

ST. BERNARD-ELMWOOD  
PLACE  
ELEMENTARY SCHOOLS  
2015-2016



PARENT/STUDENT  
HANDBOOK

# **School Contact Information**

## **Elmwood Place Elementary School**

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## School Calendar 2015-2016

August 17	Teacher Inservice
August 18	First Day of School Grades 1-6
August 21	First Day of School Kindergarten
September 31	First Day of School Preschool
September 1	Labor Day Holiday
October 16	Conference Release Day No School
October 22	Parent/Teacher Conferences
October 29	Parent/Teacher Conferences
November 11	Veterans Day Holiday
November 25, 26, 27	Thanksgiving Recess
December 18	Teacher In-Service No School
December 21	Winter Recess Begins
January 4	School Reconvenes
January 18	Martin Luther King Holiday
February 15	Presidents Day Holiday
March 17	Parent/Teacher Conferences
March 24, 25, 28	Spring Holiday No School
March 31	Parent/Teacher Conferences
April 22	Conference Release Day No School
May 26	Last Day of school for students
May 27	Teacher work day
May 30	Memorial Day Holiday

### Grading Periods:

**End 1<sup>st</sup> Quarter - October 15, 2015**

**End 2<sup>nd</sup> Quarter - December 17, 2015**

**End 3<sup>rd</sup> Quarter - March 11, 2016**

**End 4<sup>th</sup> Quarter - May 26, 2016**

### School Day Hours

8:00 a.m.	Breakfast begins
8:15 a.m.	Breakfast ends
8:15 a.m.	Student arrival and may enter homeroom
8:20 a.m.	Tardy bell (your child is tardy if he/she is not in homeroom by 8:20 a.m.)
3:05 p.m.	Kindergarten – Sixth Grade dismissal

## Grading System

### Kindergarten – Grade 1

O	90-100
S+	80 – 89
S	70 – 79
S-	60 – 69
I	Below 60

### Grades 2 - 6

A – Excellent	90–100
B – Above Average	80-89
C – Average	70-79
D – Poor	60-69
U – Unsatisfactory	Below 60

## Honor Roll Requirements

### Grades 2 – 6

#### First Honors

Student must have a grade of *A* in a minimum of four (4) core subjects, with no core subject grade below *B*; no more than three (3) unexcused absences or tardies in the quarter; and no grade below *C* in any special subject.

#### Second Honors

Student must have a grade of *B* or better in all core subjects; no more than three (3) unexcused absences or tardies in the quarter; and no grade below *C* in any special subject.

*Core subjects include: reading, language arts, math, science, and social studies.*  
*Special subjects include: art, music, and physical education.*

## Excellent Attendance - Quarterly and Annual Requirements

### Kindergarten – Grade 6

To earn excellent attendance recognition for a grading quarter, a student must have no *unexcused* absences or tardies and not more than one (1) excused absence or one (1) excused tardy during that quarter. **To qualify for annual excellent attendance recognition, a student must have no unexcused absences or tardies and not more than one (1) excused absence or one (1) excused tardy for the entire year.**

## Pupil Progress Reports to Parents/Guardians

Students will receive a report of academic progress at the end of each quarter. (See school calendar.) Report cards may be withheld for failure to pay fees, fines, or lunch charges.

Interim reports will be issued on or about the fifth week of each quarter. Parents/guardians are encouraged to request additional progress reports at any time.

Reports of misconduct or unsatisfactory progress may be sent home by your child's teacher as necessary. If you receive one of these reports, please contact the teacher.

## Promotion and Retention of Students

The decision to promote or to retain a student will be made solely to insure that the student is placed in the best learning environment for him/her. The student, parents, teachers, and principal will review what the student has accomplished during the year, what interventions are required, and what he/she will be expected to accomplish in the coming year. If it is determined to be in the best interest of the student, he/she will be recommended for retention.

- a. Age, maturity, grades, and achievement level are the factors governing promotion or retention.
- b. Any student who has been truant (absent without an excuse) for more than 10% of the required attendance days of the current school year and has earned a failing grade in two (2) or more of the core subject areas at the current grade level shall be retained unless the principal determines that the student is capable of progressing successfully at the next grade level.
- c. The State of Ohio's Third Grade Guarantee states that a third-grade student must obtain a minimum score in reading on the Ohio Achievement Assessment to move to fourth grade. More information on this requirement is available from the Ohio Department of Education at <http://education.ohio.gov>.

## Responsibilities of Students

**Quality of work** – Students are expected to do their best each day in the classroom and to complete all assignments, including homework and lessons missed due to absence.

**School rules** – Each student must abide by school rules and regulations and accept the directions of teachers, school officials, and other adults in the building. Students also must abide by school rules on the way to and from school. This includes respecting school property and the property of others at all times.

**Personal standards** – Pupils must dress appropriately for the task of learning, meet standards of health and cleanliness, be honest, be courteous, and refrain from using profanity, obscenities, tobacco products, and drugs.

## Responsibilities of Parents/Guardians

The ultimate responsibility for student behavior rests with parents/guardians. Please send your children to school prepared to learn. The following are specific responsibilities:

- a.. Maintain an active interest in your children's daily work.
- b. Support the school in requiring each student to observe all school rules and regulations and accept responsibility for any willful misbehavior on his/her part.
- c. Read all communications, and sign/return items promptly, as requested.
- d. Cooperate with the school and show your children how important their education is by attending conferences on conference day. Parent-Teacher conference days are scheduled to accommodate working parents.
- e. Insist that your children attend school everyday, even in inclement weather, when they are healthy. When the school is open, students are expected to be there.

- f. Make sure that students get enough sleep, eat the right foods, and get to school on time.

## **Telephone Calls**

**From parents to students:** Messages from parents/guardians to students may be given to the secretary or a staff member for delivery at a convenient time. However, please refrain from making these calls routinely. Students will not be called to the telephone during the school day unless there is an emergency.

**From students to parents:** Students will be permitted to use the phone in the office area only in the case of an emergency. No student is permitted to use the phone without permission from a staff member.

**Cell phones:** Cell phones may not be used during the school day and must remain in the off mode during school hours. Any use of a cell phone during school hours will result in an immediate call to the parent to come to school to retrieve the phone from the child.

## **STUDENT CODE OF CONDUCT**

Students are expected to conduct themselves in conformity with all school regulations and to accept direction and instruction from authorized school personnel. A student who fails to follow the established rules and regulations of the school (as set forth in the Student Code of Conduct) or to comply with any reasonable request made by authorized school personnel shall be subject to discipline measures deemed appropriate by administration and staff.

In addition to the aforementioned requirements, the Board of Education has a policy of zero tolerance for violent, disruptive, or inappropriate behavior from any student. Any student who engages in violent, disruptive or inappropriate behavior shall be subject to disciplinary procedures.

Violent behavior shall be defined as any behavior or act by a student which causes, or has the potential to cause, physical injury to any other person. Disruptive behavior shall be defined as any behavior by a student which causes a disruption in the good working order and educational mission of the school or any school activity. Inappropriate behavior shall be defined as any behavior by a student which, at the sole discretion of the appropriate school official, is not conducive to the creation, maintenance, or fostering of an academic atmosphere.

The superintendent or his/her designee shall formulate and establish strategies to prevent the violent, disruptive, or inappropriate behavior by students. In addition, a program of intervention shall be implemented to prevent repetition of prohibited acts on the part of any student.

This Student Code of Conduct applies to any student who is in the custody or control of the school, on school grounds or closely proximate thereto, at a school-sponsored function or activity (i.e., school dances, athletic events, etc.) or on a school-owned or school-provided

transportation vehicle. In addition, the policy of student conduct governs student activity, on or off school property, when such student conduct is related to the health, safety, and welfare of other students, or when such conduct would disrupt the educational processes of the St. Bernard-Elmwood Place City Schools.

At the beginning of each school year, or upon entry during the year, students shall receive a copy of the Student Code of Conduct, setting forth the rules and regulations to which they are subject while enrolled in school or while taking part in a school-sponsored activity or function. The administration shall make all students aware of the Student Code of Conduct and will hold all students accountable to the disciplinary procedures set forth in it.

Prohibited conduct includes, **but is not limited to**, the following:

1. damage or destruction of school property;
2. damage or destruction of private property;
3. assault of any person;
4. possession or use of dangerous weapons;
5. fighting;
6. contributing to a fight or an assault;
7. chronic misbehavior which disrupts or interferes with the educational process;
8. failure to obey a reasonable request by school personnel;
9. leaving school during school hours without permission of a proper school official;
10. presence in areas during school hours or outside school hours without permission of school authorities;
11. disruption of class or school activities;
12. distribution of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authorities;
13. placing of signs and slogans on school property without the permission of the proper school authorities;
14. disrespect directed at school personnel;
15. refusal to accept properly administered discipline;
16. refusal to serve detention or Wednesday School;
17. falsification of information to school authorities;
18. forgery or alteration of school-related documents;
19. no student shall sell, distribute, possess or be under the influence of narcotics, alcoholic beverages, dangerous drugs, look-alike drugs or drug paraphernalia;
20. no student shall smoke, use, or possess electronic cigarettes or any substance containing tobacco, including, but not limited to cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, or tobacco in any form;
21. activating false fire, tornado, bomb or disaster alarms;
22. extortion of a student or school personnel;



23. truancy;
24. cheating or plagiarizing;
25. harassment of students or school personnel;
26. gambling;
27. habitual tardiness;
28. violation of the dress code;
29. engaging in sexual acts;
30. publication of obscene, pornographic, or libelous materials;
31. gesturing obscenely, cursing, or using indecent or obscene language in oral or written form;
32. verbal abuse of student, teacher, administrator or school employee;
33. indecent exposure;
34. arson;
35. failure to abide by rules and regulations set forth by administration for student parking;
36. failure to obey driving regulations;
37. presence on school property with a communicable disease;
38. willfully aiding another person to violate school regulations;
39. engaging in any prohibited activity listed herein on a school bus could result in removal from the school bus, suspension, or expulsion;
40. commission of any crime in violation of Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code;
41. use of electronic devices such as televisions, radios, tape recorders, tape players, headphones, pagers, cell phones and cameras unless written permission is granted by a teacher and/or administrator;
42. engaging in any activity of which a pupil has reasonable knowledge could disrupt the academic process or a curricular or extracurricular activity;
43. sexual harassment of students or school personnel;
44. unauthorized action which changes or disrupts a computing system;
45. theft or possession of stolen goods.

Violation of one or more of these prohibitions may result in penalties which include parent/guardian conference, detention, Wednesday School, emergency removal, suspension, or expulsion.

### **Suspensions:**

1. The superintendent or principal may suspend a student for up to ten school days.
2. Written notice of suspensions, indicating reasons for the suspension, will be sent home with the student and will be mailed to the parent/guardian.
3. The student and parent/guardian will be informed of the student's opportunity to appear before the principal or superintendent to challenge the reasons for the suspensions or to explain his/her actions.

## **Expulsions:**

1. The superintendent may expel a student.
2. Written notice of the intention to expel will be given to both the student and the parent or guardian. This notice will include the reasons for the intended expulsion.
3. The notice will state the time and place to appear for a hearing that further explains the action to expel. This hearing will occur within a period of three (3) to five (5) days after the notice of expulsion is given. Neither the student nor the parent/guardian is required to appear but has the right to do so.
4. If the pupil is expelled following the hearing, the administration will notify the pupil, parent, guardian or custodian, and the treasurer of the Board of Education, within twenty-four (24) hours of such action. This notice shall include:
  - a. The reasons for expulsion.
  - b. The rights of the pupil, parent/guardian, or custodian to appeal the expulsion to the Board of Education or its designee.
  - c. The right to have legal representation at the appeal before the Board of Education or its designee.
  - d. The right to request that the hearing before the Board of Education or its designee be in executive session.

## **Emergency Removal:**

1. The superintendent, principal, or designee may remove a student from curricular activities, extracurricular activities, and/or the school premises.
  - a. Teachers may remove a student from curricular or extracurricular activities under his/her supervision, but not from the school premises altogether.
  - b. A student may be removed without hearing if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, either within a classroom or elsewhere on the school premises.
2. Notice and hearing procedures can be waived.
3. An informal hearing must be held within seventy-two hours after the initial removal is ordered. This hearing will be before the superintendent, principal, or designee, and will be in the presence of the person who ordered the removal.
4. Within twenty-four hours after the informal hearing, the decision of the person hearing the case will be forwarded to the parents or guardian of the student. This decision will indicate the action taken as a result of the hearing.
5. When a student is removed from curricular or extracurricular programs, he/she will be kept out of the activity until the matter of his/her misconduct has been disposed.
6. Removal – None of the notice of hearing requirements set forth in Sections 3 and 4 above shall be necessary when a pupil is removed from activities for a period of less than twenty-four (24) hours and is not subject to suspension and/or expulsion.

## **Student Conduct on School Buses**

The St. Bernard-Elmwood Place Board of Education is committed to ensuring the safe and efficient operation of its school buses. Pursuant to Ohio Revised Code 3327.014 students riding district

school buses may have bus riding privileges suspended by the superintendent or other district administrators for a period of time not to exceed eighty (80) days for any violation of the Student Code of Conduct or for a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop.

Students riding district buses are under authority of, and directly responsible to, the bus driver. The driver has authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services or suspending transportation services to any student.

Before a suspension from bus riding privileges is imposed under this policy, the superintendent or administrator shall provide notice of intent to suspend these privileges to the student and shall provide the student the opportunity to appear before the superintendent or administrator regarding the reasons for suspending the student's bus privileges. The parent/guardian of the student shall be notified of the suspension and reasons therefore within one (1) school day of suspension. Students are subject to emergency removal from a school bus in accordance with the provisions of RC 3313.66(C).

This policy will be posted in a centralized location in each school building and will be provided to students and parents upon request.

### **Attendance Policy**

All students are expected to attend school regularly. They are expected to be at school on time for classes in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility that will be necessary for future success. Students who have good attendance generally achieve higher grades, enjoy school more, and eventually have greater employability.

**Ohio law places upon the parent/guardian or other person having charge of any child, the responsibility for assuring the attendance at school of children between five and eighteen years of age:** "Every parent, guardian or other person having charge of any child of compulsory school age who is not employed under an age and school certificate must send such child to a school, which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session, which shall not be less than thirty-two weeks per school year. Such attendance must begin within the first week of the school term or within one week of the date at which the child begins to reside in the district or within one week after his/her withdrawal from employment." (RC 3321.04)

**The parent/guardian is required to telephone the school by 9:00 a.m. each day a student is absent.** A note must be sent with the child to school upon the child's return. The note must state exact date(s) of absence and an accurate description of the reason for the absence, including nature of illness, if the child was ill.

If a student is absent and no telephone call has been received from the parent/guardian, the building principal or designee shall attempt to contact the parent/custodian to report the student's absence and to inquire as to why the student is absent. Emergency or work telephone numbers will be called

if the parent/guardian cannot be reached at the home telephone. Date and time of parent/guardian contact, or attempts to contact the parent/guardian, will be documented for future reference.

## **Excused Absence**

Absences will be excused for:

- A. Personal illness;
- B. Unavoidable medical/dental appointment;
- C. Death in the family;
- D. Illness in the family;
- E. Unavoidable business appointment;
- F. Religious obligations, if permission is granted in advance of the absence.

Absence for any other reason would require prior approval by the principal to be deemed excused.

## **Excessive Absence**

Most absences are considered excused if the parent/guardian has explained the absence to the satisfaction of the administration. Any absence, excused or unexcused, costs students valuable learning time. More than four (4) days of absence in any quarter, without valid medical or similar reason, is considered excessive, and a letter from the school may be sent to the child's place of residence, requiring a doctor's statement for any additional absences. Failure to provide the required statements will result in absences being listed as unexcused. Any accumulation of unexcused absences may result in charges filed for "Failure to Send" or "Habitual Truancy" with the Hamilton County Juvenile Court.

## **Tardiness to School**

Students will be considered tardy to school when arriving after 8:20 a.m. but prior to 10:00 a.m.

The following will be considered a half-day absence:

1. Arrival after 10:00 a.m.
2. Dismissal prior to 1:30 p.m.
3. Missing two or more hours due to leave of absence within a school day.

*Tardiness due to non-school provided transportation will be considered unexcused.*

## **Health and Safety**

If a major injury occurs involving a student, parents/guardian will be notified immediately. If parents/guardian are/is unavailable, the alternate name on the emergency form will be contacted. If neither can be reached, the nurse or school administrator will assume the responsibility, which has been authorized by parents/guardian, to seek professional help. In all emergencies, every effort will be made to notify the parents/guardian. **Parents/guardian are/is responsible for providing phone numbers which will allow the school to reach them in time of crisis. These numbers must be updated as necessary during the school year.**

Minor injuries are treated by the nurse, teacher or school secretary.

## **Dispensing Medication**

Medication (prescription and over-the-counter) will be administered by designated school personnel, provided the necessary documents are submitted. Before your child can receive medication from school personnel, a permission form from the parent/guardian and a physician's request form must be completed and returned to the office. All medication must be brought to school in the original container in which it was dispensed by the prescribing physician, licensed pharmacist, or other dispensary.

## **Visits**

Parents are encouraged to visit school. To avoid crowded conditions, **all visits to teaching areas must be scheduled through the principal prior to that visit. In addition, ALL VISITORS ARE REQUIRED TO REPORT TO THE OFFICE TO RECEIVE A VISITOR'S PASS UPON ENTERING THE BUILDING.**

Here are a few tips on how to get the most from your visit: check with your child's teacher beforehand so that you visit when the work you want to observe is likely to be in progress; visits of 30-60 minutes in length are most beneficial; the back of the room is the most satisfactory location from which to observe the class. Teachers cannot talk with you about your child while class is in progress, so you may want to make an appointment for a teacher conference before or after school.

Visitors (persons other than school employees or pupils) entering St. Bernard-Elmwood Place Schools for any purpose must report directly to the principal's office. Student visitors will not be permitted to attend classes during school hours. Loitering on school grounds is prohibited, in accordance with Ohio Revised Code 2911.21.

## **Parental Access to Student Records**

School records contain personal information about the student, including name, birthday, address, phone, as well as standardized test scores, grades and progress reports, health and emergency information, and parent contact information.

**The Federal Education Rights and Privacy Act (FERPA) protects the privacy of this information and gives parents the right to request access to their children's school records and assistance in interpreting those records. Parents may request copies of the records of their minor children, and they have the right to request a hearing to challenge the contents of those records. School officials must provide copies of records within 45 days of the request. A fair charge may be imposed for the cost of the copies requested.**

A divorce or change in custody does not change the right of a natural parent to have access to a minor child's records. A non-custodial parent may request and receive a copy of those records; however, step-parents have no right to records, reports or conferences, unless access is granted to them by the custodial parent.

## **Cafeteria - Breakfast and Lunch**

Students are expected to behave appropriately in the cafeteria, with courtesy and good table manners. In addition, students are expected to keep all food in the cafeteria and to clear their tables before leaving the area.

Breakfast will be served from 7:55 a.m. to 8:15 a.m. Free and reduced-price breakfast and lunch are available to qualifying students. Applications are sent home during the first week of school, and parents may request an application at any time.

Parents may pay ahead for breakfast and/or lunch. Please put money in separate envelopes for each child, and each set of meals, or write separate checks. If a student forgets to bring breakfast or lunch money, permission to charge the meal may be obtained through the school office. These charges should be paid the following day. Failure to pay these charges will result in report cards being withheld.

## **Pupil Personnel Services**

In addition to classroom and special area teachers, St. Bernard-Elmwood Place Schools have certified personnel available to provide other pupil services, including psychological testing, speech and hearing therapy, and emergency first aid.

## **Lost Books or Materials**

Students are required to maintain their assigned materials. Fines may be assessed for lost or damaged textbooks, library books, handouts, worksheets, packets, workbooks, and other classroom materials.

## **Make-Up Work**

Students are expected to make up all work missed due to absence from school. A period of time equal to the number of days missed is allowed for submitting make-up work. Penalties may be assessed when the absence is unexcused. Special consideration will be given to students who experience extended illnesses, pending proper medical documentation. Parents are encouraged to request assignments when students are absent for an extended period.

## **Student Vacation During School Year**

Family vacations should be arranged around the school calendar; however, if you find it absolutely necessary to take your family vacation during the school year, please notify the school office and the classroom teachers as soon as possible so proper preparation time can be given to assigning work for your child to complete while you are away. *Work assigned must be submitted immediately upon the student's return to school.* The make-up period to submit work, equal to the number of days absent, does not apply in the case of vacations.

## **Change of Address or Phone Number**

It is imperative that parents keep the school informed of any change in address or telephone number to insure that communications reach them. Changes should be reported to the school secretary.

## **Withdrawal from School**

Parents who wish to withdraw their child from school must accompany the student to school and sign the proper "Consent for Record Release" form in person. New school name and address, along with new student mailing address and telephone number, should be provided at that time. All fees and fines must be paid before the school can release copies of records.

## **School Closings and Delays**

The superintendent will decide if school is to be delayed or closed during inclement weather or in the case of other emergencies. The official announcement of school closing or delay will be reported through radio/TV stations or their websites. Listen for information on **St. Bernard-Elmwood Place Schools** at the locations below. PLEASE DO NOT CALL THE SCHOOL.

**WCPO TV – Channel 9**  
**WKRC TV – Channel 12**  
**WLWT TV – Channel 5**  
**WXIX TV – Channel 19**  
**WCIN-AM**  
**WCKY-AM**  
**WEBN-FM**

**WGRR-FM**  
**WIZF-AM**  
**WVXU-FM**  
**WLW-AM**  
**WPPT-FM**  
**WSAI-AM**

## **Gym Shoes**

Primary and intermediate students will be required to have gym shoes for physical education classes.

## **Dangerous Games and Toys**

Elementary school rules do not allow students to play hardball or tackle football on school grounds for safety reasons. Throwing rocks, snowballs, or other dangerous projectiles is strictly prohibited on school grounds or on the way to or from school. Skateboards, radios, walkie-talkies, or other disruptive items will be confiscated at school, and a parent/guardian will be called immediately to retrieve the item(s). If a student brings an item to school that could be conceived to be a weapon, he/she could face disciplinary action that includes suspension or expulsion. Toys should remain at home.

## **Travel to and from School**

The school is directly responsible for supervision of students only while they are on school property. Once the student leaves the school grounds, he/she becomes the responsibility of the parents. The school will cooperate with parents in addressing the rules of safety on the way to and from school and

at bus stops. While the school will assist with alleviating problems that occur between home and school, fighting or vandalism that occurs off school property is a police matter.

## **STUDENT UNIFORM POLICY**

All St. Bernard-Elmwood Place students must dress in compliance with the St. Bernard-Elmwood Place Student Uniform Policy.

Students shall dress in such a manner that clothing or appearance is not a source of distraction and does not endanger their safety, health, or physical well-being, or that of others. The student should be well-groomed, clean and neat, and dressed in a manner conducive to learning. Final interpretations of appropriate dress and grooming will reside with the building administrator.

**Shorts are permitted FOR ELEMENTARY STUDENTS ONLY from the first day of school through September 30<sup>th</sup> and from May 1<sup>st</sup> through the last day of school. SHORTS ARE NOT PERMITTED BETWEEN OCTOBER 1<sup>ST</sup> AND APRIL 30<sup>TH</sup>.**

The school uniform policy prescribes the following:

1. Slacks, Shorts/Skorts, Skirts
  - These items must be solid color.
  - Skirts must be of reasonable length so as not to be considered a distraction.
  - Jeans are not permitted, except on out-of-uniform days
  - Sweat pants/yoga pants are not permitted.
2. Shirts, Sweatshirts, Sweater Vests, and Sweaters
  - Shirts must be solid color with a collar.
  - Any artwork (logo, insignia, emblem, etc.) must not be larger than three inches by five inches and must not include inappropriate content as described below.
  - Titan sweatshirts/hoodies with collared shirts underneath are acceptable any day of the week.
3. St. Bernard-Elmwood Place Titan Spirit Wear is appropriate only on designated days.
4. No clothing or tattoos may bear insignia that are:
  - Indecent or obscene
  - Suggestive of violence, including gang identification
  - Threatening or demeaning
  - Promote alcohol, tobacco or drugs
  - Likely to interfere with the educational process
5. No visible body jewelry will be permitted, with the exception of earrings; earrings that pose a risk to the student or others, during certain activities, must be removed for those activities.
6. Extreme make-up and/or hair color will not be permitted. Make-up and hair color must be of a natural color or tone.
7. Articles of clothing meant to be worn outdoors rather than indoors, with the exception of Titan



sweatshirts/hoodies, may not be worn during the school day and should be kept in the students' lockers or assigned areas.

8. Hats, head coverings, headgear, scarves, headbands, bandanas, pins, gloves, mittens, and/or sunglasses (unless directed by a doctor) are not to be worn. Heavy chains, studded bracelets, dog collars, and other articles, which may be judged to be potentially dangerous to the students and/or could be used as weapons, will not be permitted.
9. Bookbags, backpacks, and large utility bags will not be allowed in classrooms and must be kept in school-provided lockers or in areas designated by the principal or other staff members.
10. Open-toed shoes, including flip-flops, are not permitted.
11. The final interpretation of appropriate dress, grooming, and uniform standards rests with the building administrator.

### **St. Bernard-Elmwood Place School-Based Health Center**

The St. Bernard-Elmwood Place School-Based Health Center provides assistance to families in caring for their children's physical, dental, and behavioral health. Utilizing the services of a board-certified pediatrician and other health care workers, the program provides care to children at the district's two elementary schools and at the middle-high school. The pediatrician is available for appointments for routine physicals, diagnosis of acute health conditions, monitoring of chronic conditions, evaluation and treatment of minor injuries, immunizations, and other health care. Enrollment in the health center is required for services, except in the case of emergency care. To request information, enrollment, appointments, or services for your child, please call 641-0169.

### **After-school Homework Assistance and Academic Support**

Information regarding this program will be sent home with students during the first few weeks of school. Completion of a permission form is required. Teachers may recommend specific students for this program.

### **Note to Parents**

The St. Bernard-Elmwood Place Board of Education has approved two policies that will be of interest to parents. The first policy, the ***School Wellness Plan***, establishes goals to promote student wellness in the areas of nutrition education, physical activity/physical education, and other school-based activities.

The second policy, titled ***Academic Acceleration***, addresses the subject of moving highly-capable students ahead faster than with age-based standards. The policy covers referring and evaluating students for potential grade-level acceleration as well as subject-area acceleration.

If you are interested in receiving a copy of either of these policies, please call Donna Barnett at 482-7123 and request your copy. Copies of both policies also are available in each of the three school offices.

