



**Corryville Catholic**  
Elementary School

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***Strong Foundation • Future Leaders***

Student & Parent Handbook  
2023-2024 School Year

Corryville Catholic Elementary  
108 Calhoun Street  
Cincinnati, Ohio 45219  
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[www.corryvillecatholic.org](http://www.corryvillecatholic.org)



School Hours  
7:30 a.m. – 2:15 p.m.

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## **WELCOME**

### **Principal Letter**

August 2023

Dear Parents/Guardians and Students,

This handbook has been prepared to clarify questions parents sometimes have regarding school philosophy and procedures. Your attitude toward the parish school is most important. The respect you manifest for the school and individual teachers will be absorbed by your child. Only if your child respects the mutual authority of the parents and teachers will he/she be able to make a success of his/her education. This handbook is the effort of many people at Corryville Catholic representing the vision of who we are and who we want to be for our students, families, and school community. Our guidelines, policies and procedures are detailed inside.

Since situations may arise that were not foreseen at the time of writing this handbook, the Principal reserves the right to amend this handbook at any time. Parents and students will be promptly notified of any changes.

The Corryville Catholic Community is a great gift to children, parents, our church and our neighborhood. We are an example to our city as we come together from many parishes, neighborhoods and families to work together as one peaceful community. We strive to create a Christ-centered environment in which each child develops to his or her full potential.

Thank you for being an important member of the Corryville School Community.

Lauren Clements, Principal

### **History of School**

Corryville Catholic School was founded as St. George School in 1877. In 1977 St. George School closed and along with five other parish schools was consolidated as Corryville Catholic School. Corryville Catholic has continuously provided a structured Christian education stressing both spiritual and academic values. The Sisters of Notre Dame de Namur have been at Corryville Catholic since its founding, bringing personal dedication and respect for the individual which are the foundations of the Sisters' educational philosophy.

### **Mission Statement**

Corryville Catholic is an elementary school in the tradition of the Sisters of Notre Dame de Namur. Inspired by Jesus' Gospel teachings, we maintain a Catholic/Christian atmosphere in partnership with local faith communities.

As a CISE school, Corryville Catholic exists to serve children in Cincinnati and provide high quality academic and religious instruction. We commit to educating the whole child in developing life-long learning skills and becoming conscientious citizens. Our mission is to maintain high standards of academic excellence, and to

meet the spiritual, physical, emotional, and social needs of our students.

### **Belief Statements**

- We believe that Catholic education deepens our faith relationship with our good God and provides us all with a moral/spiritual foundation.
- We believe that administrators, school staff, parents, and students share the responsibility for fulfilling the school's mission through a spirit of love and cooperation.
- We believe that learning is a lifelong process accomplished in light of our own gifts and talents in cooperation with others.
- We believe in providing a curriculum that challenges each child and leads to success in learning.
- We believe instruction should be adjusted to the needs of the individual student as each is actively engaged in the learning process.
- We believe that ongoing assessment is critical to recognize the needs and learning styles of each student for continuous improvement and use of effective teaching methods.

### **ACCREDITATION**

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

### **ADMINISTRATION**

Corryville Catholic Elementary is a parish school which operates under the authority of the Pastor, Fr. Ethan Moore under the direction of the school principal, Lauren Clements, and assistant principal Danielle Bateman.

### **RIGHT TO AMEND**

This handbook is not a binding contract on Corryville Catholic Elementary. 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

### **Non-Discrimination Statement**

No student may be excluded from Corryville Catholic Elementary solely because of race, color, national/ethnic origin, or ancestry.

### Registration Requirements for All Students

Corryville Catholic is operated and maintained through several financial support groups in order to provide a Catholic elementary education for the children of our parishes. Members of our family of parishes (Annunciation, Holy Name, and St Monica/St. George) has first priority. Admission shall not be based solely on ability or achievement.

Admission of ALL new students is subject to

- Completion of ALL paperwork
- Placement screenings
- Conference with the school principal

Documents required for Admission:

- \*Birth Certificate
- \*Baptismal Certificate (if applicable)
- \*Most recent report card
- \*Social Security Card
- \*Vaccination Record
- \*\$50 non-refundable registration fee
- \*Proofs of address (utility bill, cable bill, etc.)
- \*Complete registration packet
- \*EdChoice/JP Scholarship paperwork if applicable

### **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 administration. 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**

Corryville Catholic Elementary will evaluate on a case-by-case basis whether or not 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 Corryville Catholic Elementary 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 Ed Choice 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.

## **Voluntary Withdrawal of Students**

The school office must be notified in advance of a student's impending withdrawal. Prior to the last day of school, the parents should inform the office of the last day the student will attend class at Corryville Catholic, as well as the name and address of the new school. School fees and tuition payments must be paid in full. All text books, library books and devices borrowed from the school must be returned before the student's records are processed for transfer to another school. School fees cover a variety of areas: cafeteria, library, PTG bills, damaged goods or any other expenses relating to school programs. Interim progress reports or report cards can be withheld if fees are not paid. 2. Withdrawal of Pupils from School for Academic Reasons

A parent withdrawing a child or children from Corryville Catholic is requested to notify the Principal two weeks in advance in order that records and report cards may be available for forwarding at the time of the transfer to another school.

School records may be withheld until all financial obligations to the parish and/or the school are finalized.



## **ACADEMIC PROGRAM**

### **Academic Expectations**

Students at Corryville Catholic Elementary 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 fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

### **Homework**

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

### **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. Consequences for missing or incomplete homework will vary depending on grade level and teacher.

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

#### **Example:**

Kindergarten	15 minutes
Grades 1 – 3	20 to 45 minutes
Grades 4 – 6	45 to 90 minutes
Grades 7 – 8	60 to 120 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. Grades K-8 use the Archdiocesan recommended reporting structure for recording student progress.

It is important to communicate student achievement to families. Formal reports of grades are issued at the end of each trimester.

Parents in grades 4-8 can log on to Gradelink with their username and password to review their child/children's grades. You can even set the notifications to ding your phone when a grade is entered below the criteria you set.

### **Grades K-3 Grading Scale:**

**4=Advanced** - Consistently exceeds standards/checkpoints for this grading period,

4- student has mastered the standard and can use and apply the standard in multiple contexts and situations. All assignments and tests will have opportunities for Advanced scores. However, do not be discouraged if you are not seeing 3's or 4's in the first two trimesters. Many of our standards will cover the entire year, and may take the year to demonstrate mastery.

**3= Proficient** - Frequently meets standards/checkpoints for this grading period

This is a student who completes assignments independently and demonstrates that they truly have an understanding of the content being taught.

**2= Partially Proficient** - Is progressing toward proficiency on standards/checkpoints for this grading period

This is a student who is putting effort in, but has not consistently shown that they understand the content, skill or standard. If your child receives a 2, this is a skill that still needs to be practiced. It does not mean that they are behind in any way, just that they are still working on mastery. Many times, students may receive 2s in the beginning of a unit/chapter, and will work up towards 3s/4s at the end of the chapter.

**1=Unsatisfactory** - Demonstrates limited progress toward proficiency on standards

A 1 indicates that a student is just beginning to master a concept or standard. A 1 could also show that the student may not be "getting" the content, and we will work on interventions or extra practice to develop a deeper understanding. If your child continues to get 1s after intervention/extra practice your child's teacher will call to discuss concerns and ideas for improvement.

**Grades 4-8: Grading Scale:** 93-100 A, 85-92 B, 77-84 C, 76-70 D, below 69 F.

### **Field Trips**

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian.

### **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.

Promotion from one grade level to the next is dependent on the child's successful completion of the course of study at his/her grade level.

- If a child has an "F" average in two or more of the major subject areas, he/she may be required to repeat the grade.
- A student who has failed a single subject or is experiencing great difficulty in several subjects may be required to attend summer school.
- Decisions concerning summer school and retention are to be made by the principal, who will consult with the parents and teacher/s involved.

Retention decisions are based on three criteria:

- Academic growth
- Social/emotional factors
- Recommendation by teacher(s) and/or school administration

If two of the criteria are present, retention will be discussed with parents.

### **Records Review**

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

Corryville Catholic Elementary may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### **Curriculum**

Corryville Catholic Elementary 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**

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

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

### **Reporting Student Progress**

Corryville Catholic Elementary issues report cards to the families on a trimester basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via Gradelink ([gradelink.com](http://gradelink.com))

## **Awards**

Students who are in the 4th through the 8th grades are eligible for First Honors if they meet the following criteria:

- "A" average for the trimester
- No grade lower than a "C"
- All effort grades are "G" (good) or "S" (satisfactory).

They are eligible for Second Honors if they meet the following criteria:

- "B" average for the trimester
- No grade lower than a "C"
- All effort grades are "G" (good) or "S" (satisfactory).

When averaging the grades for each trimester, the grades in Art, Music, and Physical Education are weighted according to the number of class sessions per week.

**CHARACTER AWARD** Students in grades 4 - 8 who exhibit commendable effort and conduct will be eligible for A Character Award during each of the trimesters. The following conditions apply:

- All effort grades must be "G" (good) or "S" (satisfactory).
- All subheadings under "Personal Development" and Work/Study Habits must be at least satisfactory in grades 1-3. There cannot be any negative comments on the report cards of students in grades 4-8.
- Student has received No Conduct/Deficiency Points.

**PERFECT ATTENDANCE AWARD:** Student's will receive the Perfect Attendance Award if they have 0 unexcused tardy or absence days.

## **Student Support Programs**

Corryville Catholic Elementary 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 multi-tiered support system (MTSS): Math, Reading and Writing Special Education Intervention, Title I Reading and Math , Behavior Intervention and Speech Language Intervention Services.

### **Temporary Home Instruction**

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

## **FAITH FORMATION**

### **Religious Education**

Corryville Catholic Elementary 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 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**

Corryville Catholic students will complete sacramental preparation programs through Saint Monica Saint George.

## **ATTENDANCE**

### **The School Day**

School begins promptly at 7:30 AM. Students may enter the building at 7:00 AM by the Scioto Street door. Any child arriving after the 7:30 bell is late and must report to the office for a tardy slip before going to their homeroom. Regular and punctual attendance is expected of all students.

7:00-7:25 Breakfast is available (no outside food can be brought to the cafeteria for breakfast)

7:30 Prayer and beginning of school day

2:15 Dismissal

School dismisses at 2:15 PM.

Bus riders – Buses will be dismissed first through the Calhoun Street door.

Walkers – Students walking home follow safety procedures crossing the streets at the crosswalk.

Car riders – Will be sent out as their car reaches the front of the dismissal line.

Parents who are consistently late picking up their child will be notified that they will be charged a late fee. \$5.00 for every 15 minutes. This includes any after school programs (sports, detention, after school, etc), as well as regular dismissal. Students will not be permitted in the building after school except for supervised activities.

Students will be dismissed with order and respect. Students causing disruption during dismissal will be disciplined according to the Category I behavior plan.

**Changes in dismissal plans require a written note from the parent/guardian or a phone call prior to 1:45 p.m. Without a written note or phone call before 1:45 p.m. students will follow daily/usual dismissal procedures.**

**Arrival and Dismissal Map:** (on next page)

# CORRYVILLE CATHOLIC

## Elementary School Circulation Plan

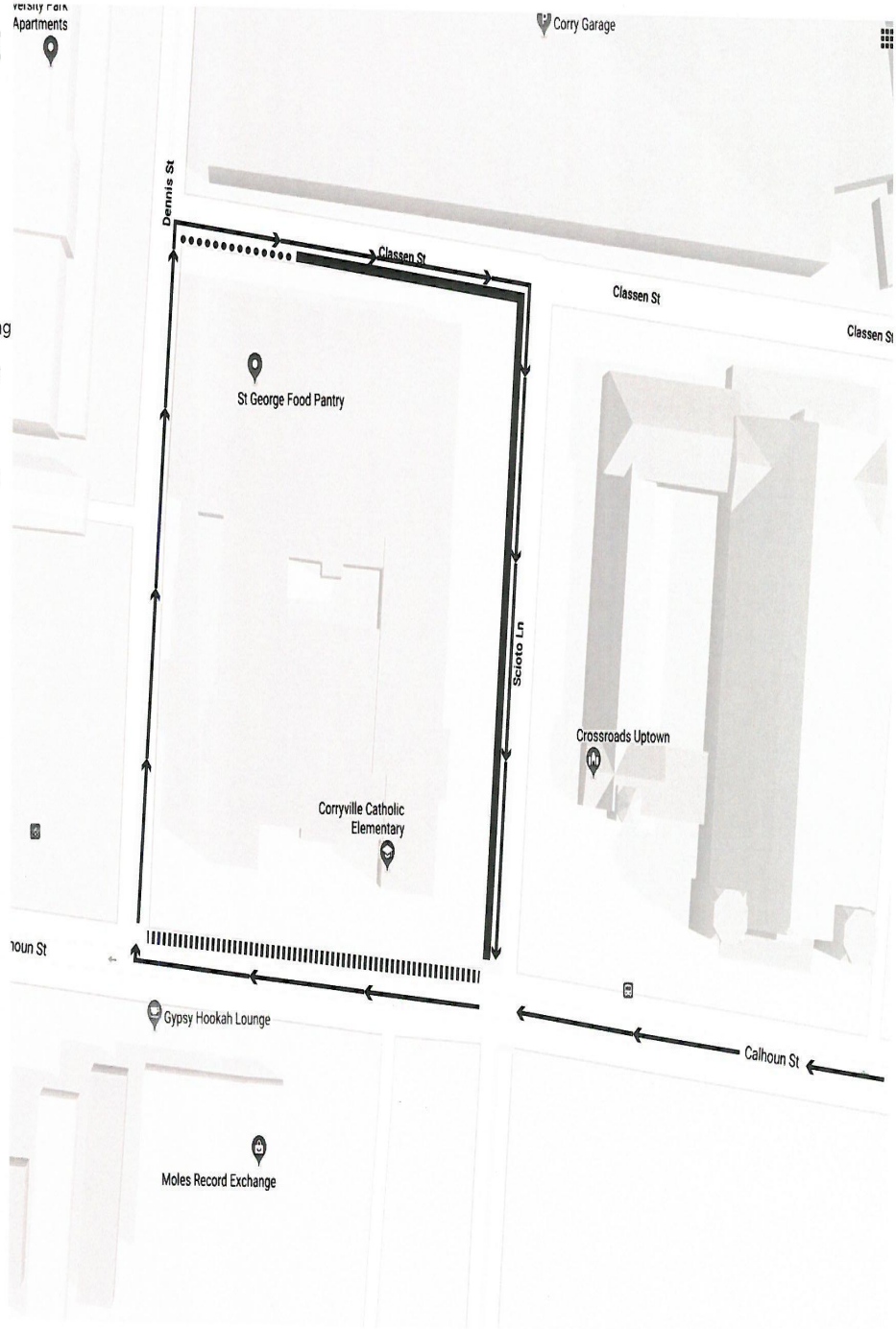
▲ North

||||| School Bus Zone

••••• Food Pantry Parking

▬ Student Drop Off /  
Pick Up Zones

➔ Traffic Pattern for  
Student Drop Off /  
Pick Up Zones





## **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. Failure to send your child to school is a violation of Ohio School Law. Criminal charges can be filed against a parent/guardian/custodian of a child who is habitual or chronic truant."

State attendance guidelines list that an absence is considered excused for these reasons only:

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death of a relative
- Observance of religious holidays
- Emergency set of circumstances- documentation must be provided

These absences still require the appropriate doctor's note or note from parents/guardians.

## **Appointments, Scheduled Events, Vacations**

When possible, medical and dental appointments should be scheduled outside of school hours. Class work, homework, or tests that occur while a student is absent are the student's responsibility to make-up. The student is expected to communicate with their teacher/s and agree upon appropriate deadlines for work to be completed and turned in.

\*\*\*FAMILY VACATIONS SHOULD NOT BE TAKEN WHEN SCHOOL IS IN SESSION. Students on vacation during the regular school year are marked absent and the missed assignments and tests can dramatically and negatively affect your student's tri-mester grade. Teachers are NOT required to plan assignments before the vacation. Credit for make-up work and make-up tests will only be given in extraordinary circumstances at the discretion of the Principal upon the student's return to class.

## **Make Up Work**

For all absences, students are responsible for doing the work, including tests, that they have missed during their absences. They will have one day for every day absent to complete assignments upon their return to school. Arrangements to pick up the child's work should be made before noon.

### **Excessive Absence and/or Tardy**

Ohio law states "It is the parental responsibility to ensure their child's regular attendance at school. Failure to send your child to school is a violation of Ohio School Law. Criminal charges can be filed against a parent/guardian/custodian of a child who is habitual or chronic truant.

Habitual truant is defined as 5 or more consecutive days, 7 or more school days in one month, 12 or more school days in a year.

Chronic truant is defined as 7 or more consecutive school days, 10 or more school days in one school month, 25 or more school days in a school year.

More than four days of absence in any tri-mester without good medical cause or good reasons is considered excessive. After the fourth absence in a tri-mester, a doctor's note may be required for any subsequent absence at the discretion of the principal. Students with excessive absences or habitual tardiness may result in a referral to the Hamilton County Juvenile Attendance Court Program.

Students who have 10 unexcused tardies in a tri-mester will be scheduled for a parent meeting with the principal to help resolve the issue.

Excessive absences can result in termination of an Ed Choice Scholarship and other Corryville Catholic scholarship opportunities.

### **Reporting An Absence**

A student's absence must be reported to the school office by 8:00 a.m. A message left on voice mail must include the caller's name, the student's name, grade number and reason for absence. Upon return to school, the parent/guardian must send a written note to the office stating the reason for the absence.

An unexcused absence from school will warrant proper corrective action.

## **ATTENDANCE UNDER SPECIAL CIRCUMSTANCES**

Corryville Catholic Elementary 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 Corryville Catholic Elementary 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/president 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**

### **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.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teaching of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

## **HEALTH AND SAFETY**

Corryville Catholic Elementary 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.

### **COVID-19 Acknowledgement of Risks**

According to the Centers for Disease Control and Prevention (CDC), the COVID-19 vaccination is recommended for everyone 12 years and older. Over the past year, a significant number of Ohioans have received the vaccination. COVID-19 infection rates have fallen, and indoor and outdoor mask mandates, as well as related social distancing restrictions, have been lifted in many settings.

Corryville Catholic Elementary plans to return to in-person learning for the upcoming 2022-2023 school year, including athletics and extracurricular activities with spectators. In doing so, Corryville Catholic Elementary will evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combating COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at Corryville Catholic Elementary and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Corryville Catholic Elementary staff, still involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students (and their parent(s)), teachers, and staff at Corryville Catholic Elementary, there may still be an elevated risk of contracting the disease simply by being in the building, on

the premises, or at any Corryville Catholic Elementary function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person learning and other in-person school activities and functions, is the choice of each family, including ours. If student or parent(s) who visit Corryville Catholic Elementary have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Corryville Catholic Elementary, attend any Corryville Catholic Elementary function, or visit Corryville Catholic Elementary.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Corryville Catholic Elementary or any Corryville Catholic Elementary function, including possible infection with COVID-19.

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

### **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.

## **Corryville Catholic Elementary POLICY ON STUDENT USE OF MARIJUANA**

Corryville Catholic Elementary 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.

Corryville Catholic Elementary 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**

Corryville Catholic Elementary follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect. All staff are considered mandatory reporters of suspected child abuse.

### **Immunizations**

Corryville Catholic Elementary complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although Corryville Catholic Elementary 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 and hearing screenings shall be provided regularly.

### **Safety Plan**

Corryville Catholic Elementary 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. Corryville Catholic Elementary also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

## **Wellness Plan**

Corryville continues to monitor goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness.

Corryville implements a breakfast and hot lunch program following the Federal Guidelines for Nutrition. All students participate in the school's physical education program. Teachers encourage parents to provide healthy snacks and minimize sugary treats.

- o No soda pop, large-sized drinks or snacks are permitted in the cafeteria. Snacks must be single portion size. Hot fries and other foods labeled "hot or spicy" are not permitted.
- o No microwave is available for student use. If you choose to pack a lunch, please pack your child's lunch accordingly.
- o Students may pack a lunch or choose a school lunch. They may not have both options for lunch.

The full Wellness Policy is available upon request from the Food Service Director or found on our website [www.corryvillecatholic.org](http://www.corryvillecatholic.org)

## **STUDENT CODE OF CONDUCT**

Corryville Catholic Elementary is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

Corryville Catholic Elementary reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for Corryville Catholic Elementary to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, Corryville Catholic Elementary reserves final judgment in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.



Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a conference will be scheduled with the teacher, parents/guardians, and principal.

### **Conduct In or Out of School**

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.

Corryville Catholic Elementary 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.

### **Corryville Catholic Elementary Harassment, Intimidation, and Bullying Policy**

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

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

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

### **Definition 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 general rules and expectations serve as reminders and are in support of the student.

##### Code Of Conduct

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.

5. Improper language or gestures, deliberate injury, or threatening statements are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
8. Books and materials are to be handled with care. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
12. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
13. Students are to be orderly in the halls and classrooms at all times, so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without permission of a faculty or staff member.
14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parent(s) or guardian(s). Students must also obtain the permission of the principal or teacher before leaving the school.

### Corrective Strategies for Category I Behaviors

Category I Behaviors: Certain student actions primarily harm only the student committing the offense.

These are considered Category I Behaviors.

<b>School Wide Expectations What's Expected of Students</b>	<b>Expected Behavior What Students Should Do (This list is NOT all inclusive)</b>	<b>Infractions of Expectations What Students Should Not Do (This list is NOT all inclusive)</b>	<b>Choices to Address Student Infractions These are not intended to be the only choices and will not occur necessarily in this order.</b>
Be Respectful	<ul style="list-style-type: none"> <li>● Obey classroom rules</li> <li>● Walk quietly in hallways</li> <li>● Work quietly in the classroom</li> <li>● Eat food only in assigned areas</li> </ul>	<ul style="list-style-type: none"> <li>● Disruptive behavior</li> <li>● Passing notes</li> <li>● Eating food/chewing gum in classrooms or hallways</li> </ul>	<ul style="list-style-type: none"> <li>● Re-teach behavioral expectations</li> <li>● Give student a warning</li> <li>● Assign 1 demerit for repeated offenses</li> <li>● Create a behavior contract that includes expected behaviors, as well as consequences.</li> <li>● Office referral</li> <li>● Detention</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>● Bring expected materials to class</li> <li>● Return parent signature forms on time</li> <li>● Turn in work on time</li> </ul>	<ul style="list-style-type: none"> <li>● Unprepared for class</li> <li>● Parent signature forms not returned</li> <li>● Late work</li> </ul>	
Be Ready	<ul style="list-style-type: none"> <li>● Stay alert and pay attention in class</li> <li>● Keep your area clean and orderly</li> <li>● Wear the required uniform</li> </ul>	<ul style="list-style-type: none"> <li>● Sleeping in class</li> <li>● Messy/disordered student areas</li> <li>● Not wearing proper uniform</li> </ul>	

### Corrective Strategies for Category II Behaviors

Category II Behaviors: Certain student actions primarily harm both the student and other students/teacher.  
These are considered Category II Behaviors.

<b>School Wide Expectations What's Expected of Students</b>	<b>Expected Behavior What Students Should Do (This list is NOT all inclusive)</b>	<b>Infractions of Expectations What Students Should Not Do (This list is NOT all inclusive)</b>	<b>Choices to Address Student Infractions These are not intended to be the only choices and will not occur necessarily in this order.</b>
Be Respectful	<ul style="list-style-type: none"> <li>• Take care of all property</li> <li>• Solve all problems peacefully</li> <li>• Follow rules in all areas of school</li> <li>• Accept refusals gracefully</li> <li>• Cope with it when the answer is "no"</li> </ul>	<ul style="list-style-type: none"> <li>• Misuse of equipment</li> <li>• Disrespecting another's property</li> <li>• Defiance (ignoring directions or refusing to work)</li> <li>• Cafeteria disturbance</li> </ul>	<ul style="list-style-type: none"> <li>• Assign 2 demerits</li> <li>• Detention</li> <li>• Office referral</li> <li>• Parental contact/conference</li> <li>• Loss of student privilege</li> <li>• Create a behavior contract</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>• Ask before borrowing</li> <li>• Attend all required school functions</li> </ul>	<ul style="list-style-type: none"> <li>• Stealing</li> <li>• Cutting detention</li> </ul>	
Be Ready	<ul style="list-style-type: none"> <li>• Do your own work</li> <li>• Turn in your cell phone to your teacher at beginning of the day</li> </ul>	<ul style="list-style-type: none"> <li>• Cheating/copying</li> <li>• Unauthorized cell phone in classrooms</li> </ul>	

### Corrective Strategies or Category III Behaviors

Category III Behaviors: Certain student actions involve the safety of students and staff. These are considered Category III Behaviors.

<b>School Wide Expectations What's Expected of Students</b>	<b>Expected Behavior What Students Should Do (This list is NOT all inclusive)</b>	<b>Infractions of Expectations What Students Should Not Do (This list is NOT all inclusive)</b>	<b>Choices to Address Student Infractions These are not intended to be the only choices and will not occur necessarily in this order.</b>
Be Respectful	<ul style="list-style-type: none"> <li>● Use polite and appropriate words</li> <li>● Solve problems peacefully</li> <li>● Consider the feelings of others</li> <li>● Obey bus rules</li> </ul>	<ul style="list-style-type: none"> <li>● Obscene gestures/language</li> <li>● Repeated/escalated defiance</li> <li>● Fighting (threatened or acted upon)</li> <li>● Harassment/ threats</li> </ul>	<ul style="list-style-type: none"> <li>● Assign 3 or more demerits</li> <li>● Detention</li> <li>● Office referral</li> <li>● Parental contact/conference</li> <li>● Loss of student privilege</li> <li>● Create a behavior contract</li> <li>● Suspension</li> <li>● Expulsion</li> <li>*Note: Some cases may require immediate suspension or expulsion</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>● Ask before borrowing</li> <li>● Take care of school property</li> <li>● Tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher desk intrusion</li> <li>● Stealing</li> <li>● Vandalism</li> <li>● Lying</li> <li>● Sexting using technology</li> <li>● Technology use unbecoming of a Corryville Catholic student</li> </ul>	
Be Ready	<ul style="list-style-type: none"> <li>● Stay in assigned areas of school</li> <li>● Attend school everyday</li> </ul>	<ul style="list-style-type: none"> <li>● Leaving classroom /school grounds</li> <li>● Truancy</li> </ul>	

\*\*All forms of possible misbehavior cannot be cited. Some examples are noted here. The school reserves the right to take disciplinary action as needed depending on the severity of the offense. A single, very serious offense can also be cause for immediate expulsion at the discretion of the principal.

Conduct which may result in suspension and/or expulsion includes but is not limited to:

- a. *Chronic or serious class or school disruption-* to be involved in behavior which disrupts the educational process of the other students in the classroom or school
- b. *Disrespect-* to insult, call derogatory names, dishonor, or in another manner abuse, threaten or harass physically, verbally or in writing any member of the school staff or other students.
- c. *Fighting-* the act of hostile bodily contact in or on school property or at a school sponsored event.
- d. *Insubordination-* to challenge or question a staff member or principal when asked to carry out a reasonable request.
- e. *Lack of responsibility-* the consistent failure to submit school assignments or requirements.
- f. *Obscenity-* the act of producing, possessing, or using in any form (verbal, printed, electronic, written, getsure, etc.) obscene or profane material, language or acts.
- g. *Inappropriate displays of affection are prohibited*
- h. *Stealing-* the act of taking or acquiring the property of others or the school's without consent.
- i. *Truancy and Tardiness*
- j. *Vandalism-* the act of willful destruction of property belonging to others
- k. *Smoking/Vaping-* on the school premises or at school sponsored functions
- l. *Bringing a weapon or look alike to school*
- m. *Cheating-* copying assignments including test answers from an unauthorized source or allowing someone to cheat directly or by not taking reasonable precautions. Cheating includes possessing another student's homework without the teacher's permission. Plagiarism or improper copying from reference or other sources is not tolerated.
- n. *Off limits-* Students are to remain under teacher's supervision and may not be in areas of the school or parish without specific permission.
- o. *Dishonesty-* including academic dishonesty or cheating

### **Telephone and Cell Phone Use**

Students are not permitted to use the phone unless it is an emergency and approved by the teacher or principal. All approved phone calls will be made from the school office.

Cell phone/smart watch use by students is not permitted during the school day. ONCE A STUDENT ENTERS THE SCHOOL BUILDING ALL CELL PHONES and SMART WATCHES MUST BE TURNED OFF. CELL PHONES/SMART WATCHES CAN NOT BE TURNED BACK ON UNTIL AFTER THE STUDENT EXITS THE SCHOOL BUILDING AT THE END OF THE DAY. Cell phones must be turned into the teacher to be locked in the classroom safe (cell phones cannot stay in pockets or backpacks) *Students are prohibited from taking videos, pictures, voice recordings etc. at school and school-related activities and posting them on the internet (YouTube, Facebook, Tik Tok, etc.). Such activity will result in consequences relative to Class II or Class III behaviors for all students involved.*

First violation: If the cell phone rings during school time or is found on the student/backpack, student will receive a one point violation, the phone will be confiscated, student will be required to pick up the phone from the Principal at the end of the day.

Second violation: Student will receive a two point violation, and the phone will be confiscated. A parent will be required to pick up the phone from the Principal.



Third violation: Student will receive a five point violation (an automatic detention) and the phone may be confiscated until the end of the school day. Student will be required to turn cell phone into the principal at the beginning of each day.

Corryville Catholic School is not responsible for cell phones or other technology carried or left in book bags. If cell phones, other technology and personal belongings are brought to school, the school will not be held liable for loss or damage.

### **Bus Transportation**

Corryville Catholic Elementary will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

Bus transportation is provided for those eligible by the Cincinnati Public Schools. For further information related to student's transportation call the Pupil Transportation Office at 363-0330. Students MUST follow the bus rules established by the city or state. Bus write-ups issued by the driver for misconduct will result in the loss of the privilege of riding the bus and may result in additional disciplinary measures from Corryville Catholic.

Rule infractions may result in being written up by the bus driver. Those who ride the bus are under the authority of the driver and may be banned from riding the bus for lack of respect or unruly conduct.

1<sup>st</sup> write up: serves as a warning

2<sup>nd</sup> write up: student will receive demerits

3<sup>rd</sup> write up: student is suspended from the bus for three days

4<sup>th</sup> write up: student may be off the bus for a week

Significant behavior may result in immediate suspension from the bus regardless of the number of write ups received.

### **Detentions, Suspensions, Expulsions**

#### Demerit Totals

3 Demerits = Parent/Guardian Contact
5 Demerits= After School Detention
10 Demerits = After School Detention
15 Demerits = In School Suspension
20 Demerits = Student is placed on contract and/or an out of school suspension may occur.

\*Note: At the end of each trimester demerits will be purged so that students can start the new trimester with a clean slate, but there is a maximum of 40 total demerits allowed. Expulsion will occur at 40.

After school detention is on Wednesday from 2:15-3:15. Detentions must be served after school, no exceptions. Detentions cannot be served during recess.

### **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.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### **Finality of Decisions**

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

### **Search And Seizure**

Corryville Catholic Elementary reserves the right to search and inspect school property used by students at any time. Corryville Catholic Elementary 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**

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

## **GENERAL INFORMATION**

### **Extra-Curricular Activities and Sports**

Corryville Catholic partners with Friars Club to offer some sports teams. The Friars Club Program has a primary focus of fundamental skill development through a fun learning environment with an emphasis on respect, responsibility, leadership and good sportsmanship.

Corryville Sports:

Girls Basketball for Grades 3-8

Directed by the Friars Club.

Offered in the Fall.

Boys Basketball for Grades 4-8

Directed by Friars Club.

Offered in the Fall.

Football for K-8

Corryville partners with Cardinal Pacelli, St. Mary and CPS

Contact the office if interested

Offered in the Summer/Fall

Volleyball for Girls in Grade 3-8

Corryville partners with Friar's Club

Offered in the Spring

Junior Dribblers for K-2 Boys and Girls

Offered in the Spring

Coached by the Friars Club

Sports are privileges afforded to students; no student has an absolute right to team membership. Students can be denied participation if they fail to meet academic or behavioral requirements. A student who is suspended from school will not be allowed to participate in athletics at Corryville Catholic Elementary during such suspension. The suspended student will not be allowed to begin participating in Corryville Catholic Elementary 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.

**Gifts/Birthday Treats**

Birthday treats that are brought for students must include said student's whole class and are to be limited to a small treat that can be passed out. Example: cupcakes or cookies (Not permitted: cake, ice cream, juice, etc.). Time of day to have the treats is at the discretion of the homeroom teacher. We are not able to accommodate small birthday parties during the school day as it takes away from instructional time. Balloons, presents and decorations are not permitted.

**Library/Media Center**

All books that go home must be transported in a book bag. Students will be held responsible for damage to or loss of library books.

**Lost and Found**

Our lost and found is located in a secure area. If your child has lost an item, please notify the front office staff. Corryville Catholic is not responsible for lost or stolen items. Lost and found items accumulate quicker than they are claimed. Therefore at the end of each Trimester we reserve the right to donate said items to charity. To avoid items becoming lost please label jackets, all outerwear, uniforms, additional clothing, lunch boxes and other school needed items.

**Lunch Program**

Corryville Catholic participates in the U.S.D.A. school breakfast and lunch program and provides full priced, reduced, or free meals. Students who prefer to pack their lunches may purchase milk.

- No outside restaurant meals are permitted during the school day.

In the cafeteria:

- Courtesy and good manners are expected of every student ("Please" and "Thank you")
- Students are to show respect and follow directions of the cafeteria personnel and supervisors
- Student must follow the cafeteria rules
- No soft drinks, large sized drinks or snacks are permitted in the cafeteria
- When dismissed, each student makes sure his/her place is clean, chairs are in place, and trash is disposed of properly.

**USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color,

national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

#### Cafeteria Past Due Account Policy

Corryville Catholic School believes that all children need proper nutrition in order to grow and learn properly. We do not believe that a child should go without eating. This being said, Corryville Catholic School must also be realistic about the loss of money that occurs in our school lunch program when families accumulate debt on their lunch accounts. After weighing both of these issues, Corryville Catholic School has adopted the following policy for unpaid meal charges.

#### Charging Meals

- Corryville Catholic School allows students to charge meals (breakfast and lunch included).
- When a student has a balance over \$20.00 on their account they will be served an alternate option. Once a payment has been made on your account to return to a balance to under \$20.00 (optimally returning to a zero balance) your child will be able to receive the regular school meals.
- The alternate meal is not charged to the student account in an effort to help families minimize their expenses and help them to return to a zero balance.

- The alternate meal is made to look like a regular reimbursable meal to minimize overt identification.
- Water is always available in the cafeteria for both meals.

#### Notifications/Forms/Payments

- Free and Reduced forms are available online ([www.corryvillecatholic.org](http://www.corryvillecatholic.org)) or in the school office. Free and reduced lunch applications can be filled out at any time during the school year.
- For help completing the Free and Reduced forms please contact the food service director or the school principal (513)281-4856
- Balance notifications will be sent out at the end of each week. Any student who carries at least a \$1.00 balance will receive a letter. This is done in an effort to notify parents before the debt becomes unmanageable
- The food service director will make phone calls to families of students who have made no attempt to repay debt or at communication for a payment schedule.
- The food service director is responsible for monitoring student accounts. Parents are encouraged to communicate with the director about student balances and payment plans.
- Families may make payments via homeroom teachers, the school office, or online through MySchoolBucks.com. If payment is not made online, please send funds in a clearly marked envelope with the student(s) name, and homeroom teacher.
- Records will not be released for a student who carries a balance in the cafeteria.

#### Cafeteria Menu

- Our school menu is posted monthly on the school's website. Click on the Food Services link and scroll to the bottom of the page.

### **Parent and Guardian Information**

#### **Communication**

The best educational atmosphere is one in which parent/guardian, teacher, school, and church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

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

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or phone the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Time is set aside in the fall and spring for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

Our school's weekly parent newsletter is called the Cougar Courier. The newsletter is mailed out to parents on Wednesdays.

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

### **Emergency Closings**

If Corryville Catholic School needs to close the closing will be announced on TV. Closures will also be emailed and texted to parents (messages will come from SmartSend). Parents/grandparents can only be notified if we have a correct/current cell phone and email on file in the office.

Listen for: Corryville Catholic School (Two Hour Delay, or CLOSED TODAY)

If Cincinnati Public Schools announces no bus transportation, Corryville's buses will not pick up either.

Please do not call the school for school closing information. If there's a snow day, no one is in the office to respond to the phone. Watch the television news or check the internet for the fastest reporting.

If a two-hour delay is called-school begins at 9:30 a.m. If we are on a two-hour delay, the school building opens at 9:00. Teachers are not present before 9:00. Refrain from dropping your child(ren) off early because there may be no one here at school early. If we have a two-hour delay, there is no bus transportation.

## **Social Media**

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

While Corryville Catholic Elementary 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 Corryville Catholic Elementary 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**

Corryville Catholic Elementary is a tuition based school. In order to maintain an excellent educational environment, we rely upon timely payment of your tuition commitment. Financial Aid is available and application information can be obtained from the school office.

Each family will receive a tuition envelope in August to submit their monthly payments.

Tuition is scheduled over a nine month payment period. The first tuition payment of the year must be paid before September 15<sup>th</sup>. The 9 tuition payments run September 1st through June 1<sup>st</sup>. Tuition must be paid on or before the 15<sup>th</sup> of each month. For each month the tuition is not paid on time there will be a late fee charged.

2023-2024 Tuition per student=\$7,000

If tuition is two months behind student/s will be excluded from school until the parents pay and/or make special arrangements. Eighth graders' tuition must be current or they will be excluded from Graduation.

Any financial refund requests need to be made to the principal. The business manager will then authorize the refund.



Tuition for Corryville Catholic Elementary is set every year after deliberations by the Advisory Board and final approval by our Pastor, Fr. Ethan Moore

Tuition Aid forms, FACTS Payment Plan forms, and tuition information and deadlines for the next school year can be found in the appendix.

### **Use of Student Pictures/Information**

We always want to respect the privacy of each child. A photo release form will be sent out at the beginning of this school year. If you choose no to allow photo permission, please make sure your child is aware of your desire. You may also want to inform your child that they should remove themselves from group photos when a camera is present so we do not have to ask them to do so. Please be aware that other parents may take photographs of your child during classroom parties, field trips, athletic events, or other school-related activities.

Corryville Catholic cannot control the extent to which other parents publicize such photographs on social media or in other forums, and assumes no liability for any such publications. If you are a parent who takes photographs that include children other than your own at school-related activities, Corryville Catholic encourages you to be aware of and sensitive to the preferences of other parents when it comes to publicizing those photographs. If a student asks to be excluded from a photo, that request will be honored.

This release becomes effective at time of enrollment and remains in effect for new photos the entire time the student is enrolled at Corryville Catholic. Should you ever wish to revoke the permission granted by the release, simply send a letter to the Advancement Department, 108 Calhoun St, Cincinnati, Ohio 45219. If you have any specific questions about the wording of the release, please contact Janet Nawroth at [jnawroth@corryvillecatholic.org](mailto:jnawroth@corryvillecatholic.org)

### **Visitors**

Parents and guardians are welcome to visit their child's classroom with prior permission. Parents and guardians must first check with the principal prior to the day they would like to visit and to obtain a visitor's badge.

Corryville welcomes visitors, particularly parents. However, to insure that a safe, academic atmosphere with minimal interruptions is maintained, all visitors must report to the school office and sign in. The visitor's license will be scanned and then will receive a nametag to be allowed in the building at that time. No one is permitted in the building without first coming to the school office to sign in and receive permission from the Principal and/or school secretary. Any visitor without a pass will be reported immediately to the office and will be asked to leave the building. Forgotten lunches, lunch money, school books, etc. should be brought to the office, not the classroom. If a parent wishes to sit in on their child's class, they must make this request of the Principal at least one day in advance. Parent classroom visits are limited to one (1) hour.

### **Volunteers**

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the

SafeParish Training, an electronic (on-line) background check through Selection.com and remain current with the scheduled SafeParish training bulletins. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form ([Appendix N](#)) prior to volunteering.

### **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.

All Corryville students K-8 are required to wear uniforms.

#### **Girls**

**Regular Uniform:** Tuesday and Thursday

- Jumpers, skirts, or skorts- Must be knee length, Khaki, brown/tan, or Corryville uniform plaid (bought through uniform store [www.Schoolbelles.com](http://www.Schoolbelles.com))
- Leggings cannot not be worn as pants
- Slacks/Pants- Solid khaki, brown, or tan
- Shorts- Must be knee length, Solid Khaki, brown/tan
  - \* May only be worn during months of August, September, May, and June or when the outside temperature is projected to be above 75 degrees\*
- Blouses- Long or short sleeved, must have a collar or a turtleneck, white or yellow, simple tailored blouse or turtleneck. NO LOGOS. Shirts must be tucked in.
- Purses may be carried by 5th-8th graders only. If there's a need in a different grade, please contact the principal/assistant principal.

#### **Boys**

**Regular Uniform:** Tuesday and Thursday

- Pants- Solid Khaki, brown/tan
- Shorts- Must be knee length, Solid Khaki, brown/tan
  - \* May only be worn during months of August, September, May, and June or when the outside temperature is projected to be above 75 degrees\*
- Shirts- Long or short sleeved, must have a collar or a turtleneck, white or yellow, NO LOGOS, Shirts must be tucked in.

**Boys and Girls** (Some uniform items apply to both genders.)

Gym Uniform: Monday, Wednesday and Friday. T-shirts are available in the school office for \$10.00. *Separate uniform clothing for physical education is required.*

- Corryville T-shirt or sweatshirt
- White, black, navy or gray shorts or sweatpants. If a student wears leggings, they must wear shorts over the leggings
- No biker shorts are permitted
- Gym Shoes only
- NO Jewelry

Sweaters- Solid white, brown, yellow, black, or gray; NO patterns, designs, logos, or hoods.

Sweatshirts- School sweatshirts or solid white, brown, yellow, black, or gray. No hoods or logo's are permitted. The blue fleece donated by the school uniform company is also approved.

Socks- Solid colors of White, brown, yellow, or gray

Shoes (for regular and out of uniform days)- Low heeled closed toe shoes properly fastened or gym shoes ONLY.

NO high heeled shoes, crocs, sandals, or flip flops.

Boots for either gender may only be worn when snow is present or predicted.

Jackets- No outside jacket may be worn during the school day- appropriate sweaters or sweatshirts are listed above.

Personal Appearance:

Jewelry- Students may wear a watch and a simple chain. Simple pair of earrings that don't dangle are permitted. NO other distracting accessories hanging around the neck are permitted.


Neither gender may wear bandanas or hats during the school day. No piercing other than one piercing in the ear is permitted.

Acrylic/fake nails are discouraged.

Both genders are to refrain from extreme haircuts.

For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, drugs, violence, or political position is not permitted.

## APPENDICES

Appendix A	<a href="#">Accident Injury Form</a>
Appendix B	<a href="#">Archdiocesan Policy for Youth Activities/Permission Form</a>
Appendix C	<a href="#">Asthma Inhaler Form for Self-administration</a>
Appendix D	<a href="#">Decree on Child Protection</a>
Appendix E	<a href="#">Emergency Medical Authorization Form</a>
Appendix F	<a href="#">Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector</a>
Appendix G	<a href="#">Parent/Guardian Request for Administration of Medication</a>
Appendix H	<a href="#">Physician Request for Administration of Medication</a>
Appendix I	<a href="#">Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector</a>
Appendix J	<a href="#">Responsible Use of Technology</a>
Appendix K	 2023-2024 Corryville Catholic Calendar for Families
Appendix L	<a href="#">Social Media Policy and Media Release Form</a>
Appendix M	Tuition Information and Forms
Appendix N	<a href="#">Volunteer Confidentiality Form</a>

Signature Page Parent/Guardian and Student(s) Signature Required (below)

**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 Corryville Catholic Elementary Family Handbook.

\_\_\_\_\_  
Parent/Guardian Signature and Date

\_\_\_\_\_  
Parent/Guardian Signature and Date

\_\_\_\_\_  
Student Signature and Date

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Student Grade

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Student Signature and Date

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Student Grade

7/31/2023 6:31 p.m.