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## Welcome!

St. Michael Catholic School stands at the top of Market Street in Ripley, OH. All members of St. Michael, St. Mary, and St. George pastoral region are encouraged to attend.

We are *the* Catholic School option for all of Brown County, Ohio.

During 2013 -14 we offer a three day preschool, a five day prekindergarten, and Elementary School classrooms - Kindergarten through 8th grade. We provide challenging academic and spiritual developmental programs for children of all faith backgrounds.

Our school affords the fullest opportunity for each to realize the Church's threefold mission of message, community and service. Our community of students, family, teachers, and parish is valued. We interact in many positive ways.

The Archdiocese of Cincinnati Catholic Schools Office theme for 2013 – 2014 is

### **Strength for the Journey**

The St. Michael School theme for 2013 – 2014 is

### **An Invitation to More**

We hope you will find St. Michael School a delightful and nurturing place. We invite our families to discover the God – given potential of each individual.

We will look at all of the invitations that lead us closer to His kingdom. An invitation to see God's wonder, to know God is good, to follow the saints, hope in God's plan, and celebrate joyfully is presented to each of us – and more!

We are happy to be with you on this journey!

## Philosophy

Christ is the reason for our school, and religious education is part of who we are. At present, approximately 40% of our student body come from other faith backgrounds. Each student is valued and nurtured as a child of God. We encourage active participation so all will come to seek, listen, and follow the plan God intends.

*“All human beings desire to know, and truth is the proper object of this desire.*

*In different ways and at different times, men and women have shown that they can articulate this intimate desire of theirs. Through literature, music, painting, sculpture, architecture and every other work of their creative intelligence they have declared the urgency of their quest. It is rightly claimed that persons have reached adulthood when they can distinguish independently between truth and falsehood, making up their own minds about the objective reality of things. This is what has driven so many enquiries, especially in the scientific field, which in recent centuries have produced important results, leading to genuine progress for all humanity.”*

*FIDES ET RATIO (Faith and Reason), Pope John Paul II, 1998*

St. Michael School believes in the education of the whole person. We use research based educational pedagogy to bring out the best in each child. The idea of multiple intelligence learning agrees with our Catholic Faith as evidenced in the following from Fides et Ratio.

*‘Faith and reason are like two wings on which the human spirit rises to the contemplation of truth; and God has placed in the human heart a desire to know the truth— in a word, to know himself— so that, by knowing and loving God, men and women may also come to the fullness of truth about themselves (cf. Ex 33:18; Ps 27:8-9; 63:2-3; Jn 14:8; 1 Jn 3:2).’*

## Mission Statement

It is the mission of St. Michael School to offer parents and children a Catholic School, a school where the philosophy gives direction to every part of what happens in the educational program. We proclaim the Gospel of Jesus Christ to promote the highest ideals, to encourage community service, and to prepare our students for the challenges of life in this culture.

*The mission statement is revised according to our accreditation schedule.*

## The Academic Program

St. Michael School exists to facilitate learning in each student. We believe that all children are capable of success.

We are fully accredited with the Ohio Catholic School Accrediting Association.

St. Michael School teachers are qualified, certified professionals. We implement Professional Learning Communities within our school to meet the varied academic needs of each student. Each day, one block of time is set aside to provide time and support to teachers and students. This allows groups of students to reinforce a past skill set, demonstrate that skill in a new and different way, or add an element of enrichment to what they've learned thus far related to that skill. This structure is solid educational practice, and demonstrates our belief that all of our children can accomplish much.

We are a part of the Archdiocese of Cincinnati, and our Catholic Schools Office Graded Course of Study is our curriculum base. Individual teachers and students bring much to the classroom that is of value and may be integrated into lessons.

### **Assignments:**

Expect your child to have daily homework. Teachers make every attempt to make an evening's worth of homework no longer than the approximate schedule of ten minutes of homework per grade level per day. For instance, students in grade three should expect an average of 30 minutes of homework each night. Students in grade 6 would be prudent to plan on at least one hour of homework each night. Please communicate with your child's teacher with questions regarding homework.

## **Reading**

Research shows that readers read!

Each student in grades 1 – 8 is expected to keep a daily reading log. Teachers may adjust time requirements to align with individual Accelerated Reading goals, and parents are required to sign off nightly that they have either read to, read with, or in cases of older children observed reading for the time indicated in their child's daily log.

## **Writing and Handwriting**

We teach students the process of writing, keeping in mind all aspects of the written piece from brainstorming to published work. Our current OCSAA goal is that students will demonstrate growth in writing skills. This includes content area writing. Each grade level will be working on level appropriate growth. Please allow them as many revisions as needed as they are learning effective methods of writing.

St. Michael School expects legible penmanship from all students. Students will spend time becoming legible, and teachers will teach handwriting as needed. Research shows handwriting is a skill that must be practiced in order to be learned, and although students learn keyboarding and other computer skills, the skill of handwriting has value.

## **Religion**

Education in the faith is taught daily in the classrooms of St. Michael School. Students receive a grade on the report card for religion as they would for another subject area such as math or science or reading. When portions of a class are studying in order to receive a Sacrament in the Catholic Church, all students, regardless of faith, receive the religious information as part of their class time.

### **Standardized Testing**

St. Michael Students participate in the Iowa Assessment Tests during the spring, under the guidelines of the Catholic Schools Office of the Archdiocese of Cincinnati. There is no preview to the tests. Consistent daily study is the best preparation for these tests. The Assessment of Catholic Religious Education gauges Catechetical effectiveness, and is given in grades 5 and 8.

Standardized tests are only a snapshot of a few days of your child's school year. These evaluations exist to better enable educators to help a child grow and develop, as well as to open communication between parents, teachers and students. Keep in mind that this is one of many tools to evaluate a student. Progress reports, written assignments, projects, and performances also add to a child's measure of success.

### **Project Work**

Teachers may assign project work during the year at various points of an educational unit. Students are expected to participate in these endeavors at the classroom level as well as the building level. (For example: all participate in annual Science Fair)

Fine Arts Events and other school events are part of each student's grade. Participation is expected.

### **Library**

St. Michael School offers a full service library for student use. Policy for checkout is under the direction of Mrs. Kokensparger, our Librarian, and is fully explained to students at the beginning of the year.

## Technology

Students develop computer literacy and practice keyboarding skills regularly during computer class. Our technology plan is on file and updated regularly. The school has wireless internet access with appropriate site management to protect any unwanted content. As an educational facility, St. Michael School knows the importance of correct and in depth information. Use of technology is one way to provide our students the best current education.

- Each classroom contains some student computers.
- Student iPads are for use under teacher direction. These will be signed out and shared.
- The Middle School (5-8) uses both classroom computers and laptop computers for research and content creation using specific programs.
- All students and parents sign an annual Acceptable Use of Technology agreement stating that the student will only access information pertinent to the task at hand, and only age appropriate material.

E-Books may be available on the shared iPads as purchased for classroom use. However, the iPads may not be taken home under any circumstances. Your child is permitted to discuss with you and the school if they wish to bring an e-reader from home when reading a selection at school. Prior written approval must be on record each year, and the student must be on task while using the device.

We must be diligent in protecting our children from harmful influences that might be found in various materials.

Any student using any technology for anything other than the task at hand designated by the teacher will accrue consequences as outlined in the Acceptable Use policy. This may include significant loss of all privileges during an extended period of time, suspension or expulsion depending on the infraction.

## Academic Intervention

Because we implement assessment driven learning teams, and the small size of St. Michael School is beneficial to independent learners, various learning needs are met in our unique environment. Our professional faculty make many accommodations geared toward individual students as needed. Additionally:

- An on -site Title 1 reading specialist is available to our students through state funding via RULH. Based on teacher recommendation and parent involvement, students are referred for assessment or small group intervention to receive Title1 services.
- Speech Therapy is available on site to students in need of that service via state funding.
- Students whom the learning team believes would benefit from more intense intervention receive consultative and diagnostic services through the referral process from RULH. St. Michael School, with the best interest of each individual student, will work with the family, our educational personnel, and RULH Auxiliary personnel to decide which setting would best fit a student on a case by case basis.
  - After completion of the referral process, any goals and objectives must be reached through an acceptable Individual Service Plan, or an ISP. St. Michael School, the parents, and the public school district work ethically and in the best interest of the student through this process. A memorandum of understanding would be drafted for any additional personnel needed to implement a student's ISP, which may or may not incur additional tuition.
  - Some students have benefitted from tutoring either inside or outside of school at the parent's expense.
  - Refer to: Whose IDEA Is This? A Parent's Guide to the Individuals with Disabilities Education Improvement Act of 2004

### Arrival and Dismissal

Our school day begins promptly at 8:05 am.

Students may arrive after 7:50 a.m. Teachers are on duty to assist with bus loading and unloading.

Arrivals after 8:05 must report to the office for a tardy slip. Excessive tardiness (3+ each quarter) may result in missed recess, phone conference, or detention.

Students are dismissed at 2:35pm.

- Any late arrivals or early dismissals must be made known to the school office in writing. The note must state the time he or she must leave school, the reason for the early dismissal and the name of the adult who will pick the student up.
- Students will be excused to properly identified persons only, and that adult must sign the student out from the school office in the event of any type of exceptional arrivals/dismissals.
- Students missing over 1.5 hours during the day will be marked as a  $\frac{1}{2}$  day absent.

### Calamity Days

When weather or other conditions necessitate a school delay or closing, St. Michael follows the RULH School District postings. If St. Michael School will dismiss early due to weather conditions there may be bus service. Parents will be called if school dismisses early. One Call Now is a telephone messaging system utilized by St. Michael School, and paid for through PTO funds.

## Absences

Ohio Law prohibits school absence for any other reason but illness or death in the family.

A written note must be brought to the office explaining any absence. Any child ill for more than 4 days, or having had a communicable disease must bring a physician's note in order to return to school.

Parent/Guardian must notify the school (937) 392-4202 before 8:30 when a child will not be at school that day. A written note must be brought in to explain the absence.

Travel: Student absences due to travel will be considered unexcused absences. We ask families to seriously consider the timing of any family trip prior to making travel arrangements.

Teachers are not required to have prepared work or assignments for any student prior to such an absence. In this age of technology, students may communicate with classmates, and are to be responsible for any work done at school as well as homework during an absence of this kind. This work will be included at teacher discretion, and other work may be required. Any tests or quizzes must be made up according to the teacher availability upon the child's return.

## Lunch

Hot lunch is served daily at the cost of \$2.25 per day.

Milk cards are available for \$4.00/card.

An attempt will be made to communicate menu selections at 2 week intervals.

Changes may be made based on inventory or cafeteria manager's discretion. There are times when, because of a Church need to use St. Michael Hall, there will be a need to pack your child's lunch. Please stay current on your One Call Now so that you will be notified of any last minute changes.

## Admission to St. Michael School

No student will be excluded from St. Michael School solely because of religion, gender, race, color, national origin or ancestry.

First through Eighth Grade Children who transfer to St. Michael School or enter mid-year must show evidence that they are qualified under the guidelines Established by the Ohio State Department of Education and the Archdiocese of Cincinnati.

St. Michael may decide on a case by case basis, to refuse admission to any child who has been expelled from any other school, or whose educational needs would not be met.

St. Michael School strives to meet the instructional needs of all students. However, if a child requires an Individual Education Plan, arrangements to work within that child's Individual Education Plan must be made between parents and the school administration. A memorandum of understanding regarding each IEP will need to be agreed upon, taking into account the best interest of the student foremost, but also taking into account the school's ability to staff personnel needed on a case by case basis.

(See section under Academic Intervention)

### All admissions are on a trial basis.

Good communication between family and school is best to obtain a good transition from one school to another. Parents and transfer students will keep open communication during the transition and will meet at a designated time during the 40 days following enrollment in order to confirm permanent enrollment or make arrangements for another school environment.

## Registration

Current students may register for the next school year in the early spring. The current registration fee is \$105.00 per family. After the early registration period, the fee becomes \$125.00 and when open registration is in effect, the fee is currently \$145.00 per family. No registration will be considered complete until registration fees are paid in full or arrangements have been made with school administration.

Priority registration is given in the following order:

- 1st. Students currently enrolled at St. Michael School whose families are active in their Catholic faith.
  - This means attending Mass regularly, and heartily contributing to the support of our pastoral region (St. Michael, St. Mary, St. George) by sharing time, talent and treasure.
- 2nd. Siblings of students currently enrolled.
- 3rd. Children of active parishioners enrolling for the first time.
- 4th. Students enrolling from other schools.

## Tuition

Tuition for the 2013 – 2014 school year remains at \$1600.00 per student for an active St. Michael parish family in grades K – 8.

For non-Catholic students, tuition is \$1700.00 per year for grades K – 8.

There is a reduction in tuition for children of the same family where more than one child currently attends St. Michael School. Speak to the office regarding the schedule.

Tuition assistance is available for families in true need. Families may apply through [www.sss.nais.org](http://www.sss.nais.org). The confidential online application is completed by the family, and administration receives a rating of need per family. This is considered with respect to annual funds received to our Angel fund for tuition assistance begun by Sr. Mary of the Angels many years ago. Payments must be made until late fall when funds are distributed. Families must return signed voucher prior to adjustments in the regularly scheduled tuition. Call the principal for questions.

## Discipline

*“There is therefore a path which the human being may choose to take, ...” Fides et Ratio*

Because students should imitate Christ in all things, they are taught to show respect, courtesy and good manners to all with whom they come in contact. It is not necessary to list pages of ‘do’s and ‘don’ts’. The faculty and staff of St. Michael School will assist students by teaching, modeling and reinforcing the following standards of conduct:

Christians should respect themselves, others and School and Church property

- Recognize and nurture healthy relationships with others
- No teasing or name calling
- Keep hands and feet to themselves.
- Keep materials and belongings in good working order and in place

Christians should cooperate with and follow the directions of all teachers and authorized persons. Follow directions of all teachers or adults in charge.

- Complete all assignments on time.
- Avoid gum chewing on campus
- No vandalism of any kind.

Demonstrate modest and be appropriate in language, gestures, dress, behavior, and activities, consistent with the standards of Christian decency at all times.

- Follow uniform dress code
- Follow the Ten Commandments and Beatitudes
- No Gum chewing or note passing
- Participate and put forth a good effort in school activities.
- No stealing, fighting or possession of any weapon or contraband.
- No swearing, vulgarity, profanity or related crude behavior either verbal, written or otherwise communicated.

*The administration reserves the right to carry out disciplinary measures for any offense or misconduct related to the school even though not mentioned specifically in the published rules and regulations.*

Because the education of your child is the main concern of the school, the family's full cooperation with our disciplinary procedures is necessary.

Disruptive behavior of any kind denies all students the right to learn. Infractions of a concerning nature are documented and will be brought to the parents' attention. Again, we must have your full cooperation in disciplinary decisions. Communication between trusted adults assists in righting concerning behaviors in a developing child...

Unruly or uncooperative students will be guided towards good behavior with increasing levels of consequences. These steps begin with a classroom behavior contract and increase according to that contract. Students who do not respond to teacher direction will be sent to another teacher or the principal, and together the faculty involved will create a further step program that could result in a change in enrollment. Expulsion is an option we rarely wish to use. Positive communication and prayer, patience and diligence usually turn negative behaviors around.

Any student may be expelled for just cause.

If an expulsion is in order, the principal will, in the presence of the student and the student's parent/guardian, document reason for the expulsion.

Copies of this documentation will be given to the appropriate persons. A copy of the documentation will also be kept in the student's file. When expulsion is judged an appropriate response in any disciplinary action, the following procedures will be followed:

1. The advice of the school psychologist, physician, social worker, counselor, or other specialists will be sought.
2. Written notice is sent to the student and parent/guardian advising of proposed expulsion.
3. A hearing regarding the proposed expulsion will take place between the school representatives and parent/guardians.
4. Parent/Guardians have the right to appeal the proposed expulsion to the Area Superintendent of Schools.
5. St. Michael School follows the Archdiocese of Cincinnati regulations regarding expulsion and suspension.

### **Harassment Policy (Archdiocesan Policy 306.05)**

Our Judeo-Christian faith embraces each individual as a gift from God, worthy of love and respect, therefore, harassment or bullying in any form, including but not limited to race, gender, religious belief, nationality, disability or sexual orientation, is prohibited.

Harassment is defined as unsolicited, offensive behavior. It may be verbal-jokes, insults, innuendos, propositions or threats-or non-verbal-gestures, touching, assault or the display of pictures of or other visual material. All harassment should be reported to a teacher, counselor or administrator. The complaint will be investigated. Disciplinary action against students may include suspension, expulsion and/or notification to legal authorities.

### **Integrity Policy**

Students are expected to adhere to the 7<sup>th</sup> Commandment, and nurture personal integrity. Cheating, plagiarism, or any form of academic deceit will not be tolerated.

Plagiarism is defined as “the act of stealing and using the ideas or writing of another as one’s own” (The American Heritage Dictionary). Plagiarism is not only copying materials from books or encyclopedias, but also includes:

- Direct copying of text or images, part or all of another student’s assignment, or other sources without proper acknowledgement, i.e. enclosing them in quotation marks.
- Extracting large sections from another source, and merely linking these together with a few of one’s own words.
- Taking information found on the Internet and turning it in as an assignment without putting the ideas into the student’s own words.

Cheating will warrant a score of zero. Plagiarized work, must be resubmitted, and will receive a grade no higher than 80%.

## **Student Property Inspection**

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. 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, motor vehicles, packages, lunch boxes or bags, containers, backpacks, duffel bags, book bags, brief cases, purses and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his/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.

## **Uniform Dress Code for Students**

2013-14 school year brings out our school colors of Red and Black!

It is understood that this is a transition year.

Educational Outfitters carries our plaid. Historically, this type of supplier carries products that withstand the play and work of our students. Our school code is OH1649

- **Jumpers and Skirts:**
  - The length of skirts and jumpers may hit the top of the knee, but be no shorter than two inches above the knee.
  - Our plaid code for [www.EducationalOutfitters.com](http://www.EducationalOutfitters.com) is OH1649
  - Girls in Kindergarten through grade 2 must wear the drop waist jumper.
  - Girls in grades 6, 7, 8 must wear the box pleat skirt.
  - Girls in grades 3 – 5 may choose either jumper or skirt. Many prefer the jumper.

- Black or Navy plain dress/twill pants are to be worn. Belts are recommended. No cargo pants or cargo shorts may be worn. No pant or short should hang below the waist.
- Shirts: White or Red collared shirts, either dress or polo style and with or without a St. Michael School embroidery are acceptable. (Please make sure they are red, not maroon.) Shirts must be tucked in. We will consider a special 6-8 grade shirt this year.
- Sweaters: Black or Red cardigan sweaters.
- Socks and shoes:
  - Students are asked to wear dress shoes or athletic shoes that they are able to walk comfortably in and that fit their style of play on the playground.
  - Socks must be worn, and must show above the shoe. They may be white knee socks, anklets or crew socks with no brand logo. Girls may choose black or white tights to be worn with their skirt or jumper.
  - No student (Preschool – 8) may wear flip flops or open toed shoes during the regular school day.
- Spirit wear: Educational Outfitters has our logo. We are working with them to create more hoodies and fleece. As we progress through the year, orders can be sent at selected times or through Educational Outfitters or PTO creation.
- Phys. Ed.
  - A St. Michael t-shirt and St. Michael gym shorts are required for your child's gym class in grades 5 – 8, and suggested for all students during gym class. These can be ordered at Educational Outfitters.
  - Gym shoes are required during Phys. Ed. class.
- Girls may wear a watch or bracelet and one pair of small earrings. Boys may not wear earrings.
- Hair should be neat and clean; above the eyes for everyone and above the collar and ears for boys; no inappropriate hairstyles or unnatural hair colors (i.e. purple, blue, green, etc.).

## Parent Communication

Each Wednesday, an envelope with important information including permission slips, fliers, newsletters, and calendars is sent home. Adults are asked to sign the envelope and return it to school containing any completed forms or payments on the next school day (usually Thursday).

Teachers and administration make every effort to speak with students and families regarding the variety of happenings during a regular school year.

There may be times when the adults disagree. However, we must show a mature and united front in the upbringing of each child. In the event of a disagreement regarding an issue, please make every effort to avoid conversations that might be overheard or seen as disrespectful. Avoid the use of social media when emotions are strong, and keep communication open and focused on the child. Together as family and school, we can set appropriate boundaries, establish consequences and stick to them. This will develop, over time, well-rounded and positively focused students who will be ready for High School. There are many resources to be shared regarding the upbringing of children. Please call the principal confidentially if you would like to share or borrow information.

Messages by email, school phone, or notes home are usually effective. Teacher phone numbers will not be given out. Visit school anytime, but when wishing to discuss your student's academics or behavior, parents are asked to schedule appointments in advance.

A suggested flow is:

Teacher involved note, email or phone- → teacher involved again- →  
teacher involved and another teacher or principal by appointment →

There is a policy in place for further resolution. It may be necessary to undergo the following grievance procedure:

## Grievance Procedure for Parents, Students, Families of St. Michael School

As humans, any communication might be misunderstood.

- 1) Should this happen, please try to respectfully speak about it with the person involved.
- 2) If this doesn't result in closure, contact the principal, who will listen to all parties, seek the truth, and bring information to parties involved.
- 3) Only after these steps have been faithfully followed and only if disagreement remains should the pastor or Catholic Schools Office personnel be consulted.

Instruction, discipline, or employment issues are not the responsibility of the School Committee or PTO. Please follow the grievance policy suggested above, as we all have the best interests of each student in mind.

*"It must not be forgotten that reason too needs to be sustained in all its searching  
by trusting dialogue and sincere friendship."*  
FIDES ET RATIO (Faith and Reason), Pope John Paul II, 1998

## Community

The PTO sponsors numerous educational, social and fundraising activities. All parents are encouraged and invited to participate in order to keep these programs running and to support our student programs and events that enrich learning at St. Michael School.

General assembly meetings are rare at present, but general meetings will be communicated through the Wednesday pony.

St. Michael School PTO chairs for 2013-2014 are Laura Ernst and Megan Seip. Joni Fussnecker resumes her role as treasurer. Please volunteer to assist your PTO in its many endeavors this year.

St. Michael School Committee is a group of stakeholders in the parish/school family who meet regularly for the promotion and benefit of St. Michael School. The School Committee is a major fundraising arm to supplant annual operations of St. Michael School.

## Field Trips

Occasionally, the students will leave the school for field trips. These trips are designed to supplement different aspects of the curriculum. Parents will receive notice in advance of the scheduled trip and will be asked to sign a permission form.

The students must have permission slips and release forms signed by parents/guardians and returned to their teacher in order to participate.

➤ Phone calls granting permission will not be acceptable. It is the child's responsibility to have the consent forms signed within the designated time frame.

*Field trips are privileges, not rights.*

## Student Health and Safety

### **Communicable Disease:**

St. Michael School will follow the recommended guidelines from the Archdiocese of Cincinnati and the Ohio Department of Health regarding the exclusion and admission of students with communicable diseases or infections (known to be transmitted by any form of casual contact) that are considered a threat to others, as well as communicable diseases not known to be spread by casual contact (e.g. Hepatitis B, HIV, etc.). Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being and individual confidentiality and needs.

### **Immunizations:**

Each student must have verification on file by the 15th day of entry to the school that they have received, or are in the process of receiving, the immunizations required by state law. Noncompliance is a justifiable reason for exclusion from school.

### **Illness or Injury:**

In the event of illness or injury occurring at school or at school functions that students are expected to attend, the following procedures will be followed:

1. School personnel will make every effort to notify the parent/guardian to be contacted in emergency situations. The directions on the *Emergency Authorization Form* (EAF), as completed by the parent/guardian, will be followed as closely as possible. It is the parent/guardian's responsibility to notify the school as soon as any information on this form needs to be updated!
2. Students going home early will be excused to properly identified persons only.
3. . If the nature of the illness or injury indicates that immediate medical/dental

evaluation is necessary and the parent/guardian cannot be reached, the doctor/dentist indicated on the EAF will be contacted and his/her directions followed.

4. If none of the above can be reached, the best shared judgment of school personnel regarding the interests of the child will be determined and followed.
5. If a child needs to be transported by the paramedic unit and the parents are not Available, school personnel will accompany the child. The student's EAF will be sent with the student. Parents will be given the full specifics at the earliest possible time.

**Medication:**

Ohio State Law prohibits the administration of any drug (over-the-counter as well as prescription) without permission of the parent/guardian and the order of a physician. (This includes pain reliever, cough drops, etc.). Please do not send any medication to school with your child until these papers are completed. The school secretary, administrators and teachers are all prohibited by law from giving any treatment or dressing any wounds with medication.

Treatment of wounds can only include cleaning with soap and water and covering with a band-aid or ice pack. Whenever possible, medication should be administered before or after school hours.

If a student must receive medication during the school day, a written request form signed by the parent and prescribing physician must be brought to the school by the parent/guardian along with the medication.

Administration of Medication at School (AMS) forms can be obtained by request in the school office. A separate request form must be completed for each medication to be administered.

If there is ever a change to the original physician's orders for the medication, a new *AMS* form must be signed by the physician and submitted. *AMS* forms are only good for the school year that is in progress. New forms must be submitted at the beginning of each school year. The medication must be in the original container in

which the pharmacist prescribing physician dispensed it. It must have the original affixed label stating the student's name, name of medication, dosage, route of administration and time of administration. If the parent/guardian or designated substitute is not available to provide such service to the student, the consent of the parent/guardian, order of the physician and agreement of school personnel must be obtained before a prescribed medical treatment can be administered at school. Parents assume any costs incurred to provide in-service training for the school administration to guarantee competent and safe administration of the prescribed medical treatment. In the absence of the administration, or during school hours when medication coverage is not assigned, the prescribed medical treatment will not be administered. The parent/guardian or designated substitute must assume responsibility for the medical treatment during these circumstances.

### Protecting our Children

All adults who have contact with our children must:

- complete BCI/FBI background checks,
- attend a 3.5 hour VIRTUS training through the Archdiocese of Cincinnati
- read and respond to a monthly online article regarding the protection of children.

This is required throughout the entire Archdiocese. "The Decree on Child Protection" was updated in July of 2013, and copies are available on line at [www.catholiccincinnati.org](http://www.catholiccincinnati.org)

For an ongoing schedule of classes at various locations, please go to [www.virtusonline.org](http://www.virtusonline.org)

The class is free of charge, and participants may attend at any Archdiocesan location. No adult may volunteer in any manner without compliance, whether it be lunch duty, room parents, or field trip chaperone. Any individual who falls behind on monthly updates will be suspended from contact with children until such a time as they become current.