



Cardinal Pacelli School

Family Handbook
2026-2027 School Year

Updated: July 2026

“Educating the Heart and Mind”

OUR LORD CHRIST THE KING PARISH SCHOOL

927 Ellison Avenue

Cincinnati, OH 45226

School Office (513) 321-1048

www.cardinalpacelli.org

School Hours

7:30 a.m. – 3:00 p.m.

Table of Contents

Welcome to the Cardinal Pacelli School Handbook.....	- 7 -
Principal's Letter	- 7 -
The Cardinal Pacelli School of Our Lord Christ the King Church History.....	- 8 -
Cardinal Pacelli School Mission Statement	- 10 -
Statement of Beliefs	- 11 -
Philosophy of Education	- 12 -
Rights and Responsibilities.....	-13-
Accreditation	- 114
Administration	- 114
Right to Amend	- 114
Admission and Enrollment	- 115
Non-Discrimination Statement.....	- 115
School Age.....	- 115
Educating Students with Special Needs.....	- 116
Auxiliary services.....	-16-
Admissions Process.....	- 117
Admission Requirements.....	- 117
Readmission of Current Students	- 118
Tuition Policy and Fees.....	- 119
Tuition Assistance New Requirements	- 20
Accuracy of Information Statement	- 21
Voluntary Withdrawal of Students	- 21
Faith Formation	- 21
Religious Education	- 221
Sacramental Preparation	- 222
Church Etiquette.....	- 222
Academic Program	- 223
Academic Expectations	- 223

Homework.....	- 223
Grades and Grading	- 224
Field Trips	- 225
Promotion and Retention	- 226
Records Review.....	- 226
Withdrawal/Disenrollment for Academic Reasons.....	- 227
Withdrawal/Disenrollment Based Upon the Conduct of Parents/Guardians	- 227
Curriculum	- 228
Standardized Testing.....	- 228
Reporting Student Progress	- 229
Honor Roll	- 29
Awards.....	- 30
Student Support Programs.....	- 30
Temporary Home Instruction.....	- 31
Attendance	- 31
Daily Attendance.....	- 31
Appointments, Scheduled Events, Vacations	- 33
Make Up Work	- 334
Excessive Absence and Tardiness	- 334
Reporting An Absence.....	- 335
Attendance Under Special Circumstances	- 335
Student Pregnancy	- 335
Gender Identity.....	- 336
Health & Safety	- 336
Administration of Medication.....	- 336
Medication Administered at School	- 339
Diabetic Care Policy	- 39
Seizure Action Plans	- 442
Non-Restriction Disclaimer	- 442
Policy On Student Use of Drugs and Alcohol	- 442
Child Protection	- 443

Immunizations	- 443
Health Screenings.....	- 443
Safety Plan.....	- 443
Emergency Drills.....	-
44-	
Wellness Plan	- 444
Nutrition Education	- 444
Physical Activity.....	- 445
Student Code of Conduct.....	- 445
Conduct In or Out of School	- 447
Recess.....	- 448
Illegal Substances	- 448
Harassment, Intimidation, and Bullying Policy	- 448
Types of Conduct.....	- 449
Complaints Regarding Harassment	- 50
Criminal Misconduct.....	- 52
Conduct Disclaimer	- 52
General Behavioral Expectations	- 552
Bus Conduct.....	- 553
Detentions, Suspensions, Expulsions	- 553
Discipline	- 553
Procedures to be Followed in Cases of Suspension and Expulsion.....	- 54 -
Administrative Procedure/Response.....	- 54 -
Conduct Cards	- 555
Sports Eligibility.....	- 556
Search And Seizure.....	- 556
Cheating and Plagiarism	- 556
Finality of Decisions.....	- 557
School Uniform	- 557
Boys Uniform	- 5 Error! Bookmark not defined.
Girls Uniform 5-8.....	- 59 -

Girls Uniform K-4	- 60
Spirit Wear Days	- 61
Out of Uniform Days:	- 62
Parent/Guardian Information.....	- 662
Communication	- 662
Confidentiality Regarding Students	- 665-
Cooperation as Condition of Enrollment.....	- 665
Custody Policy.....	- 665
Emergency Closings.....	- 665
Parent/Guardian Service Requirements.....	- 666
Social Media	- 666
Technology	- 666
Theft or Loss of Personal Property	- 667
Use of Student Pictures/Information.....	- 667
Visitors.....	- 668
Alumni	- 668
Volunteer Organizations	- 68
Volunteers	- 69
General School Information	- 70
Creating Class Lists.....	- 70
Extra-Curricular Activities and Sports	- 71
Gifts.....	- 72
Library/Media Center	- 72
Lost and Found	- 72
Lunch Program	- 72
Traffic Flow Safety.....	- 773
After School.....	- 774
Appendices.....	- 775
Parent/Guardian and Student Signature Page.....	- 776
User Agreement/Parent Permission Form	- 77

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

Welcome to the Cardinal Pacelli School Handbook

Principal's Letter 2026-2027

Dear Cardinal Pacelli Families,

Welcome back to a new school year at Cardinal Pacelli School!

I hope your summer was filled with opportunities to relax, spend time with family and friends, and create lasting memories. As August approaches, our faculty and staff are eagerly preparing for the return of our students and the beginning of another wonderful year of learning, faith, and growth.

At Cardinal Pacelli, we are blessed to be part of a vibrant school community rooted in our Catholic faith. Together with our parish and families, we strive to help each child grow academically, spiritually, socially, and emotionally. We look forward to partnering with you once again as we guide our students to become confident learners, compassionate leaders, and faithful disciples of Christ.

This year brings many exciting opportunities for our students. We are also excited to welcome several new staff members to our Cardinal Pacelli family and look forward to the gifts and talents they will bring to our community. We are grateful to have these talented educators and staff members as part of our school family.

One of the greatest strengths of Cardinal Pacelli is the partnership between home and school. Your support, involvement, and commitment to Catholic education make a tremendous difference in the lives of our students. Whether volunteering, attending school events, supporting PTO activities, or simply encouraging your child each day, your partnership helps create the strong sense of community that makes Cardinal Pacelli such a special place.

Thank you for entrusting us with your children. I am grateful for the opportunity to serve as your principal and look forward to a wonderful school year ahead.

May God bless you and your family.

Sincerely,

Jen

Martin

The Cardinal Pacelli School of Our Lord Christ the King Church History

The parish of Our Lord Christ the King was established in November 1926, with 132 Catholic families living within the parish boundaries. The letter authorizing Fr. Edward J. Quinn to form the parish coincided with the celebration of the first Feast of Christ the King established by Pope Pius XI. Therefore, this was the first parish ever to be dedicated to Our Lord under the title of "King." The first Mass was held on December 5, 1926, in the Lin-Del Building at 3200 Linwood Road. In September 1927, a 4-room school building was built and opened with the Sisters of Notre Dame de Namur in charge. Enrollment was 108 students but by 1936, it was 202 students, and a larger school building was planned.

On October 31, 1937, Eugenio Cardinal Pacelli, secretary of State to His Holiness Pope Pius XI, and a personal friend of the pastor, blessed the cornerstone for the new school. To honor the visit of the Cardinal, the new building was named The Cardinal Pacelli School. Cardinal Pacelli was elected pope on March 2, 1938, and took the name of Pope Pius XII.

In 1963, student enrollment was increasing and a second floor with eight classrooms and a principal's office was added to the school building. In 1971 the Sisters of Notre Dame de Namur, due to declining vocations and pressing needs in other ministries, found it necessary to end their relationship with the school.

In August 1965, Fr. Quinn retired due to ill health. He continued in residence until his death on September 21, 1966, after nearly 39 years as pastor. Monsignor Edward J. Graham was pastor until 1975 when he retired. He was succeeded by Fr. Francis G. Lammeier until 1987 when Fr. Gerald Haemmerle became pastor. In January 1997, Fr. Robert Obermeyer was appointed pastor. After Fr. Obermeyer retired in July 2011 and Fr. Edward P. Smith was appointed pastor. In 2022, the Archdiocese of Cincinnati underwent some restructuring and there was reorganization of all parishes in the archdiocese. Parishes, now known as families, were created. July 1, 2022, Fr. Edward P. Smith was relocated to St. Margaret of York/St. Columban Parish Family and Fr. Adam Puntel was appointed pastor of Our Lord Christ the King, St. Stephen, St. Rose, and Holy Cross Immaculata parishes.

In 1992, the parish began construction of its Parish Center which included a gym, art room and meeting rooms and was designed to meet the needs of over 1000 families who are members of the parish. The original school gym was remodeled into offices, a new school library and a computer lab. The Parish Center was finished and dedicated on August 18, 1993. As of October 2006, construction plans began for the reconfiguration of classrooms and the addition of a Science Lab. Funds for this project were raised through a grant as well

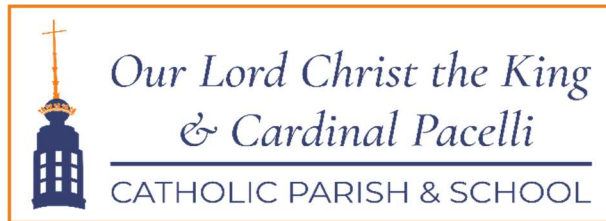
as a capital campaign throughout the parish. At the completion of this project, the school now houses a library, a computer lab, a science lab/classroom as well as an art room. The kindergarten classrooms, a nurse's office and conference room completed the reconfiguration and are located on the first floor adjacent to the school office. Currently, Cardinal Pacelli School has two classrooms per grade from Pre-Kindergarten through Grade 8 and one three-year-old Pre-School classroom.

In 2015, plans and construction began on a new building called the Cross & Crown Atrium. Our Lord Christ the King Church is now connected to all three buildings; The Cross & Crown Atrium, Cardinal Pacelli School, and the Parish Center are all linked. It houses several meeting rooms, the school cafeteria, the Parish Office, and beautiful gathering space for after Mass gatherings. On Sunday, November 25, 2018, the Christ the King Parish community gathered together for a momentous occasion: the blessing and dedication of The Cross and Crown Atrium on the Solemnity of Christ the King.

The Most Reverend Archbishop Dennis M. Schnurr, Archbishop of Cincinnati, presided at the 5:00 pm Mass and then led a procession into the Atrium for the blessing and dedication. Reverend Edward P. Smith, Reverend Frank Voellmecke, Reverend Robert Obermeyer and the Reverend Mr. Donald Gloeckler were concelebrants. A reception in the Atrium followed.

After a year of planning and fundraising, a new playfield was completed for Cardinal Pacelli School thanks to a group of dedicated and generous school parents, parishioners, and community leaders. On October 5, 2022, Fr. Edward Smith Playfield and the Fr. Frank Voellmecke Outdoor Classroom was dedicated.

Cardinal Pacelli School Mission Statement



Cardinal Pacelli, the parish school of Our Lord Christ the King Roman Catholic Church, is driven by Christian values, committed to academic excellence, strengthened by a nurturing community and dedicated to educating both the heart and mind, while serving the Lord.

Statement of Beliefs

We believe that students:

- are called to be disciples of Christ;
- want to learn in a high-achieving environment;
- strive to acquire Christian leadership skills.

We believe that parents:

- are the primary teachers of their children;
 - are models of the Gospel values;
- take an active, supporting role in their children's education, in addition to supporting teachers as catechists to their children.

We believe that staff:

- support parents as models of the Gospel values;
- provide quality instruction in academic excellence;
- act in the best interest of the student to promote a positive and supportive school environment.

Philosophy of Education

As a Catholic elementary school, Cardinal Pacelli School is dedicated to the Church's mission to proclaim the Word of Jesus Christ and translate this proclamation into action. Our goal is to integrate religious values and truths into daily life through our staff and our curriculum. We enter an educational partnership with our students' parents to share their responsibility as the primary educators of their children. With religious education as our base, our program is built on three principles:

First, the best learning environment is one of love and trust. Children who feel loved and trusted will grow and learn. With appropriate structure and limits, students experience freedom of choice within clearly defined boundaries. They can express feelings openly and know that someone will listen and care. This is the school atmosphere for students and for staff members. Adults must set a good example in relationships between pastor, principal, parents and teachers. Teachers are treated with respect as competent and valued professionals.

Second, each child is an individual with particular needs. Children develop and learn at their own rate and in their own style. Personal intellectual, social, and emotional development requires that our program is flexible enough to accommodate all student needs. Basic skills are best developed in a logical, sequential pattern. In addition to basic skills, we seek to develop a challenging curriculum to prepare our students for future academic successes. Academic excellence is valued and constantly pursued.

Third, open communication among students, school and home is essential. Parents and teachers are partners who work together to direct the child's educational development. Our program requires continual assessment of each student's needs, abilities, and progress. Communication between school staff and parents creates a more effective program and enhances the process of education.

All members of the school community must remain faithful to the basic values of Catholic education and Catholic social teachings. As we live the gospel and create a loving, disciplined environment, we view each child as a unique and valued individual, and we fulfill our mission as a Catholic elementary school.

Students, Parents, Teachers and Principal Responsibilities

All Cardinal Pacelli groups within the school community have certain responsibilities, which have an impact on the school environment.

Students have the responsibility to

- Respect the rights and dignity of teachers, principal, school personnel, and other students.
- Respect school and others' property.
- Know and obey school and classroom rules; and
- Accept the consequences when the rule is not obeyed.

Parents have the responsibility to

- Take seriously their role as the primary educator of their children and support school personnel in implementing the rules.
- Teach their children respect for people and property.
- Inform the teachers of any change in the home that would affect the children's performance in school.
- Treat teachers and staff with respect especially in electronic communications
- Respond to school communications when a reply is requested; and
- Accept the overall responsibility for their children's actions and resulting consequences of those actions.

Teachers have the responsibility to

- Respect the rights and dignity of students and assist parents in their role as the primary educators of their children.
- Explain and enforce school rules and implement the consequences consistently.
- Establish and enforce classroom and school rules; and
- Communicate when appropriate with the principal and parents.

Principal has the responsibility to

- Respect the rights and dignity of all members of the school community.
- Establish and enforce the rules.
- Support the faculty in enforcing the rules.
- Communicate with parents when serious or consistent violation of the rules has occurred; and
- Suspend and, in consultation with the pastor, expel students when necessary.

****It is essential that all members of our Catholic school community know the expected and acceptable behavior of students at CPS.***

Accreditation

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

Administration

Cardinal Pacelli School is a parish school which operates under the authority of the Pastor, Fr. Adam Puntel under the direction of the school principal, Jen Martin.

Right to Amend

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

Admission and Enrollment

Non-Discrimination Statement

Cardinal Pacelli School welcomes children of all backgrounds and origins through its doors in the pursuit of a quality, Catholic educational environment in which all students can learn and grow. *No student may be excluded from Cardinal Pacelli School solely because of race, color, national/ethnic origin or ancestry.*

The admission process at Cardinal Pacelli School is as follows:

1. The APPLICATION form is completed by the parent/guardian and submitted with all requested information and required documents no later than the established deadline.
2. REVIEW of the application begins. All required records will be reviewed by the school administration.
3. ACCEPTANCE is determined. Once the principal reaches a decision whether or not to accept a student, the parent/guardian will be notified in writing by a predetermined date.
4. ENROLLMENT is completed. Upon acceptance, the parent/guardian will be asked to register the student for the upcoming school year and pay the registration fee by a predetermined date.

School Age

In accordance with Section 3321.01 of the Ohio Revised Code, 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

Enrollment of students who qualify for academic or physical services are determined on a case-by-case basis to determine whether the school can meet the needs of a child with a disability. The needs of each child will be discussed and a determination will be made as to whether the resources are available for Cardinal Pacelli to accommodate these student needs. Enrollment of students with special needs will be reviewed annually between administration and parents.

We have 9 intervention teachers that are here either full time or part time. These include a Psychologist, Speech Pathologist, Interventionists, School Nurse and Title I teacher. Optimal services all students with Jon Peterson (IEP's), and all other accommodation plans are serviced through Cincinnati Public.

Auxiliary Services

PSYCHOLOGICAL SERVICES – A school psychologist provided by the Cincinnati Public Schools is at Cardinal Pacelli School for two days each week. The psychologist consults with teachers about students with learning difficulties, develops helpful compensation plans, and conducts diagnostic evaluations.

INTERVENTION SPECIALIST – A school intervention specialist provided by the Cincinnati Public Schools works with our students one day per week. The Intervention Specialist is a licensed teacher who is trained to provide direct specialized instruction to identified students. Their primary task is to carry out the goals and objectives of the Individualized Services Plan and School Accommodation Plans and provide student interventions both in and out of the classroom. Services may be provided individually or in small groups.

AUXILIARY CLERK – One day per week a clerk provided through auxiliary services works in the school. The clerk facilitates ordering of classroom supplies within compliance of entitlement fund regulations.

SCHOOL NURSE – A school nurse from the Cincinnati Public Schools auxiliary services is here five days per week. Her responsibilities include updating immunization records, screening students for hearing and vision, tending to sick and injured students, administering medication, discussing specific medical needs, answering medical concerns from parents/guardians, and writing Individual Care Plans for students with significant medical concerns and distributing them to appropriate staff.

SPEECH PATHOLOGIST – A speech/language pathologist provided by Cincinnati Public auxiliary services serves the needs of students one day a week. Students having difficulties in articulation, language, voice, hearing, and auditory processing are serviced.

JON PETERSON SPECIAL NEEDS SCHOLARSHIP/OPTIM-ALL SERVICES – multiple personnel from Optim-All Services are provided to our school for any student who has an IEP (Individualized Education Plan). After diagnostic evaluations are completed and it is determined that the student needs an IEP (Individualized Education Plan), funding for this service from Optim-All comes from the Jon Peterson Special Needs Scholarship (JPSNS). All students with IEP's will be served by Optim-All. Optim-All Services provide the students at Cardinal Pacelli School with IEP's resource personnel which includes a full-time Intervention Specialist, part-time speech and language pathologist, instructional aides, and tutors.

Admissions Process

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

Admission Requirements

- Academic screening and meeting with the principal for all new students
- All previous school records received by for students transferring to Cardinal Pacelli
- Immunization requirements set forth by Sections 3313.67 and 3313.671 of the Ohio Revised Code (*Although Cardinal Pacelli complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time*)
- Student participation in the entire educational program, including the Religion program
- New students are accepted on a probationary status for one academic trimester. During this time, students may not fail any classes nor have any discipline issues.

Additional Preschool/Pre-Kindergarten Requirements:

- Potty-Trained (means a child can communicate the need to go, manage clothing, use the toilet and remain dry during the day). No pull-ups are permitted
- Appropriate Age
 - Preschool: turns 3 before June 1st in the year they intend to enroll

- Pre-Kindergarten: turns 4 before June 1st in the year they intend to enroll

Additional Grade K-8 Requirements:

- Kindergarteners must turn 5 before September 30th in the year they intend to enroll
- First graders must turn 6 before September 30th in the year they intend to enroll **and** must have completed kindergarten
- Each K-8 homeroom will have a maximum of 24 students

Application/Enrollment Consideration Hierarchy for new students

- 1) Students who are currently active parishioners of Our Lord Christ the King, St. Rose, Holy Cross Immaculata, and St. Stephen Parishes who apply for enrollment by the specified annual enrollment dates.
- 2) Siblings of students currently enrolled, who enroll by the specified annual enrollment dates.
- 3) Students who are new parishioners of Our Lord Christ the King Parish who apply for enrollment by the specified annual enrollment dates.
- 4) Students who are not active parishioners or non-Catholics applying for enrollment as private students.

Currently enrolled students are automatically re-enrolled if the registration (and fees) are paid by the deadline. Otherwise, the spot can be offered to another student based on the above hierarchy.

Requirements of Active Parishioners

Parishioners of Our Lord Christ the King Church or one of our family of parishes including St. Rose, St. Stephan, and Holy Cross Immaculata must fulfill these responsibilities:

- Active, regular support of the religious instruction of their child through practice and worship
- Regular attendance at Mass at Christ the King Church or one of the Riverview Catholic family of parishes and Support of Sacramental programs (Penance, Eucharist, Confirmation)
- Active participation in parish/school activities
- Financial support of the church via Sunday contributions

Readmission of Current Students

All students currently enrolled will be evaluated for readmission to Cardinal Pacelli School at the end of each school year based on the progress they made during the completed school year. Families must complete the re-enrollment process each year. Parents/Guardians will be notified if there are obstacles preventing the acceptance of a student's readmission.

The following will be considered when deciding to accept a student's readmission:

- All tuition/fees (including library, tech and cafeteria) must be current
- Students have displayed successful academic growth and appropriate behavior (in some cases, readmission may be contingent upon successful completion of summer school)
- Parents'/Guardians' commitment to participating in the teachings, doctrines and practices of Catholic Faith

The support and loyalty of our students and parents/guardians are major factors in the success of our school; students and parents/guardians must agree to abide by:

- Administrative Policies and Regulations
- School Handbook

The Catholic Church and Cardinal Pacelli School recognize parents as the primary educators of their children. The education of our students is a partnership between parents and school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent/guardian to withdraw the student(s).

All admissions to Cardinal Pacelli School are subject to Principal and Pastor approval.

Tuition Policy and Fees

1. No eligible child and family member of the parish shall be denied admittance to Cardinal Pacelli School because the family is unable to afford tuition.

2. Tuition Fees are available at www.cardinalpacelli.org or by calling the Business Manager at (513) 321-4121.

3. Tuition Payment Schedule:

Pay in full by July 15

Pay in two installments, July 15 and December 15

Pay in ten installments on the 15th of the month, July-April

****Eighth grade students will not participate in graduation, any end of the year 8th grade activities, and school records will be held unless all financial obligations have been paid.***

Failure to make scheduled payments or fulfill financial obligations will result in the holding back of any student report cards and records at any time throughout the year including transferring of records to other schools.

If parents are unable to pay tuition on this schedule or have evidence of financial need, they must make arrangements with the Parish Business Office. Failure to pay tuition and/or comply with all financial responsibilities will be considered a sufficient basis to dismiss children from Cardinal Pacelli School.

In order to be considered for partial relief from tuition, parents must fill out a financial aid form through the FACTS Tuition Management System and apply. At all times, this procedure will be administered with a true spirit of Christian charity, and fiscal responsibility.

Tuition Assistance

- Application deadline: January 31st
- The Archdiocese of Cincinnati, through the One Faith, One Hope, One Love campaign has created a tuition assistance fund (Catholic Education Fund) for students within the Archdiocese of Cincinnati. You can read about this program [here](#).
- In order to apply for Tuition Assistance from Cardinal Pacelli's Education Fund, you are required to apply for the Archdiocese Catholic Education fund.
- Both financial aid programs begin with a single application through [FACTS](#).
- If you are an Active Parishioner (as described below) you will be considered for both grants, non-parishioners will only be considered for the Archdiocese grant.
 - An **Active Parishioner** attends Mass regularly at Our Lord Christ the King Church or any of the Riverview Catholic parishes and actively supports the sacramental programs for Penance, Eucharist, and Confirmation. Parents who want a Catholic education for their children will see to it that their family attends Mass faithfully every Sunday.
 - An **Active Parishioner** gives themselves by donating time and/or talent to support the ministries of the parish and/or volunteer organizations that support the school.
 - Lastly, an **Active Parishioner** is a good financial steward of the Church. As a school family and a parishioner, it is important to understand that tuition only covers about 65% of the cost to educate your child. Giving financially to

support the parish is a vital and key component of Active Parishioner status. We suggest our school families *give at least \$1,000* per calendar year.

If you are an Active Parishioner, you will be considered for both grants, non-parishioners will only be considered for the Archdiocese grant.

If a child withdraws before the first day of school, all but the registration fee will be refunded. For withdrawals before the end of the First Trimester, 50% is due and will not be refunded. If more than 50% has been paid at that time, the difference will be refunded. By the end of the Second Trimester, 100% is due and non-refundable. Records will be released only when the above is satisfied.

There will be a fee assessed for any returned check that is received.

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.

Voluntary Withdrawal of Students

Early notification of a student withdrawal or transfer should be given to the school office and to the classroom teacher. A minimum of one week's notice is necessary. Hard cover textbooks are the property of the Cardinal Pacelli School, but the student may take workbooks and their report card with them. Academic records are sent to the new school upon receiving a request for school records and all financial obligations have been met at Cardinal Pacelli School. Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned.

Faith Formation

Religious Education

Cardinal Pacelli School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass 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

Twice a year the sacrament of Reconciliation is provided for the students. There are special preparations for the Sacrament of First Reconciliation and First Holy Eucharist for grade two and the Sacrament of Confirmation for grades seven and eight. Parental encouragement for the reception of the sacraments is of prime importance to spiritual development. Non-Catholic children are expected to attend both religious and non-religious functions. Special programs are planned throughout the year for Advent, Catholic Schools Week, the Lenten/Easter season, and to honor Mary during the month of May.

Church Etiquette

Cardinal Pacelli School should practice the following church etiquette:

1. Walk over to church quietly and orderly; it sets a tone for worship.
2. Remain quiet in the foyer; loud noise echoes into the church body.
3. Bless oneself with holy water-a reminder of one's Baptism.
4. No hats are worn in the body of the church.
5. Prior to entering the pew or seats, bow slightly at the waist or genuflect toward the altar.
6. Kneel for a short period of personal prayer. Feet are placed on the floor, not the kneelers.
7. Become involved in singing and prayers; worship is a participative experience.
8. Students who must use the restroom may but should not be walking around Church during the Reading of the Scriptures, the homily, or the Eucharistic Prayer.
9. Fold one's hands going to and from Communion.
10. When the Mass is over, all should leave the church with respect.

Financial Support

Cardinal Pacelli School is the parish school for Our Lord Christ the King Church. Tuition is subsidized by the parish. As a school family and a parishioner, it is important to understand that tuition only covers about 65% of the cost to educate your child. Giving financially to support the parish is a vital and key component of Active Parishioner status. We suggest our *school families give at least \$1,000 per calendar year.*

Academic Program

Academic Expectations

Students at Cardinal Pacelli School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation. 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.

A reasonable amount of homework may be given which will take into consideration the student's age, their level of achievement, and the type of assignment. Homework assignments may supplement class work, may require independent review of class work, or may provide the opportunity to use research skills. Students must turn assignments in on time. Late or missing assignments are penalized at the discretion of the teacher. Make-up work may be assigned, particularly after a long absence.

Ordinarily, homework is not assigned on holidays or over weekends, but this is left to the discretion and needs of the teacher. The time necessary to do homework will vary with grade level, the type of assignment given, and the student's rate of working. If your child seems to spend an excessive amount of time on homework or claims to have no homework, parents or guardians should request a conference with the teacher to clarify the situation.

If a child is absent, homework may be requested by emailing the homeroom teacher by 11:00 a.m. (for an excused absence) and indicating how he/she would like the assignments to be sent home (with another student, a sibling, or picked up in the office by the parent after school).

Guidelines for Homework Completion

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

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

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

Kindergarten	Approximately 15 minutes
Grades 1 – 2	Approximately 10- 20 minutes
Grades 3 – 4	Approximately 30-40 minutes
Grades 5 - 6	Average of 50-60 minutes
Grades 7 – 8	Average of two hours

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 Archdiocese of Cincinnati recommended reporting structure for recording student progress.

Student progress is determined by several methods which include daily assignments, class participation and involvement, personal effort, homework, special project assignments, tests, and quizzes. Parents and guardians are encouraged to stay in contact with teachers. Cardinal Pacelli School is on a trimester system and report cards are issued three times a year. An explanation of the grading system can be found on the report card. Online access to student grades are available for students in grades 3-8 regularly through the **RenWeb Student Management System Parent Portal**. All parents/guardians will have continuous access to the online system for all grades entered for all subjects throughout the school year. Each trimester is approximately 12 weeks in length and mid-trimester is approximately 6 weeks in length. Parents are encouraged to use this system to access their child's progress and to initiate additional contact with the teachers if they feel it is needed.

K – 2 Standards Based Progress Reports

*A standard-based progress report **lists the most important skills students should learn in each subject at a particular grade level.** Instead of overall letter grades, students receive marks that show how well they have mastered the skills and the progress they have made in mastering the skills during the entire school year.*

K-2 Academic Assessment Scale

M – Meets Expectations: The student consistently demonstrates understanding and application of the concept or skill.

P – Progressing: The student is working toward competency. Further practice and use of this skill or concept is needed.

I – Improvement Needed: The student does not demonstrate an understanding of the concept or skill.

N/A – Not Assessed: The skill was not assessed during this grading period.

Grades 3 – 8 Grading Scale

<u>Grade Scale</u>	
98.5 – 100 = A+	81.5 – 84.4 = C+
95.5 – 98.4 = A	78.5 – 81.4 = C
92.5 – 95.4 = A-	76.5 – 78.4 = C-
89.5 – 92.4 = B+	73.5 – 76.4 = D+
86.5 – 89.4 = B	71.5 – 73.4 = D
84.5 – 86.4 = B-	70.0 – 71.4 = D-
	00.0 – 69.9 = F

Subheadings

+ = Area of Strength

- = Area of Concern

No Mark = Satisfactory

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 destinations. A student may be excluded from the field trip at the discretion of the school administration. Chaperones and/or teachers needed for a specific trip depend on the requirements of the site visited. Teachers should supply chaperones with a list of their responsibilities. All chaperones must be SafeParish™ trained and compliant.

A student whose classroom behavior has been unsatisfactory or who has “acted up” on a previous field trip may be excluded from the field trip or be required to have a parent accompany him/her.

NO STUDENT WILL BE PERMITTED TO GO ON A FIELD TRIP WITHOUT THE WRITTEN CONSENT OF A PARENT OR GUARDIAN VIA PERMISSION FORM. **Verbal consent is not acceptable. An email of the signed copy is acceptable.**

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.

The teachers and principal will consider the following in making promotion decisions:

- the student's cumulative average in Reading, Math, Science, Language Arts, Social Studies and Religion;
- the work habits and organizational skills of the student;
- the development of basic skills in Reading, Math and Writing; and
- the social and physical development of the student.

Students are expected to progress to the next grade each year. Repeating a grade will only be permitted for those students where it is deemed as academically necessary by their teacher(s). Student progress will be regularly shared with parents and concerns regarding progression will be communicated by January of any school year.

Promotion and retention in grades three through eight will depend on overall scholastic achievement. **Failure in two major subject areas could result in retention or being asked to leave the school.** In grades 5-8th a student may/may not be placed in the next grade, but retention will not be completed at Cardinal Pacelli. Graduation requirements are successful completion of required course work, conduct which is acceptable for Cardinal Pacelli students in keeping with the guidelines set for our school, regular participation in classes, good school attendance and all financial requirements satisfied.

In grade 3, students who do not meet the state's reading guarantee may be retained.

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/disenroll for academic reasons from Cardinal Pacelli School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school.

Withdrawal/Disenrollment for Student Conduct

The School reserves the right to require the withdrawal of any student whose behavior is determined to be inconsistent with the School's standards of conduct, safety expectations, or community values.

A student may be withdrawn for conduct that includes, but is not limited to:

- Repeated or serious violations of the Code of Conduct
- Behavior that endangers the safety, health, or well-being of self or others
- Disruptive conduct that substantially interferes with the learning environment
- Harassment, bullying, discrimination, or intimidation
- Academic dishonesty
- Possession, use, or distribution of prohibited substances or items
- Failure to comply with disciplinary actions or behavioral agreements

In cases involving serious misconduct or safety concerns, the School may require immediate withdrawal without prior progressive discipline.

In the event of withdrawal for conduct, tuition and fees remain subject to the terms outlined in the Enrollment Agreement.

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

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

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. 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

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

Standardized Testing

Cardinal Pacelli School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

iReady is a state and nationally aligned program that provides educators with the information that they need to improve teaching and learning and to make student-focused, data-driven decisions. Students are tested **three times per year** in the subjects of Reading and Math. Teachers will use the growth and achievement data from **iReady** to develop targeted instructional strategies and to plan school improvement by providing insights to help tailor instruction.

iReady testing is administered in the fall, winter, and spring of each year.

The Assessment of Religious Knowledge (ARK) is a Catholic standardized test administered to students in Grades 2 through 8. The Assessment of Religious Knowledge (ARK) was established to provide educators with actionable information to help improve Catholic education in schools and parishes.

This test allows us to comprehensively measure the knowledge of all students. This assessment will be given in the spring. The typical test length is 25 – 30 minutes.

Third Grade Reading Guarantee (TGRG) is measured in all grade 3 students through iReady scores. Ohio's Third Grade Reading Guarantee is a program to identify students from kindergarten through grade 3 who are behind in reading. Schools will provide help and support to make sure students are on track for reading success by the end of third grade.

The High School Placement Test (HSPT) will be administered on the third Saturday in November at one of the local high schools of your choice for all 8th grade students. This is a standardized test and the results are used by the high schools to determine admission, and scholarship offers. Local high schools offer test preparation classes in the summer and fall for this upcoming test. Signups will be indicated on the high school's websites.

Reporting Student Progress

Cardinal Pacelli School issues report cards to the families on a trimester basis. Student grades can be accessed at any time via the student management system, RenWeb for students in grades 3-8.

Honor Roll

All students in Grades 5-8 are eligible for Honor Roll recognition. Only subjects which receive a letter grade will be used to determine honors. The following criteria determines the honors:

- **Straight A Honors** – All grades are an A average (93%-100%)
- **A-B Honors** – All grades are B average (85%-92%)

If a student is failing 2 or more subjects on his/her report card, the student will be ineligible to participate in Cardinal Pacelli sports/extracurricular activities until the grade(s) change to passing.

Awards

Eugenio Pacelli Award

Two students from each “team” (Pre-K (1 each for the 2nd and 3rd trimester), K-2 / 3-4 / 5-6 / 7-8), per trimester will be selected by teacher teams who exemplify the following characteristics:

Leadership	Participative
Peacemaker	Supportive
Role model	Understanding
Respectful	Dedicated/Hard-working
Positive	Courageous
Encouraging	

**** This award is NOT based on academic strength/grades**

Recognition Subject Award

One student from each grade (or homeroom if each teacher teaches the subject) will be chosen each month in recognition for his/her performance in a specific area of the curriculum. This recognition will not necessarily be given to the student with the highest grade, but will emphasize effort, classroom participation, enthusiasm, and behavior. It can also be awarded for students who showed the most growth in that given subject area. A student can win a subject award once per year

The students will be recognized in the following subjects:

Religion

Art

Language Arts (K-3), Reading/English (4-8)

Music

Math, STEM & Integrated Technology Science

Physical Education

Spanish (4-8th)

Social Studies

Pictures of the students will be displayed in the school for the entire month. Students will receive their certificates during morning announcements.

Student Support Programs

Cardinal Pacelli School follows applicable guidelines for student support programs offered through these sources. In partnership with the Cincinnati Public School District, the following student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

Title 1 Reading and Math Grades K-3

Special Education Intervention
 Speech Language Intervention
 Optimal Services for students on the Jon Peterson Scholarship (IEP's)

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.

Attendance

The School Day

Students may enter the school at 7:30 and report to homerooms. We are not responsible for students who arrive early to school before 7:30. Students should not exit the vehicle until an adult is stationed at the bottom of the hill. Please drop your child/children off in front of the school on Ellison Avenue. Children in the early learner program will be dropped off in the front of the school by the early learner's playground. Students are required to be in their homeroom by 7:50 each day.

Daily Attendance

Regular attendance is a key factor in the establishment of a good scholastic record. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to be absent are personal illness, a family death, or a family emergency. Vacation days will result in an unexcused absence.

Section 3301-69-02 of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

State attendance law requires all students to attend a minimum number of hours of instructional time per day = required number of hours for a full school year according to the Archdiocese of Cincinnati and the Ohio Department of Education.

- Excused absences include reasons of illness or a death in the family. Upon returning to school after an absence, the student **must** bring a note to the homeroom teacher giving the reason for the absence.
- Excessive absenteeism [over ten (10) days] may result in a request for a doctor's note for all absences.
- The parent or guardian must send an email to absent@cardinalpacelli.org or contact the school office (513.321.1048) before 8:30 a.m. on the morning of the absence. Teachers will take attendance first thing in the morning with their homeroom to be recorded in our student management system. The school office will enter all tardies. If the office is not notified, an email will be sent to assure the student's safety. Parents should contact the homeroom teacher before **11 AM** via email (for excused absences) if they want homework to be sent home that day or picked up after school in the office.
- A student should be kept out of class only for illness or other serious reasons. Student absences due to illness, doctor appointments, or death in the family are considered an **excused** absence. The faculty and staff will gladly help students with their missing work from an excused absence. Students will have the same number of days they were excused to make up any work.
- Parents must be discriminating in their decision to keep a student home from school as valuable class time is lost, which often cannot be effectively made up. **"Absences of convenience"** are strongly discouraged because they express a devaluation of the importance of education and will be recorded as an **unexcused** absence.
- If a child has had a communicable disease, written notice of the disease must be submitted to the office on the child's return.
- Notes must be sent to the teacher prior to an appointment stating that the student is to be released from school at a specific time.
- When students return to school after an absence, they **MUST** hand in a note or send an email stating the days missed and the reason. This communication will be sent to the office.
- Student absences due to vacation trips are considered an **unexcused** absence. Students and parents assume full responsibility for the work missed during an unexcused

absence. **Teachers will not prepare nor provide in advance homework assignments for a student prior to an unexcused absence.** They are also not responsible for reviewing/re-teaching material discussed/presented during the time of the unexcused absence. The classroom setting can never be replicated. Parents and students in grades 5-8 are encouraged to check Google Classroom for assignments given. Students are encouraged to check with a classmate for whatever was missed during class as this work may not be recorded on the Google Classroom site.

- Parent(s) or guardians must send written notification of the reason why a student cannot attend physical education class. If a long absence from this class is necessary, the State of Ohio requires a doctor's verification of the reason and duration of the absence.
- If a student is absent for a significant part of a grading period, the teacher may not be able to record a grade until the required work is completed.
- No student may leave the school premises at any time during school hours without the permission of the principal.
- Students who are absent from school during the day **may not** participate in any school sponsored activities on the evening of their absence. This includes, but is not limited to, school sponsored activities such as selective electives, clubs, student council, sports, etc.
- Shadowing High Schools – Students are encouraged to shadow on days that Cardinal Pacelli School is not in session.

Appointments, Scheduled Events, Vacations

Parents and guardians are **strongly encouraged** to avoid making appointments which will interrupt the school day.

When possible, medical and dental appointments should be scheduled outside of school hours. The parent(s) or guardian must sign the student "**out**" at the school office. A tardy or half day absence will be assigned depending upon the length of time the student is out of the building and not in the classroom. Tardies are recorded for any time a student is out of the building such as a dental or doctor appointment.

Students with excessive (20 or more) unexcused tardies or absences risk losing their Ed Choice Scholarship.

Make Up Work

For all absences, students are responsible for making up the work, including tests, that they have missed during their absences. They will have one day for every day excused absent to complete assignments upon their return to school. Arrangements to pick up the child's work after 2:00 p.m. should be made before 11 am. Parents and students in grades 5-8 are encouraged to check Google Classroom for assignments given. Students are encouraged to check with a classmate for whatever was missed during class as this work may not be recorded on the Google Classroom site.

- In grades K – 4 the teacher will have the missed assignments for the students when they return.
- In grades 5 – 8, it is the responsibility of the student to get all their work from a classmate in their class. All missing/graded work will be required to be made up by the student within 5 days of their return.
- Any tests and/or quizzes that were assigned prior to the student's departure will be **required to be taken the day the student returns to school for unexcused absences. For excused absences, students will have as many days as absent to complete.** Any tests/quizzes assigned during their absence will be scheduled at the discretion of the teacher. Students are encouraged to call a classmate and/or check their teacher's Google classroom for homework. Please note that classroom work may NOT be listed on the web pages; therefore, it is the responsibility of the student to get this classroom work from another student.

Excessive Absence and Tardiness

Students who are absent more than 10 days in a trimester, or who have a pattern of absences throughout the year, may be asked to produce a doctor's excuse. Additionally, when a student arrives after the start of the school day, leaves before dismissal, or is out of school for any reason during the school day, his or her attendance will be considered "incomplete" for that day and will be designated as a tardy on their attendance record. Excessive unexcused absence or tardiness may result in a failure to pass the current grade.

The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences is defined as being absent 38 hours (6.5 days) in a month, excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

Reporting An Absence

A student's absence must be reported to the school office by 8:30 a.m. A message left on voice mail must include the caller's name, the student's name, grade number, and homeroom teacher, the date of absence, and reason for absence. The parent or guardian must send an email to absent@cardinalpacelli.org or contact the school office (513.321.1048) before 8:15 a.m. on the morning of the absence. Teachers will take attendance first thing in the morning with their homeroom to be recorded in our student management system. The school office will enter all tardies. If the office is not notified, an email will be sent to assure the student's safety. Parents should contact the homeroom teacher before **11 AM** via email (for excused absences) if they want homework to be sent home that day or picked up after school in the office.

An unexcused absence from school will warrant proper corrective action. Upon return to school, the parent/guardian must send a written note or email to the homeroom teacher stating the reason for the absence.

If a student has a fever, he/she may not return to school until fever free (without using medication) for 24 hours.

If a student throws up at school, he/she may not return to school for 24 hours.

Attendance Under Special Circumstances

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

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/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 should:

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 teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

Health & Safety

Administration of Medication

Cardinal Pacelli School follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

Administering Medications to Students (O.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, etc.) 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/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/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/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

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. Cough drops do not need to be turned into the nurse. Please send a note to the teacher to alert him/her of their use. Teachers may choose to collect the cough drops for distribution to your child.

Diabetic Care Policy

Cardinal Pacelli School complies with [Section 3313.7112](#) of the Ohio Revised Code regarding diabetes care.

Cardinal Pacelli School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code and so long as all of the following are satisfied:

1. The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
2. The school receives a statement, signed by the prescriber, that includes all of 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;
 - f. The date the administration of the drug is to cease;
3. 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 an emergency; and

4. Any special instructions for administration of the drug, including sterile conditions and storage.
5. The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
6. The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
7. The drug is received by the person authorized 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 a licensed pharmacist.
8. Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons taking care of or in charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Seizure Action Plans

[ORC 3313.7117](#) requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
- A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

Policy On Student Use of Drugs and Alcohol

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

Cardinal Pacelli School maintains a policy of zero tolerance for students' use of drugs (ex. marijuana, alcohol etc), in particular due to its continued criminalization under federal law.

Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence 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

Cardinal Pacelli School follows all Archdiocese of Cincinnati mandates and [Section 2151.421](#) of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

Immunizations

Cardinal Pacelli School complies with the minimum immunization requirements set forth by Sections [3313.67](#) and [3313.671](#) of the Ohio Revised Code. Although Cardinal Pacelli School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

Vision and hearing screenings shall be provided regularly. During the school year vision and hearing screenings are performed for students in grades K, 1, 3, 5 and vision screening only for Grade 7. Teachers may also refer students. Please notify the school office if you want your child to be tested if they are not in these grades. Postural screening is done for students in grades 5, 6, and 7. Students are involved in health classes, and programs on drug and alcohol abuse, sex respect, nutrition and dental care.

Safety Plan

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

Emergency Drills

Fire Drills

Fire drills are performed once a month.

Lockdown Drills

Lockdown drills are performed once a trimester.

Tornado Drills

Tornado Drills are performed once a month in April and May

Emergency Response Team

Cardinal Pacelli has an emergency response team that includes the school principal, nurse and three teachers. This team practices responses to emergencies that require medical attention and/or the use of the AED.

Wellness Plan

Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

Good health fosters student attendance and education.

Thus, Cardinal Pacelli School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Cardinal Pacelli that:

- The school will engage students, parents, teachers, food service professionals, and other interested community members in developing, implementing, and monitoring nutrition and physical activity policies.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Food service professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and staff; will accommodate for those needing special meal planning (such as those with food sensitivities or allergies); and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish links between health education and related community services.

Nutrition Education

- Cardinal Pacelli School will implement the health objectives related to diet, nutrition, and exercise as stated in the 2002 Archdiocesan Graded Course of Study for Science and Health.

- Programs relating to proper nutrition, tobacco education, and drug/alcohol education will also be presented to the seventh and eighth grade students as an extension of their basic curriculum.
- Appropriate reminders will be presented to parents regarding proper nutrition, appropriate in-school snacks and lunches, and encouragement for each child to eat a healthy breakfast each morning.
- School lunch periods will be scheduled to provide nourishment within a reasonable time frame from the start of the school day, and to allow 20 minutes to sit and eat.
- Appropriate education about food allergies will be presented to those involved with students with allergies and sharing of food and beverages will be discouraged due to food allergies.

Physical Activity

- All students will participate in the school's physical education program.
- Physical education programs will implement the objectives of the Archdiocesan Graded Course of Study for Physical Education.
- All students will have access to recess according to the school's schedule.
- Students and families will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

Other School-Based Activities

- Cardinal Pacelli School encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.

Student Code of Conduct

Cardinal Pacelli School 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.

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 meeting will be scheduled with the teacher, parents/guardians, and principal.

Students' best behavior is manifested in an atmosphere of mutual respect and trust. School goals will emphasize these behavior goals. These goals fall into three categories:

A) That the child be:

- a) Polite, courteous, friendly
- b) Kind and thoughtful of others
- c) Considerate of others' feelings
- d) Independent
- e) Responsible and honest
- f) Giving and generous of self

B) That the child have:

- a) Self-control
- b) A good self image and self respect
- c) A positive value system

C) That the child demonstrate:

- a) Pride in home, school and community
- b) An ability to make appropriate personal decisions
- c) Reverence to self, to other children, to teachers and to the Church. Parents, guardians and teachers are expected to work together to develop in students a positive attitude toward cooperation.

Code of Courtesy and Conduct

Respect for Self

1. I will show respect and participate at all religious services
2. I will behave appropriately at all school assemblies
3. I will take initiative to stand up for what I know is right.
4. I will show my self-worth by taking pride in my appearance, being well-groomed and in proper uniform.
5. I will arrive at school and classes prepared and on time.
6. I will reflect CPS pride/ideals both in and out of school.

Awareness of others

7. I will show respect for all adults and all students by the way I speak, listen and respond to them.
8. I will use polite language at all times and I will make such words as "please", "thank you", and "excuse me" part of my daily vocabulary.
9. I will keep the volume of my voice under control and at an appropriate level.

10. I will follow all classroom, library, cafeteria and playground rules, as well as the instructions of the adults in charge.
11. I will walk in a quiet and orderly manner in line, hallways and between buildings.
12. I will remain in assigned areas unless given permission to leave.
13. I will hold doors open for others.
14. I will keep my hands to myself and not push, shove or do any action that may cause injury to others.

Respect for Property

15. I will show respect for all school property including careful protection of computers and textbooks.
16. I will take care that our school's facilities and desks are kept orderly and undamaged.
17. I will respect the property of others, just as I expect others to respect my personal property.

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 will be reported to the parents and may result in consequences issued by the school administration.

Cardinal Pacelli School 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 Cardinal Pacelli School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, Cardinal Pacelli School reserves final judgement 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.

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

Recess

During recess, students are expected to:

- Follow all playfield and play structure rules as displayed on playfield signs.
- Respect one another and play fairly; name calling, teasing and/or leaving a student out of an activity or game is not permitted.
- No food, drink, gum, sunflower seeds on the playfield.
- Keep the playground area clean and safe. Do not litter; throw all trash in trash cans.
- No glass containers.
- Play fair and play safe; no pushing, shoving, or name calling.
- Include everyone in activities; when someone wants to play, they are allowed.
- All balls to be kept on the playfield
- Do not chase balls that roll down the driveway hill.
- No tackle football; touch football only.
- Do not throw objects over the fence.
- Students should not try to retrieve objects from over the fence; ask a teacher for assistance.
- Please wear the proper clothing or outerwear for the weather.

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.

Harassment, Intimidation, and Bullying Policy

It is the policy of Cardinal Pacelli School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment 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 or other telephone, computer, pager, personal communication device, or other electronic communication device.

“Harassment, intimidation, or bullying” means any 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. 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 professional and 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. Failure to provide a staff member with this information will discontinue any further investigation. 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.

Administrative Procedure/Response

All reports of harassment, intimidation, bullying, cyber-bullying, and relational aggression will be investigated and handled on an individual basis. If the investigation finds an instance of harassment, intimidation, bullying, cyber-bullying, and/or relational aggression has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include a student receiving points on their Conduct Card, detention, suspension and/or expulsion. This also may include discharge for employees, exclusion for parents, guests, volunteers and contractors and removal from any official position and/or request to resign. Individuals may be referred to law enforcement officials.

The School Principal or teacher shall promptly investigate all reports of harassment, intimidation, bullying and relational aggression. All matters involving such a complaint should remain confidential to the extent permitted by law.

1. Teacher and/or School Principal will confer with the student, parent/guardian making the report to obtain a clear understanding of the alleged facts.
2. Teacher and/or School Principal will meet with witnesses identified and those witnesses will be asked to make a written or verbal statement regarding the facts of the complaint.
3. Teacher and/or School Principal will meet with the student(s) accused of harassment, intimidation, bullying and relational aggression to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have participated in harassment, intimidation, bullying or relational aggression toward another student will be subject to disciplinary action.
5. Retaliation against any student who makes a complaint of harassment, intimidation, bullying or relational aggression or any student who becomes involved in the investigation of such a complaint, is strictly prohibited. In addition, making intentionally false reports about harassment, intimidation, bullying, cyber-bullying, or relational aggression for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.
6. Parents/Guardians have the responsibility to assist their child in promptly sharing complaints, provide complete factual, detailed information, maintain and respect the privacy and confidentiality of all parties, act in good faith, and in a calm, courteous manner and show respect and understanding of each other's point of view and value all differences. When a parent and/or guardian does not uphold their responsibility, they may be at risk of exclusion.

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, and visitors.
3. All students are subject to corrections 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, or conduct are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including 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. Books must be covered and re-covered, as necessary. 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 the 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 parents/guardians. Students must also obtain the permission of the principal or teacher before leaving the school.

Bus Conduct

Cardinal Pacelli School 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 misconduct is subject to the school's disciplinary policy.

Detentions, Suspensions, Expulsions

At Cardinal Pacelli School, students are expected to maintain proper conduct at all times. Failure to follow school rules may result in detention, suspension, or expulsion.

Discipline

Grade specific consequences will be issued by any teacher for (examples):

- Disruptive talking.
- Excessive tardiness.
- Inappropriate behavior.
- Repeatedly being out of uniform.
- Chewing gum or eating without permission.
- Repeatedly not having gym clothes.

The following behaviors are some examples of conduct that may result in the student receiving an immediate after-school detention: destruction of property, lying, cheating, cussing, disrespect to a teacher or staff member, and pulling their own pants down (moonng).

The following behaviors are examples of conduct that may result in the student receiving an ***in school or out of school suspension***: fighting, or pulling another student's pants down.

The following behaviors are examples of conduct that may result in the student being ***expelled*** from Cardinal Pacelli School: racist language, threatening a teacher, cursing at a staff member.

Procedures to be Followed in Cases of Suspension and Expulsion

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

- Notification will be sent to the parent/guardian stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) 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 the meeting (in-person, virtual, or by phone) 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.
- Notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) 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.

Conduct Cards for grades 5-8th

Students in grades 5 – 8 will receive a Conduct Card at the beginning of each trimester. The card will be affixed to the inside of the student's planner. Students will have their card signed by a teacher or staff member if their misbehavior warrants it.

Examples of misbehavior include:

- disrespect toward others
- inappropriate language or gestures
- disruptive behavior
- damaging/stealing of school or personal property
- compromising the safety of self and/or others
- inappropriate use of social media
- inappropriate use of school technology
- leaving school property without permission
- uniform violations
- forgetting materials for class
- cheating or lying
- physical violence
- gum chewing
- disregarding school rules

Once a Conduct Card is signed five times (or five points), the student will be given detention. Some violations warrant more than one point or an instant detention. This will be determined by the teacher and/or administration. For example, forgetting a book to class is not the same as willful destruction of property.

If a student has their card signed ten times (or 10 points) in one trimester or receives two automatic detentions for offenses, he/she will receive a detention, a two-week probation from school extracurricular activities, and parents and coaches will be notified. Each additional detention will warrant an additional two weeks of probation and an in-school suspension. Parents will be responsible for paying the cost of the substitute teacher hired to monitor the in-school suspension.

Conduct marks will be recorded in the behavior section of RenWeb and parents/guardians will be sent a notification with details of the student offense.

If conduct/behavior continues to be an issue, a parent meeting with teachers, administrators, and the pastor will be called to discuss possible outside suspension or expulsion.

Recording of Conduct Card signatures will begin anew each trimester.

The detention period is 45 minutes after school until 3:30 and will be served each Tuesday. Teachers will dismiss the students through the front door of the school building.

The principal is the final arbiter in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. Some actions may warrant a suspension or expulsion. All disciplinary actions remain confidential between the student, parents, and administration.

Sports Eligibility

Sports are sponsored by the parish (Our Lord Christ the King) and questions regarding student participation should be directed to the Athletic Commission which is overseen by the pastor. However, in the case of serious behavior issues or negative academics, the principal will have input into continued sports eligibility. **If a student is failing 2 or more subjects, the student will be ineligible to participate in Cardinal Pacelli sports/extracurricular activities until the grade(s) change to passing.**

Search of Property

School personnel reserve the right to search student lockers, desks, backpacks, electronic devices, and other personal property brought onto school grounds when there is reasonable suspicion that school rules or policies have been violated. Lockers and desks are school property and remain under the school's control at all times. Lockers/desks, chromebooks, books, etc., though assigned to pupils, are school property and may reasonably be inspected by school authorities. In the case of a bomb threat or other emergencies, school officials and/or police officers may search all lockers. The principal or a designee will contact parents to preserve due process if necessary.

A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

Cheating and Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards. If a student is caught plagiarizing, it will result in a 0 for the assignment and an automatic detention. For grades 5-8th, there is an Academic Integrity Policy and Expectations policy. [Cardinal Pacelli Academic Integrity Policy & Expectations 2025-26](#)

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

School Uniform

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.

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.

Uniforms are worn by students in grades K-8. All uniforms can be purchased through Lands' End or Schoolbelles. Students in grades K-8 need to purchase the gym uniform also through Lands' End. The Cardinal Pacelli school code at Lands' End is 900143512 and at Schoolbelles is S1571. You may refer to the school website for more information about ordering uniforms.

All uniform skirts and jumpers must be purchased from Schoolbelles. All other uniform apparel can be found at Lands' End.

Shorts may only be worn from August to October 31st and then again from April 1 until the end of the school year.

Boys Uniform 5th-8th	
Shirts	
A knit shirt (polo) in white or gray, short or long sleeve, with CPS logo on left chest is the only uniform knit shirt allowed. Shirts must be tucked in. Shirts must have the school emblem on them. 8th Graders are permitted to wear their class T-shirts and/or class sweatshirts especially designed for them for the entire school year.	
Pants/Shorts	
Navy-blue trousers and corduroy trousers with belt loops are acceptable. No cargo pants, no studs or colored seams. Navy blue twill uniform walking shorts (with belt loops) may be worn in August,	

September, October, April, May, and June. Shorts must be of modest length. Belts must be worn with pants or shorts.
Sweaters
Solid navy sweaters or pullovers may be worn over shirts. No oversized sweaters or with other emblems may be worn.
Sweatshirts
Only school uniform sweatshirts may be worn in the classrooms. Sweatshirts must be navy blue or gray, long sleeves with the CPS logo is the only sweatshirt allowed to be worn as part of the school uniform. These must be purchased from Lands' End, or Schoolbelles. A shirt MUST be worn under a sweatshirt. A performance wear shirt purchased through our Spirit Wear vendor <i>with the Pacelli logo</i> may also be worn. No pullover or zip up is permitted with a hood except for spirit wear days. All shirts/sweatshirts must have the Pacelli logo.
Socks
Only solid navy, black, or white socks may be worn.
Shoes
Dress or gym shoes may be worn. Shoes with any type of closure must be fastened. Shoestrings must be laced and tied. No sandals, slippers or other open shoes are allowed. No clogs, crocs, sandals, or slides. Gym shoes must be worn for PE classes.
Hair and Grooming
Hair must be clean and neatly groomed. Hair is to be above the collar. No extreme or distracting hair colors or styles are permitted.
Belts
Belts must be worn in grades 5-8.
Gym Uniform
All students in grades K-8 will need to purchase a gym uniform through Land's End.
Watches
Smart watches with the ability to send and receive text messages or phone calls are prohibited for use during the school day. Watches must be placed in Airplane or School Mode during the school day.

Girls Uniform 5-8

Pants

Navy blue dress pants with belt loops only. Belts must be worn with uniform pants or shorts.

Shorts/Skirts/Skorts

Navy blue twill uniform walking shorts (with belt loops) may be worn in August, September, October, April, May, and June. Shorts and skorts should be of modest lengths. Skirts/skorts (navy for grades 7-8) may be worn all year. Tights (at least ankle length or longer and not flared) are to be worn during

November, December, January, February, and March. Skirts must be zipped, buttoned and unrolled at all times. The length of the skirt should be modest in length and no shorter than three inches above the knee. At no time should shorts be seen under the skirt. Otherwise pants or shorts can be worn depending on the time of year. November 1st until March 31st pants or skirts/skorts with leggings are to be worn. August until October 31st and April 1st until the end of the year skirts/shorts may be worn. A belt must be worn with pants or shorts.

****If skirts are too short, students MUST wear leggings or tights (black or navy) underneath the skirt despite the outside temperature during the months of Aug-Oct 31st and April 1st-end of the year.***

Shirts

A knit shirt (polo) in white or gray, short or long sleeve, with CPS logo on left chest is the only uniform knit shirt allowed. Bare mid-drift shirts are prohibited. Shirt tails must be tucked in at all times. Students in Grades 7 and 8 may wear knit polo shirts in white, navy (cobalt) blue, gray, or orange with the Jr. High Pacelli logo on the left chest.

8th Graders are permitted to wear their class T-shirts and/or class sweatshirts especially designed for them for the entire school year.

Sweaters

Sweaters must be solid navy blue. No oversized sweaters or with other emblems may be worn.

Sweatshirts

Only school uniform sweatshirts may be worn in the classrooms. Sweatshirts must be navy blue or gray, long sleeves with Pacelli logo is the only sweatshirt allowed to be worn as part of the school uniform. These must be purchased from Lands' End, or Schoolbelles. A Pacelli uniform shirt **MUST** be worn under a sweatshirt or sweater. A performance wear shirt purchased through our Spirit Wear vendor *with the Pacelli logo* may also be worn. **No pullover or zip up is permitted with a hood except for spirit wear days. All shirts must have the Pacelli logo.**

8th Graders are permitted to wear their class T-shirts and/or class sweatshirts especially designed for them for the entire school year.

Undergarments

Wearing undergarments with emblems, writing or colors that show through the shirt or blouse are not permitted. This includes colored bras.

Makeup, Jewelry, and Accessories

Light makeup is permitted. Any form of jewelry that is distracting is not permitted. Students may wear small religious medals, small crosses, and scapulars under their shirt or blouse. Students may wear a wristwatch, but other forms of jewelry should be limited and at the discretion of the administration. **Smart watches with the ability to send and receive text messages or phone calls are prohibited for use during the school day. Watches must be placed in Airplane or**

School Mode during the school day. Temporary or permanent tattoos are not permitted. Hats or scarves may not be worn in the building except for special, announced occasions. Dangling earrings are not permitted. Nails should be well-groomed and not a distraction. Nail polish is permitted.

Shoes

Dress or gym shoes may be worn. Shoes with any type of closure must be fastened. Shoestrings must be laced and tied. No sandals, slippers or other open shoes are allowed. No clogs, crocs, sandals, or slides. Any shoe with a lower than normal back is not permitted.

Gym shoes must be worn for PE classes.

Hair and Grooming

Hair must be clean and neatly groomed. No extreme or distracting hair colors or styles are permitted.

Uniform K-4

Plaid Jumper (girls)

Uniform skirts should be modest in length. Shorts may be worn under the jumper but may not hang below the skirt. In November, December, January, February, and March, girls must wear leggings (not flared) underneath their jumper. Jumpers are available at Schoolbelles.

Shirts

White, button-front, long sleeves or short sleeves may be worn. The knit polo type shirt in white is acceptable. Shirts must be tucked in at all times.

Pants

Navy blue twill dress pants (with belt loops) only.

Shorts

Navy blue twill, or uniform walking shorts (with belt loops) may be worn in August, September, October, April, May, and June. Shorts should be of modest lengths. Shorts should **be no shorter than three inches above the knee.**

Sweaters

Sweaters must be solid navy blue.

Sweatshirts

Sweatshirts must be navy blue or gray, long sleeves with Pacelli logo is the only sweatshirt allowed to be worn as part of the school uniform. These must be purchased from Lands' End, or Schoolbelles. A performance wear shirt purchased through our Spirit Wear vendor with the Pacelli logo may also be worn. **No pullover or zip up is permitted with a hood except for spirit wear days. All shirts must have the Pacelli logo.** No pullover or zip up is permitted with a hood except for spirit wear days. All shirts must have the Pacelli logo.

Makeup, Jewelry, and Accessories
Makeup is not allowed. Any form of jewelry that is distracting is not permitted. Students may wear small religious medals, small crosses, and scapulars under their shirt or blouse. Students may wear a wristwatch, but other forms of jewelry should be limited and at the discretion of the administration. Smart watches with the ability to send and receive text messages or phone calls are prohibited during the school day. Watches must be placed in Airplane or School Mode during the school day. Temporary or permanent tattoos are not permitted. Hats or scarves may not be worn in the building except for special, announced occasions. Dangling earrings are not permitted. Nail polish is permitted but fake/acrylic nails are not permitted in grades K-4.
Shoes
Dress or gym shoes may be worn. Shoes with any type of closure must be fastened. Shoestrings must be laced and tied. No sandals, slippers or other open shoes are allowed. Shoes with low backs are not permitted. No clogs, crocs, sandals, or slides. Gym shoes must be worn for PE classes.
Hair and Grooming
Hair must be clean and neatly groomed. Boys' hair needs to be above the collar. No extreme or distracting hair colors or styles are permitted.

Spirit Wear Days

On Spirit Wear days students are encouraged to come to school dressed in clothing that celebrates our Pacelli spirit. Spirit Wear Days are the second Tuesday and the fourth Thursday of each month. The exact dates can be found on the school calendar.

- Spirit Wear shirts depicting Cardinal Pacelli School can be worn; this may include server T-shirts, June Fest shirts, Student Council shirts, Pacelli tournament shirts, and Cardinal Pacelli jerseys. Other special event t-shirts may be allowed by administration's discretion.
- Blue jeans or black, navy, or Cardinal Pacelli PE shorts may be worn during acceptable months. Shorts must be beyond fingertip length.
- Pacelli sweatpants or other sweatpants (navy, black or grey without words) in good condition – **NO** pajama bottoms
- Leggings (navy, black or grey) may be worn if they are thicker in material and a top is worn to cover the lower half of the body
- Uniform pants, jumper/skirt, or uniform shorts may also be worn (depending on the time of year).
- No tennis skirts
- No jackets/sweatshirts that zip up the front

Out of Uniform Days:

Students must observe school guidelines for clean, neat, and modest attire when they are “out of uniform.”

- Clothing should not be ripped, torn or inappropriate for school.
- Graphics must be school appropriate. (The administration will determine if a graphic is inappropriate and must be changed.)
- Sweatpants in good condition (any color) – **NO** pajama bottoms
- Blue jeans or shorts of any color may be worn during acceptable months.
- Shorts must be beyond fingertip length.
- No tank tops or tops with spaghetti straps.
- No tennis skirts
- No jackets/sweatshirts that zip up the front

Parents will be called to bring appropriate clothing to students who fail to follow this policy. Teachers may ask students to remove or change **anything** that they find distracting or disturbing to others. The decision of an administrator concerning the dress of students is final.

All other parts of the uniform policy must still be adhered to including socks, jewelry, length of shorts etc. Any student coming to school dressed in a way that is not compliant with these guidelines will have to call home and have their uniform clothing brought to school to be worn for the remainder of the day.

Parent/Guardian Information

Communication

The Pacelli Post

All school wide communication, notices, and other information are sent to all known email addresses provided by enrolled families. The school's weekly newsletter, *The Pacelli Post*, is emailed every Wednesday and is the primary means of communication between the school and families. The newsletter includes news of school happenings, items of academic and personal interest, important calendar or event changes, links to online school resources and news, and needs from various school and parish organizations.

Any items sent to school (forms, money, permission slips, etc.) should be placed in an envelope and labeled for the recipient.

Contacting Teachers

All teachers may be contacted through the email addresses listed on the website's staff page or call the office and leave a message with the school secretary. There should be no communication with teachers through their own personal phone.

Welcome Back Sunday

This annual event occurs the Sunday before the first day of school after the morning 9:00 AM Mass. Usually, refreshments are served in the welcome space and then parents and students visit the classrooms and meet their teachers before the school year begins. Members of the PTO are also on site to share volunteer opportunities, and the uniform exchange is open.

Curriculum Night/Open House

This annual event is held during the first month of school. It is designed to give parents the opportunity to meet teachers, visit classrooms and learn from teachers the policies, procedures, and curriculum for the coming year. A school open house will be planned during Catholic Schools Week.

Emergency Card – Change of Address and Phone Number

Please inform the school office immediately of any change of address and phone number, place of employment or change in any information which is included on the student's emergency card and in RenWeb, our Student Management System. **It is essential that emergency card information is always current.**

High School Directory/Request to Restrict Release of Directory Information

As requested by the Archdiocesan Office of Education, Cardinal Pacelli School will provide directory information (student name, gender, address, home phone number, grade and parent email address) for students in grades five through eight for distribution to Catholic high schools in the Archdiocese, unless the parent/guardian has submitted a Request to Restrict Release of Directory Information form to the school office prior to August 1 each year. This form is available on our school website.

Parent-Teacher Conferences

Parents are urged to confer with their child(ren)'s teacher(s) on a regular basis, particularly if they receive notice of academic deficiencies or conduct problems. Frequent communication is very important to gain the best results from the education process. Cardinal Pacelli School works in partnership with parents/guardians.

Parents are asked to communicate with the teacher to schedule a conference. Drop-in visits are much less productive as the teacher and/or principal may not be able to give parents total attention and complete information without preparation.

Formal Parent/Teacher Conferences are planned in the fall at the end of the first trimester grading period. All parents are encouraged to schedule a conference time.

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.

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 call 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.

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

Grievance Procedure

Scheduled conferences are encouraged as the best means to ensure effective communication between parents and teachers. As with any communication process, misunderstandings are possible. Should this occur, the following procedure must be observed:

First - attempt to handle the problem at the level at which it has occurred. For example: a parent or guardian with a disagreement or misunderstanding with a teacher should first talk with the teacher. Always remember that there will be two sides to every story and keep an open mind to find resolution.

Second - if agreement is not reached at the first level of conversation, contact the principal. The principal is obliged to hear the concerns from all parties, investigate, and then notify all parties of the results of the investigation.

Third - if the second level result is not satisfactory to the parties concerned, the pastor and the staff of the Catholic Schools Office may be consulted.

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 Cardinal Pacelli School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

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

Custody Policy

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

Emergency Closings

Anytime school needs to be closed due to weather or other uncontrollable conditions, we will contact you by RenWeb, the automated school communication system, and will be posted on all local television stations- listed as Cardinal Pacelli School. Parents will receive an email and a text when school is closed.

In inclement weather, the students will never be marked tardy. Please drive carefully and with caution. Use your discretion as to safety.

We will EITHER CANCEL SCHOOL OR HAVE A TWO-HOUR DELAY, which is a **9:50 AM START TIME**.

- **If** we have a two-hour delay, it is at the parent's discretion whether to send their ½ day Pre-K or Pre-School students. Classes will be in session.
- **If** Forest Hills is delayed and our school is on a regular schedule, parents whose children use this bus service can provide their own transportation to school or wait for the delayed buses to pick their children up. Our students **WILL NOT** be marked tardy.
- **If** Cincinnati Public or Forest Hills cancels school, and our school is still in session, parents whose children use these bus services need to provide their own transportation.
- **If** school is in session and we need to close school early, email and text messages will be used.

Cardinal Pacelli's school calendar is built with additional instruction time. The only reason day(s) will be added is if the number of hours goes below the required amount of instructional hours.

Parent/Guardian Service Requirements

All parents and guardians are required to be up to date in their Safe Parish account in order to volunteer in the school or on a field trip.

Social Media

Cardinal Pacelli School reserves the right to deny admission or withdraw enrollment of any student whose parent/guardian or the student posts unauthorized or inappropriate photos or statements about the school, its faculty, administration, students, or school events.

Technology

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the

Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student.

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

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

Theft or Loss of Personal Property

Cardinal Pacelli School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not Cardinal Pacelli School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, Cardinal Pacelli School will report to the authorities and prosecute all thefts or vandalism to property.

Use of Student Pictures/Information

Cardinal Pacelli School may use student photographs and videos in school documents, newsletters, the yearbook, and on official social media platforms to celebrate and share student activities and achievements. If you do not wish for your child's photo or video to be used in any school publications or on social media, please provide a written statement to the school office.

Visitors

All visitors must enter through the front door and upon entering the school building must check in first at the school office using the RAPTOR system and obtain a badge to wear during their school visit. No visitor is permitted beyond the school office without permission. This process facilitates security. All visitors to the classrooms must be approved of by the teacher and principal.

Alumni

We value the experiences that you have had during your time away from Cardinal Pacelli School. We know how important it is to come back and visit your friends and former teachers. It is recommended that your visits be during lunch periods where it is easier to catch everyone during non-academic times and instruction will not be interrupted. If you are interested in coming for a visit, please stop in the front office to sign in and receive a visitor's badge.

Volunteer Organizations

The Cardinal Pacelli School community is grateful to and recognizes the contributions of the many volunteers who make Cardinal Pacelli such a great place to learn and grow. Cardinal Pacelli parents and friends are given many opportunities through classroom and teacher support, PTO events, athletic programs, fine arts events, scouting, and service on numerous boards and commissions to volunteer their time and talents to the school. Cardinal Pacelli School parents and friends respond often and generously, and their interest makes Cardinal Pacelli a very special school.

Cardinal Pacelli Advisory Committee (CPAC)

The Cardinal Pacelli Advisory Committee is a group of individuals who serve on a voluntary basis to advise and consult with the principal and pastor on the operation of our school and to recommend policies. The commission does not make policy but advises. The commission meets each month except in December, June, and July.

Questions about school policy should be directed to the principal first. Any changes to school policy are made by the principal and school administration.

Individual instruction, disciplinary issues and personnel are **not** the responsibility of the Cardinal Pacelli Advisory Committee. Such concerns should be addressed as written in the grievance procedure steps #1- #3 above.

Cardinal Pacelli Parent-Teacher Organization (PTO)

The Cardinal Pacelli School PTO plays a vital role in our educational community as a strong link in keeping home and school close together. Membership is open to all parents and participation in the PTO is required of all parents. An annual volunteer sign-up form for PTO projects is distributed in the spring and fall. Board meetings are monthly except in July and are open to all members.

Many school programs and improvements are made possible through PTO organization and volunteers. These include room parents, playground supervision, cafeteria supervision, school office volunteers, special grade level programs, social events, school library staff, numerous fundraising events, and other volunteer activities. There are numerous opportunities for parents to contribute to the quality of their child's life at school.

Athletic Commission

The extracurricular sports program for the parish and the school is administered by the Athletic Commission which is under the direction of the Parish Community Commission. The Athletic Commission meets monthly except in July. It coordinates team formation, recruits volunteer coaches, schedules practice times, administers concessions, and distributes and collects equipment and uniforms.

Fine Arts Commission

This extracurricular activity program was begun in the fall of 1991 and is under the direction of the PTO and school staff. The goal of the Fine Arts Commission is to provide after-school opportunities for students to express themselves through the arts.

Fundraising Events

Most schools and parish organizations sponsor fund raising events during the year. PTO, Athletic Commission, scouting, and other groups support their programs through voluntary fundraising. Most PTO all-school fundraisers are organized and staffed by volunteers and participation is voluntary. These funds are spent to enhance the learning environment for all Pacelli students. In recent years purchases have included ceiling fans, folding cafeteria tables, drinking fountains, audio visual supplies, computer hardware, and student desks and chairs.

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 Safe Parish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled Safe Parish training bulletins to volunteer at Cardinal Pacelli School. To access or register for your **SafeParish™** account go to <http://www.aocsafeenvironment.org>.

It is expected that parents/guardians will 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. All volunteers will have to do a background check through Selection.com from within their **SafeParish™** account. Fingerprints and background checks through the archdiocese are good for 5 years.

Volunteers are also expected to sign the Volunteer Confidentiality Form (Appendix N) prior to volunteering.

Requirements for Volunteers: SafeParish™ Training

Starting July 1, 2021, every person in a position which requires contact or interaction with youth or vulnerable adults must complete the **SafeParish™** edition of Protecting Children from Sexual Abuse training session before they are permitted to work or volunteer within any of the Archdiocese of Cincinnati parishes, schools, or institutions. No one under the age of 18 is permitted to complete the training.

In addition to completing the training, employees and volunteers must stay current in completing their interactive video based **SafeParish™** quarterly bulletins on Child Protection to remain in compliance with the requirements of the Decree on Child Protection. Non-compliance will result in **SafeParish™** account non-approval and non-compliant employees and volunteers will no longer be permitted to work with youth or vulnerable adults until compliance is reestablished. Please contact your local safe environment coordinator with questions regarding your **SafeParish™** account or if your account is non-approved due to non-compliance with the decree.

To access or register for your **SafeParish™** account go to:
<http://www.aocsafeenvironment.org>.

General School Information

Creating Class Lists

Working together collaboratively, class lists are formed by the teachers with the final determination from the school administration. Parents **cannot** request a teacher for their child(ren). The principal reviews the lists and assigns the teachers to each homeroom. If

there are personality conflicts between classmates, parents are responsible to alert the teacher of this in the spring in order for class lists to reflect their separation from each other before they are assigned to a homeroom. **Once the assignments are made public, the class lists will stand.**

Extra-Curricular Activities and Sports

Cardinal Pacelli School has many "after school" and other activities for students throughout the school year. These include athletic activities, team practices and games, scouting, servers, fine arts clubs, choir, band, enrichment classes and other interests. Because these groups carry the name of Cardinal Pacelli School, student and adult participants are expected to display the high standards of the school they represent.

Students must be in good academic standing to represent Cardinal Pacelli School in extracurricular events. Parents should notify the homeroom teacher if their child is staying after school for an activity. Parents are expected to know who will supervise their children and to instruct their children to remain with the adult supervisor of the after-school activity at all times. The adult supervisor is responsible for the safety of students.

Students who are absent from school during the day may **not** participate in any school sponsored activities on the evening of their absence. This includes, but is not limited to, school sponsored activities such as selective electives, clubs, student council, sports, etc.

The school assumes no supervisory responsibility for participants after school hours. Students should never be on school property, including the gym without adult supervision. Parents must pick up their child(ren) promptly from after school events.

It is the responsibility of the adult supervisor of after school activities to leave the meeting room and area as clean and orderly as it was before the activity. Trash is to be collected and emptied, the lights turned out and doors and windows locked.

A student who is suspended from school will not be allowed to participate in athletics at Cardinal Pacelli School during such suspension. The suspended student will not be allowed to begin participating in Cardinal Pacelli School 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 they would during school hours. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

Gifts

A birthday treat for **all** members of your child's class can be brought in.

Library/Media Center

All students have access to the school library. Library rules for checking out books, behavior in the library, the use of reference materials and student responsibility for lost or overdue books are explained at the start of each school year. Students are expected to follow these rules and to behave with courtesy and respect when using the library.

Library Books:

- Students are encouraged to check out library books on a weekly basis.
- Books may be renewed unless there is a waiting list for that book.
- It is the responsibility of the student and the parents to pay the replacement fee for lost or defaced books.
- Report cards/records will be held at the end of the school year if books are not returned or paid for.

Lost and Found

All items that are found will be taken to the school office. Please put your last name on clothing and water bottles, and they will be returned. Every month the unclaimed items will be donated to charity.

Lunch Program

Every school day the cafeteria staff serves a full meal that may be purchased by students and staff. *The Panther Café* is managed by *Kaldi's Concessions and Catering*.

Kaldi's provides a monthly lunch menu and it is posted on the school website. Families and staff wishing to participate in the lunch program will create a login and deposit money into the on-line lunch account.

Lunch orders are placed online from home by 8:00 AM.

Each homeroom teacher should remind the students of proper lunch etiquette. To maintain order in the cafeteria, students will abide by the following rules:

- Students may talk;
- Students may not save seats;
- Students must remain seated while they are eating;
- Students must observe good table manners;
- Students are responsible for cleaning up papers, drink cartons, food, etc. from their place;
- Teachers must inform the cafeteria manager of field trips which will cause students to miss lunch. Please do this at least two weeks prior to your trip.
- Click here for school lunch information Kaldi's [school lunches](#).

TRAFFIC FLOW SAFETY

Because our school is on a hill, we have a unique traffic flow. Driving across the parking lot during school hours can create a traffic hazard and the potential for serious accidents. Cars dropping off students in our Early Learning Program will be permitted to drive up the “out” onto the campus to drop off their children at the Parish Center doors for Pre-Kindergarten students and the Early Learning doors for Pre-School students at 7:50 AM. Teachers will be there to greet you and take your children safely inside.

ARRIVAL

Buses will enter up the hill and drop off students at the side entrance of the school by the Pacelli Playfield (south end).

DISMISSAL

- Early Learners:
 - Dismissal for Early Learners (Pre-School & Pre-Kindergarten) is at 11:30 AM
 - Dismissal for Early Learners (Pre-S & Pre-K) with lunch extension is 12:00 PM
 - Dismissal for full-day students is 2:40 PM
- Dismissal for all bus riders and car riders is 2:40 PM (being picked up in the car line in the back of school only)
 - Parents who pick their children up by car, should arrive no later than 2:30 PM.
 - A “car rider” is defined as a student who is picked up in the school car line. Students who are picked up on the street should come out as walkers.
- Walkers are dismissed after car riders and bus riders have departed. **No student will be permitted to dismiss to the street level until all vehicles have left the area.**
- Every student must be supervised by an adult on the playground after dismissal. No student should be told to go to the playground to “wait” to be picked up.

Parents must exercise **extreme** caution on Ellison Avenue and Nash Avenue during dismissal:

- Respect the property and driveways of residents on Ellison and Nash Avenues
- Respect the no parking signs
- Respect a safe distance from the stop signs at Ellison and Nash Aves.
- Observe state laws and allow buses the right of way
- Be alert to the crossing guards at the crosswalks
- Drive carefully to avoid accidents during dismissal.
- Do not block driveways

After School

Students are expected to:

- Leave school grounds promptly;
- Obey all safety rules; and
- Know that the school is not responsible for students left unsupervised after dismissal.

Students staying after school, must be at the direction of a Staff/Faculty member and arrangements must be in place for student pick-up upon a later dismissal from the school grounds. Parent and guardian cooperation are needed to build good safety habits. Please remind your child to follow these regulations.

PEDESTRIAN SAFETY

- Use the sidewalks when walking to or from school.
- Cross only at intersections, look carefully and obey all traffic signals.
- Refuse to go near or enter a stranger's car.
- Go directly home by the same route every day; and
- Obey the crossing guard's directions.

BICYCLE SAFETY

Students who ride bicycles to school must:

- Walk their bicycle on school grounds and on the 900 block of Ellison Avenue
- During school hours bicycles must remain locked to the bicycles racks on the Pacelli playfield.
- No "E bikes" are allowed on campus at any time.

Appendices

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

Appendix L [Social Media Policy and Media Release Form](#)

Appendix M [Tuition Information and Forms](#)

Appendix N [Volunteer Confidentiality Form](#)

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 Cardinal Pacelli School Family Handbook.

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

 Student Signature and Date

 Student Grade

 Student Signature and Date

 Student Grade

User Agreement/Parent Permission Form

Both Signatures Required

- I have read the terms and conditions of the **Responsible Use of Technology Policy**
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

 User Name (print) _____ Cardinal Pacelli School

User Signature _____ Date _____

Grade _____ Homeroom _____

Parent / Guardian Permission Form

I have read the terms and conditions of the **Responsible Use of Technology Policy**. I am requesting that the above-named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print) _____

Parent Signature _____ Date _____

My student's name, grade, homeroom and signature appear above.