



St. Philomena
MONTESSORI SCHOOL

Family Handbook
2026-2027 School Year

“Education, Anchored in Faith”

Hours of Operation
7:30 a.m.-3:30p.m.

St. Philomena Montessori
9377 State Route 119 W
Anna, Ohio 45302
(937) 394-2723
e-mail: admin@spmohio.org

www.spmohio.org

St. Philomena

Philomena's parents who were of Greek royalty lived during the 3rd and 4th centuries. They were childless and often sought their Greek gods for a child. Publius, a physician and good friend of Philomena's parents advised them to convert to Christianity and seek baptism. In doing so they would conceive and become parents.

They did become Christians and God heard their prayers and they gave birth to a little girl on January 10th that they named *Lumena* (light). On the day of her baptism, *Lumena* was named, *Philomena*, which is translated, Daughter of Light. Philomena was her parents great joy and she became a Greek princess.

When Philomena was about 13 years old, her parents went to Rome to seek an audience with the Emperor Diocletian who wanted to inflict war on the Island. Having seen Philomena's beauty and having been impressed with her manners, Diocletian asked for her hand in marriage as a sort of peace treaty. Philomena would become the Empress of Rome, a distinguished honor. Her parents accepted the offer, but because Philomena had vowed her virginity to God, she refused the marriage proposal.

In an attempt to get Philomena to marry the Emperor, her parents brought her to Diocletian, who tried to win her favor. But, she still refused his hand in marriage. As a result, Diocletian put her in jail and ordered her to be tortured for nearly 40 days. While in jail, on the 37th day, she had a vision of the Virgin Mary holding the Christ Child, who warned her about her fate, but promised heavenly glory and protection when she endured her own passion.

What is known about Philomena was dictated to Sr. Marie de Gesu who heard a voice speaking of the details of Philomena's life.

During the 40 days of imprisonment, Philomena was tied to a post, flogged, and left to die in her jail cell. But an angel appeared from heaven and healed her wounds with a miraculous balm. So, the Emperor then ordered to have her drowned with an anchor tied to her neck in the Tiber River. That attempt to kill her was also unsuccessful – angels returned her back to dry land completely unharmed. This was all witnessed by nearly a hundred bystanders who later converted to Christianity after witnessing the miracle.

Later, she was ordered to be killed by archers. The first volley of darts penetrated Philomena's flesh and she was left for dead. Again miraculously healed, she was shot at a second time, but the arrows mysteriously traveled around her body. The third time the arrows returned upon the bowmen and killed them instead. Accused of witchcraft, Philomena was finally decapitated and died in Rome, Italy on August 10, 302 AD.

For fifteen centuries, Philomena was completely unknown except to God. On May 24, 1802, the remains of a teenage girl were discovered in the Catacombs of Saint Priscilla at the Via Salaria in Rome. An inscription containing the Latin words "*pax tecum filumena*" (transcribed as "peace be with you, Philomena") were on the tomb. Also painted on the tomb were emblems of a lily and palm (to indicate virginity and martyrdom); an anchor; scourge; and three arrows pointing in opposite directions (one with a curved line, signifying fire). Combined with the inscription, these symbols were thought to

have symbolized the life of Philomena and the different tortures she endured in testimony of her faith and love of Jesus Christ.

Fr. Francesco de Lucia was gifted with the remains of Philomena to take back to Our Lady of Grace Church in Mugnano del Cardinale, Italy, to hopefully revive the faith life of a dying parish. Upon Fr. Francesco's arrival with the relics, the church bells of the town instantly pealed in celebration. From then on, Our Lady of Grace church became the Sanctuary of St. Philomena and 'miracle upon miracle' were attributed to this Wonder Working Saint.

St. Philomena is the only virgin, martyr to be canonized a Saint based solely on her miracles. She was officially canonized by Pope Gregory XVI after Venerable Pauline Jaricot was miraculously healed of a fatal heart ailment through Philomena's intercession. But it would be St. John Marie Vianney who would make Philomena well known. He attributed the thousands of miracles in his church of Ars, France to Philomena's powerful intercession. Philomena appeared to St. John Vianney several times.

Philomena's principal feast day is August 11. She is the patron saint of children, youth, babies, infants, lost causes, sterility, and virgins.

Table of Contents

WELCOME	8
SCHOOL BACKGROUND	9
History of St. Philomena Montessori	
Mission & Vision Statements	
Governing Body/School Structure	
Advisory Board	
Accreditation	
Non-Discrimination Policy	
RELIGION & ACADEMICS	11
Faith Formation	
School Philosophy & Key Aspects	
Sensitive Periods of Development	
Multi-Age Grouping	
Hands-on-Learning & Independence	
Programs	
Staff-Student Ratios	
Curriculum	
Practical Life	
Sensorial	
Language	
Math	
Cultural	
Art & Physical Education	
Special Needs	
Individualized Educational Plans (IEP)	
Talented and Gifted	
ACADEMIC EVALUATION	15
Academic Expectations	
Academic Evaluation/Grading Key	
Homework	
Cheating/Plagiarism	
Progress Reports & Report Cards	
Testing & Assessment	
Parent/Teacher Conferences	
Records Review	
Promotion/Retention/Transition	
ADMISSION & ENROLLMENT	16
Admission	
Age Requirements	
Gender Identity	
Priority Registration	
New Student Enrollment	
Re-enrollment for Current Students	

Accuracy of Information Statement	
Admission Exceptions	
New Student Evaluation Period	
Classroom Assignments	
Withdrawal	
Returning Student Policy	
TUITION & FEES	23
Tuition	
Tuition Payments	
Tuition Rates	
Early Bird Discounts	
Payment Plans	
Tuition Contract	
Childcare/Rates	
Extended Care	
Financial Assistance	
DAILY SCHEDULE	25
Required Instructional Hours	
Weather Cancellations	
Delays/Early Dismissals	
Arrival	
Dismissal	
Late Pick-up	
Transportation Changes	
Release of a child to another adult	
Custodial Rights	
ATTENDANCE	28
Tardy Policy	
Absences	
Excused	
Unexcused	
Make-up Work	
STUDENT CODE OF CONDUCT	30
Discipline Philosophy	
Discipline Approach	
School Code of Conduct	
Biting Policy	
Bus Conduct	
Conduct In or Out of School	
Harassment, Intimidation, Bullying/Cyberbullying Policy	
Complaints of Harassment, Intimidation, Bullying/Cyberbullying	
Search and Seizure	
Criminal Misconduct	
Conduct Disclaimer	
Persistent Behavior Problem	
Detention/Suspension/Expulsion	

Compliance with the O.D.E. Behavior Management/Discipline Policy	
Finality of Decisions	
DRESS CODE	
Toddler Attire & Guidelines	38
Uniforms	
Hair & Grooming	
HEALTH & SAFETY	39
Emergency Medical Authorization	
Incident Reports	
Immunization	
Medication	
Allergies	
Asthma	
Diabetes	
Seizures	
Illness	
Communicable Disease	
Marijuana Policy	
Screenings	
Child Abuse and Neglect	
Fire/Tornado	
Safety/Shelter-in-place	
STUDENT INFORMATION	46
Lunch	
Birthdays/Snacks/Gifts	
Field Trips	
Items Brought to School/Share Bag	
Loss of Personal Property	
Phones/Electronics	
Technology	
Nap Policy	
PARENT/GUARDIAN INFORMATION	50
Parent Education	
Observation	
Parent-Teacher Communication	
Special information from Home	
Confidentiality	
Cooperation as Condition of Enrollment	
Social Media	
Vacations	
GENERAL INFORMATION	52
Visitors	
Volunteers	
Financial Support/Donations	
RIGHT TO AMEND	
SIGNATURE PAGE	

Dear Parents,

Welcome to St. Philomena Montessori! We are pleased to partner with you in bringing the redemptive work of Jesus Christ to your children. In choosing St. Philomena Montessori, you have demonstrated a commitment to the values and philosophy of a Catholic education.

Please read the handbook in its entirety and become familiar with the policies and procedures of St. Philomena Montessori and the Archdiocese of Cincinnati. After reviewing the handbook, you are asked to sign a signature page as part of your registration. Revisions to the handbook may be made during the school year and become effective as soon as they are communicated to you.

The faculty and staff of St. Philomena look forward to the coming school year and the privilege of being part of your child's spiritual growth and academic progress. Our mission of enabling your child to develop their full potential as God created them is made possible through the guiding principles and curriculum of the Catechesis of the Good Shepherd and the Montessori Method. With a spirit of collaboration, we can succeed in this mission!

We ask that you lift up all the staff, students, and families in prayer throughout the year.

"Train up a child in the way he should go and even when he is old, he will not depart from it"

Proverbs 22:6

Yours in Christ,

Carrie Winhoven

Principal of St. Philomena Montessori School

7/18/2026

SCHOOL BACKGROUND

History of St. Philomena Montessori

In 2020 St. Philomena staff began Catechesis of the Good Shepherd at Sacred Heart of Jesus parish in preparation for the opening of the school in the subsequent year. On August 24, 2021 Father Stephen Mondiek dedicated St. Philomena Montessori School in McCartyville. The school began with three staff and one primary classroom serving 22 students. The following year a toddler age group 18 months- 3 years was added. The school continued to grow to meet the needs of families adding a second primary classroom in 2023. St. Philomena Montessori became a chartered school in 2024 and added lower elementary serving grades 1st-3rd. In 2026 the school opened a second afternoon primary classroom and began violin instruction for ages k-3rd.

Mission Statement- “Education, Anchored in Faith”

St. Philomena Montessori school’s mission is to provide an education anchored in faith and moral values. We celebrate each child’s individuality and help them discover how they can best develop and use their God given gifts to contribute to our world and serve Him in love.

Beliefs Statement

“Train up a child in the way he should go; even when he is old, he will not depart from it.”
Proverbs 22:6

Vision & Philosophy Statement

Our vision is to enable each child to develop to their full potential as God created them. St. Philomena Montessori is dedicated to providing an outstanding education to children in a Catholic atmosphere faithful to the Magisterium of the Church using the philosophy and techniques of the Montessori method, including religious education through the Catechesis of the Good Shepherd

Governing Body

St. Philomena Montessori is a Parochial school of the Archdiocese of Cincinnati owned and operated by Sacred Heart of Jesus Parish. As such, the Pastor of Sacred Heart of Jesus Parish, serves as Trustee of St. Philomena Montessori school. St. Philomena Montessori advisory board serves as a governing body.

School Structure

The Pastor hires the school principal and approves school advisory member appointments.

The Principal is responsible for executing school policies, hiring educational and administrative staff, establishing an operating budget, and managing the daily operations of the school.

The Pastor and principal consult with the school advisory board to carry out the mission and vision of St. Philomena Montessori.

Advisory Board

St. Philomena Montessori Advisory Board consists of 5 members. Each agreeing to serve a minimum 2-year term which is renewable in nature. The Advisory Board meets quarterly to evaluate tuition rates, allocate tuition assistance, approve budget, review the fiscal year-end finances, and discuss long term planning.

St. Philomena Montessori school advisory board provides guidance for ensuring that the mission of the school is carried out with fiduciary responsibility. Board members help guide long-term and strategic planning efforts, provide input on school policies and operations, and may engage in fundraising, marketing, or community building initiatives.

Accreditation

St. Philomena Montessori is accredited by the Ohio Catholic School Accrediting Association (OCSAA) and is a chartered school through the Ohio Department of Education and Workforce. The school operates in accordance with the directives of the Archdiocese of Cincinnati. St. Philomena Montessori is also a recognized member of the American Montessori Society. St. Philomena Montessori toddler-pre-school program is licensed through Ohio Department of Job and Family Services.

Non-discrimination Policy

No student may be excluded from St. Philomena Montessori school solely because of race, color, national/ethnic origin, or ancestry to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national/ethnic origin, or ancestry in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

St. Philomena Montessori school will not discriminate on the basis of race, color, or national/ethnic origin or ancestry in the hiring of its certified or non-certified personnel.

RELIGION & ACADEMICS

Faith Formation

St. Philomena Montessori strives to enable students to develop a vital, personal relationship with God and to share the Gospel with others. Beginning with our toddlers, St. Philomena Montessori uses the method of Good Shepherd catechesis rooted in scripture, liturgy, sacraments, prayer, and sacred tradition. The desire is for all students to celebrate God's love, proclaim God's message and live in accord with the truths of our faith. Older children have the opportunity to regularly attend mass/chapel with their class. All students spend time each week in a Good Shepherd atrium with trained catechists. Each day starts with prayer and Good Shepherd materials are always available in the classrooms for students to spend time in individual prayer. Children in the primary grades receive "Saint Mail" to help them learn more about the inspiring lives of these Holy men and women. Faith is a lived experience immersed in the school environment and daily routines. Children, staff, and families are all part of this faith community.

Students in second grade follow the Good Shepherd Catechesis program of sacramental preparation which includes parental participation and a required retreat component. The sacraments received are First Reconciliation and First Communion.

Philosophy and Key Aspects

Our Catholic Montessori program is designed to prepare children spiritually and academically. All children are naturally curious and love to learn. We support this innate drive by providing environments that meet children's developmental needs with a well-prepared supportive staff, and a community of dedicated families. We inspire children to develop independent thinking, self-assurance, inner discipline, and a love of learning within a foundation of faith. We celebrate each child's individuality and help them discover how they can best develop and use their God given gifts to contribute to our society and world.

The Montessori approach builds interest and enthusiasm through activities designed to encourage the children's natural curiosity and sense of discovery. The children at St. Philomena's learn to control their bodies and to develop their ability to concentrate through focused work with the classroom materials. The skills necessary for positive socialization are also integrated into the daily classroom routines.

Sensitive Periods of Development

Dr. Montessori observed that children learn best during "sensitive periods". These are stages of development during which children readily acquire new skills and knowledge with ease. Some examples of sensitive periods include the sensitive period for small objects

1-4 yrs, order 2-4yrs, writing 3-4.5 yrs, language 0-6yrs, spatial relationships 4-6 yrs. These windows of learning can apply to academic skills. For example, some children are ready to learn to read at age four, and if forced to wait until they are six, it may actually be more difficult. Others may be eight until that “ease” of acquiring the skill of reading is made manifest. Those children too need affirmation and encouragement to enjoy learning while waiting for natural maturation to occur.

Multi-Age Grouping

By spending three years in one classroom, each child is able to go from being the incoming, younger child, to being the more experienced and confident older child. The children have the opportunity to observe each other, teach one another, and learn how to problem solve together. A strong moral atmosphere is created and a sense of community emerges. Teachers have the advantage of being able to observe and record three years of growth. Since the teachers spend many hours observing and interacting with the children, they develop a deep understanding of each child’s unique strengths, challenges, and styles of learning. This provides a well-rounded perspective of each child’s needs and the approaches and support necessary to help them be successful.

Hands-on-Learning and Independence

Each classroom has sequentially ordered shelves with materials which increase in their level of difficulty. The teacher prepares and rotates the works in the classroom according to the needs of the children. Lessons are presented to students based on their readiness and often build on previous learning. Children are provided blocks of time to direct their will and choose activities which reinforce the concepts presented. Most materials are self-correcting allowing for independence and fostering increased comprehension through repetition. Movement is essential to solidify their engagement and understanding. This freedom within limits provides a stable backdrop for children to develop a joy of learning.

St. Philomena Montessori offers the following programs:

***Montessori Toddler (Ages 18 months-3 years)**

Our toddler program is a half day morning session Monday-Friday.

***Montessori Pre-school (Ages 3-6)**

Pre-school is half day morning or afternoon session Monday-Friday.

***Montessori Pre-school w/childcare (Ages 3-6)**

Montessori Pre-school w/childcare includes a half day of pre-school, and a half-day in a childcare enrichment environment including lunch, recess, & a rest period M-F.

***Montessori Kindergarten (Ages 5-6)**

Kindergartners are full day Monday-Friday.

***Montessori Lower Elementary (Ages 6-9)**

Lower elementary students are full day Monday-Friday.

Additional grades may be added in the future according to feasibility, interest, and enrollment.

Staff to Student Ratios according to State Requirements

Toddler	1:7 1or 2:14
Preschool	1:12 or 2: 24
School Age	1:25 or 2:50

Each classroom at St. Philomena Montessori has at minimum two teachers; one lead teacher and one assistant. Lead teachers hold state certification and a Montessori credential.

Curriculum

St. Philomena Montessori follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religious instruction is provided at every grade level. Students, regardless of religious affiliation, participate in Catholic religious instruction.

Practical Life

Practical Life experiences vary and include such areas as care of self, care of the environment, and grace & courtesy. The primary aims of Practical Life include concentration, coordination, independence, and order. For example, early Childhood children are process oriented and enjoy washing tables because young children enjoy water and soap. Older children, by contrast, become product oriented and would only choose to wash a table because it is dirty. External order experienced by following the steps necessary to complete practical life activities provides satisfaction and fosters understanding.

Sensorial

Sensorial work focuses on the way we acquire information from the world around us such as visual, tactile, and auditory discrimination. The sensorial materials help children refine each sense in isolation to prepare them for learning more advanced multi-sensory activities. Exercises in perception, observation, discrimination, and classification play a major role in helping young children develop logical thinking and concentration as well as provide the groundwork for mathematics, reading, and writing. For example, when a child accurately uses the red rods which vary in length, they are better able to understand the differences in mathematical quantities.

Language

Language acquisition in a Montessori classroom begins with discrimination of sounds and phonemes, this progresses to recognizing the relationships between sound and symbol(alphabet) which naturally develops into spontaneous writing with the movable alphabet. With hands on vocabulary enrichment activities, the child learns the skills necessary for reading. The classroom provides a rich environment of books and the written word for children to discover and enjoy.

Math

Math is taught through the manipulation of concrete objects. Younger children learn about quantities through counting and handling various materials. They then learn the numeric symbols associated with the quantities. Arithmetic processes follow. Three-dimensional objects help the child understand mathematical relationships and concepts. Other hands on experiences build toward abstraction through practice.

Cultural Subjects

To foster an appreciation of the world around them, concrete lessons are provided in the subject areas of geography, science, history, botany, and zoology. Children enjoy learning about plants and animals, different places, and people. An effort is made to enkindle the joy of God's magnificent creation.

Arts & Physical Education

The curriculum encourages free expression through art as well as art appreciation. Children are exposed to various forms of music and song. Physical Education and movement activities are also integrated into the daily classroom routines.

Special Needs

St. Philomena Montessori works with families, local school districts, and county agencies to ensure each child receives the specialized services they need. St. Philomena Montessori will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. Parents are informed when an evaluation is recommended for occupational therapy, speech therapy, physical therapy or other specialized support. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll. If a child qualifies for services, those services may be accommodated during school instructional hours.

Service Plans (SP)

Montessori's methods account for a child's unique differences and developmental stages. Therefore, in the case of a special education student on a Service Plan, work is modified in accordance with the plan. This may include the amount and type of work required, materials utilized, and/or support needed. Teachers adhere to SP goals, and the objectives required to meet those goals.

Temporary Home Instruction

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

Talented and Gifted

Children who possess a qualifying score of 127 or above on the CogAT or similar assessment are considered to have an above norm aptitude for academic ability. The Montessori environment supports these students by individually guiding them in ways which keep them engaged and challenged, such as above grade level work or advanced lessons, a personalized project which is of a topic of interest to them, giving them more independence and responsibility for their learning, providing opportunities for greater leadership in the school and the classroom, and encouraging them to share/present their knowledge to others. The Montessori classroom environment is by its nature an enriched setting for learning. It always includes materials for grade levels above those typically served in that classroom. For example, a lower elementary classroom will have upper elementary subject matter to choose from.

ACADEMIC EVALUATION

Academic Expectations

Students at St. Philomena Montessori are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development using Good Shepherd Catechesis as well as fine arts enrichment and intervention opportunities.

Academic Evaluation

Student progress is evaluated at the end of each trimester. Pre-school and elementary programs are ungraded in a traditional sense. Student's skills are monitored and assessed for progression towards mastery. Observations and individualized narratives are also used to document progress. Jr. High students in grades 7th-8th will be evaluated using a grading scale. The purpose of assessing student work and performance, and issuing an evaluation/grade is to inform the student, teacher, and family about the student's growth toward proficiency of standards. Student progress can be accessed online at any time via Transparent Classroom.

Academic Grading Key:

Pre-school/Kindergarten- 3rd grade

I=Introduced

P=Practicing

M=Mastery

N=Needs Support

4th-6th

O=Outstanding

G=Good

S=Satisfactory

N=Needs improvement

7th-8th

A 95-100

A- 92-94

B+ 89-91

B 86-88

B- 83-85

C+ 80-82

C 75-79

C- 70-74

D 65-69

D- 60-64

F 59 and below

Skills

+ = Area of Strength

checkmark= Area for improvement

Homework

St. Philomena Montessori strives to keep academic expectations reasonable for each child and their abilities. In an effort to preserve childhood and encourage family time, homework is limited for younger students. As student academic expectations increase with age, homework may be assigned as a means of pre-learning preparation and engagement, giving practice, reinforcing concepts, evaluating progress, and/or developing good study habits. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, work on projects, study for a test, integrate their knowledge with a real world application, etc.

Guidelines for Homework Completion

Students are assigned an amount of homework that is age appropriate for each grade. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work *independently*. Establishing regular homework routines can be a key to success. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

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

Kindergarten	15 minutes
Grades 1 – 3	20 to 45 minutes
Grades 4 – 6	45 to 90 minutes
Grades 7 – 8	60 to 120 minutes

Cheating and Plagiarism

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

Progress Reports & Report Cards

Individual progress reports and report cards are compiled for each child by teachers to keep parents informed about the child's school performance. Reports include student work habits and his/her acquisition and development of concepts and skills in all areas of the school's curriculum. In addition, written comments by the child's teacher further highlight the child's interests, strengths, social and emotional growth and areas for improvement. Parents must sign and return the first and second trimester progress reports/report cards.

Testing & Assessment

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

Preschool children may be given the KRA or other equivalent to evaluate kindergarten readiness. A skill-based fall, winter, and spring benchmark assessment is given to all students in grades 1-8 according to Archdiocese requirements. Parents are provided those test results. Assessments and resulting instruction are designed to meet the criteria established for the 3rd grade reading guarantee (TGRG). An aptitude test such as the Cogat may also be given to determine academic potential. The ARK (Assessment of Religious Knowledge) will be administered according to Archdiocese mandates regardless of religious affiliation.

Parent Teacher Conferences

There are two designated conference times in our school calendar, fall and winter. This is an opportunity for parents and teachers to communicate successes, challenges, as well as concerns or ideas regarding a child's school experience and progress. At St. Philomena's we recognize that a committed parent teacher team is essential for each child to reach their full potential.

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Promotion

In a Montessori program with multi-age groupings, several factors are taken into consideration before promotion to the next level. The levels at St. Philomena Montessori include:

- Passage from pre-school to kindergarten
- Passage from kindergarten to lower elementary (1st grade)
- Passage from lower elementary to upper elementary (4th grade)
- Passage from upper elementary to middle school (7th grade)
- Passage from middle school to high school (9th grade)

The child's readiness to advance to the next level is viewed from a developmental rather than a purely chronological point of view. Decisions are made on an individual basis. Each learning environment is geared to a developmental stage of childhood, and the primary aim is to match the child to the environment that best meets their developmental needs. In determining the optimal placement of a child, parents and school staff must consider the following developmental qualities:

1. Emotional Maturity
2. Social Maturity
3. Physical Maturity
4. Cognitive development, including academic skills

Parents/Guardians will be included in the discussion and their input considered regarding promotion/retention. However, the final decision rests with the principal in consultation with the academic support team.

Retention

Although a child may be chronologically expected to progress to the next level, developmental signs may indicate that an added year at the child's current level is the best match for the child's needs. This is discussed with parents at a conference. To determine proper placement staff will consider teacher observations and anecdotal records, attendance, formal assessment measures, social interactions with others, emotional regulation, and a child's success with didactic materials. A final decision is typically made in February regarding a child's placement for the subsequent school year.

Transition

St. Philomena Montessori has classroom visit days, as necessary, to facilitate a smooth transition for the students from one plan of development to another. These are designed for children transitioning from the toddler environment to the pre-school primary classroom,

the primary classroom to the lower elementary, the lower elementary to the upper elementary, and the upper elementary to the Jr. High. These visits are communicated to parents and arranged by the classroom teachers. The purpose is to introduce the students to their new classroom environment, routines, peers, and teachers.

ADMISSION & ENROLLMENT

Admission

Admission may be granted to new or existing students whose families are in good financial standing with the parish/school, and who submit the required forms and fees including, but not limited to, birth certificates, baptismal records, health records, any legal/parenting or guardianship agreements etc. Priority will be given to students whose families already have children enrolled. Space is limited and may vary by grade/age. When enrollment capacity is reached, others interested will be placed on a waiting list.

Acceptance of registration at St. Philomena Montessori is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. To receive a State of Ohio Scholarship, such as EdChoice, or Jon Peterson, parents must submit all forms and documentation as required.

Admission of Students with Special Needs

St. Philomena Montessori will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

Age Requirements

Toddler

Children entering the toddler room must be 18 months by August 1st of the current school year. (Children who turn 18 months after August 1st may be considered for acceptance over the course of fall or winter if space becomes available.)

Pre-school

Note: Children must be toilet-trained before entering pre-school.

Children entering preschool must be three years old by August 1st of the current school year. (Children who turn three after August 1st may be considered for acceptance over the course of fall or winter if space becomes available.)

School Age

According to the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before August 1st of the year of admittance. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Gender Identity

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

AOC GENDER IDENTITY POLICY

Gender Identity

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same. The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should.

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

Priority Registration

A Priority Registration Period will be established each year, typically during the months of December and/or January. All existing enrolled families are eligible for Priority Registration. No priority will be given after the designated Priority Registration Periods ends.

Note: St. Philomena Montessori believes that it is fundamentally important to the Montessori model and to the dynamic of the school to enroll students beginning at age 3. Therefore, the following priorities will be given during the Registration Period:

1. First priority will be given to all currently enrolled St. Philomena students.

2. Second priority will be given to 3-year-old siblings of currently enrolled students.
3. Third priority will be given to 4, 5, & 6-year-old siblings of currently enrolled students.

After the Priority Registration Period ends, registrations will be evaluated according to **parishioner status**, suitability and available openings.

St. Philomena school reserves the right to balance its classes by age and gender.

Enrollment Procedure for New Students

STEP 1 Tour & Visit

1. Prospective parents should schedule a tour of the school and meet the principal.
2. A student visit should also be scheduled.

STEP 2 Apply

3. An online application is submitted with a non-refundable \$50 application fee.
4. If a child is transferring from another school, school records should be provided.
5. References may be requested.
6. After review by school personnel, parents are notified to begin enrollment to St. Philomena school by a written letter of acceptance or notified of declined admission by a letter of negation.

STEP 3 Register

7. To enroll, the parent completes all registration paperwork and submits a \$250 enrollment fee. This deposit holds the child's place.
8. Enrollment is not complete until a tuition payment plan is selected. The tuition contract is binding for the upcoming school year unless the family moves >40 miles from the school.

Note: New students who wish to be considered for enrollment may need to complete an assessment, academic screening, review of records, and/or interviews.

Re-Enrollment Procedure for Current Students

All current students must re-enroll for the upcoming school year. Current students are guaranteed re-enrollment in the school if they apply within the Priority Registration Period, unless otherwise specified by administration, space permitting. Students who re-apply after the Priority Registration Period ends are no longer guaranteed enrollment for the next school year. The following are the steps of re-enrollment:

STEP 1 Re-register

1. To enroll, the parent completes all registration paperwork online and submits a \$500 enrollment fee. This deposit holds the child's place.
2. Enrollment is not complete until paperwork is submitted and a tuition payment plan is selected. **The tuition contract is binding** for the upcoming school year unless the family moves >40 miles from the school.

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Admission Exceptions

Since St. Philomena Montessori is dedicated to providing the best possible education for our students, reasonable behavioral standards are expected. At the discretion of the principal, any current or prospective students with a past history of chronic behavioral problems or educational needs beyond our capabilities may be declined admission.

Any student currently under suspension from another school, or one who has been expelled from another school, will not be considered for admission.

Student Evaluation Period

During the first trimester of school, all students are on an evaluation period and their academic and behavioral progress will be reviewed. At the end of six weeks, if not before, concerns about their progress or behavior will be communicated with their parents/guardians. If concerns persist, weekly progress will be communicated thereafter. If upon the completion of the trimester, if not before, their progress remains unsatisfactory, they may be required to withdraw at that time.

Classroom Assignments

Students are assigned to classrooms by the principal and faculty. We do not accept requests for assignments to specific classrooms or teachers.

Withdrawal

Notice of withdrawal of a student shall be made in writing by the parent/guardian prior to withdrawal date. This enables the school to prepare necessary documentation and settle accounts. **The terms of the tuition contract are binding.** *No student records will be forwarded to another school until all fees, tuition, and other related account items have been addressed.* Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned computers, etc. must be returned.

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from St. Philomena Montessori if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Philomena Montessori may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment Upon the Behavior/Conduct of the Student

A student may be asked to withdraw for behavior/conduct related reasons from St. Philomena Montessori if any of the following has been determined: the child poses a risk to his/herself or others, is consistently disruptive to the educational process, is destructive toward school materials/property, consistently requires one-on-one staff monitoring for behavior, or if the child has been dismissed from school during the school day for behavior/unruly conduct on three or more occasions. St. Philomena Montessori may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to behavior/conduct reasons.

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

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

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Returning Students

For the benefit of the children involved and the smooth running of the school, pupils transferring from St. Philomena's to any other school will not be able to return during the school year in which the transfer occurs.

TUITION & FEES

Tuition

Tuition for St. Philomena Montessori is set every year after deliberations by the school administration, with recommendations submitted to the School Advisory Board and Pastor, and final approval by the Pastor and parish finance committee. Tuition, scholarship, EdChoice, and FACTS information and payment plans are accessible online on the school website spmohio.org.

Tuition Payments

Saint Philomena Montessori uses FACTS tuition management system. All families must register through this system. Tuition payments are expected in accordance with the tuition payment plan chosen.

Tuition Rates

St. Philomena tuition rates for 2026-27 School Year are as follows:

\$3,605 Toddler (half-day) 8:00-11:00

\$4,275 Pre-school (half-day) 8:00-11:00 am OR 12:00-3:00 pm

\$8,395 Kindergarten & Lower elementary (full day) 8:00-3:00 pm

Early Bird Discounts

Each student is eligible for an early bird discount of \$150/off of tuition. To qualify, returning students must complete their enrollment by Dec. 31st and new students must complete their enrollment by the date given in their letter of acceptance.

Note: Application and Registration fees are non-refundable.

All students must pay the required enrollment fee.

Tuition Payment Plans

Upon acceptance to the school, parents should choose one of three tuition payment plans:

1. Annual: Payment in full on or before July 31st.
2. Semester: One half the tuition paid by July 1st; the balance paid by January 1st.
3. Monthly: Twelve monthly payments, payable each month, starting in July and ending in June.

Tuition Contract

The signed contract represents a legal obligation to pay the full amount of the year's tuition.

Half-day Childcare

St. Philomena offers a half-day childcare option billed weekly for children ages toddler-5. This provides a smooth transition from pre-school to daycare. Depending on the pre-school session the child is enrolled in, childcare is 8:00am-12:00pm or 11:00am -3:00pm Monday-Friday. Childcare includes time for lunch, recess, rest, and unstructured supervised play. Consistent are the Montessori elements of hands-on materials, movement, and free choice. For families with multiple children in childcare, sibling discounts apply.

Childcare Rates & Sibling Discounts

1st Child \$75/week

2nd Child \$65/week

3rd Child \$55/week

Extended Care

St. Philomena Montessori does not provide extended care. Afterglow Centre provides childcare for children from 3:30-5:30 p.m. Parents may contact and make arrangements for care directly with the Afterglow Centre or other entities which are not directly affiliated with the school or parish.

Financial Assistance

Families may apply for financial assistance from the Archdiocese, local parish, & the school through the FACTS financial aid link.

Ed Choice

St. Philomena Montessori is a recognized Ed Choice provider.

TYPICAL DAILY SCHEDULE

Daily Schedule

A.M. Toddler

7:30-8:00 Arrival

8:00-11:00 Toddler Session

11:00-11:15 Recess/Dismissal

Toddler childcare

11:15-11:45 Lunch

11:45-12:00 Transition

12:00-2:00 Rest

2:00-2:45 Indoor play

2:45-3:00 Outdoor play/Gross Motor

3:00-3:30 Dismissal

A.M. Preschool

7:30-8:00 Arrival

8:00-11:00 Pre-School Session

11:00-11:15 Recess/Dismissal

MASS DAY

8:00-8:30 Mass

8:30-11:00 Catechesis of the Good Shepherd

11:00-11:15 Recess/Dismissal

A.M Preschool & Childcare

7:30-8:00 Arrival

8:00-11:00 Pre-School Session

11:00-11:15 Recess

11:15-11:30 Transition

11:30-12:00 Lunch

12:00-12:30 Story

12:30-2:00 Rest

2:00-2:45 Indoor Play

2:45-3:00 Outdoor Play/Gross motor

3:00-3:30 Dismissal

P.M Preschool

11:45-12:00 Arrival

12:00-3:00 Pre-School Session

3:00-3:30 Recess/Dismissal

MASS DAY

11:45-12:00 Arrival

12:00-2:00 Catechesis of the Good Shepherd

2:00- 3:00 Pre-School Session

3:00-3:15 Recess/Dismissal

Kindergarten

7:30-8:00 Arrival
 8:00-11:00 Kindergarten Session
 11:00-11:15 Recess
 11:15-11:45 Lunch
 11:45-2:45 Kindergarten Session
 2:45-3:00 Recess
 3:00-3:30 Recess/Dismissal

MASS DAY

7:45-8:00 Arrival
 8:00-8:30 Mass
 8:30-11:00 Kindergarten Session
 11:00-11:15 Recess
 11:15-11:45-Lunch
 11:45-12:00 Bible/Scripture Story
 12:00-12:30 Chapel Prayer
 12:30-2:30 Atrium
 2:30-3:00 Enrichment/Art
 3:00-3:30 Recess/Dismissal

Lower Elementary (Grades 1st-3rd)

7:30-8:00 Arrival/Work Time
 8:00-8:30 Mass/Atrium/Prayer
 8:30-11:30 Instruction/Work Time
 11:30-12:00 Recess
 12:00-12:30 Lunch
 12:30-3:00 Instruction/Work Time
 3:00-3:30 Recess/Dismissal

Required Instructional Hours

Chartered non-public schools in the state of Ohio are required to provide 910 instructional hours for students in grades full day kindergarten-6th grade and 1001 hours for students in grades 7-12. At St. Philomena we meet that standard by exceeding the 1060 minimum instructional hour requirement as per the Archdiocese of Cincinnati.

Weather Cancellations & Closings

St. Philomena Montessori follows Anna Schools in the event of a weather-related delay or closing. Changes in the daily schedule will be communicated to parents via Flocknote and posted on our website or Facebook page as applicable.

Delays/Early Dismissals

A.M./Toddlers Sessions- In the case of a 2-hour delay there will be no half-day a.m. preschool or toddler sessions.

Full-day Kindergarten/Elementary/Childcare – In the case of a 2-hour delay, drop off will take place from 9:30-10:00a.m. for those enrolled in our **full day programs**. (Kindergarten/Elementary students and preschool/toddler children in childcare).

In the case of an early dismissal there will be no p.m. preschool session and the kindergarten/Elementary school day will end at 11:00 a.m.

Arrival

St. Philomena Montessori does not provide supervision and is not responsible for children arriving prior to 7:30 a.m.

Morning/Afternoon Drop-Off Procedure

1. Please pull up along the overhang on the south side of the church.
2. St. Philomena staff members will be outside from 7:30-7:50 am and 11:45-12:00 p.m. to assist with car drop off.
3. Have your child(ren) exit the car from the passenger side only. No child should exit the car from the driver's side.
4. Parents should remain in the vehicle.

Dismissal

It is important that children be picked up on time. This recognizes a child's inherent need for order and predictability, and is a courtesy to the school staff.

Morning/Afternoon Pick-up Procedure

1. Please pull up along the PAC (Parish Activity Center).
2. St. Philomena staff members will be outside from 11:00-11:15 am and 3:00-3:30 p.m. to assist with vehicle pick-up.
3. Your child(ren) will enter the car from the passenger side only.
4. Parents should remain in the vehicle.

Late Pick-up

If a parent/guardian or other person designated to pick up the child is delayed, they should call to let the school and the child know what time they expect to arrive. Staff will begin calling the listed emergency contacts ten minutes after scheduled pick-up times if no call has been received.

Late fees of \$5.00 for the first ten minutes and \$10.00 for every fifteen minutes thereafter may be assessed when children are frequently picked up late. School staff will communicate in writing, if late fees are to be assessed. When late fees are in effect, a call informing the school of a delayed pick-up will not release the parents from the late pick-up fee.

Transportation Changes

Any transportation changes must be communicated by the parent/guardian to the office. We will not rely on children's messages, and in the absence of any parent communication, the school will assume the child will take his/her normal mode of transportation.

Release of a child to another adult - *See Appendix A

At no time will the school release a child to any adult other than the parent, legal guardian or those expressly named on the “Pick Up/Release Authorization Form” unless in the case of a medical emergency to emergency medical personnel as indicated on the child’s Emergency Transportation Authorization.

If your child is to be released to any person other than his/her own parents, legal guardian, or those authorized for pick-up on the “Pick Up Release Authorization Form,” written or documented verbal notification must be provided. The notification must include the date, the name and relationship of the person given permission to transport your child, and a signature or verbal consent of parent/legal guardian.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts with the school. Official custodial agreement will be kept in a confidential file. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

ATTENDANCE

Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual. It is important to closely adhere to arrival and dismissal times. Students should not come to school before arrival times set forth. The time prior to class is vital for the teacher to prepare the classroom to ensure a smooth and productive day.

Tardy Policy

Tardiness is disruptive to the teachers and students. A student is considered tardy if they do not enter the classroom at the start of the instructional day, leaves before dismissal, or is out of school for any reason during the school day. No tardies are excused.

*Please note 10 tardies are the equivalent of one absence.

Absences: *See Appendix

St. Philomena’s school governs the attendance of children who attend in a manner consistent with the requirements set forth by section 3321.04 of the Ohio Revised Code. Parents/Guardians must call the office by 9:00 a.m. and leave a message any day your child will be absent from school. Doctor and dental appointments should be made during non-school hours whenever possible.

A signed note is required upon a child's return from an absence. The note must include the following: the name of the child, the date of absence, the reason for absence and a parent/guardian signature and date.

If the reason for the absence was an illness and the child saw a doctor, a doctor's note should be included stating when they may return to school.

Excused Absences

Absence from school is legal (considered excused) for the following reasons:

1. Personal illness
2. Illness within the family
3. Quarantine
4. Death of a relative
5. Work at home due to absence of parent/guardian
6. Observance of a religious holiday
7. Family emergency
8. Medical appointments
9. Expulsion
10. Absences excused by the school Administrator for agreed upon special circumstances.

Unexcused Absences & Excessive Absence and Tardiness

Absences for any other reason than those cited above are considered unexcused.

Students who are absent more than 10 days in a trimester, or who have a pattern of absences throughout the year, may be asked to produce a doctor's excuse. Excessive unexcused absence or tardiness may result in a failure to pass the current grade. The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

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

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

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

"Habitual Truant" means any child of compulsory school age who is absent without legitimate excuse for five or more consecutive school days, seven or more school days in

one month, or twelve or more school days in a school year. Habitual truancy must be reported to juvenile court according to Section 3321.38 of the Ohio Revised Code.

Make Up Work

For all absences, students are responsible for making up the missed work, including tests, that occurred during their absences. They will have one day for every day absent to complete assignments upon their return to school. Arrangements to pick up the child's work after 2:00 p.m. should be made before noon.

STUDENT CODE OF CONDUCT

Discipline

Discipline Philosophy

In *The Montessori Method*, Maria Montessori writes:

“We call an individual disciplined when he is master of himself, and can, therefore, regulate his own conduct when it shall be necessary to follow some rule of life. Such a concept of active discipline...contains a great educational principle...Since the child now learns to move rather than to sit still, he prepares himself not for the school but for life; for he becomes able, through habit and through practice, to perform easily and correctly the simple acts of social or community life

The liberty of the child should have as its limit the collective interest; as its form, what we universally consider good breeding. We must, therefore, check in the child whatever offends or annoys others, or whatever tends toward rough or ill-bred acts.

Our aim is to discipline for activity, for work, for good.... A room in which all the children move about usefully, intelligently, and voluntarily, without committing any rough or rude act, would seem to me a classroom very well disciplined indeed. (86-7, 93)

The Montessori philosophy involves “inner discipline”. The child will develop greater self-direction, independence, and self-control through work with activities that are meaningful and responsive to his/her needs. Good behavior is not equated with silence and/or immobility. All activities are guided by a respect for self and others, and a respect for the materials and environment.

Discipline Approach

St. Philomena Montessori is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and students shall be treated and treat others in a respectful and polite Christian manner at all times. Discipline is administered fairly and firmly as needed.

When children experience conflict or frustration, the St. Philomena staff will help and encourage them to use appropriate words rather than physical actions to express their feelings. The staff will also facilitate, and mediate conflict resolution as needed.

Each student is responsible and accountable for his/her own actions. When children are offensive to others and/or unwilling to follow school rules, direct teacher supervision or other appropriate consequences are used until the child is ready to resume normal activity. For more serious or repeated difficulties, notes to parents and/or parent conferences may

be necessary. In extreme cases, a child may be sent home and required to remain home from school for one or more days.

School Code of Conduct

1. Obey rules of school and staff.
2. Respect self and others in word and action.
3. Conform to expectations of daily routines i.e. proper hallway etiquette, arrival and dismissal routines etc.
4. Take responsibility for maintaining the order and integrity of the materials and indoor and outdoor environments.
5. Show an appropriate degree of reverence during times of worship.
6. Dress properly and utilize appropriate hygiene.
7. Remain in designated spaces unless given permission by staff to leave.

Unacceptable Behavior

1. Actions and language contrary to the purpose and philosophy of the school
2. Fighting/hitting/biting/kicking
3. Endangering the health and/or safety of students or school staff.
4. Cheating
5. Stealing or damaging school property.
6. Serious disruption of the formal school program i.e screaming.
7. Indecent behavior or language
8. Bullying or harassing others.
9. Leaving school grounds without permission.
10. Possession of knives, weapons, fireworks, or explosives.
11. Possession of tobacco, alcohol, drugs, or any other dangerous substance.

Note: The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Biting Policy

St. Philomena Montessori has no biting policy for all children ages 3 and up. If a child in that age group bites another individual, the child will be removed from the classroom environment immediately and the parents will be contacted to pick them up. The principal will determine when they may return.

In the case of toddlers, to ensure the wellbeing of all children, if a child has engaged in repetitive biting, the child will be removed from the classroom environment and the parents will be contacted to pick them up. The principal will determine when they may return.

Bus Conduct

St. Philomena Montessori will comply with the local public school districts transportation policies with regards to bus service as it relates to conduct on the bus.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

St. Philomena reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Harassment, Intimidation, and Bullying/Cyberbullying Policy

It is the policy of St. Philomena Montessori that any form of harassment, intimidation, or bullying is expressly forbidden. St. Philomena Montessori seeks to provide a safe environment for all individuals. Verbal or written threats against the physical or emotional well-being are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion.

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

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

Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

*Causes mental or physical harm to the other student; and

*Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

*Violence within a dating relationship.

*"Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

Causes mental or physical harm to the other student; and

Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student.

Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:

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

Complaints Regarding Harassment

Formal Complaints

Students and/or their parents/guardians may issue a formal complaint by filing a report regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

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

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

Search and Seizure

St. Philomena Montessori reserves the right to search and inspect school property used by students at any time. St. Philomena Montessori also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Criminal Misconduct

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

Conduct Disclaimer

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary

history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Persistent Behavior Problem

In the event of serious, chronic behavior problems, the teacher, Principal, and parents will work together to develop specific strategies and goals to enable the child to function harmoniously and experience personal success at school. A Four-Stage Discipline Procedure will be used as a guide. If in the estimation of the school staff, the problems persist, the child may be asked to leave the school.

First Stage

1. The teacher communicates the problem to the child's parent verbally or with a written note. One exception is physical fighting, in which case the child will be removed immediately from the situation and the principal will intervene.
2. The teacher applies appropriate consequences.
3. The parent signs the note (if applicable) and the child returns to school the next day.

Second Stage

1. The teacher again communicates the problem with the child's parents, either personally or in writing.
2. The teacher **consults with the principal** about the situation.
3. The teacher applies appropriate consequences. A conference with the teacher, child, and principal may be appropriate at this stage.
4. The child must return any written communication with the parent's signature(s) to school the next day.

Third stage

1. The teacher personally communicates problem with the child's parents and principal.
2. The principal and/or teacher determine appropriate consequences.
3. The teacher requests **a conference** with the principal and parents. If appropriate, the child may be included in this conference.
4. The teacher, parents, and principal develop a written plan to address the child's behavior which may include future disciplinary steps, school-home communication, possible behavior incentives.
5. The teacher, parents, and principal work as a team to consider other support systems for the child, if appropriate.

Fourth Stage

1. Teacher sends the child to the principal with a written or verbal report.
2. The principal communicates the problem to parent(s) including appropriate consequences.
3. A personal conference with the teacher, principal, and parents to determine further actions.

Detention

Detentions may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form as written notification of the detention. The day, date, and time of detention are at the discretion of the Principal/Designee who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, athletics, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for by the suspended student's parents.

Students who are given an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Procedure to be followed in the case of a suspension

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

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Philomena Montessori School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Procedures to be Followed in Cases of Expulsion

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

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.

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

Ohio Department of Education Behavior Management/Discipline Policy

St. Philomena Montessori complies with the following policies as stipulated by the Ohio Department of Education.

Each Teacher in charge of a child or a group of children shall be responsible for their discipline.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- 1) There shall be no cruel, harsh, or unusual punishments, such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- 2) No discipline technique shall be delegated to any other child.
- 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control.
- 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
- 5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, sleep, or for toileting accidents.
- 7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- 8) Discipline shall not include withholding food, rest, or toilet use.

Finality of Decisions

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

DRESS CODE

Dress Code

St. Philomena Montessori students are expected to dress appropriately at all times for their respective ages and/or grade level. We urge parents to discuss with their children the importance of proper dress, good grooming, and cleanliness. The school will prohibit clothing/accessories that presents a clear and present danger to the student's health and safety or to the health and safety of others. The school will also prohibit clothing/accessories that interfere with the activities of the school day, schoolwork, is disruptive to the classroom, educational program, or contrary to Christian values.

Toddler Attire

Toddlers shall wear clothing that is easy to manage and facilitates independence such as elastic pants and slip on shoes. St. Philomena Montessori spirit attire is optional.

Clothing Guidelines for Toddlers

Please keep these considerations in mind when choosing clothing for your child.

1. The best clothes are comfortable, washable, and easy to manage.
2. Each child should be able to independently dress and undress when using the bathroom.
3. We encourage children to work with paste, polish, glue, paint, and water. Smocks are provided with some activities. Please dress your child accordingly.
4. We believe fresh air and outdoor light are good for children, so these are parts of our daily program. Time is spent outdoors each day except in the cases of dangerous weather and severe cold. Suitable clothing for outdoor activities should be provided at all times. We do play outdoors during the winter months, so each child will need a hat, mittens/gloves, and snow boots.
5. We require each child bring an extra set of clothing including underwear and socks in case needed. These should be replenished the next day if used.

ALL CLOTHES, COATS, BOOTS, ETC. SHOULD BE CLEARLY LABELED

Unclaimed items will be placed in the lost and found box. Please check periodically as items left unclaimed will be donated to charity.

Uniforms

GIRLS UNIFORM K-4	
Dress	
Girls may wear burgundy or navy dress. Shorts may be worn under the dress but may not extend below the hemline.	
Pants	
Navy blue pants only. Blue denim jeans are acceptable on Fridays only.	
Skorts	
Navy blue uniform skorts may be worn all year and with tights during winter months.	
BOYS UNIFORM K-4	

Pants
Navy blue pants only. Long pants must be worn during November, December, January, February, and March.
Shorts
Navy shorts may be worn in August, September, October, April, May, and June.

Students in the primary and elementary classrooms are required to wear uniforms purchased from Children's Place according to the schedule below:

ALL GRADES *Except Toddlers
Blouses/Shirts
Plain white or burgundy shirts with a collar. Shirts must be tucked in. Shirts may have the school emblem on them.
Sweaters
Solid navy or burgundy sweaters or vests may be worn over shirts.
Sweatshirts
Only school spirit wear sweatshirts may be worn on designated days.
Socks and Leggings
Boys may wear only solid navy, black, brown or white socks. Girls may wear solid white or tidal socks or tights.

Mondays Students will be required to wear their *Dress Uniform* for mass.

Tuesday-Thursday Students will be required to wear their *Regular Uniform*

Friday- Students may choose to wear their *Regular Uniform* or St. Philomena Montessori *Spirit Wear* (SPM t-shirt, SPM sweatshirt, and jeans).

Hair and Grooming

Hair must be clean and neatly groomed.

No extreme or distracting hair colors or styles are permitted.

Hats may not be worn in the building except for special, announced occasions.

HEALTH & SAFETY

Emergency Medical Authorization

Each child must have on file a completed Emergency Medical Authorization form with current addresses and phone numbers for parents and other adults. In the case of an emergency, reasonable attempts will be made to contact parents prior to treatment given.

If you have any changes in emergency numbers during the school year, please contact the school to update your information. It is vital that we always have current emergency information.

Incident Reports

Incident reports are filled out for any child who is hurt (minor or major injury) at school or on a field trip. The report is given to the parent within 24 hours of the incident if the injury was not serious. If the child has been hurt seriously, the parent is contacted immediately, and a written incident report is given within 24 hours.

Immunization

St. Philomena Montessori complies with the minimum immunization requirements set forth by R. C. 3313.67 and 3313.671.

Each child must have on file an up to date immunization record. New students have 14 days to comply. Documentation is required for exemptions due to medical reasons, reasons of conscience or religious convictions.

Exceptions are taken under special consideration with required documents signed by the parent/guardian.

Medication *See Appendix

St. Philomena Montessori shall not be responsible for the diagnosis and treatment of student illness. Policy for administration of prescription and non-prescription drugs;

1. Parents/guardians should request that whenever possible, doctors, prescribe that medication be given to students at times other than school hours.

2. If medication must be given during school hours, parents/guardians are encouraged to come to school and administer the medication.

3. At no time may children administer their own non-prescription medication, including cough drops or vitamins, or keep these items in backpacks, lunch boxes, etc.

4. In the event that medication must be administered to a student by someone other than a qualified doctor, private nurse, or the student's parent/guardian during normal school hours or while the student is on school premises, participating in or attending school functions, the following procedure must be followed:

1) Written request must be obtained from the parent/guardian before school personnel may administer any medication. The request must include instructions as to name of medication, dosage, time, and duration of medication, and possible side effects and in the case of prescription medication, a physician's signature.

2) Prescription and non-prescription medication must be in original containers (child proof) and have an affixed label by the prescriber including the student's name, name of medication, dosage, route of administration, and time of administration.

3) Any medication to be taken by students will be kept out of children's sight and reach. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

4) A qualified school staff person will be designated to administer or dispense the medication to the child according to the parent's instructions. In the case of prescription medication, the doctor's instructions are required.

Note: No medicine (prescription or over the counter) may be kept by the student in the classroom, backpack, lunch box, locker, desk etc. Exceptions may apply such as treatment for allergies, asthma, or diabetes.

Allergies

The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, wheat, and shellfish. School policies regarding food allergies are as follows:

Air Borne Allergies

The school is not equipped to serve children with severe, life threatening air-borne allergies.

If a child has a serious food allergy, the following guidelines are intended to reduce the risk of accidental exposure to allergens:

1. Complete a Food Allergy Action Plan including detailed instructions from the parent/guardian and the prescriber of necessary medications.
2. Discuss with the classroom teacher(s) prior to the start of school accommodations and precautions needed (e.g., seating at a “nut-free table”) to prevent exposure to allergens.
3. If an Epi-Pen or similar instrument is prescribed for your child, please make sure one is available at school along with the proper forms to authorize school personnel to store and administer this medication.
4. Educate your child about managing his/her allergy at school.
5. Instruct your child to only eat appropriate snacks/foods or those that he/she brings from home.

Epi-Pen *See Appendix

Note: A student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student’s parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber’s written approval must include the following:

- (1) The student’s name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student’s anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;

(10) At least one emergency telephone number for contacting the parent/guardian; and

(11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

Asthma *See Appendix

Students with asthma who need to keep an inhaler at school must have a form signed authorizing its use.

Diabetes

St. Philomena Montessori complies with the Ohio Revised Code regarding diabetes care and follows the National Institute of Health and the American Diabetes Association guidelines in supporting students with diabetes by putting in place Individual Health Care Plans outlining protocols for monitoring the illness and addressing instances of hypoglycemia or hyperglycemia.

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

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

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

School Administration of Diabetes Medications

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

1. The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
2. The school receives a statement, signed by the prescriber, that includes all of the following information:
 - a. The name and address of the student;
 - b. The school and class in which the student is enrolled;
 - c. The name of the drug and the dosage to be administered;
 - d. The times or intervals at which each dosage of the drug is to be administered;
 - e. The date the administration of the drug is to begin;
 - f. The date the administration of the drug is to cease;
 - g. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
 - h. Any special instructions for administration of the drug, including sterile conditions and storage.

The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.

The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.

1. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
2. Any and all other procedures required by the school are followed.

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

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

Student Administration of Diabetes Medications

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

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

Non-Restriction Disclaimer

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

Seizures

Students prone to seizures shall have a Seizure Action Plan on file which can be followed to assure their health and safety and the safety of others.

Illness

A child is considered ill if he/she has any of the following symptoms:

1. Fever (temperature of 100.0 degrees Fahrenheit or higher)
2. Diarrhea
3. Vomiting
4. Severe coughing, difficult or rapid breathing
5. Yellowish skin or eyes
6. Conjunctivitis
7. Untreated, infected skin patches or unusual spots or rashes
8. Unusually dark urine or grey/white stools
9. Sore throat or difficulty swallowing,
10. Stiff neck

11.Evidence of lice, scabies, or other parasites.

If your child has any of the symptoms listed above you must keep them away from school. They shall not return until at least 24 hours after the child's temperature has returned to normal.

An ill child should not return to school until symptoms are gone and until at least 24 hours fever free without aspirin, Tylenol, etc. In the case of a rash, they shall be kept home until every blemish is dry or bring a signed, dated note from a licensed physician stating that the rash is not contagious.

A "mildly ill" child who has minor cold symptoms (e.g. mild runny nose), but none of the symptoms listed above will be allowed to remain with the group unless other symptoms begin. If you feel your child is not well enough to go outside and play, then he/she is too sick to be in school.

Communicable Disease

St. Philomena staff is trained in the recognition of the signs and symptoms of communicable disease. If any of these symptoms are discovered by the staff, either upon arrival or during the session, the parents/guardians will be immediately notified and the child will be sent home as promptly as possible. An ill child will be isolated away from the other children and made comfortable while awaiting a parent or other authorized person to pick him/her up. No child will be left unattended.

In the event of exposure to a communicable disease or parasite (such as lice), parents of other students will be notified.

Marijuana Policy

St. Philomena Montessori is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people. St. Philomena Montessori maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Screenings

Vision/Hearing

It is recommended that each child see an Optometrist before age six. Therefore, during the school year, vision and hearing screenings will be offered for pre-school and kindergarten students. **Parents must notify the school if they would like their child NOT to participate.**

Speech & Hearing

A certified speech therapist and/or nurse will provide screenings for children in pre-school/kindergarten as needed and notify parents regarding their child's speech and hearing development. **Parents must notify the school if they would like their child NOT to participate.**

Child Abuse and Neglect

St. Philomena Montessori staff members receive training for child abuse recognition and prevention as mandated by the Ohio Department of Education in accordance with the AOC. School administrators and employees are required, according to Section 2151.421 of the Revised Code, to report their suspicions of child abuse or neglect.

St. Philomena Montessori also follows the policies, procedures, and recommendations of the *Decree on Child Protection* of the Archdiocese of Cincinnati. A copy of the decree is available in the school office for parent review.

Fire

Students are educated on fire safety and evacuation routes. Fire Drills are conducted monthly.

Tornado

Students are educated on tornado safety. Tornado Drills are conducted during tornado season (February-May).

Safety Plan

St. Philomena Montessori files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. School safety/lockdown drills are conducted annually.

Shelter-in-place

In the case of a chemical or biological threat, St. Philomena school will follow, "Shelter-in Place" procedures to minimize exposure to potential harmful materials.

STUDENT INFORMATION

Lunch

Children who are in school between 11:00 and 12:30 p.m. (full day programs) are required to bring a lunch from home.

Every child must have a meal which constitutes 1/3 of the child's recommended daily dietary allowance and must include foods from all basic food groups. It will be the parents' responsibility to prepare lunches that meet these requirements. Specifically, one food from each of the meat, bread, and dairy food group, and two foods from the fruit and vegetable group. Well balanced, nutritious meals are required. Candy and junk food are not permitted.

The recommended daily dietary allowance for children is:

Meat	2 servings	1 1/2 oz. each
Dairy	3 servings	6 oz each
Fruit and Veg.	4 servings	1/2 cup or 1/2 whole fruit
Bread & Grain	4 servings	1/4 cup cooked, 1/2 cup ready to eat, 1/2 slice of bread

Nutritious well-balanced lunches should be packed in containers to maintain proper temperature. **Refrigeration is not available.** Please mark your child's name on his/her lunchbox and containers. Foods requiring reheating are permitted. Parents are responsible for packing silverware as needed. If a child forgets his/her lunch. St. Philomena's Montessori will provide a lunch which meets the nutritional guidelines.

Birthdays

All children are invited to celebrate their birthdays at school in accordance with their grade level. In the case of summer birthdays, half- birthdays or another designated day may be chosen to celebrate with the class. Pre-school and kindergarten parents are invited to birthday celebrations and should coordinate details with the classroom teacher. Occasionally, a child does not want to celebrate their birthday. Birthday celebrations are optional.

Birthday Snacks

A healthy nutritious birthday snack may be brought to share. Some suggestions are fruit kabobs, strawberries, cantaloupe, watermelon, frozen fruit bars, raisins, muffins, banana bread etc. We ask that cupcakes, cookies, and candy and other sugary desserts not be brought. Due to allergies, snacks with nuts should also be avoided.

Birthday Gifts

Some children enjoy celebrating their birthday by bringing a gift to share with their class. Ideas include puzzles, books, school/art supplies, or items which can be used at recess such as balls or jump ropes. Individual party favors or other gifts for their classmates should be avoided.

Invitations to children's parties such as slumber parties or birthday parties should not be distributed at school, but should be sent to the homes of students. Students should not exchange individual gifts at school.

Field Trips

Field trips are an extension of classroom learning and considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service to and from the destination. A student may be excluded from the field trip at the discretion of school administration.

Field trips are announced in advance. In order to participate in a field trip, a child must return a permission slip with a parent's signature *before* the trip.

The safety plan for field trips includes:

1. Parental permission slips required to participate in a field trip.
2. Emergency Medical Forms are taken on each trip.
3. A first aid kit is available on all field trips.
4. A person trained in first aid is available on all trips.
5. Each child shall have identification containing the school name, address, and phone number.

Items Brought to School

Religious articles, books, cultural artifacts, family photographs, objects of interest from nature, and items relating to a current unit of study, can be shared at school according to each teacher's discretion. The school cannot be responsible for loss or possible damage to these objects.

Toys, candy, make-up, and jewelry should not be brought to school. Trading cards are also prohibited. If a child does bring such items in, a staff member will explain to the child that he/she will keep it safe until the end of the day and then return it to the parent.

Please be alert to small objects that children may bring home from the classroom. The Montessori environment has many attractive objects, and the loss of one small piece may make an entire activity unusable. If your child brings home something from the classroom, please have him/her return it the next day.

Share Bag

Pre-school & Kindergarten students take turns throughout the year bringing home a "Share Bag". They may choose something meaningful to bring to school to show their friends. This provides a unique language opportunity for children as they explain what they have brought to share and helps build a sense of belonging and community.

Loss of Personal Property

St. Philomena Montessori shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions.

Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St. Philomena Montessori, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk.

Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St. Philomena Montessori will report to authorities and prosecute all

Phones/Electronics/Watches

We ask that phones and electronics remain at home. If a child does need to bring such devices to school due to after school activities, etc. they should remain out of use in their backpacks during the school day. Unauthorized use of these items while on school property will result in their confiscation. Confiscated items will not be returned to the student until both the student and parent meet with the teacher and/or principal.

NOTE: Only analog or digital watches which tell time are permitted at school. Watches with video games or other distracting applications should not be worn.

Technology *See Appendix

St. Philomena Montessori adheres to the Telecommunications Use Agreement adapted from NCEA (National Catholic Education Association) and the Archdiocese of Cincinnati Responsible Use of Technology Policy which outlines the school's responsibility and the user's responsibility. Parents and students must sign and agree to the terms set forth in order to have access to technology while at school.

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

Nap Policy (for full-day preschool)

It is important that young children have a break in the activity of the toddler/preschool day to rest and recharge. For children in attendance for five hours or more, each child will be assigned a cot and given an opportunity for rest. It is not expected that all children sleep, all children are expected to observe a quiet period of relaxation. For those children who do sleep, nap will not exceed 120 minutes. Blankets or other naptime accessories may be brought to school and sent home as needed for laundering.

PARENT/GUARDIAN INFORMATION**Parent Education**

All parents/Guardians are encouraged to become knowledgeable about Montessori and Catholic education so your family can maximize the benefits of being enrolled at St. Philomena's. Here are some suggestions

1. Read a book from our lending library.
2. Participate in our Parent Education/Parent Nights
3. Use the Raising an Amazing Child the Montessori Way book to implement and reinforce the concepts of independence and initiative at home.

Observation

Parents are invited to observe their children while school is in session. Please notify St. Philomena staff so we can schedule and plan accordingly.

Parent-Teacher Communication

The best educational atmosphere is one in which parent/guardian, teacher/school work as a partnership. The commitment of the faculty and staff of St. Philomena Montessori is to collaborate in a constructive professional manner keeping the lines of communication open. The best communication is regular and swift in nature and direct while respecting confidentiality at all times.

Parents are encouraged to bring questions, comments, and concerns to the appropriate staff member. It is very important to begin the communication process with the appropriate person at the appropriate level. Parents should not go to a "higher level" before speaking and consulting with the appropriate staff member. Concerns about a child's classroom behavior or performance should initially be addressed to the classroom teacher. If the concern persists, the parent(s) may contact the Principal. Concerns about an aspect of the overall school program should be addressed to the Principal. If the concern persists, parents may contact a member of the Advisory Board.

Parents/guardians are asked to schedule appointments in advance as teachers cannot interrupt their instruction time or pick-up/dismissal for spontaneous appointments. Drop in

visits are discouraged, and are much less productive, as the teacher and/or principal may not be able to give their total attention, or provide complete information without preparation. Teachers/administration can generally be available after school to meet with parents/guardians.

School personnel strive to respond to parent communication (phone message, written note, e-mail) within 48 hours of receipt.

Special Information from Home

If a significant change occurs in your home, please consider informing us as soon possible. All information will be regarded as confidential. Common changes which may affect your child include: either or both parents being away from home, separation of parents, new sibling, or other new person living in the home, serious illness of a close family member, hospitalization, accident or death in the family, moving, new child care arrangements, or death of a pet. These events can cause stress and anxiety for children and they may act out while at school or need additional reassurance. When we are informed, we are better able to support their needs.

Confidentiality

Confidentiality of all student information shall be maintained. Administration, staff, volunteers, and families are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Philomena Montessori is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

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

Social Media

St. Philomena Montessori reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

Vacations

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 alternative 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 for approval by the principal.

GENERAL INFORMATION

Visitors

For safety and security reasons, visitors are required to report first to the school office, sign-in and receive a visitor badge. Visitors may be required to show identification such as a driver's license. Before departing, visitors must return to the school office to sign-out and return their visitor badge.

Volunteers

Those serving the school in a volunteer capacity, shall be compliant with Safe Parish before working with children and must sign the Archdiocese Confidentiality Agreement.

Financial Support/Donations

St. Philomena Montessori is a nonprofit organization. Contributions are tax deductible. Gifts of cash appreciated securities, or non-cash gifts will be accepted and acknowledged with a tax receipt. Bequests can be made by adding a simple codicil to your will. For more information about contribution opportunities, please contact us.

RIGHT TO AMEND

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

Rev. July 2026

Handbook Acknowledgement

We have received and read the St. Philomena Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge the school's right to amend the Handbook during the school year as needed. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

***Parents/Guardians must sign.**

*** This signature page must be returned with the tuition contract.**

Family Name _____

Parent (Legal Guardian) signature	Date

Parent (Legal Guardian) signature	Date

Child's name	Grade	Date

Child's name	Grade	Date

Child's name	Grade	Date

Child's name	Grade	Date

APPENDICES

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

APPENDICES

Appendix A	<u>Pick-Up Release Form</u>
Appendix B	<u>Return from an Absence Form</u>
Appendix C	<u>Emergency Medical Authorization Form</u>
Appendix D	<u>Parent/Guardian Request for Administration of Medication</u>
Appendix E	<u>Physician Request for Administration of Medication</u>
Appendix F	<u>Asthma Inhaler Form for Self-administration</u>
Appendix G	<u>Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector</u>
Appendix H	<u>Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector</u>
Appendix I	<u>Responsible Use of Technology Policy</u>
Appendix J	<u>Social Media Policy and Media Release Form</u>
Appendix K	<u>ODJFS Appendices B & C</u>
Appendix L	

Appendix Form A

According to ODJFS Appendix B Written Information for Parents and Employees:

Written information is to be developed and provided to parents and employees that include policies and procedures of the center containing, at a minimum, the following:

General Information 1. Center name, address, email address and telephone number. 2. Description of the center's program philosophy. 3. Days and hours of operation, scheduled closings and basic daily schedule. 4. Staff/child ratios and group size. 5. Opportunities for parent involvement in center activities. 6. Opportunities for parents to meet with teachers regarding their child. 7. Payment schedule, overtime charges and registration fees as applicable. 8. Programs are to have a policy in place describing supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers). Center Policies and

Procedures 1. Enrollment including required enrollment information. 2. Care of children without immunizations. 3. Attendance Policy: • Procedures for arrival and departure. • Program's absent day policy. • Releasing child to people other than the parent. • Releasing a child according to a custody agreement. • Follow up when a child scheduled to arrive from another program or activity does not arrive. 4. Supervision of children, including a separate supervision policy for school-age children, if applicable. 5. Child guidance. 6. Suspension and expulsion. 7. Ensure compliance with the Americans with Disabilities Act (ADA), including: • Administering medication to children with disabilities. • Administering care procedures to children with disabilities. 8. Outdoor play, including: • Limitations placed on outdoor play due to weather or safety issues. • Considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice. 9. Food and dietary policy, including: • Information regarding meeting one-third of the child's recommended daily dietary allowance. • Policy regarding formula, breast milk, meals and snacks. • Policy on providing supplemental food. 10. Management of illness policy, including: • Isolation precautions. • Symptoms for discharge and return. • Notification of parent of ill child. 11. Summary of procedures taken in the event of an emergency, serious illness or injury. 12. Administration of medication and topical products policy, including: • Medical foods. ENACTED Appendix 5101:2-12-07 ACTION: Final DATE: 10/13/2021 9:54 AM APPENDIX p(190234) pa(336369) d: (780809) ra(591411) print date: 10/13/2021 10:49 AM • Modified diets. • Whether school age children are permitted to carry their own medication and ointments. 13. Transportation policy for: • Field trips. • Routine walking trips, if applicable. • Emergencies, including if the center will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment. 14. Water activities/swimming. 15. Infant care, if applicable, including: • Feeding. • Frequency of diaper checks. • Information about daily activities. 16. Sleeping, napping and resting. 17. Evening and overnight care, if applicable. 18. Policy on hours of operation: • Closing due to weather. • School delays or closings. • Any other factors. 19. Situations that may require disenrollment of a child, if applicable. 20. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the child care center. 21. Formal screenings and assessments on enrolled children and if the program reports child level data to ODJFS pursuant to Chapter 5101:2-17 of the Administrative Code.

According to ODJFS Appendix C Center Parent Information:

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center. The administrator and each employee of the center is required,

under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency. Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online. It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers. Write or Call: Write or Call: HHS ODJFS Region V, Office of Civil Rights Bureau of Civil Rights 233 N. Michigan Ave, Ste. 240 30 E. Broad St., 37th Floor Chicago, IL 60601 Columbus, OH 43215-3414 (312) 886-2359 (voice) (614) 644-2703 (voice) (312) 353-5693 (TDD) 1-866-277-6353 (toll free) (312) 886-1807 (fax) (614) 752-6381 (fax) 1-866-221-6700 (TTY) or (614) 995-9961



Pick Up Release Authorization Form

I. Personal Information (please print)

Today's Date: ____/____/____

Child's Name: _____ Age: _____

Parent/Guardian Names: _____

Home Phone: _____ Cell Phone(s): _____

Work Phone(s): _____

II. Authorized Pick Up

Please list any individual who is authorized to pick up your child, including yourself. Each authorized person must be at least 16 years of age. The above-named child will not be permitted to leave the program with anyone who is not listed below. Authorized individuals must pick up the child in person and may be requested to show identification to program staff. Children will not be released to persons who fail to provide acceptable identification upon request.

I authorize the following responsible persons to pick up my child from the program (attach additional pages as needed):

Authorized Person	Phone Number	Relationship to Child
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note that children must be picked up by designated times. If an authorized adult is unable to be reached, program members may contact the local police department as a last resort to take your child home. If you are not at home, your child will be released to the Division of Family and Children Services.

Signature of Parent or Guardian: _____

Parent or Guardian Name: _____

"EDUCATION, ANCHORED IN FAITH"

Saint Philomena Montessori - 9377 State Route 119 W - Anna, Ohio 45302
937-394-2723

Return from an Absence

Name: _____ Date(s) of Absence _____

Reason for absence:

Parent/Guardian Signature Date

***If a child saw a doctor, a doctor's note is required upon return stating when they may return to school.**

Return from an Absence

Name: _____ Date(s) of Absence _____

Reason for absence:

Parent/Guardian Signature Date

***If a child saw a doctor, a doctor's note is required upon return stating when they may return to school.**

Return from an Absence

Name: _____ Date(s) of Absence _____

Reason for absence:

Parent/Guardian Signature Date

***If a child saw a doctor, a doctor's note is required upon return stating when they may return to school.**

Ohio Department of Job and Family Services

REQUEST FOR ADMINISTRATION OF MEDICATION FOR CHILD CARE

This form is to be completed for each prescription or non-prescription medication that a child needs to receive while in care. It is not required to be completed for topical products, lotions, or if the medication is required by a health care plan (JFS 01236).		
Child's Name	Date of Birth <i>(if needed to determine the correct dosage)</i>	Weight <i>(if needed to determine the correct dosage)</i>
Box 1 The following section must always be completed by the parent/guardian.		
Name of medication		Dosage ☐ See attached
To be administered at the following times	For the following period of time	Medication expiration date
<i>I understand:</i> <i>This form expires twelve months from the date of my signature, if box 2 has not been completed.</i> <i>That my child must receive at least one dose of medication at home prior to the program administering the medication (unless the medication is used for emergencies).</i>		
Signature of Parent/Guardian		Date
Box 2 The following section must be completed by a licensed physician, licensed dentist, advanced practice registered nurse or certified physician's assistant when any of the following apply:		
- The nonprescription medication contains codeine or aspirin; - A physician's instruction is needed for a nonprescription medication; - The child does not meet the minimum age or weight requirements as listed on the label instructions on the nonprescription medication; - The nonprescription medication is to be given longer than three consecutive days within a fourteen-day period; - The intended use differs from the manufacturer's instructions or use		

Instructions	
☐ See Attached	
Possible side effects to watch for are	
☐ See Attached	
<i>The child is under my care and should receive the above medication as written. I understand this form expires twelve months from the date of my signature.</i>	
Signature of licensed physician, licensed dentist, advanced practice registered nurse or certified physician's assistant	Date of Signature
Phone Number	

It is not required to be completed for topical products, lotions, or if the medication is required by a health care plan (JFS 01236).

The following section must be completed by the child care staff member, family child care provider or in-home aide for the child listed on this form. All medication must be documented when administered. Incomplete information elevates the level of risk to children.

[illegible]



Saint Philomena Montessori

SELF-MEDICATION FOR ASTHMA INHALERS AUTHORIZATION FORM

Student Name: _____ Date: _____

Address: _____

Medication Name: _____

Dosage: _____

Date the administration is to begin: _____

Date the administration is to cease: _____

Adverse reactions that should be reported to the physician: _____

Adverse reactions for unauthorized user: _____

Procedure to follow in the event that medication does not produce the expected relief from student's asthma attack: _____

Other special instructions: _____

Physician's Name

Phone Number

Physician's Signature

Date

Parent/Guardian

I, individually and as the parent/guardian of the student mentioned above, release, indemnify, and hold harmless the Archdiocese of Cincinnati, the School, the Parish, and their employees, agents, and religious from any liability, claim, damage, cost, expense, or fee that arises, directly or indirectly, out of the presence of the medication/inhaler in the School or its use by the student.

Parent/Guardian Name

Phone Number

Parent/Guardian Signature

Date



Saint Philomena Montessori

Technology Use Agreement

INTRODUCTION

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

Catholic School's Mission Statement

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

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

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

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

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

AGREEMENT FORM

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

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may

be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

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

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

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

DISCIPLINARY ACTION

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

CONSENT FOR ONLINE/REMOTE LEARNING

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, "remote" and/or "distance" learning (hereinafter referred to as "Remote Learning") may at some point be required, either for the entire school or for a specific

student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

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

TECHNOLOGY USE AGREEMENT

Adapted from NCEA's From the Chalkboard to the Chatroom

As a technology user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Philomena Montessori.

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system program for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server.
5. Each student's use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources

for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of school technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

USER AGREEMENT / PARENT PERMISSION FORM

Both Signatures Required

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

User Name (print) _____ School _____

User Signature _____ Date _____

Grade _____

Parent / Guardian Permission Form

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

Parent/Guardian Name (print) _____

Parent Signature _____ Date _____

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

