

A single
sunbeam
is enough
to drive away
many shadows.

– St. Francis of Assisi

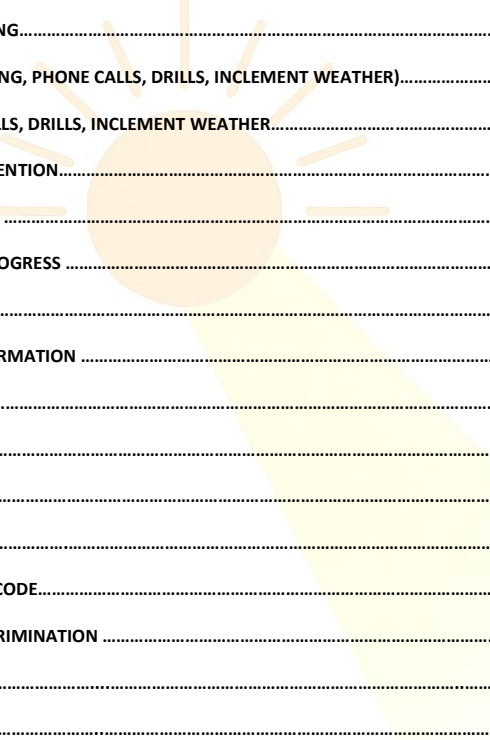
St. Francis Seraph School Parent & Student Handbook School Year 2025-2026

Principal ~ Mrs. Gineen Enneking
Director of Student Services ~ Mrs. Jamie Klauke
Social Worker ~ Mrs. Anne Niehauser
Pastor ~ Father Alan Hirt, Pastor

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Introduction

This handbook serves as a guide to St. Francis Seraph families. The guidelines set forth in this document are established to create an orderly environment that supports teaching, learning, and to assist in the equitable treatment of all students.

Parents and students are expected to read and follow the directives contained in this handbook. If, after reading this handbook, you feel you cannot support the established guidelines, it would be in your best interest to find a school more suitable to your expectations. Your willingness to comply with St. Francis Seraph School's expectations is confirmed by registering your child to attend our school and by signing the "Handbook Receipt Form" at registration.



Important Numbers & Internet Sites

School	721-7778
Student Services	721-7778
School Fax	721-5445
Web Site	www.sfsschool.com
Mrs.GINEEN Enneking– Principal	genneking@sfsschool.com

A Simple Prayer

*Lord, make me an instrument of your peace.
Where there is hatred . . . let me sow love.
Where there is injury . . . pardon.
Where there is discord . . . unity.
Where there is doubt . . . faith.
Where there is error . . . truth.
Where there is despair . . . hope.
Where there is sadness . . . joy.
Where there is darkness . . . light.
O Divine Master, grant that I may not so much seek
To be consoled . . . as to console.
To be understood, as understand.
To be loved . . . as love
For it is in giving . . . that we receive.
It is in pardoning . . . that we are pardoned.
It is in dying . . . that we are born to eternal life.*

St. Francis of Assisi

St. Francis Seraph School Philosophy

St. Francis Seraph School is a Catholic Elementary School in historic Over-the-Rhine where students are expected to learn and encouraged to grow academically, spiritually, emotionally, and socially. St. Francis Seraph School educates for life and invites its graduates and their families to remain an active part of the school and parish community.

The philosophy has been formulated with these objectives in mind:

1. The development of a loving Christian atmosphere in the school with formal education in Catholic Doctrine for all the students;
2. The formation of an educational policy that will meet the widely varying needs of the pupils;
3. The development of a healthy and realistic self-image and self-worth within each child.

To accomplish these objectives, the educational process must be adaptive enough to confront the challenges of the times and the needs of the individual students it serves. Continuous parent-school dialogue must occur to make these goals reachable.

St. Francis Seraph School Mission Statement

Rooted in the Franciscan values of service, dignity, compassion, and learning, St. Francis Seraph is committed to the quality education of children by developing each student's character and morals, as well as their physical, emotional, social, intellectual and spiritual well-being within a safe environment.

St. Francis Seraph School Beliefs Statement

We believe in the true Franciscan Mission, and therefore strive to provide our students and families with the necessary tools for success.

We believe all children can contribute to their community and the greater society in a positive manner for the greater glory of God.

We believe all children have dignity and value, as each is created in the image of God.

We believe teachers must strive to educate the whole child to be a productive member of society through Christ.

We believe all students at St. Francis Seraph's School should be offered a safe environment, free of judgment, bullying, and hostility.

Archdiocese of Cincinnati Board of Education **Policy Regarding Individual's Rights and Responsibilities**

The Catholic School System accepts the premise that each individual's freedom (rights and responsibilities) must be guarded. Therefore:

1. No person or persons, no student or group of students, will be permitted to disrupt the academic program in any school;
2. No person or persons, no student or group of students, may defy authority of the principal or teachers in any school by refusing to cooperate with a reasonable directive or rule;
3. No person or persons, no student or group of students, may harm the person or property of another student, or other personnel in the school;
4. Students should be given the opportunity to express their thoughts, grievances, and displeasure through an explicit process;
5. Each local school should define the procedure to be used if violations occur; and
6. Parents who send their children to Catholic schools, and teachers who teach in them, are presumed to agree with the philosophy and policy as stated above.

ADMISSION

St. Francis Seraph School is open to all children who can profit from our educational program and meet other requirements listed. No student will be excluded solely because of religion, race, sex, national origin, or ancestry. St. Francis Seraph School tries to limit class size to 25 students.

- All children entering kindergarten are to be five years old by September 30th or must have met Early Entrance requirements.
- All children entering kindergarten must be fully toilet trained.
- All students entering first grade must be six years old by September 30th or must have met Early Entrance requirements.
- Students, identified as a special needs student with an IEP, will not be permitted to attend St. Francis Seraph unless special education services are available for his/her specific disability.
- At the time of registration, parents are to inform the principal or social worker of any known physical, academic, emotional, medical, or psychological problems of the students. Failure to do so is grounds for dismissal.
- Students who have been expelled from public or other private schools will not be permitted to enroll at St. Francis Seraph, without special permission from the principal.
- Admission to St. Francis Seraph School is on a year-to-year basis. Parents must re-register their children each year and complete the application for tuition assistance. Priority is given to returning students who have submitted required paperwork before opening up spaces to new students.
- When registering a child for the first time, you must bring:
 - Birth certificate – not hospital record
 - Baptismal record for Catholic students
 - Social Security Card
 - Most recent report card for those students who have attended a previous school;
 - Immunization records
 - Money order for registration fee
 - Verification of income and address.
- When registering a returning student, you must bring:

- Money order or cash for registration fee
 - Verification of income and address.
- **No registration is final until all the required information is provided.**
- All students enter St. Francis Seraph **ON PROBATION**. Students who are chronically absent or tardy, who have low grades due to lack of effort, or who have behaviors which negatively affect their own learning or that of others may lose part or all of their tuition assistance, including Ed Choice or be dismissed from attending St. Francis Seraph School.
- Tuition notices will only be sent monthly.

AIDS GUIDELINES

Archdiocesan policy stipulates that "Each instance of AIDS involving (a student) (an employee) shall be treated as a strictly confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs."

ATTENDANCE

The importance of regular attendance on the optimum growth and development of students cannot be over-emphasized. A student must be in school **every day** that he/she is physically able. It is extremely difficult to be successful in class when attendance is irregular. When a student is repeatedly absent without proper cause, an attendance notice or warning letter will go out to the parent or guardian and an intervention plan will be put in place. If the student continues to be absent, the Hamilton County Juvenile Division will be notified and Truancy paperwork will be filed. Tuition aid will be affected by absence and tardiness to school. Students who have perfect attendance (**no tardies, absences or suspensions**) will receive special certificates at the Trimester Awards Ceremony.

Absences

Attendance at school is a STATE LAW. In cases of unexplained absence or truancy, the parents may be served a legal notice to appear in court. Parents are legally responsible to send their children to school.

- If a student is going to be absent from school, or late to school, parents are requested to call the St. Francis Seraph office at 721-7778 by 8 A.M. If a student does not arrive at school, we want to be sure that he/she is safe with you.
- **A note explaining the reason(s) for the student being late or absent must accompany the student on his/her return to school or the absence will be unexcused. The excuse note must be received within 3 days of the student's return.**
- More than four days of absence in any trimester without good medical cause or good reasons is considered excessive. After the fourth absence in a trimester, a doctor's note may be required for any subsequent absence at the discretion of the principal.
- Students will not be counted excused for such reasons as oversleeping; traffic delays; transportation; staying home because a sibling is ill; staying home because a parent is ill; for "personal reasons"; or other reasons unrelated to the student's personal health or a death in the family.
- Students who are absent more than three consecutive days will be required to produce a doctor or dentist note for any absence past the three-day limit to be excused.
- **Any student who misses more than 10% of the school year (18 days) may be required to repeat the grade level.**
- Students are allowed one day for each excused absence to make up missed assignments. Exceptions to this policy are at the discretion of the principal and his/her teacher.

- Students are not permitted to make up missed work due to suspensions. Exceptions to this policy are at the discretion of the principal.
- 8th grade students are permitted two excused shadow days to visit high schools.

Tardiness

It is very important for students to be on time for school. Any student arriving at St. Francis Seraph School after **7:35 A.M. is tardy and should report immediately to the office.** Students need a pass to be admitted to class. Students arriving after 8:00 AM without a doctor's note will not be allowed to attend school that day.

- Habitual truant is defined as 5 or more consecutive days, 7 or more school days in one month, 12 or more school days in a year.
- Chronic truant is defined as 7 or more consecutive school days, 10 or more school days in one school month, 25 or more school days in a school year.

Students with excessive absences or habitual tardiness may result in a referral to the Hamilton County Juvenile Attendance Court Program.

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

Excessive absences can result in termination of an Ed Choice Scholarship and other St. Francis Seraph School scholarship.

******Students arriving after 11:00 AM or students leaving before 11AM will be counted as half day absent.**

******Any student who leaves school for more than an hour during the day for a doctor's or dental appointment will be counted as half day absent.**

Request to Leave Early

A request to have a student leave early is to be sent with the student on the morning of dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours to avoid a disruption of the student's academic day. Only the student's parent or guardian may pick up the child unless the school has been notified that permission has been granted for someone else to pick up the student. Students will not be released to anyone except those listed on the Emergency Medical Authorization form unless notified by parent/guardian. Anyone other than parents must present photo identification to the school office personnel.

If it is necessary for a student to leave during the school day for a medical or dental appointment, parents must sign the child "out" when leaving and sign the child "in" when returning. The time missed will be counted as an excused absence **if the school is given a written statement from the doctor or dentist regarding the appointment.**

Arrival

Students may enter the school through the north side of the parking lot through the double doors directly to the cafeteria at 7:10 AM or the side doors on Moore Street. Students may not enter the school before that time. After 7:35 AM, students will ring the buzzer to be admitted through the Moore Street doors. This indicates the student is tardy and will report to the main office for a tardy slip. Parents are not permitted to stay with their children after the first day of school.

Dismissal

St. Francis Seraph School dismisses at 2:25 P.M. Students should go directly home at dismissal. If a student is staying after school for disciplinary reasons, parents will be contacted. If your child is staying after school to assist a teacher with a school project or receive extra instruction, a note must be sent in to school on that day. This note must indicate the time and who will be picking up the child after the event. If your children are not picked up on time, the school may contact The Department of Human Services or the Cincinnati Police to pick up your child/children. St. Francis Seraph staff is responsible for supervising your child from 7:10 – 2:25 each day. Before and/or after this time frame is the responsibility of parents.

Parents/Pick-ups are not permitted to go to the classrooms to retrieve students or come in the building; they must wait outside at the Liberty Street doors. If students are staying after school for extracurricular activities, they are not permitted to leave school grounds for any reason.

AWARDS AND HONORS

4th-8th grade

St. Francis Seraph students are recognized each trimester for good behavior, good attendance, and academic success. Criteria for honors for students are as follows:

This year, St. Francis will be using the Standard Based Report Card in grades K-4. This new Archdiocese of Cincinnati's Progress Update will be using an academic assessment scale of 1-4.

First Honors – 90% and above (no C's)

Second Honors – 80% - 89% (no more than 1 C)

Principal's List- All A's

You may not have a "D" or "F", or suspension to receive any honor recognition.

Kindergarten – 3rd grade

St. Francis Seraph uses the Archdiocese of Cincinnati Standard Based Report Card in grades K-3. This Progress Update will be using an academic assessment scale of 1-4.

4-Consistently Demonstrates/Exceeds Proficiency

3-Frequently Demonstrates Proficiency

2-Progressing Toward Proficiency

1-Demonstrates Limited Progress Toward Proficiency

N/A-Not Assessed This Grading Period

Principal's List – All 4's

Honors- Combination of 3's and 4's

The "average" is calculated from grades of all the core subjects. You may not have lower than a B in the three special area classes (art – music – physical education).

Perfect attendance certificates are presented to students who have no absences or fewer than 3 tardies during the trimester.

St. Francis Seraph awards are presented to students whose behavior is approved by all teachers. Students who are assigned to in-school or out-of-school suspension may not receive the St. Francis Seraph award.

BIRTHDAY TREATS AND/OR OTHER CELEBRATIONS

Kindergarten through eighth grade may bring treats to the classroom with teacher approval.

Birthday treats may be in the form of cupcakes, ice cream bars/cups, or cookies. Cakes and balloons are not permitted. A full party is not allowed. Replacement of the school lunch, such as a pizza party, as part of the celebration is not allowed. Parents and/or other relatives are not permitted to hold the party in the classroom or serve the students. All treats must be store purchased and individually wrapped. All materials for serving the treat must be provided i.e. plates, napkins, and utensils. Ice cream **must** be in individual cups rather than gallon or other bulk containers. The teacher and/or cafeteria duty personnel must be informed at least a day in advance when a treat is being brought.

Invitations for birthday parties outside of school are not distributed by teachers or staff at school or by students during class time.

BREAKFAST AND LUNCH

The school cafeteria serves breakfast each day starting at 7:10 A.M. until 7:30 A.M. Milk is served with every breakfast and lunch. **Students may not arrive at school with their breakfast.** Breakfast will be eaten at home or from the school cafeteria menu. Any student who arrives after 7:35 A.M. will be given a small breakfast from the office staff.

Extra snacks are not to be brought to school. Students may have a school lunch or pack a **healthy** lunch from home, but not both.

All food is to be eaten in the cafeteria.

No cans, plastic or glass bottles containing energy, carbonated soda/pop or powdered beverages are permitted at school. Fruit and vegetable drinks that contain less than 50% fruit juice and additional caloric sweeteners are not acceptable for school breakfast or lunch. Gatorade, Powerade, or other electrolyte drinks are not permitted at lunch or breakfast. In addition, no fast food lunches are permitted. If such food/drink is brought, it will be confiscated and discarded.

Students may not share food (packed or school breakfast/lunch) due to student food allergies and health department regulations.

Students who may be allergic to milk or any certain foods **MUST** have a note from their doctor placed on file. STATE LAW REQUIRES THIS.

We are **not** able to heat student packed lunches unless a doctor's note requires it.

Monthly lunch menus are provided and are subject to change.

To help make our cafeteria an efficient and enjoyable place to eat, students will:

- Show respect and courtesy by words and action to every child and adult;
- Talk in a quiet, conversational tone of voice;
- Finish their meal in the cafeteria and not take food from the cafeteria;
- Respect the cafeteria environment by:
 - Eating breakfast immediately upon arriving at school
 - Leaving a clean place at the table when finished
 - Picking up what they drop
 - Using the mop, broom, or rag provided to clean up spills
 - Reporting to an adult if they need help to clean up spills
 - Remaining seated with grade group;
 - Walking, not running



- Stop talking immediately when the bell rings or the hand signal is given
- Observe good table manners
- Ask permission before getting out of their seat
- Not saving seats
- Not sitting on the tables

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

1. General

- a. It is the policy of St. Francis Seraph School, that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The school's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the school.
- c. 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.

2. Definition of Terms

- **"Electronic act"** means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- **"Harassment, intimidation, or bullying"** means either of the following:
 - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - Violence within a dating relationship.
- **"Harassment, intimidation, or bullying"** also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, St. Francis Seraph will make this determination utilizing its sole and absolute educational discretion and judgment.

3. Types of Conduct

a. 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:

- i. Engaging in unsolicited and offensive or insulting behavior;
- ii. Physical violence and/or attacks;
- iii. Threats, taunts, and intimidation through words and/or Gestures;
- iv. Extortion, damage, or stealing of money and/or possessions;
- v. Exclusion from the peer group or spreading rumors; and
- vi. 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:

- b. Posting slurs on the Internet, websites, blogs, or social media/networks;
- c. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
- d. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- e. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

4. Complaints

a. Formal Complaints

- i. 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.

b. Informal Complaints

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

c. Anonymous Complaints

- i. 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.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

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

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

b. Administrator Responsibilities

i. Investigation

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

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

ii. Response

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

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

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

4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional

incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform school personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the Offender

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

2. Report to the Parent or Guardian of the Victim

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

3. Police and Child Protective Services

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

6. Miscellaneous

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

St. Francis Seraph School Cell Phone/Electronics Policy

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, St. Francis Seraph School has determined the use of cell phones by students during school hours should be limited. This policy is in alignment with the Ohio school cell phone law, House Bill 250, passed by Governor Dewine on May 20, 2024.

The objective of this policy is to strengthen St. Francis Seraph School's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. Research

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of cell phones by students while on school property during school hours. Students are to have phones turned off while on school property.

III. Use of cell phones and electronics

Students are prohibited from using cell phones at all times

IV. Exception

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized service plan developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address a health concern. (Example: Diabetes)

V. Cell phone and non-school issued electronics storage

Upon entering the building, all students are required to place their cell phones and any other electronic devices in their assigned, secure storage box. These devices include, but are not limited to: AirPods, Beats, non-issued school headphones, tablets, I-pads, laptops, etc. These boxes will be kept in a locked and supervised area for the duration of the school day. Devices will be returned to students at dismissal. Failure to comply with this policy will result in disciplinary action.

VI. Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

[] First violation: The cell phone/electronic device is given to the teacher or staff member to give to the principal. **The student may pick up the phone/electronic device at the end of the day from the principal. Parent or guardian is notified of the infraction via phone call, text message, or email.**

[] Second violation: The cell phone is given to the teacher or staff member to give to the principal. The parent or guardian is notified of the infraction via phone call, text message, or email and **the parent or guardian must pick up the phone/electronic device from the principal. A conference is held with the principal, student, and parent to discuss the matter.**

[] Third violation: the cell phone/electronic device is given to the teacher or staff member to give to the principal. The parent or guardian is notified of the infraction via phone call, text message, or email and the parent or guardian must pick up the phone from the principal. **A conference is held with the principal, student, and parent/guardian and a fee of \$25 is to be paid for the return of the phone/electronic device.**

[] Fourth violation: The cell phone/electronic device is given to the teacher or staff member to give to the principal. The parent or guardian is notified of the infraction via phone call, text message, or email and the parent or guardian must pick up the phone from the principal. **The student must serve a 1 day suspension, parent/guardian must pick up the phone, and a \$25 fee to be paid for the return of the phone.**

[] Fifth violation: The cell phone/electronic device is given to the teacher or staff member to give to the principal. The parent or guardian is notified of the infraction via phone call, text message, or email and the

parent or guardian must pick up the phone from the principal. **The student must serve a 3 day suspension, parent/guardian must pick up the phone/electronic device, and a \$25 fee to be paid for the return of the phone.**

[] Sixth violation: **The student will be removed from the school.** Parent/guardian will be notified of this by phone call, text message, letter, and/or email.

The school is not responsible for any electronic devices/cell phones brought to school by a child.



CHILD ABUSE or NEGLECT

St. Francis Seraph School will comply with the Archdiocese of Cincinnati's Child Protection Decree. Training is required for all persons who come in contact with children. This includes school personnel, regular volunteers, and any parent who volunteers at St. Francis Seraph School.

St. Francis Seraph School will comply with State Law when suspecting child abuse and/or neglect of students. State Law requires school personnel to report suspected abuse and neglect to 241-KIDS or the police, who, in turn, are responsible for investigating the suspected abuse or neglect.

CHILD CUSTODY

Parents are to inform the school anytime the custody of a child changes (SB - 140 requires this information). School officials need to see and copy court orders pertaining to a child's custody.

Non-Custodial Parents - a divorce or change in custody does not change the rights of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, step-parents have no rights to records, reports, or conferences unless the custodial parent grants these rights.

COMMUNICATION

Effective communication is a two-way process. Parents should not hesitate to call the school secretary and request that a teacher return the call. Every effort will be made to return parent calls within 24-36 hours. Email is also an effective way to communicate with teachers and is encouraged. Good communication leads to parents becoming partners in their child's education.

CURRICULUM and INSTRUCTIONAL PROGRAM

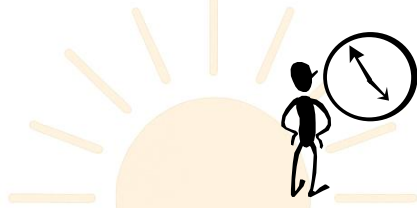
St. Francis Seraph School's curriculum includes all subjects required by the State of Ohio plus religion. The Archdiocese of Cincinnati Office of Education issues curriculum guidelines. The curriculum is delivered to students during an instructional day that exceeds the five-hour state requirement.

Because our goal is to develop the whole child physically, emotionally, socially, spiritually, and academically, educational excursions, after-school activities, prayer services, and religious activities and special area classes are part of St. Francis Seraph's overall program. Students begin and end each day with prayer. Students are encouraged to express their patriotism by reciting the Pledge of Allegiance to the American Flag each morning.

Students at St. Francis Seraph School are fortunate to have the opportunity to participate in art and physical education. These are required subjects; therefore, participation is not optional. Students may be excused from participation in gym class with written notification from the child's doctor stating the medical reason for

being excused. Students who do not participate in special area classes will face disciplinary consequences as well as receive poor grades.

DAILY SCHEDULE



**“Live in such a way that those who know you,
but don’t know God, will come to know God because they know you.”**

Breakfast: Daily 7:10-7:35

School Day:
7:35-2:25

Lunch/Recess:

Lunch:	Grades K-2	11:00-11:20
	Grades 3-4	11:20-11:40
	Grades 5-6	11:45-12:05
	Grades 7-8	12:05-12:25

Recess:	Grades 3-4	11:00-11:20
	Grades K-2	11:20-11:40
	Grades 7-8	11:45-12:05
	Grades 5-6	12:05-12:25

DECREE ON CHILD PROTECTION

This is the latest revision, effective September 1st, 2022. Anyone having contact with children as an Archdiocesan employee or regular volunteer must be trained in the Decree. All other Catholics of the Archdiocese are urged to be familiar with its contents as well. The contents of the Decree can be found at the following link: <http://www.catholiccincinnati.org/protectchildren/Child%20Protection%20Decree%20-%20English.pdf>

Decree on Child Protection Brochure

This is a summary of the Decree which also describes signs of child abuse (physical, sexual, emotional) and includes phone numbers of child protection agencies in all 19 counties of the Archdiocese. This can be printed out and folded into a tri-fold brochure. The brochure can be found at: <http://www.catholiccincinnati.org/protect-children/Child%20Protection%20Decree%20Brochure.pdf>

Reporting Abuse

If you or someone you know has been abused at any time by an agent of the Archdiocese of Cincinnati (priest, deacon, employee, or volunteer), the Archdiocese urges you to report the abuse to the Victims' Assistance Coordinator of the Archdiocese at 513-421-3131 or 1-800-686-2724 as well as to the secular legal authorities.

DISCIPLINE

St. Francis Seraph School holds discipline as fundamental in Catholic education. It is an essential element in helping our school foster healthy attitudes, provide stimulating activities, and create an atmosphere where social and academic growth can occur. An environment must exist which permits order and efficiency for teaching and learning to occur. The responsibility for self-discipline falls to the combined effort of students, parents, teachers, administrators, and the community that establishes the value system we accept. Students must realize that failure to follow classroom and/or school rules will result in consequences. Catholic, courteous, respectful, and cooperative behavior is expected at all times.

Common respect in word and action for everyone at St. Francis Seraph, good manners, self-control, and responsibility for one's actions are best formed in children by both parents and teachers. We ask that parents teach their children early and consistently to accept the consequences of their actions.

- Violence, aggression, and disrespect for staff and other students will not be tolerated.
- Children are expected to be responsible and respectful in their conduct toward teachers, staff personnel, volunteers, school property, other students, and themselves.
- The principal and staff are responsible for developing a disciplinary system that will bring about respect, responsibility, and safety for everyone involved.

DEMERIT SYSTEM

St. Francis Seraph will use the Demerit system to track discipline in 2025-26.

We focus on three key areas of behavior that help our school run smoothly and safely:

Respect, Responsibility, and Readiness

Individual Expectations

Certain student actions primarily harm only the student committing the offense. These are some but not all behaviors and expectations.

Be Respectful

What This Looks Like:

- Following classroom rules
- Walking quietly in hallways
- Working quietly during learning time
- Eating only in assigned areas

Examples of Unexpected Behavior:

- Disrupting class or others

- Passing notes
- Eating or chewing gum in the classroom or hallway

Be Responsible

What This Looks Like:

- Bringing the materials needed for class
- Returning signed forms from home
- Completing and turning in assignments on time

Examples of Unexpected Behavior:

- Forgetting supplies
- Not returning parent signature forms
- Turning in work late

Be Ready to Learn

What This Looks Like:

- Staying alert and focused in class
- Keeping personal spaces neat and organized
- Wearing the correct school uniform

Examples of Unexpected Behavior:

- Sleeping in class
- Messy desks or areas
- Wearing the wrong uniform

School-Wide Expectations

At our school, we believe in creating a safe, respectful, and productive environment for everyone. The following expectations help all students succeed. These are not all the possible behaviors, but they serve as helpful guidance for what's expected and what is not.

What We Expect from Students

Students are expected to:

- **Be Respectful**
 - Treat people and property with care.
 - Use kind words and actions.
 - Follow rules in all areas of the school.
 - Accept "no" for an answer politely.
- **Be Responsible**

- Ask before using someone else's belongings.
- Show up for required school events.
- Take care of school materials and equipment.
- **Be Ready**
 - Complete your own work honestly.
 - Turn in your cell phone and all electronics not issued by school as stated in our cell phone/electronics section.
 - Come prepared and on time.

Examples of Behavior That Go Against Expectations

While not a complete list, these behaviors can negatively affect the learning environment:

- **Disrespect or Misuse**
 - Breaking or misusing school equipment including Chromebooks and other electronic devices.
 - Taking or damaging others' belongings.
 - Causing disturbances in places like the cafeteria, church, auditorium, field trips, etc.
 - Refusing to follow directions or do assigned work.
- **Irresponsible Actions**
 - Stealing.
 - Skipping in-school suspension or other required activities.
- **Unprepared or Dishonest Actions**
 - Cheating or copying work.
 - Using a cell phone or other non school issued electronic in class without permission.
 - Not using the school-issued electronics as directed by the teacher including being on inappropriate websites, on non -teacher directed sites, etc.

How We Address These Behaviors

When expectations are not followed, we work with students to help them grow and improve.

Some possible responses may include (not necessarily in order):

- Assigning demerits
- In-school suspension
- Referral to the office
- Contacting parents or holding a conference
- Loss of certain privileges
- Creating a behavior contract

Our goal is to support all students in making positive choices, learning from mistakes, and being part of a safe and respectful school community.

Serious Behavior Expectations – Safety Matters

Some student actions can affect the safety of both students and staff. These expectations are in place to protect everyone in our school community. This list includes common examples but is not all-inclusive.

What We Expect from Students

Students are expected to:

- **Be Respectful**
 - Use polite and appropriate words.
 - Solve problems peacefully.
 - Think about how your words and actions affect others.
 - Follow all bus rules.
- **Be Responsible**
 - Ask before borrowing anything.
 - Take care of school and personal property.
 - Always tell the truth.
- **Be Ready**
 - Stay in your assigned school areas.
 - Be present and on time every day.

Examples of Unsafe or Serious Behaviors

These actions are more serious because they can impact the safety and well-being of others:

- **Disrespectful or Harmful Actions**
 - Obscene gestures or language.
 - Repeated or escalated defiance.
 - Fighting (threats or physical altercations).
 - Harassment or threats of any kind.
- **Irresponsible or Dishonest Actions**
 - Going through a teacher's desk or private area.
 - Stealing or vandalizing school property.
 - Lying.
 - Sexting or using technology inappropriately.
 - Any tech behavior that does not reflect St. Francis Seraph values.
- **Unsafe Behaviors**
 - Leaving class or school grounds without permission.
 - Skipping school or repeated absences without valid excuse (truancy).

How We Address Serious Infractions

When serious behavior occurs, appropriate actions will be taken to ensure safety and learning can continue. These may include (not necessarily in order):

- Assigning 3 or more demerits
- In-school suspension
- Referral to the office
- Contacting parents or holding a conference
- Loss of student privileges
- Creating a behavior contract
- Out-of-school suspension
- Expulsion

Note: In some cases, immediate suspension or expulsion may be necessary for the safety of others.

At St. Francis Seraph School, we take safety seriously and work with students and families to maintain a caring and secure environment for all.

Demerit Totals

4 Demerits = Lunch Detention
6 Demerits= Half Day ISS
10 Demerits = Lunch Detention
15 Demerits = Full Day ISS
20 Demerits = Student is placed on contract and/or an out of school suspension may occur.

*Note: At the end of each trimester demerits will be purged so that students can start the new trimester with a clean slate.

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

Some examples of a serious offense are:

1. Continued classroom or school disruption;
2. Insubordination;
3. Physical abuse of another person, fighting;
4. Instigating or encouraging a fight;
5. Threatening or intimidating acts toward another person;
6. Bullying;
7. Lying, making false accusations, or spreading rumors;
8. Verbal, written, or gestured obscenities;
9. Inappropriate sexual behavior;
10. Use of profanity, capping, and/or name-calling;

11. Use of racial slurs or racial undertones;
12. Defiance...complete refusal. Failing to follow instructions of teachers or other staff personnel when possible to do so;
13. Passive-aggressive behavior;
14. Disrespect to staff members;
15. Destruction, vandalism, or stealing of property;
16. Misbehavior during a safety drill;
17. Misbehavior at church or during religious activities;
18. Misbehavior while on a field trip, school outing, at a school-related/sponsored function, extra-curricular activity, an assembly, an awards program, a guest speaker presentation, or while representing St. Francis Seraph as a student.
19. Leaving the classroom or school building without permission;
20. Being in any area of the building without permission;
21. The possession and/or use of drugs, alcohol, or tobacco, vape, and/or placebo;
22. Possession of firearms, knives, or other dangerous objects; and/or play guns/knives.
23. Inappropriate use of the computer and/or internet.
24. Other actions that are seriously opposed to school policy or the philosophy of the Catholic school.

These possible consequences are not progressive. More serious offenses could result in an automatic suspension and/or expulsion.

Students who are suspended from school will not be allowed to make up the work and will receive zeros for all work that is graded during the suspension time unless granted permission by the principal.

Suspension days are counted as unexcused. If a student acquires 15 or more days of suspension, he/she MAY be asked not to return to St. Francis Seraph School the following year. This is at the discretion of the principal.

Students may be **permanently removed** from St. Francis Seraph for these reasons:

- Repeated offenses of disrespect toward teachers, staff, other students, and themselves;
- Fighting, bullying, or aggressive behavior;
- Failure to obey the rules and regulations and/or expectations defined by the school;
- Failure to pay tuition;
- Excessive absences and/or times tardy to school;
- Failure to provide day-time phone numbers for emergency – **a serious safety concern**;
- Possession of a gun or weapon;
- Sexual behavior, harassment and/or indecent exposure;
- Repeated incidents of name-calling;
- Lack of cooperation on the part of the parents or guardians;
- Parent becoming confrontational with a staff member; and,
- Parent confronting a St. Francis Seraph student other than his/her own on school property or at the bus stop.
- Exceeding the max amount of demerits in a trimester or school year.

While parent support is appreciated, parents MAY NOT physically punish their children within the school or on school property. This includes smacking, hitting, or spanking children. The school is required to report any physical or mental abuse to 241-KIDS.

Any staff member, male or female, may enter the restroom or dressing area of students of the opposite sex if there is probable cause for concern for the safety or health of a student.

EXTRA-CURRICULAR ACTIVITIES

Students who sign up to participate in after school activities are expected to be in attendance at all practices and/or sessions. Failure to attend may result in expulsion from the activity. If students participate in more than one activity and a scheduling conflict occurs, the student's obligation is to the school related program.

Students who are absent from school for either a whole or half day or leave school due to illness cannot return later in the day to participate in any after-school activity or field trip.

Students who participate in the Friars' Club Program, Bacon Buddies, and/or any other programs are subject to the same school rules as during the school day and may be dismissed from the program for poor behavior, poor grades, or unacceptable attitudes. Additionally, parents who do not respect the program can cause their child to not be allowed to participate.

FIELD TRIPS

Field trips are an extension of classroom learning. They are an important part of a child's instruction in a particular area of knowledge or experience and support curricular objectives. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. To attend a field trip, a child must consistently finish schoolwork on time, meet school and classroom expectations, and display appropriate behavior consistently. In addition, a student who is excessively absent from school, but comes to school for the field trip, may not be permitted to attend. A student may be excluded from the field trip at the discretion of the school administration.

An **official St. Francis Seraph School permission slip**, signed by the parent or legal guardian, must be returned to the teacher **by the due date** in order to attend. Handwritten or verbal permission will not be accepted unless approved by the principal.

Permission slips will clearly state that the parent or guardian *"will in no way hold St. Francis Seraph School or its Staff liable for any accidents or damage incurred as a result of my son's/daughter's participation in this event."* Additionally, *"parents recognize that they are fully responsible for any legal liability resulting from personal action by their child."* **A separate permission slip is required for each child. One permission slip for an entire family is not acceptable.**

Parents will be notified if a child has been denied the privilege of attending a field trip. Children must come to school on the day of the field trip with the exception of field day. If a student is sent home due to illness, he/she may not return to school to attend an after-school field trip on the same day.

Students who misbehave while on a field trip may be excluded from the next field trip or for field trips for the remainder of the school year.

Students who are not picked up promptly from an after school field trip may be excluded from future field trips.



FINANCES

- The monthly tuition payments are due by the **1st of each month**. After the 5th day of each month, a \$15 late payment fee will be added to your child's tuition for that particular month.
- Students will not receive report cards unless payments, including any fees and/or fines, are current and/or voucher checks are signed.
- School records will not be sent to another school until all tuition and fees are paid in full.
- Graduating eighth grade students cannot participate in graduation unless tuition and other fees are paid in full.
- Tuition is paid over a 10-month period. The first payment should be made by September 1st.
- Tuition payments and all other fees must be up-to-date by the end of each grading trimester for students to enter the next trimester at St. Francis Seraph School.
- Students may not attend all or part of the last week of school if tuition and fees are not up-to-date.

Tuition assistance is available to all our students. To apply, parents are required to submit financial information when registering their child/ren for school. Tuition assistance may be provided through CISE (Catholic Inner-City Schools Education Fund), and/or the Archdiocese of Cincinnati. All families are expected to contribute toward tuition; however, a sliding scale determines the amount expected of each family. Tuition assistance is provided to students who are willing to meet these criteria:

- Come to school on time;
- Attend school every day they are physically able;
- Obey school rules and regulations; and
- Give a good effort to academics.

Forms of Payment and Procedure Regarding Returned Checks

- Cash, cashier checks, money orders and personal checks are accepted as payment.
- If a check does not clear the bank, then a fee (currently \$25 subject to change based on bank charges) will be added to the account balance, and only cash, money orders, or cashier checks will be accepted as future payments.

GRADUATION

In order to participate in the 8th Grade Graduation Ceremony, students must meet the following criteria:

1. Academic Performance

- **Students must not receive any F's (failing grades) in the third trimester of the school year. Final trimester grades reflect readiness for high school and are considered essential for graduation ceremony participation.**

2. Behavioral Expectations

Commented [1]: please read and review

- Students must maintain appropriate conduct throughout the school year. An excessive number of suspension days may result in disqualification from the graduation ceremony. Final decisions will be made by the administration based on overall behavior patterns.

3. Effort and Completion of Work

- All assigned work must be completed to the best of the student's ability. Consistent effort and engagement in learning are expected from all students.

4. Attire for the Ceremony

- Students are required to wear modest, appropriate attire for the graduation ceremony. Clothing should reflect the formality and respect of the occasion. Administration reserves the right to make final decisions regarding appropriate dress.

These expectations are in place to uphold the values of responsibility, respect, and readiness as students transition to high school. Exceptions or appeals may be reviewed by the school principal on a case-by-case basis.



GUIDANCE AND COUNSELING

Limited guidance services are available for every student in the school. If a specific need or concern about a child arises, the principal or teacher will make a confidential referral to the school social worker. Parents may also request that a child be referred for school guidance services. If the child's problems exceed the scope of the school's guidance program, parents should consult with their family physician about professional counseling services. The principal and/or pastor have the right to insist that student and/or family participate in professional counseling outside of the school in order to remain enrolled in school.

HOMEWORK



Homework is a teacher-planned learning activity which takes place largely outside of the student's regular school hours. It should reinforce classroom learning and expand on a student's school experience. Homework is considered an important part of the instructional program and in order to assist the learning process, some sort of home review of material covered during the day can be expected.

IN-SCHOOL REGISTRATION

Parents should register their children by a specified date in the spring for the following school year. Parents may register a child while still owing fees, but the child will not be placed on a class list until all fees are paid or arrangements to pay are made with the principal. Class size is limited to twenty students K-3 and twenty-five students per class in 4-8; therefore, if the class is filled before fees are paid; the child will be placed on a

waiting list. Registration of new students begins after the deadline date for in-school registration. Those registering after the class is closed will be placed on the waiting list in the order of registration and completion of required paperwork.

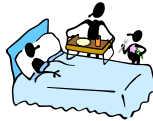
IMMUNIZATIONS, HEALTH AND SAFETY

Under the direction of the school nurse, maintenance of a complete health record will be provided for each child. Any child who is not in compliance with immunizations, which are required by the law, will not be readmitted to school. New students will have one month after the first day of school to produce records of immunization.

Throughout the year, the nurse will conduct screening programs such as vision and hearing. These tests are not substitutes for meeting the child's basic health and immunization requirements, which remain the parent's responsibility. Rather, these tests are aimed at raising the health standards of all our students.

The school nurse is contracted by St. Francis Seraph. If any student has a medical condition that cannot be easily managed at school by his/her self, the student may need to withdraw from St. Francis Seraph.

When a child becomes ill or has an accident at school, the parent will be notified. No child will leave the school without specific parental permission. Because of unexpected illness and accidents, emergency phone numbers and emergency medical authorization must be on record at school. Completing the emergency forms at the beginning of each school year does this. **State law** requires that emergency information be maintained for each student. The Emergency Information Card provides the proper information needed by 911 and/or hospitals to treat your child in case of an emergency.



If parents are unable to pick up their sick child from school or are unable to be contacted, persons listed on the emergency card will be contacted.

Children will be sent home from school if they have a fever of 100.4 ° or above, if they vomit, are continually coughing or are too ill to remain at school. Children need to stay home for 24 hours after their fever is gone and they need to be symptom-free for 24 hours before returning to school (i.e. no vomiting for 24 hours). Before returning to school after a communicable illness, a child must present a release card from the doctor. Chickenpox must be scabbed over before your child returns to school.

Current protocol for head lice requires the child to be "**Nit Free**" in order to return to school. Students will be sent home when lice or nits are detected. School personnel will inform the parent/guardian with written instructions regarding treatment of child, family, and the home.

Students who continually have problems with bed bugs may be excluded from school until **verification is provided** that bed bug extermination treatments have been made to the home.

If your child is sent home with suspected ringworm, he/she must have a doctor's note to return to school.

Immunizations must be up-to-date in order for students to attend St. Francis Seraph.

If your child is not feeling well, vomits, continually coughs or has a temperature of 100.0 ° or above in the morning, please do not send him/her to school. Sufficient sleep is recommended for good health.

If you have a change of address or phone number, please notify the school office immediately at 721-7778. Students may be excluded from school if emergency information is not up-to-date. St. Francis Seraph

School **requires** that parents/guardians provide a **daytime phone number** so they can be reached in case of an emergency.

MEDICATION

Most medication can and should be given at home. Providing medical care to students is the responsibility of the parents and will not be assumed by the school.

Whenever it is absolutely necessary that medication be given to the students during the school day, the following will apply: *

1. By **state law**, Ohio Revised Code 3313.713, written permission **MUST** be obtained from and signed by the physician **and** the parent or guardian before school personnel may administer any prescription medication. The request must include instructions as to the name of the medication, dosage, time of day the medication should be administered, and duration of medication administration;
2. Medication must be in original containers and have an affixed label including the student's name, name of medication, dosage, route of administration, and time for dispensing.
3. All medicines are kept in a secured location by office personnel. **It is required that the medication be brought to the school by the parent or guardian.**
4. Parents must pick up medications at the end of the school year. Medicines will not be returned to students to bring home. **Any medicines left at school after the last day of school will be discarded.**
5. Parents may administer non-prescription drugs to their own children at school; however, a parent may fill out a form for a student to take non-prescription drugs at school when left in the office. If a child needs throat lozenges, a note from the parent must be sent in.

OHIO LAW REGARDING MISSING CHILDREN

Section 3313.672 of the Ohio Revised Code – A pupil at the time of his/her initial entry into a public or non-public school shall present to the person in charge of admission any records give him/her by the elementary or secondary school he/she most recently attended and a certification of birth issued pursuant to Section 3705.05 of the revised code or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation. Within twenty-four hours of the pupil's entry into school, a school official shall request the pupil's official records from the elementary or secondary school he most recently attended. If the school the pupil claims to have most recently attended indicates that it has no records of the pupils attendance or the records are not received within fourteen days of the date of request, or if the pupil does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

OUT OF UNIFORM DAYS

St. Francis Seraph School will host one **Out of Uniform Day** each month. To participate, students must bring **\$1**, which will be donated to a **charity of the month** selected by staff and/or students.

While students may not be dressed in the standard school uniform on these days, it is important to remember that they are still **representing St. Francis Seraph School during school hours**. All attire must be appropriate, respectful, and conducive to a positive learning environment.

Students choosing to be out of uniform must follow these guidelines:

- **No holes, rips, or tears** in jeans or pants are permitted.
- **Hairstyles and nail color** must remain in compliance with the regular dress code.
- **Excessive jewelry and inappropriate or revealing clothing** are not allowed.
- **Sandals, flip-flops, slippers, and Crocs** are not permitted. Students must wear closed-toe shoes appropriate for school activities.

If a student arrives at school dressed inappropriately on an Out of Uniform Day, a parent or guardian will be called to bring the student's standard school uniform so the student can change.

Failure to follow these expectations may result in the loss of Out of Uniform Day privileges or additional disciplinary action.

PARENT/TEACHER CONFERENCES

Scheduled Parent/Teacher conferences are held twice a year for the purpose of discussing student progress and behavior. Notices are sent home indicating the time of the scheduled conference. Parents and/or teachers are encouraged to arrange additional conferences if the need arises.

PLAGIARISM/CHEATING

Students shall not plagiarize works that are found on the Internet and/or other literary works (or sources). Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Plagiarism, like all forms of cheating, is unacceptable. Students are expected to do their own work. Use of Artificial Intelligence (AI) is also a form of cheating. Consequences could include but not limited to; referral, parent contact, loss of all credit (zero) for the assignment or test (no make-up permitted).

PROCEDURES

Visitors to St. Francis Seraph School

For the safety and security of guests, staff, and students, all visitors are required by **State Law** to present themselves at the school office upon arrival at the St. Francis Seraph School. Visitors will be given a red visitor badge in the office. They are to wait for office personnel to notify the classroom teacher that a visitor is on the way. Teachers have been directed to report any visitor who comes to their rooms without being announced by the office. Under special circumstances and with principal approval, parents are welcome to visit the classroom for a **period of one hour**. This policy will take place after the second week of school. However, classroom instruction will not be interrupted for drop-in parent visits and such visits are not conducive to holding a conference. Visitors are asked to return to the office to sign out.

Change of Residence, Telephone Number, or Transfer

If you change your address, home telephone number, or parents work number, please immediately notify the office at 721-7778. Students may be dismissed from attending St. Francis Seraph School, if emergency numbers are not provided. Parents will be asked periodically to complete a form verifying current address and phone numbers during registration and in January.

Parking in the School Parking Lot

Parents should not attempt to park or let students off in the school parking lot during breakfast or lunch/recess times as it creates a dangerous environment for students walking into the school or playing at recess. During these times parents may park in the lot behind the school fence if space is available.

Phone Calls/Messages

Use of the school telephone is limited to school business and emergencies. Please make arrangements for your child's after-school plans before the child comes to school. Students may not use the school phone during the day or at the end of the school day to verify or change afterschool arrangements. Office personnel will make every effort to relay non-emergency messages to the teacher or student. Calls for teachers will be returned within 24-36 hours. Students must have permission to use the phone and may do so only for emergencies. *Students are not permitted to take calls during the school day.*

Fire, Tornado, and Intruder Drills



Fire and tornado drills are held at regular intervals as required by law. Intruder and/or lock down drills are conducted periodically during the school year. It is important that everyone follow instructions for these safety precaution measures. Directions for these drills are posted in each room. Adults who happen to be in the building during fire and tornado drills must accompany the children and staff members in following the procedures. Misbehavior during a safety drill may result in a suspension from school. Talking is **not** permitted.



Inclement Weather

In bad weather conditions, listen to radio and television stations beginning at 5:00 A.M. for **ST. FRANCIS SERAPH** to be announced. Should schools be forced to close early, television stations will carry this information. Prepare to listen anytime bad weather is expected. Channel 5, Channel 9, Channel 12 are the best stations/channels to check for school closings. A school wide email and text message will also be sent out via ALMA to announce a school closing. **Whenever Cincinnati Public Schools are closed, St. Francis Seraph will also be closed. However, St. Francis Seraph may also be closed even if CPS is open.**



Lockers/Coatroom Procedures

Coats, jackets, and purses are to be kept in the classroom's designated coatroom. It is advisable that students do not bring money, except bus fare, or other valuables to school. The school will not accept responsibility for student possessions that are stolen or damaged; the school will not pay for stolen items. However, an investigation will occur to try to determine who is responsible for the damage or theft and the situation will be handled as a disciplinary matter. It is up to the parents of the children involved to discuss and/or correct restitution. St. Francis Seraph School reserves the right to search all areas of the school and to request students reveal the contents of book bags, pockets, and purses when there is reason to believe that item/s not allowed at school may be present.

PROMOTION AND RETENTION

Promotion from one grade level to the next is dependent on the child's ability to successfully complete the course of study at his/her grade level. Retention should occur at the primary level; however, older students may be retained, if retention is considered to be in that child's best interest. No child will be retained more than once at the primary level and once in the upper grades. Students may be retained in the present grade if one or more of the following occur:

- A failing grade is reflected in two or more core subjects (grades 1-8);
- Core subjects in grades 1-3 are Reading, English Expression and Math;
- Core subjects in grades 4-8 are Reading, English Expression, Math, Social Studies and Science/Health
- A student has exceeded unexcused absence limitations.
- Kindergarten students who do not have sufficient readiness skills and basic knowledge necessary to be a successful first grader.

Students with failing grades may be **placed** in the next grade level.

Students may be required to attend summer school in order to be placed in the next grade level or to continue attending St. Francis Seraph School. Students may be able to attend summer school at one of the other CISE schools which offers a summer school program or through a Cincinnati Public Summer School Program.

RELIGION AND PRAYER

Students will be respectful of the Catholic principles and spiritual values that govern our school. Students will participate in religion classes and any religious activities that take place in the St. Francis Seraph School Community, including Morning Prayer, end-of-day blessing, class prayers, Mass, prayer services, religious songs, etc. We do not expect our students to convert to Catholicism. However, we believe that part of educating students is to teach them to understand and respect other religions and at St. Francis Seraph we study the Catholic faith.



Catholic students will have an opportunity to attend Mass or a prayer service on Fridays and Holy Days. Students, who are disrespectful in church, during Prayer, the Blessings, or other religious activities, may be suspended or expelled from St. Francis Seraph School.

REPORTING PUPIL PROGRESS

An interim report is issued mid-trimester, three times a year. Pupil Progress Reports (report cards) are sent at the end of each trimester of the school year. These reports will indicate academic progress and development in social and personal responsibility. Report cards will be held when fees and/or tuition are owed or parents have not signed required paperwork. A parent signature is required for all interim reports.

ROLE OF PARENTS

The home and school have joint responsibility for a child's development. What happens to him/her in either place affects his/her total behavior. What the school expects of parents/guardians:

1. Provide the basic needs of your children, such as food, shelter, safety, and love.
Until your child has these, he/she will not be ready to learn;
2. Provide the proper time and materials for study at home and in school;
3. Make sure your child completes his/her homework every evening;
4. Check and sign your child's **Student Planner or Daily Plan Sheet** every day to verify that assignments are complete;
5. Encourage some daily reading at home; reading is a skill which requires practice;
6. Provide proper nutrition. A child's diet can greatly affect his/her behavior;
7. Make sure your child gets plenty of rest;
8. Make after-school arrangements for your child's before the he/she comes to school;
9. Expect regular attendance. This instills within the child the importance of his/her presence at school and a sense of responsibility for his/her "job" in life;
10. Send your child to school wearing the proper uniform and dressed appropriately for weather conditions;
11. Address all concerns regarding conflicts between your child and another student through the proper channels; the school is not responsible to settle neighborhood issues.
12. Students may be removed from attending St. Francis Seraph School if his/her parents exhibit disruptive behavior, use unacceptable language, breach school rules or are uncooperative with school staff.



SCHOOL OFFICE INFORMATION

The entrance to the school is located on the Moore Street side of the school building.
The school office phone number is 721-7778. The office is open for business every school day from 7:10 A.M. until 3:00 P.M. Messages may be left before or after office hours.

Summer office hours are from 8:00 – 12:00 in June and by appointment in July.

SEARCH AND SEIZURE

School administrators may inspect any student's property at any time for any reason without prior notice. This includes, but is not limited to, desks, computers, and clothing. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to, packages, lunch boxes, or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal. If, during this search, items not permitted at St. Francis Seraph are discovered, they will be taken and may not be returned to the student.

When conducting a search, the following procedures will be followed:

- A minimum of two staff members will be present in any search of individual students.
- Students will be asked to remove items from their desks, book bags, etc. and open them.
- If contraband items are discovered, the item/s will be confiscated and the student will sign a statement that the items were found in the locker/desk/etc.

At any time, a student is in possession of jewelry that does not comply with the dress code, cell phones, electronic games, and other such items that are not permitted at St. Francis Seraph School, the item/s may be taken, only returned to the student's parents or guardians. Any illegal substance or weapon will be turned over to the Cincinnati Police.

Students shall not bring toys, trading cards, athletic items, electronic games, headphones, CD or cassette players, or any non-essential personal items onto school property unless authorized by a staff member. St. Francis Seraph School is not responsible for lost or stolen items. Pets are not permitted at school unless permission is granted by both the building principal and the classroom teacher and must be brought by an adult. No pets are allowed on school buses.

STUDENT SERVICES

St. Francis Seraph offers personal and specific programs to assist students having educational and/or personal difficulties. These include psychological testing services, speech and language therapy, and Title I reading. A limited amount of special education services for mild disabilities is available at St. Francis Seraph. In order to receive these services, students must meet the criteria for eligibility and/or be referred by parents or teachers.

TESTING PROGRAM

St. Francis Seraph school will again be utilizing MAP Testing as our form of standardized testing. Map test scores can be requested to be sent home with students.

TRANSPORTATION

Riding a bus is a privilege extended to students and a convenience for parents. Students who ride yellow buses may be suspended from riding or removed permanently, if their behavior endangers the safety of themselves and others. No student shall:

- Fail to remain seated while the bus is in motion;
- Fail to sit in their assigned seat.
- Stand, change seats, or turn around in his/her seat while the bus is in motion;
- Yell, shout, scream, talk too loudly, or make unnecessary noises;
- Have feet or legs in the aisle;
- Put hands, heads, or arms out of the windows;
- Defy the directions of the bus driver;
- Eat, drink, or chew gum;
- Fight, push, trip, shove, or hit another person;
- Throw objects in or out of the bus;
- Spit or litter;
- Use objectionable or profane language, curse or use obscene gestures;
- Use electronic devices or cell phones;
- Tamper with bus equipment;
- Display discourteous, rude, or annoying behaviors; and/or
- Display any other behavior relating to the safety, respect, and/or well-being of others.

If student(s) is/are suspended from the bus for any reason, it is the parent/guardian(s) responsibility to get the student to school. If student(s) is absent or tardy due to this action, it will not be excused.

For safety reasons, no pens, pencils, or toys are allowed out of book bags while on the bus. Such items may be taken and discarded.

Students who ride yellow buses will be put on the bus every day unless parents inform school personnel in writing or by phone of change in plans early in the school day. It may not be always possible to get phone messages to your children. If a student tells school personnel that he/she is not to ride the bus, the student will still be placed on the bus unless the parent is at school to get the child before the bus departs.

Any student who receives a conduct report from the bus driver will be dealt with in the following manner.

1. First Offense - the student will receive a written warning.
2. Second Offense - the student will be suspended from the bus for 3 days.
3. Third Offense - the student will be suspended from the bus for a week.
4. Fourth Offense - the student will be suspended for a month and/or the year depending on the offense.
5. Any student who is fighting on the bus will receive an automatic suspension from school.

UNIFORMS/DRESS CODE

A uniform committee reviews the uniform policies each year and makes changes as needed. All students are required to wear uniforms. Repeated offenses to uniform requirements will be considered defiance and is cause for further disciplinary action. Teachers or supervising staff will call parents/guardians to bring proper uniform clothing as needed. Parents/guardians are advised to mark their child's name in permanent fabric marker for identification. Questions regarding the uniform policy can be answered by contacting the school office. Any clothing, footwear, lip covering, undergarments, earrings, hair style, hair color or other items the principal finds inappropriate, or distracting, **the parent will be called to pick up child or bring appropriate items.**

ALL GIRLS K-8

- Girls must wear **khaki or navy blue** jumpers, skirts, skorts, or dress pants. Shorts may be worn in warm weather. Blue jeans and denim are not permitted.
- Jumpers, skirts, skorts, and shorts must be appropriate length (clothing must be no shorter than fingertip length when hands hang down at sides.)
- Uniform shirts must be navy blue shirts or white shirts collared shirts or polos
- Collared shirts/polos must be tucked in at all times.
- Only the CISE or SFSS logo may be worn on shirts.
- **Navy blue sweaters, pullovers, cardigans, or sweatshirts must be worn over a collared shirt and must be solid navy blue. Sweatshirts with the St. Francis Seraph logo are permitted. No hooded sweatshirts are permitted.**
- Tee shirts worn under blouses or shirts must be navy blue, black or white.
- Shirts and blouses must be tucked in at all times.
- Bras must be white or beige.
- Pants must be worn at the waist.
- Navy blue, white or black leggings or tights may be worn under skirts, pants, or jumpers.
- No large belt buckles on belts.
- All students' pants must be properly worn on the waist.

- Socks must be worn.

ALL BOYS K-8

- All boys must wear dress pants. Shorts may be worn in warm weather. Blue jeans and denim are not permitted.
- Uniform pants/shorts must be khaki or navy blue in color.
- Pants must be worn at the waist.
- Button down shirts, polo shirts, and turtlenecks are permitted and must be navy blue or white. Shirts must be tucked in at all times.
- Only the CISE or SFSS logo may be worn on a shirt/undershirt.
- Solid colored sweaters, pullovers, cardigans, or sweatshirts must be worn over a collared shirt and must be solid navy blue. Sweatshirts with the St. Francis Seraph logo are permitted. **Hooded sweatshirts are not permitted.**
- Shirts must be tucked in at all times.
- Tee shirts worn under school shirts must be navy blue, black, or white.
-

ALL STUDENTS

Jewelry, Hair, Makeup

- Students (boys and girls) may wear a watch, a simple chain, and one pair of small post earrings only. No other jewelry is permitted. For safety reasons, no dangling or hoop earrings are permitted. For safety reasons or distraction, a teacher may ask a student to remove the earrings.
- Extreme body piercings are not permitted (eyebrows, tongue).
- Extreme hairstyles (Mohawks, shaved designs, etc) are not permitted. **(Final decision is at the principal's discretion.)**
- Hair bands are permitted and must be worn above the hairline. No other head coverings are permitted. No hats, bonnets, head, or neck scarves are permitted to be worn in the building.
- Facial hair is not permitted.
- Tattoos (temporary or permanent) and writing of any kind on the body are not permitted.
- Make-up of any kind (including lip gloss).
- Nail color must be one color and of moderate length.
- Perfumes, scented lotions, and aftershave lotions are not permitted.
- Carmax and/or Blistex is permitted but it may not be shared or put on in class.
- Purses, fanny packs, and/or wristlets must be kept in the coatroom during the school day.

Socks & Shoes

- Gym shoes or boots and socks must be worn at all times.

- Light up shoes are not permitted.
- No sandals, crocs, slippers, or flip-flops.
- Sperry-like shoes are permitted.

Miscellaneous

- Chewing gum is not permitted and is considered a uniform infraction.
- All personal belongings must be stored in backpacks.
- Jackets must be stored in the coat room during the day.

NOTE: Administration has final say on all student matters.

POLICY OF NON-DISCRIMINATION

St. Francis Seraph School admits students of any sex, race, color, nationality, religion and ethnic origin to all rights, privileges, programs and any activities generally accorded or made available to students at St. Francis Seraph School.

PRIVACY POLICY

St Francis Seraph School collects personally identifiable information, such as your email address, name, home or work address, or telephone number. St. Francis Seraph School also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, and gender.

St Francis Seraph School does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

Student records are confidential. A parent must sign a release form for the school to release his/her child's record. Transfer of school records is accomplished via inter-school transfer.

WITHDRAWAL

If you withdraw your child from school, please notify the school office by coming to school and signing a withdrawal form. School records, with the exception of health records, will not be forwarded to another school, if the child's tuition and other fees are not paid in full and/or required documents signed as of the date of withdrawal. Only one set of records will be issued to a receiving school for students who withdraw. Records requested for parents will be copied within ten business days. All school property must be returned before records are sent to the receiving school or prepared for parents. Office Manager will complete the "Student Withdrawal Sheet" attesting to the return of all school property within three days of notification of student withdrawing from school. The student must take all his/her personal possessions home on the last day of attendance.

ST FRANCIS SERAPH WELLNESS POLICY

St Francis Seraph's Wellness Policy can also be found on the school website at www.sfsschool.com



The public can view our wellness policy at the school website.
The Wellness Committee meets two times per school year. The Wellness Committee consists of the school's health education teacher, social worker, nurse, office manager, cafeteria manager and one member of the community.
The policy is reviewed with changes made as needed each time the Wellness Committee meets.
The community may involve themselves with the committee at any time. An open invitation is located on the school's website.

WELLNESS POLICY GOALS

1. Nutritional Education

St Francis Seraph has nutritional education in all grades, taught by the head of health education using the Archdiocesan Graded Course of Study for Health (Teaching guidelines included.)

My Plate posters along with other healthy eating posters are displayed all year in the cafeteria and throughout the school. Nutritional content is posted for every lunch on the chalkboard in the cafeteria. This provides nutritional awareness of our food.

Lunch periods are all scheduled within 4.5 hours of eating breakfast. Fruits and vegetables are served as a snack three times a week as part of Fresh Fruit and Vegetable Program.

St Francis Seraph does not sell any food on its premises.

2. Physical Education

It is required that all students at St Francis Seraph will participate in the physical education program.

Physical education is taught to all grades by the head of health education using the Archdiocesan Graded Course of Study for Physical Education (Teaching Guidelines included).

As part of increasing physical activity among all students, every grade will have access to recess every day.

3. Other School Based Activities

St Francis Seraph will provide education to parents and students on nutrition and the benefits of physical activity on monthly calendars throughout the year.

Nursing is provided 5 hours daily. The school is able to provide complete dental care to our students. Also, students are taken to an eye doctor if vision testing warrants it. Immunization records are up to date. Testing for vision, hearing and scoliosis is done annually.

St Francis Seraph School has a social worker on staff four days a week to provide students and staff with basic mental health care and counseling.

Educational field trips for students will be offered periodically to all students taken to learn where their food comes from consisting of a trip to an urban garden.

Students have the opportunity to learn about sexual education through In Control.

NUTRITIONAL GUIDELINES

St Francis Seraph follows state and federal guidelines and procedures for reimbursement for school lunch, breakfast or special milk programs. This school will also follow nutritional guidelines established by the Ohio Department of Education.

IMPLEMENTATION OF POLICY

The Wellness Committee will meet a minimum of twice a school year to discuss and evaluate effectiveness of Wellness Policy. Surveys will be given to students at least once a year regarding various activities relating to health and wellness. At least two students in grades 4-8 will be asked to keep a food/exercise log for a week during the school year.

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:

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

SCHOOL ISSUED ELECTRONIC DEVICES

At St. Francis Seraph School, Chromebooks are valuable learning tools provided to support student education. With that comes responsibility.

- For School Use Only: Chromebooks are to be used only for educational purposes, as directed by teachers or staff.
- Not for Home Use (Unless Approved): Chromebooks may not be taken home unless permission is given by the homeroom teacher or principal and the proper sign-out procedure is followed.
- Handle with Care: Chromebooks are loaned to students and must be treated with respect. They should be carried safely in backpacks and returned to the charging cart each day to charge.
- Student Responsibility: Students and their parent/guardian are responsible for any damage caused by carelessness or neglect. Any costs for repairs or replacement will be the responsibility of the student and parent/guardian.

- A Privilege, Not a Right: Using a Chromebook is a privilege. If the device is not used properly, that privilege may be taken away.

CHROMEBOOK SITE VIOLATIONS

Using websites not in line with class content and/or without permission of the teacher(s) as well as being on sites during class instead of being on task.

Examples include, but are not limited to:

- unblocked-games.s3.amazonaws.com
- https://crazy-cars.github.io/#google_vignette
- www.crazygames.com
- rubiks-cube-solver.com
- Sites to bypass the security system

1st Violation:

1. Write-up
2. Loss of computer privileges for the remainder of the day and the following day of class
3. Parental contact by email or phone

2nd Violation:

1. Write up
2. Loss of computer privileges for the remainder of the day and 3 full days
3. Conference with parent/guardian

3rd Violation:

1. Write -up
2. 1 day suspension

More violations:

1. Write up
2. Loss of Chromebook usage for the remainder of the school year except for standardized testing purposes.

RESPONSIBLE USE OF TECHNOLOGY POLICY

Catholic School Office

Archdiocese of Cincinnati

Revised: 8/5/2020

INTRODUCTION

□ Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

□ The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world."

Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

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

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

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

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

*The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology.

The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

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

DISCIPLINARY ACTION

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

CONSENT FOR ONLINE/REMOTE LEARNING

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows: While the COVID-19 pandemic continues to exist and evolve, "remote" and/or "distance" learning (hereinafter referred to as "Remote Learning") may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being live streamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any live streamed or recorded video of such Remote Learning to anyone outside of student's immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child's observation of, and/or participation in, that particular class session.

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) _____ 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.

**St. Francis Seraph School
Parent-Student Handbook Receipt**

*****Handbooks were sent out electronically to all parent/guardians*****

I have received, read, and agree to the 2025-2026 Parent-Student Handbook.

Parent/Guardian Name: _____

Signature: _____

Student(s) Name: _____

Please return this acknowledgement no later than August 26th, 2025