencies, the following conditions must have been fulfilled:

1. Sufficient advance notice of the contemplated action must be given in writing to the parents.
2. The required progress reports have been given.
3. An opportunity has been given to the pupil and to the parents to discuss with the appropriate staff member the future school placement of the pupil.
4. The school agrees to cooperate with any receiving school in matters concerning the placement of the pupil in an instructional program.

### **VI. ATHLETIC BOOSTERS**

The purpose of the Athletic Boosters is to provide an organized group through which members can support the Piqua Catholic School Athletic Program, raise money to support the Piqua Catholic Athletic program, and provide the athletes the best possible program for individual development. Membership is open to any parent with a child attending Piqua Catholic School and any interested parishioner. The meetings are held at the North Street Campus.

### **VII. ATHLETICS**

All of our Junior High athletic programs have been combined with Saint Patrick and Holy Angels Catholic Schools as the Lehman Junior High. Athletic policies are available in the Athletic Policy Manual both online and in the school office.

### **VIII. ATTENDANCE – ABSENCE**

#### **A. Attendance/Tardy**

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. Students may report to their rooms at 8:00 AM. School will begin promptly at 8:15 AM. However, students will be permitted in school earlier than 7:30 AM. when weather deems it necessary .

Teachers will send attendance slips to the office at 8:15AM. Arriving late disrupts the class, sets a bad example for other students, and is a bad habit. 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.

Any student who comes late to school or is signed out during the school day is not eligible for a Perfect Attendance Certificate at the end of the quarter or end of the school year.

#### **B. Excused Absence/Time Out**

According to state regulations, it is up to the local board of education to determine what constitutes an excused 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. If the school cannot reach the parent/guardian, a letter will be sent notifying them of their responsibility.

Tardy is defined as being late up to fifteen minutes after the start of the school day. Absence of less than two hours will be recorded as one-fourth day absent. Students missing more than 2 hours of school either

in the morning or afternoon will be considered ½ day absent. If a student attends school for less than 2 hours in a given day, they will be considered a full day absent. Upon returning to school, students should report to the office for an admission slip. Permission for a child to leave school other than the prescribed 3:15 P.M. dismissal time should be obtained in writing or by a phone call to the Principal or his/her designee. Parents should meet their children at the school office to be picked up for early dismissal.

Students should make up any work missed during an excused absence; this includes classwork, homework, quizzes and tests. It is the student's 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.

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 of the 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 should be given to the 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. The student has the responsibility for completing any classwork, homework, quizzes and tests missed during the absence. 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.
4. No special instruction will be provided. Should the student fail, due to this type of absence, failure is not the responsibility of the school.

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 21 days of school or more, they will not be promoted to the next grade level. The only exception would be in 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.

### **C. Absences due to Funerals**

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.

### **D. Releasing Students From School**

1. Except in emergency cases students should not be permitted to leave the school during school hours without the written consent of their parents or guardian. Due caution should be exercised in establishing the identity of any person requesting the release of a pupil from school.
2. Students must report to the office when leaving school and upon their return. No student will be permitted to leave the school unless the student's parent or guardian reports to the office.

#### **E. Dismissal**

Classes dismiss at 3:15 P.M. Students line up silently 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.**

#### **IX. BOARD OF EDUCATION**

The purpose of the Board shall be to develop and define the policies that shall govern the operation of Piqua Catholic School and to promote implementation of said policies. Working in close cooperation with its school administrative head, the Board shall develop policies that will enable the school to accomplish its goals and objectives. The Board meets the third Wednesday of each month, except July. All meetings, except the executive sessions, are open.

#### **X. BOOKS AND SUPPLIES**

All textbooks are on loan to students. Students are to carry books in some kind of protective bag. Students return the books assigned to them and must pay for any damage done. All records will be held until all books are returned or fines paid. Paper is distributed to kindergarten, first, second, and third year students because of the special type of paper used. There are art materials available for art classes; however, children are expected to have their own pens, pencils, paper, glue, scissors, etc. for other class activities. A supply list is available in the office.

#### **XI. BUS TRANSPORTATION**

School transportation is arranged by the Piqua City, Troy, and Miami East School Districts. Parents contact the home school district for details. Responsible conduct is expected of all students riding the bus. Students are under the supervision of the bus driver. Standard expectations for all bus riders include:

- A.** No littering on a bus.
- B.** Students should remain in their seat.
- C.** Students should not throw anything in or out of the bus.
- D.** Conversation is permitted at a reasonable volume.
- E.** There should be absolute quiet at railroad crossings and other places of danger as specified by the driver.
- F.** Students may be denied transportation for misbehavior.

#### **XII. CAFETERIA**

Hot lunches are provided daily in both school cafeterias. Milk is available for those who pack a lunch. Piqua Catholic School also participates in the Free and Reduced Price Lunch Program for those who qualify. Information concerning this program can be obtained through the school office at any time. The full price for lunch is \$2.85 Milk is \$0.50. No soft drinks are permitted in the cafeteria at lunchtime.

The children who will be eating the cafeteria lunch are counted in the morning and the number is sent to the cafeteria.

#### **XIII. CAVALIERS IN ACTION (CIA)**

Mission Statement: "Cavaliers in Action provide 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 to sponsor and promote events which advance and strengthen our sense of community and faith."

#### **XIV. CODE OF CONDUCT - DISCIPLINE POLICY**

Our code of conduct is designed to enable students to work in an environment that will help them live their Christian beliefs. 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 philosophy. The following behaviors help create a Christian environment:

- 1) Respect God, Respect Yourself, and Respect Others
- 2) Quietly leave and return to classes, recess, school assemblies, Mass, etc.
- 3) Use good manners and be polite to all.
- 4) Show care and concern for school and parish property.
- 5) Leave the classroom only with permission.

The following behaviors are not acceptable in our educational environment. This list is not comprehensive.

- 1) Misusing God's name
- 2) Lying
- 3) Inappropriate language
- 4) Disrespect to adults or to other students
- 5) Academic dishonesty or forgery
- 6) Fighting, verbally abusive behavior, and play-fighting
- 7) Possessing a weapon, weapon look-alike, arson-creating device, or panic-creating device
- 8) Stealing
- 9) Possession, sale, or transfer of alcohol, marijuana, narcotics, and/or illicit drugs or their facsimiles, tobacco, bath salts
- 10) Gum chewing
- 11) Misuse of spray deodorants or spray fragrances
- 12) Misuse of computers and/or internet

**NOTE: Students are prohibited from carrying pocket pagers, radios, CD players, I-pods, or other electronic communications devices in the school buildings or on school grounds or premises.** Cell phones brought to school for after school communications/emergency purposes are to be turned off during the day and kept in a child's book bag. If the phone is taken out or becomes a distraction, it may be taken away. School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Lockers, though assigned to pupils, are school property and may reasonably be inspected. **Cell phones may be used after school outside the school building, but not in the bus line.**

#### **Specific Disciplinary Consequences**

##### **A. Detention**

Detention is a one-hour period that meets from 3:20PM to 4:20PM. 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 parent's responsibility to arrange transportation from school.

##### **B. Detention Notice (DN)**

Students committing a minor offense are subject to receiving a Detention Notice (DN). Once a student receives their fourth (4<sup>th</sup>) DN in a quarter (9 weeks), they will receive a Detention. DN's can be given for any violation of school policies/rules and at the discretion of a teacher. DN's must be signed by a parent and returned to school the following school day.

### **C. Saturday School**

This is a four-hour study period that meets from 8:00 a.m. to 12:00 noon. 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 in addition to the application of the Conduct Referral Policy.

The regular 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.

### **D. Suspension**

Suspension is a time period no less than one-half day and no more than 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 should be completed in an acceptable manner 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.

In cases where a student is suspended, these procedures must be followed: Written notification is to be sent to the parents and student indicating the reason for suspension. The notification should also include the length of time of the suspension. A conference must be held between the school representatives and the family before or during the suspension. When a student's behavior constitutes a threat, physically endangers himself/herself or others, or causes serious disruption to instruction, he/she may be removed immediately, with due process requirements to be fulfilled as soon as practical.

Students who are suspended out-of-school must participate in an evaluation by an adolescent behavioral counselor acceptable to the school. A list of suggested counselors will be provided for the parents. Documentation is required that the student has received an evaluation.

Failure to complete both the evaluation and the recommended treatment will result in the reinstatement or continuation of the suspension to a maximum of ten school days. If the student has not completed the evaluation and recommended treatment by the conclusion of the ten-day suspension, s/he will be expelled from school.

### **E. Expulsion**

Expulsion is dismissal from school for minimum of one complete semester. 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.

In cases where a student is expelled, these procedures must be followed:



- The advice of the psychologist, physician, social worker, counselor, or other appropriate persons should be sought.
- Written notice will be sent to the pastor, parents, and the student, stating the reasons for the student's removal and proposed expulsion.
- A hearing must be held between the school representatives and the parents.
- In the case of a consolidated elementary school, the pastor of the student's parish shall be notified of the expulsion in writing by the principal.
- A report detailing the reasons for expulsion must be sent to the superintendent of schools on each student expelled from the school.
- Parents who believe their child has been expelled from a school for insufficient reason have the right to appeal, in writing, to the superintendent of schools. The decision of the superintendent to uphold the school or to order the reinstatement of the student is final.
- The withdrawal of the student must be reported to the Attendance Department of the local public school district.

#### **F. Due Process**

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 Superintendent of Catholic Schools, whose decision is final.

**Anti-Bullying Policy-** This policy was adopted by the Piqua Catholic School Board in June 2011.

### **Piqua Catholic School Anti-Bullying Policy**

Piqua Catholic School's Code of Conduct is designed to enable students to work in an environment that will help them live their Christian beliefs. By following a code of conduct based on Christian principles (fairness, justice, and consideration for all), each student will have the opportunity and privilege to work in a problem free environment. A discipline code provides structure, clarification, and responsibility for proper behavior and direction for behavior modification. It is the staff's belief that the following code will assist the students in becoming aware of their personal responsibilities to their teachers, classmates, staff members and parents as well as themselves.

#### **Anti-Bullying**

Bullying has increasingly become a problem in our world. It takes many forms, including physical, verbal, and cyber bullying. Bullying can be emotional or physical. Bullying hurts individuals and our entire school. Students, staff, and volunteers all have the right to feel safe and comfortable at Piqua Catholic School. We are called to build up the Body of Christ within our school community.

Any form of bullying, whether physical or psychological, directed toward any member of our school community is not acceptable at any time. Bullying is when a student or group of students tries to gain power over another. Bullying may be a single action or it may be repeated over time.

- **Physical Bullying** is defined as using physical force to hurt another student including but not limited to hitting, pushing, shoving, kicking, spitting, pinching, holding back, or getting in the way. Physical bullying also interferes with another student's belongings, stealing, taking, or breaking possessions.
- **Verbal/Emotional Bullying** is defined as directing words at another student in order to put that student down, including but not limited to threats, taunts, intimidation, sarcasm, name-calling,

gossip, rumor, isolation (leaving out), and ridicule. Hostile gestures, facts, and staring also constitute verbal bullying.

- **Cyber Bullying** is defined as using cell phones, text messaging, e-mails, blogs and postings on *ANY and ALL* social media to bully another student.

All reports of bullying concerns will be handled seriously and promptly by the staff and administration. Teachers may investigate and handle a report within a classroom. Every bullying incident will be reported to the principal with recourse to the pastor if desired.

Piqua Catholic staff and administration will take corrective action in the following ways:

- Calling parents
- Discussion within individual classrooms
- Corrective discipline within the individual classrooms, including loss of privileges
- Corrective discipline with the principal and/or pastor, including detention, in-school suspension, out of school suspension, or expulsion
- Referral to law enforcement
- Repeated monitoring to assure the incident will not recur

Factors for Determining Consequences:

- Age, development, and maturity level of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

**Harassment** is any type of behavior that targets an individual because of his/her personal attributes. While the most common form of harassment is sexual harassment, other forms of discriminatory behavior constitute harassment when the victim does not want and does not return the behavior that offends, embarrasses or in any way impairs the health of the victim. Some examples of unlawful harassment include but are not restricted to:

- Leering or staring
- Suggestive comments about a person's body or appearance
- Spreading sexual rumors
- Obscene telephone calls
- Persistent and unwelcome sexual references
- Sexual assault
- Any pornographic material, including online and social media pornography
- Verbal or written abuse or derogatory comments
- Gender-based insults or taunts
- Humor-based on stereotypes
- Abuse-based on a person's age
- Any sort of sexual or suggestive conduct, involving faculty or students, even when not deemed harassment, is nonetheless inappropriate at Piqua Catholic School and subject to disciplinary action

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct.

Examples of Consequences:

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- In-school suspension during the school week or the weekend
- Out-of-school suspension
- Expulsion or termination
- Legal action

## **XV. DECREE ON CHILD PROTECTION**

The Archdiocese of Cincinnati published the Decree on Child Protection which took effect March 31, 1998. Piqua Catholic School follows the most current revision of the Decree available from the Archdiocese here: <http://www.catholiccincinnati.org/protecting-children/decree-on-child-protection/> The purpose of the Decree is two-fold. It is intended to prevent the abuse of children and adolescents. Prevention can best be achieved by educating children, parents, professionals and volunteers about the realities of abuse. It can be aided by the screening of professionals and volunteers who aspire to serve the youth of our parishes and other institutions and through assistance to those who might be inclined toward abuse.

The second purpose of the Decree is to provide a system for handling incidents of abuse after they occur. The key elements of this system include a thorough assessment of the allegation, care for the victim and the victim's family, appropriate action with regard to the accused person and attention to the affected local church community.

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 VIRTUS training before starting in their capacity as a volunteer or employee.

## **XVI. EDUCATIONAL OUTINGS**

Students will go to the other 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 is sent home with each child 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.

## **XVII. EMERGENCY WEATHER PROCEDURE**

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.

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

- A.** After conferring with the public school officials, we will determine the best decision for Piqua Catholic School.
- B.** 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.
- C.** Announcements will be made over TV (Channel 7) and radio 1570 AM (WPTW). **An automated phone call to all participating households through One Call Now program will also occur.**
- D.** It is important that you understand the modified operation. School will begin one hour (or two hours) late and the entire school operation will simply begin one or two hours later. The buses will make their routes one or two 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 out-of-the-way place, 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.

## **XVIII. HOMEWORK**

Homework is 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. 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.

## **XIX. LIBRARY**

The library is staffed by a part-time employee and volunteers. The following regulations are to be observed when using the library:

- A.** Students are expected to be silent.
- B.** Books may be checked out daily for two weeks.
- C.** Overdue lists will be given to the homeroom teacher.
- D.** Reference books are provided for use in the library. Teachers wanting special books for an assignment may check these out in their name.
- E.** Fines for overdue books are fifteen cents per day and should be given to the librarian.
- F.** A student who loses or damages a book may pay for the damages or the cost to replace the book.

## **XX. PARENT/TEACHER CONFERENCES**

Parent Teacher Conferences will be scheduled twice during the school year. Parent Teacher Conferences for the 2017-2018 school year are:

- Wednesday, October 4 from 4-7:00p
- Thursday, October 5 from 4-6:00p
- Tuesday, February 13 scheduled as needed.

Parents and teachers are encouraged to schedule additional conferences as needed.

## **XXI. PREGNANCY**

In accordance with the Archdiocese Policy, a student who becomes pregnant during the school year at Piqua Catholic will be treated with kindness and understanding. Since we are an elementary school for grades K-8, the decision of the girl's future status at school will be made by the principal after meeting with the interested parties and the Board of Education. Each case will call for an individual decision, taking into account the common good and welfare of all the students.

## **XXII. PROGRESS REPORTS / HONOR ROLL**

Kindergarten receives a progress report three (3) times per year. Interim reports are issued at the end of the 1<sup>st</sup> quarter and as needed between the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter.

Progress Reports for students in grades 1-8 are issued four (4) times per year. Interim Reports are issued between quarters as needed. Progress codes are used for grades K-3.

**The progress codes for grades K-3 are as follows:**

**S = Strong Progress**

**P = Satisfactory Progress**

**N = Needs time, experience, or improvement**

**U = Unsatisfactory progress.**

Letter grades are used on progress reports and permanent records for grades 4-8. 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

One must have at minimum a 93% for first honors and at minimum an 87% for second honors. Grades 4-6 will average P.E., Music, and Art as one grade to determine honors. Grades 7-8 will average P.E. and Music 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 “N” (needs improvement). Numerous aspects of personal development will also be rated by the teacher(s). A check mark indicates an area of concern. A student will be ineligible for the quarterly honor roll if he or she receives a check mark in any of the first five areas of personal development.

## **XXIII. PROMOTION AND RETENTION**

Each student is assigned to a grade level to best serve the child's needs. The assignment is usually done at the close of each school year; it may be promotion, retention, or placement. Promotion is defined as advancement to the next grade level. Promotion will occur when satisfactory progress has been made. 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, Language Arts (Reading and English), Mathematics, Science/Health (grs. 4-6), Science (grs. 7-8), and Social Studies. Minor Subjects are Art, Health (grs. 7-8), 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.

Any decision to retain a child will be made with the agreement of the parents. If such an agreement cannot be made, the school will place the child the first year and note its disagreement with the parents. However, if the following year, the school again decides that retention is desirable and the parents disagree, retention may transpire over the objection of the parents. 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 21 days of school or more, they will not be promoted to the next grade level. The only exception would be in 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.

#### **XXIV. RELIGIOUS EDUCATION - SECULAR SUBJECTS**

##### **A. Religious Education**

The religious formation of our students is the primary aim and purpose for the existence of Piqua Catholic School. The Basic Teachings for Catholic Religious Education proposed by the National Conference of Catholic Bishops, sets down the principle elements of the Christian message for Catholics in America. It enumerates the three basic themes that must be present in all Religious Instruction; namely, the importance of Prayer, participation in the Liturgy, and familiarity with the Holy Bible. These themes compliment the three-fold obligation we have to teach basic doctrine, form a Christian Community and be of service to our neighbor.

##### **A. Secular Subjects**

The curriculum for Piqua Catholic School is that published by the Archdiocese of Cincinnati School Office which meets the standards of the Ohio Department of Education and the Common Core State Standards. The subject areas included are Language Arts, Music, Mathematics, Physical Education, Science, Health, Social Studies, and Art.

#### **XXV. STATE AND FEDERAL PROGRAMS**

##### **A. Personnel**

The school has the services of the following personnel:

1. An Intervention specialist for students requiring individualized service plans (ISP's).
2. A Title 1 teacher for students in the elementary who qualify for reading assistance.
3. A Speech/language pathologist for students who qualify for services.
4. A school psychologist provided by the student's school district of residence on a referral basis.
5. A school nurse to service all students who may need it.

## **B. Intervention Assistance Teams (IAT)**

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 on improving teacher instruction to enhance learning.

## **XXVI. SUBSTANCE ABUSE**

Students shall not possess, use, transmit, sell, conceal, consume, distribute or be under the influence of **tobacco**, alcoholic beverages, narcotics, drugs, counterfeit controlled substances or look-alikes and/or have possession of drug paraphernalia while at school, on school grounds, or at school sponsored events on or away from school grounds.

Violation of the above policy will result in suspension from school for ten (10) days for the first offense. However, the severity of the offense may warrant immediate expulsion and/or referral to the police.

Five days of this suspension will be waived if the family has an evaluation of the student's substance use from a qualified chemical dependence counselor acceptable to the school. Documentation is required that the student has received an evaluation and/or treatment.

Failure to complete both the evaluation and recommended treatment will result in the reinstatement of the five-day suspension that may have been previously waived. If no evaluation or treatment has occurred during the suspension, the student will be expelled from school at the conclusion of the ten-day suspension.

A Second offense of the Substance Abuse Policy will result in automatic expulsion from school.

**School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Lockers, though assigned to pupils, are school property and may reasonably be inspected.**

## **XXVII. TESTING**

We participate in the following Diocesan-wide testing program:

- Grades 2, 3, 4, 5, 6, 7 - IOWA Test of Basic Skills
- Grades 5,8 - Archdiocesan Catholic Religious Education Assessment (ACRE)
- Grade 8 - ACT Explore Test

## **XXVIII. TUITION AND REGISTRATION FEES**

There is a registration fee of \$55.00 for all students. This is due by March 15<sup>th</sup>. This helps the administration in the purchasing of books and supplies for the upcoming year. The registration fee is not refunded unless the student changes residence out of the area served by Piqua Catholic School.

### **A. St. Boniface and St. Mary Parish Tuition**

Piqua Catholic School handles all tuition, which can be paid in full, or in monthly installments. All tuition should be paid to Piqua Catholic School.

Financial aid may be available in whole or part from the parishes and the school.

### **B. Other Tuition**

There is a separate tuition rate for families not affiliated with either St. Boniface or St. Mary parishes.

## C. Tuition Collection Policy

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 between the 25<sup>th</sup> and 31<sup>st</sup> of each month from August through May through the automatic clearing house service provided by Fifth Third Bank. Banking information is maintained securely in the Fifth Third commercial/business accounting system which requires more than one layer of security to access. Only the school Business Manager and Principal 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.

## XXIX. UNIFORM POLICY

### A. Girls

#### Jumper/Skirt

- Grades K-3 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 4-8 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 7<sup>th</sup> or 8<sup>th</sup> grade) slacks are optional for girls. Slacks are to be plain, traditional cut.
- **Leggings, tight fitting slacks, knit, yoga or stretch pants or jean style are not permitted.**

#### Shorts

- Navy blue (or khaki if in 7<sup>th</sup> or 8<sup>th</sup> grade) walking shorts may be worn **during the 1<sup>st</sup> and 4<sup>th</sup> quarters.**
- The length must match the length of the fingers extended at the side.



### 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 may be worn.
- Approved top must be worn under all sweaters or sweatshirts.
- Navy micro fleece half zip pullovers WITH the school crest are allowed. They must be ordered through Lands' End or Educational Apparel. Full zip jackets are NOT permitted. No EXCEPTIONS.

### 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 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

- Hooped earrings are not permitted.

### 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 are to have a back strap and be worn with socks. Crocs may not be worn for safety reasons.
- Flip flops are NOT allowed.

## **B. Boys**

### Pants

- Plain, traditional cut, navy blue (or khaki if in 7<sup>th</sup> or 8<sup>th</sup> 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 7<sup>th</sup> or 8<sup>th</sup> grade) walking shorts may be worn during the **1<sup>st</sup> and 4<sup>th</sup> quarters.**
- The length must match the length of the fingers extended at the side.

#### 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.
- Shirrtails 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 may be worn.
- Approved top must be worn under all sweaters or sweatshirts.
- Navy micro fleece half zip pullovers WITH the school crest are allowed. They must be ordered through Lands' End or Educational Apparel. Full zip jackets are NOT permitted. No EXCEPTIONS.

#### Socks

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

#### Jewelry

- No earrings are allowed.

#### 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 are to have a back strap and be worn with socks. Crocs may not be worn for safety reasons.
- Flip flops may NOT be worn.

#### Hair

- 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.

**There will be regular uniform inspections throughout the school year. When uniform policies are continually disregarded by students, detentions will be given.**

#### **SPIRIT DAYS**

Every Thursday of each month is Piqua Catholic Spirit Day. Approved school spirit shirts and sweatshirts may be worn. Uniform pants, skirts, jumpers, or jeans must we worn.

#### **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

### **C. 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 to provide a pair of tennis shoes that are to be worn only on the NSC gym floor.**
- **Gym shoes must be non-marking soles.**

**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.

### **D. 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 denim jeans with no holes are acceptable. **(No jeans shorts on a jeans day.)** Spirit shirts may be worn on that day, and for appropriate field trips.

### **E. Game Day Uniforms**

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

### **F. Playground Rules**

Rules established by the building principal will be discussed and posted. Authority to enforce these rules will rest with the faculty/staff member or volunteer who is in charge of the playground.

### **G. Classroom Media Use**

Any teacher intending to use a VCR, CD, and DVD, movie or other media for classroom purposes must have the item pre-approved by the building principal. Any item rated PG, or PG-13 should not be shown in grades K-6. If such a media item is approved by the building principal, parents must be notified prior to the intended use of such item, and have the right to refuse their child's participation in its use without consequence.

## **XXX. VOLUNTEER GUIDELINES**

Piqua Catholic School welcomes volunteers and recognizes them as a valuable 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. To be taken on field trips with volunteer
  - C. 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

### **XXXI. NUT FREE CAMPUS**

Due to an increase in the number of food allergies, Piqua Catholic has adopted a nut free policy. This means that no products containing nut (oils, tree nuts, or ground nuts) will be permitted in the school building. For the safety and wellbeing of all of the students, we are asking the parents to comply with this policy. If a child does bring something containing nuts or nut products, the following procedures will be followed:

1. The item will be removed from the child and kept in a safe, secure location. Students will be given food from the cafeteria if necessary.
2. The parents will be called.
3. A notice will go home with the child outlining the policy to remind the family that Piqua Catholic is a nut free campus.

### **XXXII. BOARD OF EDUCATION MEMBERS**

Reverend Thomas Bolte, Pastor  
Brad Zimmerman, Principal  
Joyce Thornberry  
Sarah Kemmer  
Cori Knapke  
Kyle Cooper  
Matt Scheiltz  
George Atkinson  
Earl Sever  
Ellen Jay

### XXXIII. PIQUA CATHOLIC SCHOOL EMPLOYEE ROSTER

Brad Zimmerman	Principal
Heather Lewis	Kindergarten
Ashley Schulte	1 <sup>st</sup> Grade
S. Mary Alice Haithcoat	2 <sup>nd</sup> Grade
Rene Hoelscher	3 <sup>rd</sup> Grade
Alexandra Canavan	4 <sup>th</sup> Grade
Amy Woehrmyer	5-8 Grades (5 <sup>th</sup> -8 <sup>th</sup> Math, 7 <sup>th</sup> grade Religion)
Heather Ritts Smith	5-8 Grades (5 <sup>th</sup> /7 <sup>th</sup> LA, 8 <sup>th</sup> Social Studies, 5 <sup>th</sup> /6 <sup>th</sup> Religion)
Michelle Voress	5-8 Grades (6 <sup>th</sup> /8 <sup>th</sup> LA, 5 <sup>th</sup> -7 <sup>th</sup> Social Studies)
Theresa Miller	5-8 Grades (Science 5 <sup>th</sup> -8 <sup>th</sup> , Tech. 5 <sup>th</sup> -8 <sup>th</sup> , 8 <sup>th</sup> Religion)
John Cianciolo	Physical Education/Health/Athletic Director
Rachel Birman	Instrumental Band/Music K-8/Jr. High Choir
Deb Zimmerman	Art
Babacar Fall	Spanish

#### **Auxiliary Services Employees**

Samantha Ditmer	Speech & Hearing Therapist
Denise Monnin	Title I
Therese Rouse	Nurse
Natalie Geiger	Intervention Specialist
Psychological services provided by student's public school district of residence	

#### **Staff**

Tweetie Duer	Administrative Assistant
Heather Monnin	Business Manager
Rachel Birman	Librarian
Brenda Karpinski	Head Chef