



ST. GERTRUDE
SCHOOL

This is the last year for a printed version of the Family Handbook.

Next school year, 2011-2012, it will be posted to Edline.

We will continue to print the family directory and class lists.

2010-2011	FACULTY & STAFF	
Fr. André-Joseph LaCasse, O.P.	Pastor	2101
Dave Abele	Business Manager	2102
Sister Mary Sheila, O. P.	Principal (School Office)	1101
Elaine Nolte	Assistant Principal	1103
Judy Bayer	Admin. Asst./Reception	1101
Nancy Cowan	Admin. Asst./Auxiliary	1105
Margaret Stevenson	Admin.Asst.(Publications)	1107
Alice Dadosky	Health Aide	1106
Pat Lacker	Librarian	1121
Teresa Morabito	Tech. Coordinator	1131
Jamie Tabler	Pre K	1141
Sue Normand	KFB	1149
Donna Johnston	KAG/KPG	1151
Karyn Dickman	1B	1152
Jan Enia	1G	1150
Sister Mary Magdalene, O.P.	2B	1153
Elyse Tollefson	2G	1154
Anne Bookmyer	3B	1155
Sarah Trautmann	3G	1156
Susan Fischesser	4B	1157
Sister Karol Marie, O.P.	4G	1158
Kathy Mumper	5B	1163
Ruth Blom	5G	1164
Paul Dunphy	6B	1019
Joan Bennett	6G	1020
Karen Vehr	7B	1017
Jeanne Cregan	7G	1018
Sister Gianna. O.P.	8B	1015
Brian Suddendorf	8G	1016
Geoff Hoebbel	Math/Foreign Language	1014
Nancy Flammer	Art	1025
Jim Gillum	Music	1002
Joe Donnellon	PE	1309
Kathy Hackett	K Aide	
Janet Rolfes	Primary Aide	
Lisa Cox	Reading Resource Teacher	1092
Suzanne Suprock	Intervention Specialist	1093
Courtney Swillinger	Speech & Lang. Pathologist	1094
Jennifer Williams	Math Resource Teacher	1095
Barbara Mock	After Care	1142
Pat Baute	Cafeteria Manager	1138
Jim Andrus	Custodial Staff	1012
Shari Seibert	DRE Director	2108/2107

INTRODUCTION

“It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.” Canon 796, *The Revised Code of Canon Law*, 1983

“Close cooperation with the family . . . is not a question of convenience, but a partnership based on faith . . . The first and primary educators of children are their parents . . . it is the school’s responsibility to give them this awareness . . . [to] initiate meetings and other programs which will make the parents more conscious of their role, and help to establish a partnership; it is impossible to do too much along these lines.” #43, *Religious Dimension of Education in a Catholic School*, Vatican Congregation for Catholic Education, 1988

As the primary educators of their children, parents who chose St. Gertrude School expect the school to provide a high quality spiritual and academic formation for their children. To accomplish this, the school expects the cooperation and support of parents and students regarding all policies and procedures.

Any change in policies or procedures will be noted in the weekly “Bulldog Bulletin”.

HISTORY OF SAINT GERTRUDE SCHOOL

In the fall of 1934, St. Gertrude School opened its doors for the first time, admitting forty children in grades one through eight. The school building consisted of three classrooms on the first floor, a convent on the second, and a basement. Three Sisters from St. Cecilia Congregation of Dominican Sisters in Nashville, Tennessee were sent to oversee the education of the children. Sister Sebastian was the first principal.

By 1945, following the end of World War II, enrollment had increased to 117, and the school began to experience the first signs of growing pains. To remedy the situation, a decision was made to convert a portion of the school basement to a classroom, allowing for a total of four classrooms. By 1949 enrollment had increased to

220 and was rising steadily. This necessitated the addition of three classrooms on the first floor, a cafeteria and restrooms in the basement, and increased living quarters for the additional Sisters needed to staff the school.

By 1955, enrollment had climbed to 505, and once again the walls began to bulge. To alleviate the overcrowding and allow for continued growth, a second addition was built containing a connecting basement and four classrooms. In 1958, the final addition of the four classrooms in the back of the school was added.

In August of 2006, St. Gertrude's 72 year old building was torn down and a brand new school building opened wide its doors. This multi-million dollar project is a testimony to the zeal of the parishioners for the children of St. Gertrude and to the vibrancy of the parish and school community.

Presently, there are 2 classes each of grades 1-8. There is a morning, afternoon and full day kindergarten as well as a morning and afternoon pre-kindergarten. The new school was intentionally designed to hold no more students than this so as to maintain its family atmosphere.

Since the opening of the school in 1934, a Dominican Sister from St. Cecilia Congregation in Nashville has served as principal of the school. Presently, there are also three Dominican Sisters on the teaching staff, along with very qualified and experienced lay faculty.

The commitment of parents and parishioners to various volunteer activities continues to provide a spirit of community within the school. This spirit helps to give St. Gertrude School a solid foundation upon which to continue its academic excellence in the Dominican tradition.

MISSION STATEMENT OF SAINT GERTRUDE SCHOOL

St. Gertrude School is a Catholic, elementary school in the Dominican tradition. In partnership with parents, we offer children an excellent academic and religious education, providing a Christ-centered atmosphere in which students may grow in knowledge, truth, and love.

PHILOSOPHY OF EDUCATION

St. Gertrude School embraces a philosophy which is committed to the education of children in partnership with parents, who are the primary educators of their children. The school is wholeheartedly committed

- to the task of aiding parents in developing the whole child.
- to developing the abilities of all its students so that self-worth is enhanced and academic excellence attained.
- to motivating students to live as part of a faith community which works to serve the needs of society
- to fostering love of life, love of family and love of country
- to promoting reverence for all cultures and each individual as gifts from God.

St. Gertrude School offers a traditional program distinguished by

- effective and modern methods, technology, and curricula
- our own Virtues in Practice Program in which students learn about new Saints and virtues each month
- a beautiful new school facility
- art, computer, music, PE, and foreign language courses
- reading, math, speech, and intervention specialists for students with exceptional gifts or needs
- caring leadership
- community service
- a love for the Church, which, along with the presence of Dominican Fathers, Brothers, and Sisters, gives St. Gertrude School its specific character.

Table of Contents

- Faculty/Staff Extensions, ii
- Introduction, iii
- History, iv
- Mission & Philosophy, v

Part I. Attending Saint Gertrude School

- A. Admission Policy, p. 1
- B. Registration Policy, p. 2
- C. Inclusion/Admission Without Records, p. 3
- D. School Tuition Policy, p. 4
- E. Withdrawal, p. 4

Part II. Religious Formation

- A. Implementing Catholic Identity, p. 5
- B. *Virtues in Practice*, p. 5

Part III. Academic Policies

- A. Grading System, p. 5-6
- B. Homework, p. 6
- C. Make Up Work, p. 7
- D. Academic Probation, p. 7
- E. Promotion/Retention, Placement, p. 8
- F. Communication and Use of Assessments, p. 9
- G. Attendance, p. 9
- H. Graduation, p. 9
- I. Criteria for Awards, p. 10

Part IV. School-Wide Discipline Procedures (PK-8)

- A. Philosophy, p. 10
- B. School Rules and Customs, p. 13
- C. Consequences for Misconduct, p. 14
- D. Policies Regarding Specific Misconduct, p. 17

Part V. Code of Personal Appearance

- A. Compliance With Uniform Policy, p. 20
- B. St. Gertrude School Uniform and Out-of-Uniform Policies, p. 21

Part VI. Day-to-Day Concerns

- A. School Day, p. 24
- B. School Office, p. 24
- C. Attendance, p. 24
 - Absence/Tardiness Procedures, p. 25
 - Early Dismissal, p. 25
 - Illness During the School Day, p. 25
 - Vacation, p. 26
 - Make-up Work, p. 26
- D. Transportation, p. 27
 - Bus Transportation, p. 27
 - Changes in Transportation, p. 27
- E. Arrival and Dismissal Procedures, p. 27-30
- F. Dispensing of Medication, p. 30
- G. Cafeteria, p. 30
- H. Care of Books, p. 30
- I. Lost and Found, p. 31
- J. Library, p. 31
- K. Physical Education, p. 31

Part VII. Communications

- A. School-to-Parent Communication, p. 31
- B. Parent-to-School Communication, p. 32
- C. Parent-Teacher Conferences, p. 33
- D. School Advisory Council, p. 33
- E. Custodial Information, p. 33
- F. Emergency School Closing, p. 33
- G. Messages and Telephone Use, p. 34
- H. School Visitors and Volunteers, p. 34

Part VIII. St. Gertrude School Technology Policy

- A. Overview, p. 34
- B. Archdiocesan Responsible Use of Technology Policy, p. 36
- C. St. Gertrude School Technology Agreement, p. 39

Part IX. Enrichment

- A. Placement of Students in Elective Courses, p. 40
- B. Extra-curricular Eligibility, p. 40
- C. Field Trips, p. 40
- D. Parties, p. 41
- E. Parent Organizations and Involvement, p. 41

F. Fundraising, p. 41

Part X. In Conclusion

A. Right to Amend, p. 42

Family Directory

A. PTO, School Advisory Council, p. 43

B. Class Lists, p. 44

C. Family Directory, p. 55

Part I. Attending Saint Gertrude School

A. Admission Policy

Saint Gertrude School is a parochial elementary school supported by tuition, parish stewardship, and funding from the State of Ohio. The primary purpose of the school is the education of the children of Saint Gertrude Parish. Active parishioners and students currently registered in grades PreK-8 will be given priority over all other applicants for admission to the school.*

No child will be denied admission because of race, creed, color, or national origin. Ordinarily, children of Saint Gertrude parishioners will be admitted to the school after completing the registration required by the school office, including an interview for students in grades 6-8. Class sizes are limited and may require a waiting list to be established. Some students may be accepted on a probationary basis.

In the event that there are more applicants for a grade than space allows, the following criteria will be used in their respective order to determine the selection of applicants:

1. Siblings of current students or alumni.
2. Children of Active Parish Families**, in the following order:
 - (a) Children of families registered in the parish four years or longer.
 - (1) Children from within Parish boundaries
 - (2) Children of parent alumni
 - (3) Others by lottery
 - (b) Children of families registered in the parish for 1-3 years
 - (1) Children from within Parish boundaries
 - (2) Children of parent alum
 - (3) Others by lottery
 - (c) Children of families registered in the parish less than a year
 - (1) Children from within Parish boundaries
 - (2) Children of parent alum
 - (3) Others by lottery
3. Catholic non-parishioners
4. Non-Catholics

***Please note:** Since current students are given priority over all other applicants, children not enrolled in the Pre-K or kindergarten program at St. Gertrude School may have to be placed on a waiting list if there is insufficient space in kindergarten or first grade. Siblings who did not attend Pre-K or kindergarten at St. Gertrude School are not guaranteed placement in kindergarten or first grade.

****Active Parish Families are those who:**

1. Register
2. Participate in the Sunday liturgy
3. Place parish envelopes in the collection basket regularly
4. Contribute time and/or talent to the parish or school
5. Give an active Catholic witness.

B. Registration Policy

The annual registration process begins in February with re-registration for current families, followed by open registration. A non-refundable registration deposit is required for Pre-K through Grade 8. In classes where openings exist, new students may continue to register at any point during the year.

Kindergarten

Before students are accepted into the Saint Gertrude kindergarten program, the following steps must be completed:

1. All children entering kindergarten must be five years old by September 30 of the year they will enter kindergarten.
2. Children must register at Saint Gertrude School for kindergarten. A birth certificate and baptismal certificate must be presented at this time.
3. All children applying for kindergarten at Saint Gertrude School must attend a Kindergarten Screening in March. For developmental reasons, it may be beneficial for some children to delay enrollment. The administration may require this.
4. Children enrolled in pre-school must have their present pre-school teachers complete the Kindergarten Information Form provided by the school. These forms must be returned before the Kindergarten Screening.

Pre-K and Grades 1-8

All incoming students must submit the following records before beginning school at Saint Gertrude:

1. Official Certificate of Birth
2. Certificate of Baptism

3. Immunization/Health Record
4. Previous school(s) record(s)
5. Special Education record (if applicable)
6. Application form

All incoming students must meet school standards. Ohio law requires a student to submit written evidence of immunizations before being admitted. Special academic and/or psychological evaluation may be required.

Students are enrolled on a one-year basis, with continuation of enrollment contingent upon student conduct and effort, along with the cooperation of parents with the school.

C. Inclusion/Admission without Records

St. Gertrude School is dedicated to serving all children of the parish insofar as this is possible. There are no academic requirements for admission into the school, yet academic records are necessary to determine placement and to inform teachers how best to assist a child with the transition to a new school. In special cases, such as transfers from non-traditional schools, home schools, or other cases of admission without standard academic records, the following procedure shall be followed.

1. As with all ordinary transfers, if the student is applying for grades 6-8 the student and parents are first interviewed by the principal.
2. The student shadows for one day in the grade level indicated by his/her birth date.
3. At least two teachers from different grade levels conduct a brief interview with the child, present him/her with grade-level tasks, and review his/her achievement. If there is a possibility that the child is significantly above or below grade level, the intervention specialist may also interview the child and review his/her work. No formal assessment tools shall be administered for children not currently enrolled in the school. If possible, these interviews occur on the same day that the student shadows at the school.
4. The teachers (and intervention specialist) consult with the principal.
5. The principal meets with the parents.
 - a. In grades 1-8, the final decision regarding placement is the joint responsibility of the parents and the principal. If the parents and the principal cannot reach agreement regarding

grade-level placement, the child may be refused admission. As an option, the principal may grant the desired placement on condition that the child complete advanced/remedial work or a

formal evaluation prior to admission. In this case, a space in the grade is held for the child and a second meeting is scheduled before the child is admitted to the school.

b. In grades Pre-K and Kindergarten, the final decision regarding grade-level placement is the responsibility of the parents. If parents decide in contradiction to the recommendation of the teachers and principal, they sign a document indicating this fact.

6. Although this procedure assists with grade level placement in the absence of academic records, other health and sacramental records are still required.

D. School Tuition Policy

Tuition for each year is determined by needs of the school and means of the parish. Students who are children of Active Parish Families at Saint Gertrude can qualify for in-parish tuition rates (see admission policy).

There are a few options for payment of tuition. Parents may choose to pay the entire amount of tuition by June 20th, quarterly, or in 10 monthly installments July through April. Tuition is handled by 5/3 Bank's sponsored vendor, Tuition Management Systems, and a fee is charged for this service.

Families who fail to pay tuition or fees may have school records or Edline access withheld. Unpaid tuition will be added to tuition charges for the following year. Extraordinary circumstances should be made known to the pastor or principal. Consistent failure to pay tuition or to communicate extraordinary circumstances may result in a request for withdrawal from the school.

Questions regarding tuition payments should be directed to the parish business manager.

E. Withdrawal

When students are withdrawn from school, parents are asked to notify the office two weeks in advance of the date of withdrawal. This gives the office sufficient time to complete the proper records. School records are not released until all materials are returned, bills paid, and release form signed. Tuition will not be reimbursed.

Part II. Religious Formation

A. Implementing Catholic Identity

Catholic identity is at the heart of St. Gertrude School. We aim to foster a love for Christ and His Church. Recognizing that the truth of every subject leads to the One who is Truth, religion and prayer are integrated into all classes. In every context, the teachings of the Church are upheld with consistency and reverence. All students are required to participate in religion classes, school Masses, prayers before class, and any other religious activities taking place during the school day, regardless of the student's religious affiliation. The attendance of non-Catholic students at sacramental events held outside school hours is at the discretion of the parents. Students are encouraged to attend Sunday Mass every week and to participate in service activities that bring the love of Christ into the world.

B. *Virtues in Practice*

Virtues in Practice is a formation program designed to teach students about a virtue and a Saint each month, incorporating research-based social skills training, traditional Catholic devotions, service learning, and study skills on a three-year cycle. In addition to role-plays and other activities in the classroom, students complete monthly projects to assist their growth in virtue. In grades PK-5, parents and students complete a monthly form to confirm completion of a project and to provide their reflections; in grades 6-8 students complete most projects with their friends, submitting forms only for two monthly projects for focus virtues chosen in consultation with their parents.

Part III. Academic Policies

A. Grading System

Saint Gertrude School assess students each trimester according to the grading system set forth by the Archdiocese of Cincinnati.

Understanding that the primary years of school are developmental in nature, the academic reports for kindergarten through grade three are non-graded. Progress is recorded according to the child's ability and expectations of the curriculum as follows:

Kindergarten

- M - Mastered
- S - Satisfactory Progress
- D - Developing
- NP - Needs more practice

Grades 1-3

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement

Academic reports for **Grades 4-8** follow a letter grade format as follows:

- | | |
|-------------------|-------------|
| A - Superior | (93%-100%) |
| B - Very Good | (85%-92%) |
| C - Satisfactory | (77%-84%) |
| D - Below Average | (70%-76%) |
| F - Failing | (Below 70%) |

Edline is an online service used by teachers to inform parents of class news, projects/assignments, and grades during the trimester (see page).

In addition to report cards and Edline, formal Parent-Teacher Conferences are conducted twice a year in October and February. Parents and/or teachers may request conferences more frequently if the need arises to discuss a student's progress.

B. Homework

Homework will be assigned to reinforce what is learned in the classroom and to help the students learn personal responsibility. Nightly assignments should take an average of ten minutes times the grade level of the student. This excludes long term projects. If a student takes consistently longer than this average, parents should not hesitate to inform the teacher. This will allow the teacher to assist the student and to seek the advice of school resource personnel if the difficulty persists. Modifications for individual students in the classroom and/or to the curriculum will be noted on the report card and permanent record card. Parents can check Edline or contact a teacher concerning missing homework.

C. Make Up Work

Grades PreK-5

Ordinarily, make up work is due the day after returning from an absence or within a period of days equal to the number of days absent. Work submitted after this date will not be counted for credit toward a report card grade. Teachers may make exceptions in rare cases. Students who have not been absent will have credit deducted for work that is submitted late. Policies regarding percentages deducted and the number of days after a deadline that work will still be accepted is at the discretion of the teacher. Students requiring deadline extensions due to special circumstances should make such needs known to the teacher in advance of a due date.

Grades 6-8

For grades 6-8 the late credit policy is as follows: The teachers will be posting Edline bi-weekly according to stated dates on the calendar. Work is considered late if it is not turned in the date due and/or collected. Late work receives a maximum grade of 80% which the students can receive until the Thursday and Friday following the Wednesday Edline posting. (See policy posted on Edline).

D. Academic Probation

Students at St. Gertrude School are expected to devote themselves to their studies, as good stewards of the talents God has given them. Although special consideration will be given to students with special needs who have plans for classroom or curriculum modifications/accommodations, students of average ability who receive failing grades will be held accountable for lack of effort. Consistent lack of effort and failing grades may result in a request that the student withdraw from the school, since condoning underachievement is contrary to the school's spirituality of stewardship. The hard work of each student, along with cooperation between home and school is essential for the academic success of every student and the formation of healthy study habits.

The following procedures apply for students receiving failing grades.

- Midterm: Students in danger of failing are referred to resource staff to investigate the possibility of need for a modification/accommodation plan. A hardcopy midterm report is sent home for parents to sign.
- Midterm and report card: students failing 2 or more core classes (religion, reading, English, math, science, social studies) are placed on academic probation for two weeks after the date midterm reports are distributed.
- Students on academic probation may not participate in elective specials, parish sports teams, student council, school sponsored performances or academic competitions, junior high socials, or other school/parish activities (excluding liturgies and sacramental activities).
- A school administrator contacts Boosters or other event leaders to notify them that the student is temporarily ineligible. After two weeks of probation, a student-parent-teacher-administrator meeting is held to review conduct improvement and either end or extend the period of probation. An administrator communicates this decision to Boosters or other event leaders. The student remains on probation until an administrator communicates otherwise. Cases of extended probation are reviewed every two weeks, with meetings as needed.

E. Promotion/Retention, Placement

- The decision to retain/promote students in grades PreK-3 is the joint responsibility of the parents and the administration. In the primary grades, maturity and social development are central factors in the decision. If parents insist on promotion contrary to the recommendations of the administration, they sign a statement of the fact for the student's file.
- The decision to retain/promote students in grades 4-8 is the responsibility of the administration.
- Students who fail the same two or more core subjects for two trimesters will be required to complete remedial summer work as defined by the administration, in consultation with the teachers and resource staff. Such remedial work must be submitted to the administration by June 30th in order for the student to be promoted to the

next grade level, with a status of academic probation. Failure to complete required remedial work indicates the intention of the parents not to re-enroll the student at St. Gertrude School.

- Archdiocesan policy allows for a student to be “placed” in rather than promoted to the next grade when advancing to the next grade is in the best interest of the student although he/she has not mastered grade level work. The option to place rather than promote students is reserved to those with special learning needs. Ordinarily, only students who are held to an alternative academic standard, as indicated by an asterisk on their report card, may be placed rather than promoted.

F. Communication and Use of Assessments

All students in grades 2-8 participate in annual standardized tests during the month of October (cognitive ability testing in grades 2, 4, 6, and 8). A summary report for each child is sent home to parents in January. Results from these tests assist teachers in meeting the needs of their classes and of individual students. Students who score significantly below average or below their ability may be screened by the resource staff. Other formal assessments conducted by the resource staff are conducted with parent permission and reports are communicated with parents. These tests may be used to identify specific areas of difficulty or to monitor student progress.

G. Attendance

Students absent for more than 15 days in one trimester or 30 days in one year may be required to complete remedial work. Students accumulating more than 10 tardies during the year will be given a detention.

H. Graduation

According to archdiocesan policy, graduation is a religious ceremony. Graduation is merited by those who have completed their years at the school with conduct aligned to the discipline code as well as satisfactory academic performance. Eighth graders who fail two or more core subjects for two trimesters may not graduate. They may participate in the graduation ceremony and receive a certificate of attendance. The requirement of remedial

summer work is at the discretion of the receiving high school.

I. Criteria for Awards

Awards and scholarships are presented to the eighth graders on awards night each May. Criteria for the various awards are distributed to eighth grade parents and students in the fall.

Part IV. School-Wide Discipline Procedures (PK-8)

A. Philosophy

1. Goal and Purpose

The goal of School-Wide Discipline Procedures is to provide boundaries that are clear to all students, parents, teachers, and supervisory staff so that discipline is applied consistently throughout all grades and areas in the school.

The purpose of any consequences is formation, not simply punishment. At Saint Gertrude School we believe that all our students have the ability to become saints. When parents bring their children to Saint Gertrude School they are asking the assistance of the faculty and staff both in the academic and spiritual formation of their children. To this end, the SGS faculty and staff join parents in holding students accountable for their choices and encouraging them to meet high expectations. Students are taught to respect authority and rules, recognizing that rules do not limit freedom, but protect it.

2. Rationale for Consequences

To reach maturity, students must learn that in the real world negative choices have negative consequences. In cases where students make poor choices or display bad habits (vices), consequences are used to help them desire good choices and the formation of good habits (virtues) in the future. Growth in virtue allows children to develop their unique talents and increase their capacity for sainthood.

As the primary educators of their children, parents are expected to fully support the discipline procedures of the school, and to reinforce consequences at home. Parents assist other parents along with faculty and staff in a team effort to form all the children in virtue.

3. Reporting and Communication

Students:

Students are encouraged to be assertive and practice the virtue of friendship by steering their classmates away from poor choices and vices. In cases where they do not know how to intervene or have determined that a problem is beyond their intervention, they are encouraged to seek help by reporting the situation to a teacher. In order to form mature problem-solving skills, it is expected that students above the third grade level report problems themselves rather than parents reporting on their behalf. Parents should encourage students to report problems before they escalate.

Teachers and Administrators:

When teachers issue a warning (Grades PK-5), no form is sent home. For all other consequences, a Discipline Notice is sent home for a parent signature and should be returned promptly the following day. Teachers may also call parents at their discretion.

When consequences are given during lunch, recess, specials, or elective classes, the adult who gives the consequence delivers the Discipline Notice to the homeroom teacher. The homeroom teachers are responsible for tracking consequences before sending notices home, so that they have an overall view of the behavior and needs of each child.

When issuing a detention, Saturday school, or alternative discipline, teachers send the Discipline Notice to the office for an administrator's approval and signature. In cases of serious misbehavior (level-three, below), teachers may choose to give a consequence and then send the student to the office in order to reinforce expectations. If so, this action is indicated on the Discipline Notice sent home to parents. Behaviors meriting suspension are referred directly to the principal who investigates the situation, notifies the pastor, and contacts the parents by phone.

In cases of a pervasive problem among classmates, the teacher may invite grade-level parents to a Cooperation Meeting to provide details on the issue and discuss ways to cooperate and resolve the problem.

Parents:

If parents are ever dissatisfied with the actions of another adult who is cooperating in the formation of their child, it is important that the problem is dealt with privately between the adults. The children should see the parents, teachers, and staff as a united team. This is important for the formation of the children's respect for authority and appropriate boundaries.

If parents question a consequence, speaking first to the person closest to the issue is the most effective means of finding information and solving problems; it also respects the dignity of that person. Parents questioning a consequence should contact

- the teacher/staff member who assigned the consequence
- if unresolved, the principal
- if unresolved, the pastor

If parents are concerned about the overall progress and formation of their child rather than a specific consequence, they should contact the homeroom teacher.

4. Expectations

All students at Saint Gertrude School are expected to practice the virtues of responsibility, respect, and charity at all times, both in and out of school. These virtues are reinforced by the teachers, as well as by 8th grade leaders in whole-class or small-group Charity Meetings held each week before school Mass.

The virtue of charity leads students to love God, self, and neighbor. Students are encouraged to do all things for love of God, and to strive to grow closer to Him. Service trips and projects encourage them to have charity for the needy. Yet charity for our immediate neighbors is often more difficult. Aggressive behavior (hurting the other) and passive behavior (allowing self or others to be hurt) are both opposites of charity. Just as aggressive behavior is not acceptable, neither is it acceptable to condone aggressive behavior by silence. Students at Saint Gertrude School are expected to protect themselves and others and to defend what is right.

The virtue of respect acknowledges the dignity of all people, their work, and God's creation. Students are expected to respect all persons and property, with greater respect for adults.

Students should show particular reverence for things, times, and places dedicated to God. At Saint Gertrude School we are blessed with the presence of Dominican Priests, Sisters, and Brothers, offering students the opportunity to learn the special respect to be shown for persons consecrated to God and His Church.

The virtue of responsibility allows students to be dependable in their work and accountable for their actions. Students are expected to complete assignments on time, be prepared for classes, and strive for their personal best in their work. They are expected to admit their mistakes, ask forgiveness, and accept consequences for misbehavior.

B. School Rules and Customs

Along with the procedures particular to specific classes or grade levels, the following are rules and customs that apply throughout all grades, areas, and times at the school. Rules are required behaviors; customs are expected behaviors.

RULES:

- Show extra respect in church and at prayer times.
- Look and listen when an adult is speaking.
- Follow directions; no backtalk.
- Come to class prepared and on time.
- Take care of our school, keep it clean.
- No gum in school, in church, or on stage during performances.
- Be quick and quiet in the restrooms.
- No loud talk or running in halls.
- No horseplay or injuring others.
- Never enter a room without a teacher, always ask permission to leave.
- No cheating, forgery, stealing, or selling.
- Ask permission to touch others' things.
- Keep electronics in your backpack, off.
- Follow the uniform code.
- No boo-ing, insults, bad language, or inappropriate jokes.
- No excluding, gossip, or rumors.
- No dangerous, illegal, or immoral materials.

CAFETERIA RULES:

- No saving seats.

Never change seats because of who joins you.
If someone is alone, invite him/her to join you.
Clean up trash.
Don't waste: eat it or keep it.
No sharing food.
No throwing food.
Use inside voices.
Raise your hand for permission to leave your seat.

PLAYGROUND RULES:

The supervisor chooses a referee for four square.
Go out when you're out, don't argue.
Take penalties for arguing, unkind behavior, or cheating.
If someone is alone, invite him/her to join you.
No walking, standing, or stalling on the slide.
Keep off the grass if it's muddy.
Keep off the map if it's wet.
The woods are off limits except with special permission.
No long-distance games on the blacktop.
No throwing snow.

CUSTOMS

Stand when an adult enters the room.
Say "thank you" after class or after speaking with an adult.
Address religious as Father, Sister, or Brother (example:
"Yes, Father").
Smile and greet others in the hallway.
When travelling as a class: 2 lines, 3 stops.
Gentlemen hold the doors for ladies.
Bless yourself with holy water whenever you enter a
classroom.
Begin each class, trip, project, etc. with prayer.
Slightly bow your head at the name of Jesus.
Dedicate your work with a cross at the top.

C. Consequences for Misconduct

In this school-wide discipline system, the gravity of misbehavior is made explicit by dividing offenses into levels 1, 2, 3, and suspension/expulsion. At each level, consequences are more serious for older students, reinforcing higher expectations as they mature.

The school may give consequences for misbehavior which occurs outside of school hours if the behavior affects the reputation or learning environment of the school. This includes postings or communications over the phone or via the Internet outside of school hours.

The following are general guidelines. This is not an exhaustive list of infractions, but merely provides a frame of reference. Exceptions may be made at the discretion of the teacher, administration, or supervisory staff according to the specific situation, age-level, and formation needs of the children.

CONSEQUENCES:

WARNING (PK-5)

The student is given a verbal warning to discontinue misbehavior.

TIME OUT (PK-1)

The student sits silently apart from the group for a short while, until the teacher deems him or her ready to follow rules and participate.

SILENT LUNCH

The following lunch period is spent eating silently in a classroom. Students in grades 2-8 write answers to reflection questions, and submit these to the monitoring teacher for approval. The issuing teacher/staff member holds a brief conference with the child either at this time or another time (for example, during electives for students in grades 6-8).

AFTER SCHOOL DETENTION

The student stays after school for one hour on the appointed day. During the hour, he/she has a conference with the teacher and either sits silently or helps with simple cleaning or other tasks to compensate for the negative impact of his/her misbehavior. Detention is not a time for completing homework. Students who accumulate three detentions during the school year are placed on conduct probation.

SATURDAY SCHOOL

The student attends 8am Mass in the church, followed by work in the school until 11am. The type of work is at the discretion of the administration.

ALTERNATIVE DISCIPLINE

Teachers may assign alternative discipline in lieu of or in addition to detention or Saturday school, with administrative approval. This may include the assignment of an educational project, a cleaning project, a behavioral goal, or the denial of a privilege such as participation in out-of-uniform days, fieldtrips, or other events. A common form of alternative discipline is a behavior contract, meaning the student marks a form to track his/her progress each day toward a specific behavior goal. The teacher initials each day to validate the progress, and the parents initial each night to reinforce progress.

SUSPENSION

The student is suspended from attending classes. Unless otherwise notified, suspensions are ordinarily for one day and are served at home. While at home the student writes a letter to the pastor and principal and submits this to the office upon return the following day. Ordinarily, class work or minor quizzes missed that day receive a zero. Homework may be submitted for late credit. Major tests may be taken for full credit at a later time. Students receiving suspension are automatically placed on conduct probation.

REMOVAL

If the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting the learning environment, the teacher, principal, assistant principal, or designee may remove the student from the premises, curricular, or extracurricular activity.

EXPULSION

Parents are asked to withdraw the student from the school and he or she may not be readmitted.

CONDUCT PROBATION

Upon receiving a third detention in one year, or upon

receiving a suspension, students are placed on conduct probation. Similar to academic probation, the student is suspended from extracurricular activities in order to focus on improving his/her conduct. Students on conduct probation may not participate in elective specials, parish sports teams, student council, school sponsored performances or academic competitions, junior high socials, or other school/parish activities (excluding liturgies and sacramental activities). A school administrator contacts Boosters or other event leaders to notify them that the student is temporarily ineligible. After two weeks of probation, a student-parent-teacher-administrator meeting is held to review conduct improvement and either end or extend the period of probation. An administrator communicates this decision to Boosters or other event leaders. The student remains on probation until an administrator communicates otherwise. Cases of extended probation are reviewed every two weeks, with meetings as needed.

ACADEMIC PROBATION

A student receiving a failing grade in two core subject areas is suspended from extracurricular activities in order to focus on academic performance. (See pp. 7-8)

Guidelines Regarding Consequences for Specific Misconduct, K-8

Level One (Gr. PK-5: Warning, Gr. 6-8: Silent Lunch)

- Loud talk or running in halls
- Horseplay
- Not looking and listening when an adult is speaking
- Not following directions
- Not following uniform code
- Not keeping our school clean
- Arriving to class tardy or without materials
- Other disrespectful behavior

Level Two (Gr. PK-1: Time Out, Gr. 2-5: Silent Lunch, Gr. 6-8: Detention)

- Disrespectful behavior in church or at prayer time
- Backtalk to an adult
- Entering a classroom without a teacher

Leaving a class/activity without permission
Hurtful teasing, excluding, gossip, rumors
Boo-ing, insults, bad language, or inappropriate jokes.
10 tardies
Disrespect toward others' property
Selling things for profit
Using cell phones/electronics or having them on one's person
Continuing misbehavior after a Level One consequence
Retaliation against a student who reported cause for a Level One consequence
Accumulating 3 warnings (PK-5) or 3 Silent Lunches (6-8)
Not returning a Level One Discipline Notice
Other seriously disrespectful behavior

Level Three (Gr. PK-1: Silent Lunch, Gr. 2-5: Detention, Gr.6-8: Saturday School)

Injuring another student
Damaging school property
Cheating, forgery, imitation
Stealing, gambling, or extortion
Serious disrespect toward a time, place, or person dedicated to God
Continuing misbehavior after a Level Two consequence
Retaliation against a student who reported cause for a Level Two consequence (PK-5); *similar retaliation results in suspension for grades 6-8*
Accumulating 3 time outs (PK-1) or 3 silent lunches (Gr. 2-5); *accumulating 3 detentions results in conduct probation*
Not returning a Level Two Discipline Notice

Alternative Discipline

May be given in lieu of or in addition to Level 2 or 3 consequences with administrative approval.

Suspension (Gr. PK-8)

Ongoing or severe disrespect/aggression toward another individual

Possession of weapons or dangerous materials
Possession or use of alcohol or illegal substances
Leaving school grounds without permission
Possessing immoral materials/acts of immorality
Criminal activity (during or outside school)
Ongoing lack of effort on a behavior contract or consistent failure to cooperate in marking the contract to track progress, either by the parents or the student
(Gr. 6-8) Retaliation against a student who reported cause for a Level 2 consequence

Removal

Danger to self/others or ongoing disruption

Expulsion

Failure to improve behavior after a suspension
Repeated Saturday Schools/Suspensions
Academic or Conduct Probation extending across 2 trimesters with little or no improvement
Possession of weapons or dangerous materials with intent to harm someone in the school community
Possession or use of alcohol or illegal substances with intent to solicit to students
Criminal activity (during or outside school) that endangers other students

Conduct Probation

Accumulation of three detentions
Suspension

Academic Probation (*see full policy, pp. 8 & 9 of the Family Handbook*)

Failing 2 or more core academic courses at midterm or on any report card (grades 4-8)

D. Harrassment

St. Gertrude School prides itself on maintaining a wholesome, caring and inclusive community, free of all forms of intimidation or harassment. Our Christian learning environment must be one in which all students and adults are free to develop to their fullest potential, and not be fearful of another's intimidation. Behavior

which is intended to be or perceived to be harassing, intimidating, humiliating, or ostracizing will not be tolerated.

Harassment based on race, religion, gender, national origin, age or disability is considered discrimination and, as such, violates civil law and the policies of the Archdiocesan Board of Education. Serious consequences may result for any student involved in this type of activity.

Nonverbal communications such as physical attacks/restraint or sharing hostile writings or drawings are forms of harassment. Unsolicited language, touching, writings, or innuendo of a sexual nature may be deemed sexual harassment. Harassment outside of school hours in person, by phone, or via Internet may merit consequences at school if it disrupts the school environment.

Any individual who experiences harassment is highly encouraged to report such instances to school authorities. All known cases of harassment will result in serious disciplinary consequences.

Part V. Code of Personal Appearance

A. Compliance With Uniform Code

Emphasis is placed on cleanliness, good grooming, and modesty. Saint Gertrude School students are expected to wear the school uniform appropriately at all times. Complete cooperation with the uniform code is expected. Students who violate the uniform code receive a level one consequence (See Discipline Code).

The full academic uniform for Saint Gertrude School may be purchased from

Educational Outfitters Cincinnati
2656 Sharon Rd
Cincinnati, Ohio 45241
513-771-1234

Store Hours: M-F 10:00 a.m.- 6:00 p.m. Sat 10:00 a.m. - 3:00 p.m.
Closed Sundays

[http://www.educationaloutfitters.com/SchoolStore.aspx?
SchoolCode=OH01368&Schoolid=1369](http://www.educationaloutfitters.com/SchoolStore.aspx?SchoolCode=OH01368&Schoolid=1369)

Online access code for SGS (**OH01368**) for Educational Outfitters

Some uniform items may be available at Land's End. On the School Uniform page, St. Gertrude School code for Land's End is #900047218 .

B. St. Gertrude School Uniform and Out-of-Uniform Policies

Summer Uniform: Aug.-Sept., May-June; Winter: Oct.-April

The uniform is optional for Pre-K students (see Pre-K handbook).

K-8 Optional Accessories:

- One religious medal on a simple chain
- Simple watch
- Post earrings: black, white, red, gold or silver (one pair)
- Black, white or red hair accessories
- No rings, bracelets when students are in uniform
- Boys' haircuts should be above the eyebrow and shirt collar

Grades 1-8 Gym Uniforms: *Boys and Girls*

- Navy basketball style shorts with logo
- Navy shirt with logo
- White or black (non-scuff) athletic shoes

K-8 Summer Uniform:

Boys and Girls

- Navy blue shorts/skirts with belt if there are belt loops
- White knit shirt with collar (tucked in)
- White above-ankle socks or knee-high socks
- White or black (non-scuff) athletic shoes

K-3rd Winter:

Girls

- Plaid jumper, touching the top of the knee (shorts may be worn underneath)
- White knit shirt with collar or blouse with plain white undershirt
- White above-ankle socks, knee-high socks, or tights
- (optional) black leggings for cold days (full length)
- White or black (non-scuff) athletic shoes or black dress shoes
- (optional) red or white sweater
- (optional) red or gray sweatshirt with logo

K-3rd Winter:***Boys***

- Navy blue pants (with belt if there are belt loops)
- White knit shirt with collar (tucked in)
- White or black socks above ankle
- White or black (non-scuff) athletic shoes or black dress shoes
- (optional) red or white sweater
- (optional) red or gray sweatshirt with logo

Fourth-8th Winter:***Girls***

- Plaid skirt (shorts may be worn underneath)
- White blouse with plain white undershirt
- White above-ankle socks, knee-high, socks or tights
- (optional) Black leggings for cold days (full length)
- Black dress shoes, flats (non-scuff)
- (optional) red or white sweater
- (optional) red or gray sweatshirt with logo

Fourth-8th Winter :***Boys***

- Navy blue pants (plain slacks, no fad pants)
- Matching belt
- White button up shirt (tucked in)
- Uniform tie from Educational Outfitters (blue & gold classic stripe)
- White or black socks above the ankle
- Black dress shoes (non-scuff)
- (optional) red or white sweater
- (optional) red or gray sweatshirt with logo

The following items may never be worn to school on dress up and dress down days, including retreats, camps, and field trips.

- flip-flops, sandals, open-toe shoes, or shoes with an open back
- heels higher than 2”
- shoes that scuff
- pants or shorts with writing on the seat
- shirts that expose the midriff
- tight clothing
- mini-skirt
- shorts more than 5” above the knee
- tank-tops, sleeveless shirts, strapless shirts or dresses
- t-shirts with offensive graphics or messages
- other immodest, offensive, or sloppy clothing, at the discretion of the administration
- hair dye or fad haircuts (unless explicit permission is given)

UNIFORM PRIVILEGES K-8

Dress Up Days: (i.e. Rosary procession, May Crowning, and some school days).

Girls: skirts or dresses of modest style (no strapless or spaghetti straps) with length to top of the knee, dress shoes

Boys: classic dress pants (no fad pants), dress shirts, dress shoes, ties

Dress Down Days: (Birthday, retreats, camps, field trips) any items not listed as inappropriate for school

Fridays Before Sports Games: sports members of parish teams (any sport) may wear their jerseys or cheerleading tops *over their uniforms*

Spirit Wear Days: (end of each trimester) shorts or jeans and athletic shoes with any shirt manufactured to celebrate St. Gertrude parish or school, including gym uniform shirts, tournament shirts, jerseys, or others

8th Grade Uniform: On most Fridays, 8th graders are permitted to wear St. Gertrude polo shirts made especially for their class along with khaki pants and either summer or winter uniform shoes.

Part VI. Day-to-Day Concerns

A. School Day

The school hours are from 8:00 a.m. to 3:00 p.m. Scheduled planned instruction includes the following: religion, language arts, mathematics, reading, science, social studies, art, health, music, computer skills, physical education, library (gr. PK-5), foreign language (gr. 6-8), and electives (gr. 6-8).

The school is not responsible for students arriving before 7:30 a.m. or staying after 3:20 p.m. On snow emergency days or other late arrival days, students may be dropped off at school ½ hour prior to the beginning of the school day. Students remaining after school for any reason must be supervised by a responsible adult at all times. Parents and/or coaches must make arrangements for supervision of students who have sports activities scheduled after 3:20 p.m. No teacher is to be asked to supervise students between 3:20 p.m. and the scheduled activity. Students who are not picked up by 3:30 may be sent to aftercare and the family required to pay the aftercare registration fee and/or the daily fee, regardless of the length of time spent in aftercare.

B. School Office

The school office is open from 7:45 a.m. until 4:00 p.m., Monday through Friday when school is in session. The principal's office may be contacted during this time. A parent wishing to see the principal should call the receptionist in advance to make an appointment (561-8020 ext. 1101). Issues concerning actions or decisions of an individual teacher should be addressed with that teacher before they are brought to the attention of the principal.

C. Attendance

Students are to be at school and in their homerooms by 7:55 a.m. If a child is absent, a parent should call the school office before 9:00 a.m. (561-8020, ext. 1101).

The Compulsory Education Law for the State of Ohio requires all boys and girls from ages five to sixteen to be in regular school attendance.

Excused absences include:

1. Personal illness
2. Critical illness in the family
3. Quarantine in the home
4. Death of a relative
5. Observance of religious holidays
6. Family weddings
7. 2 shadow days for students in grade 8

Unexcused absences include:

1. Truancy (absence without parental consent or knowledge)
2. Absence with parental consent

Absence/Tardiness Procedures

When absences occur, the following procedures must be observed:

1. The parent should call the office (561-8020, ext. 1101) to notify personnel of the child's absence by 9:00 a.m.
2. A child who has been absent or tardy must present a written excuse to the child's homeroom teacher, signed by a custodial parent or guardian, stating the reason.
3. Students are marked tardy if they arrive after 8:00 a.m. Tardy excuses, if not given to the teacher on the day on which the tardiness occurs, must be brought to the teacher the following day. ***Note:** Students who are tardy for any class must have an admit slip from the office.
4. Children are permitted to make up work missed as a result of an excused absence.
5. In cases of unexcused absences or consistent tardiness, children may not be permitted to make up missed work.
6. Students who are absent from school due to illness should not ordinarily attend school events later in the same day (performances, sports, etc.).

Early Dismissal

When students are taken from school during the school day for doctors' appointments, parents must send a note to request early dismissal or temporary absence. Parents must sign students out in the office. They may not go directly to the classroom to pick up children. All parents picking up children for any reason during school hours should report directly to the office to meet their child.

A student will be released from school only to his custodial parent(s) or to persons authorized by custodial parent(s) and made

known to the school officials. Whenever custody is limited, legal documentation should be sent to the school office.

A written note is required if parents wish their children to leave before dismissal time. This note must be submitted to the office and a dismissal note issued to the teacher.

Illness During the School Day

Teachers may send students to the office if they are showing symptoms of fever, nausea, or other allergies/illnesses that impede the learning process. If the illness appears to be one that will last for the duration of the school day, the receptionist or nurse will call the parents to request or require that the child be taken home. In cases where dismissal is required due to the seriousness of the illness, if the parents cannot be reached, the office will call the contacts provided by parents on their emergency form. In cases where the illness is not serious, contagious, or disruptive to the office staff, the parent may opt for the child to remain at school until dismissal. In cases where a child makes frequent complaints of illness, it is permissible for parents to make prior agreements with the office staff regarding under what circumstances they wish to be notified and under what circumstances the child should be encouraged to return to class.

Vacation

Parents are asked to plan family vacations during the scheduled breaks. Vacations planned when school is in session are considered unexcused absences. Teachers are not expected to provide assignments under these circumstances. In the case of special family events, parents may request permission for an excused absence. **This request must be made in writing and submitted to the principal.**

Parents are asked not to extend the school's scheduled breaks by leaving early or returning late. Students may receive zeros for any tests and/or assignments missed during such absences. No student may take a test/quiz or complete an assignment in advance of an unexcused absence.

Make-up Work

A student who has been absent is responsible for making up missed assignments. Teaching should not be interrupted to provide

homework. Parents should inform the office early in the day (preferably when calling to notify the office of a child's absence) if homework will be picked up, in which case it will be available after 2:30 p.m.

D. Transportation

Bus Transportation

Schedules for each of the public school districts providing transportation to Saint Gertrude students are published by the district. Parents may call their district school office to find out which bus their child should ride. Parents must remind their children about proper rules and conduct on the buses, including respect and courtesy to the drivers.

Students must stay seated when the bus is in motion and talk quietly to ensure the safety of all. Students who do not cooperate with these requests may be suspended from the bus.

If it is necessary for a child to ride a bus other than the one he/she usually rides, a written note giving the reason for the request must be sent to the office. Parents should check with their school district to see if this is allowed before sending the note. Some districts do not allow non-district riders at any time.

Changes In Transportation

If a change in transportation arrangements needs to be made during the course of the day, parents are requested to call the office (561-8020, ext. 1101) before noon. Please keep these changes to an absolute minimum, as constant changes in plans unnecessarily tie up office personnel.

E. Arrival and Dismissal Procedures

Walkers/Bike Riders

Arrival: Enter campus using the sidewalk by the north Miami Avenue driveway. *Dismissal:* Walkers and bike riders are accompanied by a staff member using the sidewalk by the north Miami Avenue driveway. Students should be careful to follow rules and directions in order to maintain safety while walking near busses. They should cross Miami Avenue only at marked crosswalks.

Bus Riders

Arrival/Dismissal: Busses enter and exit at Miami Avenue driveways, stopping to drop off/pick up students at the bus rider door (near the cafeteria).

Dismissal: Students are responsible for listening carefully while the arrival of busses is announced over the intercom and for responding promptly when their bus is called. Students should follow carefully the directions of the staff member on duty regarding when it is safe to board their bus. Students who miss their bus will be sent to the office and parents will be contacted to arrange alternate transportation. Students who need to stay after 3:30 due to missing their bus may be admitted to aftercare and parents charged registration and/or daily aftercare fees.

Car Riders: Arrival

Students may be dropped off at the curb in front of the car rider entrance (at the main office) or may be walked to this entrance if they are accompanied by an adult. No students are permitted to walk unaccompanied through the lot while cars are circulating for arrival. Pre-K students should be accompanied to the cafeteria or their classroom; Kindergarten students may be accompanied to the cafeteria or their classroom for the first few days of school.

Safety Directions for Parents Driving Children TO School:

- Enter Shawnee Run Rd. east driveway (nearest to the priory).
- Turn left at the end of the Parish Center. *Do not cross over into bus exit lane* (Miami Avenue driveway).
- Head toward the main office door and turn left in front of the doors under the “St. Gertrude School” sign (*single lane only*).
- *Please do not allow your children to exit until you are at the curb in front of the school.* There may be a slight wait in line, but it is for their safety so as to avoid the busses and other moving traffic.
- Pull up past the front door in order to leave room for several other cars to pull up behind you.
- Park while children exit from your vehicle.
- Yield to parents walking students along the striped walkway.
- Proceed south and exit onto Shawnee Run Rd (west

driveway).

OR

- At *arrival* only, parents may park in the lot and walk students to school via the striped walkway. This walkway directs walkers to the front of the line of cars, where they are more visible. *Please do not walk between cars in the car line.* Any students walking through the parking lot must be accompanied by an adult.

Whereas cars pull up gradually at arrival, at dismissal time there are several lanes of moving traffic in this area. To maintain safety, all children are dismissed directly to their cars rather than being walked through traffic to cars parked in the lot.

Car Riders: Dismissal

Students being picked up by their parents are dismissed to the car rider entrance (by the main office). The first 30+ families in the car line are announced by name over the intercom, followed by “all car riders”. Students are responsible for listening carefully and responding promptly to dismissal announcements. For the dismissal from morning Pre-K and morning Kindergarten, families are given special instructions from the teacher.

Safety Directions for Parents Driving Children FROM School:

- Enter Shawnee Run Rd. east driveway (nearest to the priory).
- Form *two* lanes of traffic and turn left at the end of the Parish Center (stay in two lanes).
-
- *Do not cross over into bus exit lane* (Miami Avenue driveway).
- Head toward the main office door and turn left in front of the doors under the “St. Gertrude School” sign.
- In front of the school, please form only *four* lanes for pick up (extra lanes make it unsafe and difficult for children to find their cars).
- Display name placard. A staff member will take names of the first 30+ cars.
- When all cars are in park, a whistle blows to signal students that it is safe to walk to their car. The whistle blows again when all cars are full and students should

keep away from the traffic.

- A staff member will signal when it is safe for your lane to depart.

***Please *do not* park and walk students through the lot during dismissal. Whereas cars pull up gradually at arrival, at dismissal time there are several lanes of moving traffic in this area. To maintain safety, children are dismissed directly to their cars rather than being walked through traffic to cars parked in the lot. ***

F. Dispensing of Medication

When medication is brought to school, it must be kept in the school office, and a **note from a custodial parent or guardian AND the student's physician** must be kept on file. **Over-the-counter drugs and prescription medication may be dispensed only with the written permission of the doctor AND the parents.** Medicines must be in the original medicine bottles with prescription labels bearing the doctor's name, directions, and a list of any possible side effects.

Only designated persons may dispense this medicine. With the exception of inhalers, students may not keep medication of any kind on their persons or in their classrooms. In special cases, faculty members may store student medicines in several locations throughout the building.

G. Cafeteria

Students order their preferred entrée each morning, and charge food to their accounts using the number on the back of their ID badges. Notices will be sent home via the student when he/she needs more money for lunches/milks. Extra entrees or side dishes may be purchased only by those who buy hot lunches. Lunch and milk money should be sent in an envelope marked with the student's name, homeroom, and amount enclosed. Menus are published monthly. Students may not have food from restaurants in the cafeteria.

H. Care of Books

All hard cover books must be covered. This should be done within the first week of school. If covers are damaged or lost, they are to be replaced. Damaged or lost textbooks must be paid for by the student.

I. Lost and Found

Students' names should be placed on personal items. Lost articles will be placed in the lost and found in the school office. Articles not claimed will be given to an appropriate charity at the end of each trimester. The school cannot be held responsible for loss of valuable property. We therefore urge students not to bring valuable items to school.

J. Library

The St. Gertrude School library is open 7:30am—3:30pm during school days. Parents are encouraged to volunteer. Students are encouraged to check out books from the library for enjoyment and research purposes. Most books are checked out for a 3-week period. Students are expected to return library books on time, pay fines promptly, and are responsible for the replacement of lost or damaged books. Fine notices are distributed to homeroom teachers. Fines accumulate at \$.10/day in grades 4-8.

K. Physical Education

As part of the school's curriculum, all students are required to participate in regularly scheduled physical education classes, unless they have written exemption from a physician. Students must change into the required gym uniform during physical education class.

Part VII. Communication

Recognizing that parents are the primary educators of their children, the administration and faculty of St. Gertrude School encourage open communication between the school and home. Questions, ideas, and concerns affecting the broader school community may be addressed directly to the school principal, assistant principal, or through the School Advisory Council (see

the SAC member listing in the directory).

A. School-to-Parent Communication

A school memo (the Bulldog Bulletin) is sent home every Tuesday (Wednesday if Monday holiday) via an e-mail . This memo includes a letter from the principal, policy reminders and changes, school activity dates, a listing of online flyers, and information regarding parish and other social/extra-curricular opportunities for students and parents. Only flyers advertising school or parish events will be posted in the Bulldog Bulletin. Flyers provided for other events sponsored by the City of Madeira, the City of Indian Hill, local Catholic high schools, or other archdiocesan organizations may be available in the school office. Flyers advertising activities for other cities, schools, or private businesses will not be distributed.

Edline is a web-based tool to enhance communication between teachers and parents. Account information and activation codes are distributed to new parents in the beginning of the school year. It is the responsibility of St. Gertrude School parents to activate their Edline accounts and check student due dates, grades, etc. online. Grades are posted for grades 4-8 every two weeks as listed on the calendar. Midterm grades are posted to Edline. Class newsletters are posted in Edline Accommodations will be made for those who do not have computer access. Anyone needing assistance with Edline should email the school office: office@stgertrudesch.org with “EDLINE Question” in the subject line.

B. Parent-to-School Communication

All communications concerning absence, tardiness, bus transfers, early dismissal, and appointments should be directed in writing to the homeroom teacher during the morning homeroom period, not to the school office. All notes should include the child’s name and homeroom. Requests for excused absences for family events should be directed to the principal.

Parents should feel free to contact an individual teacher regarding any concern they may have about their child. Parents who would like to meet with teachers or the principal are asked to request an appointment. If a problem arises, in accordance with the

principle of subsidiarity, parents are expected to speak directly to the teacher concerned first. Should the problem remain unresolved, the parent may then contact the school administration. Only after these steps are followed should the pastor be involved.

Due to the sacred nature of relationships between parents, their children, and their children's classmates and teachers, it is the preference of the school not to hire parents or parishioners as teachers or school employees.

C. Parent-Teacher Conferences

Mandatory parent-teacher conferences are scheduled in October. Optional second conferences may be scheduled in February. Other conferences may be scheduled at the request of the parent and/or teacher. Classes should not be interrupted for this purpose.

D. School Advisory Council

Questions, ideas, and concerns affecting the broader school community may be presented directly to members of this council. Please see contact list in school calendar.

E. Child Custody Information

Information regarding custody and visitation rights must be communicated in writing to the school office. The section of the divorce decree concerning custody and visitation should be sent to the office.

F. Emergency School Closing

For emergency closings an automated call from PENN alert system is sent to each family. The caller ID will show the school's main number. It will be important to remember to speak **"hello"** so the system knows to start the message.

Once the automated call connects, it will explain the situation and the action needed. Please remember the following:

1. School cancelled—no students will attend school.
2. 90 minute delay—All students (including Pre-K and kindergarten) will report to school 90 minutes later than their usual starting time. Bussing will be per district.

Emergency plans will also be announced on Channel 12 and posted on their website: www.local12.com.

In the event of an emergency during the school day, it is important that families discuss the possibility of an early dismissal with their children so they will know what is planned.

G. Messages and Telephone Use

Faculty members may be reached by calling the school voice mail system (561-8020 and the teacher's extension) and leaving a message to return the call. See the front page of this directory for a listing of teacher extensions. Teachers should not be called at their homes.

The phones in the school are for school business only. Students must have permission from a teacher or the principal to use the office telephone during the day. Students should use the telephone only in the case of an emergency. Arrangements for transportation should be made before the student arrives at school. In order to help the students develop responsibility, **parents are asked to refrain from bringing homework, gym clothes, lunches, etc., that their children have forgotten.** All cell phones should be off during the day. Student phones and other personal electronic items should be in the students' backpacks and off during the school day (See Discipline Code)

H. School Visitors And Volunteers

All visitors and volunteers must sign in at the school office. They will be given a visitor's badge to wear. Unscheduled parent visits to a child's classroom during the day are not permitted.

All volunteers and chaperones must have a background check/fingerprinting and attend a Child Protection Workshop according to archdiocesan policy.

Part VIII. St. Gertrude School Technology Policy

The St. Gertrude School Technology Policy is comprised of three parts:

1. The Catholic Schools Office Internet Acceptable Use Policy (VII., Section A).

2. The St. Gertrude School Technology Agreement (VII.,Section B)
3. The User Agreement Form- sent home with the students.

It is imperative that parents and students read these documents carefully before signing the User Agreement Form.

The Catholic Schools Office Agreement Form

- Offers general information regarding DA Sites
- Assures users that every necessary precaution regarding Internet Safety is being taken at the Archdiocesan and School level
- Reminds users that the Internet is to be used explicitly for educational purposes
- Reminds students that they are not permitted to access personal accounts from school
- Outlines behaviors not acceptable with school-sponsored accounts, including the submission, display or publication of inappropriate material
- Recommends disciplinary policies for schools in the event of inappropriate use of the Internet.

The St. Gertrude School Technology Agreement

- Reminds students that the use of technology is for educational purposes
- Reminds students that they should not download files or programs from the Internet
- Reminds students that they should not change settings on school computers
- Reminds students that the use of other technology at school should be used only after each student has been trained to use the equipment

The User Agreement Form

- Will be given to students at the beginning of the school year
- Should be read over carefully
- Should be signed by each student and at least one parent
- Should be returned to school as quickly as possible

- Will be kept on file for one year

A. Archdiocesan Responsible Use of Technology Policy

Introduction

Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement, and personal growth.

www.valuesforalifetime.com

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education.

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; Rome, 1992*

Technology resources are provided in archdiocesan schools, as directed by individual schools' technology plans, for the purpose of achieving the schools' educational objectives.

Technology Plan of the Catholic School Office, Archdiocese of Cincinnati

General Information for Users Of Technology

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 Data Acquisition Sites 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 to promote values for a lifetime, the schools will monitor, instruct about, 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 his/her parents, if the user is under 18 years of age) 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 Data Acquisition Sites or other Internet Service Providers. The school has right of access to any electronic devices on school property. 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 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. Unauthorized disclosure, use, and dissemination of personal information regarding minors is 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 is strictly forbidden. The user agrees to not 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.

B. St. Gertrude School Technology Agreement

Definition

Technology includes the use of such electronic resources as computers, the Internet, videos, laser discs, sounds systems, and other media devices. This also includes digital cameras, video projectors, and video cameras.

Premises

- Technology is not an end in itself but supports the school curriculum.
- Students should be proficient in the use of computers as a means of acquiring greater knowledge.
- Students should exhibit Christian values in the use of all technology, especially honesty and responsibility.

Specific Items

- Students should access the Internet only when specifically instructed to do so by a teacher, staff member, or administrator.
- Students may not access personal e-mail from school. Students may not use instant messaging systems of any kind while at school.
- Students may not download programs or files from the internet unless specifically instructed to do so by a teacher, staff member, or administrator.
- Students may not change settings on school computers, including screen savers, wall paper, and mouse speed or appearance, unless specifically instructed to do so by a teacher, staff member, or administrator.
- Training on the use of the digital camera, video projector,

and video camera by the Technology Coordinator or Principal, must precede use of such items by students.

Consequences

Any breach of this agreement or of the Internet Acceptable Use Policy will be dealt with fairly, at the discretion of the teacher and the Principal or her designee.

Part IX. Enrichment

A. Placement of Students in Elective Courses

Placement of students in elective specials (grades 6-8) is the decision of the administration. Prior to the last day of school, students will list course options in their order of preference. The administration will make an effort to see that each student is placed in at least one of his/her top three preferred courses for at least one trimester that year. A statement of preference does not, however, guarantee placement in any course at any time. Whenever the number of requests for a course exceeds class size limits, students will be selected from those listing the course as their first preference, with priority given to students in grade 8. All elective placements are for one trimester only. Students on academic probation will be denied the privilege of participation in elective specials or granted only a conditional placement.

B. Extra-curricular Eligibility

Students who wish to participate in school-sponsored extracurricular activities should be good representatives of Saint Gertrude School, both behaviorally and academically. It is a privilege and an honor to participate in extracurricular activities, not a right or a guarantee. Parents should use careful judgment when it comes to a student's eligibility to participate. The principal, in consultation with the teacher(s), may suspend a student from school/parish sponsored extracurricular activities for behavioral or academic reasons (see Discipline Code).

C. Field Trips

Field trips are scheduled at the discretion of the teachers and principal throughout the school year. Students walk or are transported by bus.

A Saint Gertrude School Permission Slip is required before a student may leave the school grounds. This permission slip must be filled out in full. A copy of the permission slip is sent home before the trip. Parents may also print it from Edline, and fill in the appropriate information. The office must have a permission slip, signed by the student's custodial parent or legal guardian, before the student leaves the premises. A faxed copy is not acceptable.

Students generally wear school uniforms unless the nature of the trip calls for another type of dress. When necessary, students and parents should refer to the Uniform Policy (Part V).

Field trips are privileges for students. Students may be denied this privilege for academic or behavioral reasons. If a student has forfeited or been denied the privilege of participating in a field trip, the student is required to come to school.

D. Parties

In order to provide appropriate academic time, class parties are limited. Birthday parties are not permitted; however, a healthy treat may be brought to be distributed and consumed in the class at a time judged appropriate by the teacher.

Class parties are limited to All Saint's Day, Christmas, Valentine's Day, and Easter. Permission for other school parties or celebrations may be given at the discretion of the principal. Invitations to parties at a child's home may not be distributed at school unless the entire class is invited.

E. Parent Organizations and Involvement

Saint Gertrude School encourages and values parent involvement. The school could not function without the help of parents. Parents may become involved through organizations such as the Parent/Teacher Organization (PTO) and the Booster Club. Parents may also volunteer to work in the library, cafeteria, playground, office, and classrooms. Any parents interested in volunteering should contact the PTO (see Family Directory section).

F. Fundraising

All fundraisers held at the school or in the name of the school,

whether to benefit SGS or a charity, must be approved by the pastor and principal. Appropriate internal controls should be used, and the funds should be collected in/deposited into an existing account monitored by the PTO and/or parish or school personnel. Participation in fundraisers is encouraged but not mandatory.

Part X. In Conclusion

A. Right to Amend

St. Gertrude School retains the right to amend the Family Handbook at any time. Parents will be given notification if changes are made.

Conclusion

It is the hope and the prayer of the Saint Gertrude School community that, using the policies set forth in this handbook as a tool for cooperation between home and school, all members of the community will be able to maintain a close partnership that will benefit our children. St. Gertrude School takes pride in the high quality of its program, facilities, teachers, and the active involvement of parents who are dedicated, along with the school, to seeing that our graduates develop fully all the talents God has given them, so as to give Him glory both as leaders and leaven in our society, and as members of His heavenly kingdom.

PTO Board

Kendra Coburn, Co-President

Theresa Eversole, Co-President

Heather Brizendine, Vice President

Jill Vonderhaar, Treasurer

Ginger Ittenbach, Financial Reviewer

Lisa Otten, Corresponding Secretary

Marsha Walsh, Past President

Susan Fischesser, Teacher Representative

Sister Mary Sheila, O.P., Principal

Elaine Nolte, Assistant Principal

Fr. André-Joseph LaCasse, O.P., Pastor

School Advisory Council

Fr. André-Joseph LaCasse, O.P.

Sister Mary Sheila, O.P.

Elaine Nolte

Carol Winstel, Chair

Joanne Bayer

David Burleigh

Kelli Crapsey

Len Kaes

Chris Mautino

Kathy Moliterno

Mike Momper

Daniela Sanchez-Locreille

Carol Tallarigo

Bill Watkins