

St. Bernard-Elmwood Place

2023-2024



Elementary
Parent/Student
Handbook

School Contact Information

Elmwood Place Elementary School

Sherry Peters, Principal
speters@sbepschools.org

Katie Estep, Assistant Principal
kestep@sbepschools.org

Jen Johnson, Attendance Officer
jejohnson@sbepschools.org

400 Maple Street
Elmwood Place, OH 45216
(513) 482-7115
(513) 641-5502 FAX

St. Bernard Elementary School

Sherry Peters, Principal
speters@sbepschools.org

Katie Estep, Assistant Principal
kestep@sbepschools.org

Crystal Brinck, Secretary
cbrinck@sbepschools.org

4515 Tower Avenue
St. Bernard, OH 45217
(513) 482-7110
(513) 641-0278 FAX

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School Calendar 2023-2024

August 14	First Day of School, Grades 1-6
August 17	First Day of School, All Kindergarten
August 23	First Day of School, Preschool
September 4	Labor Day Holiday
September 22	Staff Inservice - No school
October 12, 17	Parent/Teacher Conferences
October 13	Staff Inservice - No school
November 10	Veterans Day Holiday
November 22	Conference Release Day - No school
November 22-24	Thanksgiving Recess
December 7, 8	Staff Inservice - No school
December 11-January 3	Winter Recess Begins
January 4, 5	Staff Inservice - No school
January 8	School Reconvenes
January 15	Martin Luther King Holiday
January 22	Staff Inservice - No School
February 9	Staff Inservice - No School
February 19	Presidents Day Holiday
March 19, 21	Parent/Teacher Conferences
March 22	Staff Inservice - No School
March 29	Good Friday Holiday - No school
April 1	Conference Release Day - No school
April 2	No School for Staff/Students
April 3	Staff Inservice - No School
April 4	School Reconvenes
May 27	Memorial Day Holiday
May 30	Last Day of School for students

Grading Periods

End 1st Quarter - October 12, 2023

End 2nd Quarter - January 19, 2024

End 3rd Quarter - March 21, 2024

End 4th Quarter - May 30, 2024

School Day Hours

8:00 a.m. Breakfast service begins

8:25 a.m. Students may arrive and enter homerooms

8:30 a.m.	Tardy bell (A student is tardy if they are not in homeroom by 8:20 a.m.)
3:15 p.m.	Kindergarten – Sixth Grade dismissal

Grading System

District Grading Scale, Grades 3 - 6

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

Grades K-2

Student progress is assessed and reported to parents on grade reports quarterly. Each level in grades K-2 uses a grade specific evaluation key to communicate the level of progress students are making on content area standards. The Evaluation Key is found at the top of each grade level report card.

Honor Roll Requirements

Grades 3 – 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*; and the student must have no grade below *C* in any special subject.

Second Honors

Student must have a grade of *B* or better in all core subjects; and the student must have 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.

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 cafeteria 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 the child's teacher as necessary. If parents/guardians receive one of these reports, they should contact the teacher.

Promotion and Retention of Students

The decision to promote or to retain a student will be made solely to ensure that the student is placed in the best learning environment for them. The student, parents, teachers, and principal will review what the student has accomplished during the year, what interventions are required, and what they will be expected to accomplish in the coming year. If it is determined to be in the best interest of the student, they 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 promotion score in reading on Ohio's state test in English Language Arts 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, vaping devices, alcohol, 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 their 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 and put away in a secure location during school hours.

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 their 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 will 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. threats made to administration, teachers, students, or any other school personnel;
16. refusal to accept properly administered discipline;
17. refusal to serve detention or alternative school assignment;
18. falsification of information to school authorities;
19. forgery or alteration of school-related documents;
20. no student shall sell, distribute, possess or be under the influence of narcotics, alcoholic beverages, dangerous drugs, look-alike drugs or drug paraphernalia;
21. 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;
22. activating false fire, tornado, bomb or disaster alarms;
23. extortion of a student or school personnel;
24. truancy;
25. cheating or plagiarizing;
26. harassment, bullying, or intimidation of students or school personnel;
27. gambling;
28. habitual tardiness;
29. violation of the dress code;
30. engaging in sexual acts;
31. publication of obscene, pornographic, or libelous materials;
32. gesturing obscenely, cursing, or using indecent or obscene language in oral or written form;
33. verbal abuse of student, teacher, administrator or school employee;
34. indecent exposure;
35. arson;
36. failure to abide by rules and regulations set forth by administration for student parking;
37. failure to obey driving regulations;
38. presence on school property with a communicable disease;

39. willfully aiding another person to violate school regulations;
40. engaging in any prohibited activity listed herein on a school bus could result in removal from the school bus, suspension, or expulsion;
41. commission of any crime in violation of Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code;
42. use of electronic devices such as televisions, radios, tape recorders, tape players, headphones, pagers, cell phones and cameras unless permission is granted by a teacher and/or administrator;
43. engaging in any activity of which a pupil has reasonable knowledge could disrupt the academic process or a curricular or extracurricular activity;
44. sexual harassment of students or school personnel;
45. unauthorized action which changes or disrupts a computing system;
46. theft or possession of stolen goods;
47. failure to report the actions or plans of another person where these actions or plans could result in harm to a person or persons or damage of property and where the student has information about such actions or plans;
48. any other action which the pupil knows, or should know, will cause a disruption to the academic process or to a curricular or extracurricular activity.

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 (10) 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 their 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 will further explain 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 or extracurricular activities and/or the school premises.
 - a. Teachers may remove a student from curricular or extracurricular activities under their supervision but not from the school premises altogether.
 - b. A student may be removed without a 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, they will be kept out of the activity until the matter of their 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 (ORC) 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 ORC 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. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates.

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 their withdrawal from employment.” (ORC 3321.04)

The parent/guardian is required to telephone the school by 9:00 a.m. each day that a student is absent. A note should 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 will 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.

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.

Excessive Absence (with or without a legitimate excuse) and Truancy

New Legislation was passed in December of 2016 (House Bill 410), which outlined excessive absences and defined what is meant by habitual truancy. The definition of “habitual truancy” and the calculation of “excessive absences” have changed from days to hours.

The definition of “habitual truancy” is:

- a. Absent 30 or more consecutive hours without a legitimate excuse (5 days of unexcused absences in a row);
- b. Absent 42 or more hours in one month without a legitimate excuse (7 days of unexcused absences in a month); or
- c. Absent 72 or more hours in one year without a legitimate excuse (12 days of unexcused absences in a year).

The definition of “excessive absences” is:

- a. Absent 38 or more hours in one school month, with or without a legitimate excuse; (6 days total of excused and/or unexcused absences in a month) or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse (10 days total of excused and/or unexcused absences in a school year).

Students with excessive absences may be subject to specialized interventions and/or disciplinary actions and may be placed on an absence intervention plan.

Students who are habitually truant may be subject to specialized interventions and/or disciplinary actions (i.e., referral to Hamilton County Juvenile Court) and will be placed on an absence intervention plan that focuses on parent engagement and accountability.

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.

Student’s late arrival to school and/or early dismissal from school may be calculated and included in the calculation of excessive absences and truancy.

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 a student 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.

Visitors

Visitors are welcome at our school. All visitors are required to report to the office, sign-in and follow health and safety district requirements. During the instructional day, visitors are not permitted to be in the academic hallways or classrooms without a visitor pass. Classroom visits/observations will need to be scheduled with the teacher and approved by the Principal.

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 unless previously scheduled with a teacher. Loitering on school grounds is prohibited, in accordance with ORC 2911.21.

Volunteers

The Titan Fan Club is interested in seeking volunteers for events such as the Trunk or Treat, Book Fairs, Holiday Shop and the Color Run. Please sign up at Open House.

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, stepparents have no right to records, reports or conferences, unless access is granted to them by the custodial parent.

Cafeteria - Breakfast and Lunch

Eating breakfast or lunch at school is a special activity for children. This is when many socialization skills are developed and practiced. Students are expected to behave appropriately in the cafeteria, with courtesy and good table manners. In addition, students are expected to clear the tables of their trays and wrappers before leaving the area.

Breakfast service will be available from 7:50 a.m. to 8:10 a.m.

Upon checking out, regardless of whether or not payment is necessary for additional items, students will be required to enter their student ID number. As the ID is entered, the student's name, picture, and other detailed information will appear. We appreciate parents/guardian's assistance in helping their child memorize this number.

Now that the USDA program for offering all students across the United States a free breakfast and lunch at no charge has expired, families will need to complete a Free/Reduced Meal Application and be approved in order to receive a free or reduced meal at school. Students who do not qualify for Free/Reduced Meals will need to purchase a lunch at school or bring a packed lunch from home.

Parents/guardians may pay ahead for extra items for breakfast and/or lunch. Please put money or checks in separate envelopes for each child.

Pupil Personnel Services

In addition to classroom and special area teachers, St. Bernard-Elmwood Place Schools have licensed 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. Once students return to 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/Guardians 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 parents/guardians find it absolutely necessary to take their family vacation during the school year, parents/guardians should notify the school office and the classroom teachers as soon as possible so proper preparation time can be given to assigning work for the student to complete while away from school. *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/guardians keep the school informed of any change in address or telephone number to ensure that communications reach them. Changes should be reported to the school secretary and updated In FINAL FORMS.

Withdrawal from School

Parents/Guardians 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

In the event that inclement weather or another emergency would require the cancellation or a delay of the school day, the official announcement of school closing or delay will be reported by local radio, television stations, and their websites. We ask that parents and students NOT call the school line in order to keep it open for emergencies.

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 to retrieve the item(s). If a student brings an item to school that could be perceived to be a weapon, they 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, they become the responsibility of the parents/guardians. The school will cooperate with parents/guardians 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.

Students are not permitted to ride bicycles to and from school without parent/guardian supervision. Bicycles may not be left unattended or unsecure on school grounds while school is in session.

Elementary Student Dress Code Policy

Students will 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.

Elementary Students will observe general guidelines for dress and appearance including:

1. Shorts/Skorts, Skirts (Lower Garments)

- These items must be of reasonable length so as not to be considered a distraction.
- Pajama shorts are not permitted.
- Shorts are permitted FOR ELEMENTARY STUDENTS ONLY from the first day of school through October 31st and from March 1st through the last day of school.

2. Pants (Lower Garments)

- Pants or jeans are to be worn at waist level and cannot expose undergarments.
- Jeans are permitted but must be worn without extreme rips, tears, or holes.
- Pajama bottoms are not permitted.

3. Shirts, Tops, Sweatshirts, Sweater Vests, and Sweaters (Upper Garments)

- Shirts and tops that expose the midriff or chest, tank tops, mesh tops, and shirts with no sleeves are not acceptable.
- Any material that is sheer or lightweight enough to be seen through is not permitted without proper coverage worn with it.
- Any artwork (logo, insignia, emblem, etc.) must not include inappropriate content as described below.

4. No clothing or tattoos may bear insignia that are:

- Indecent or obscene
- Suggestive of violence, including gang identification
- Threatening or demeaning
- Promoting alcohol, tobacco or drugs
- Likely to interfere with the educational process.

5. Body jewelry, which includes earrings that pose a risk to the student or others, during certain activities, must be removed for those activities.

6. Articles of clothing meant to be worn outdoors rather than indoors may not be worn during the school day and should be kept in the students' lockers or assigned areas.

7. Hats, head coverings, hoods, headgear, scarves, headbands, bandanas, pins, gloves, mittens, and/or sunglasses (unless directed by a doctor) are not to be worn indoors. 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 indoors or outdoors at school. Exceptions will be made in the case of religious beliefs.

8. Bookbags, backpacks, large utility bags, backpack purses and fanny packs 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.

9. Open-toed shoes, including flip-flops, are not permitted.

10. Sleepwear (pajamas, slippers, etc.) cannot be worn in school.

The building administrator may allow modifications to the dress code on specific days (e.g., spirit day, holiday, or other school-wide event).

Pets

No pets are allowed to be brought on to school grounds between 7:30 am to 4:00 pm. This includes parents/guardians bringing dogs on leashes to pick up or drop off children. Pets may be allowed only for special occasions, like a show and tell, with prior Principal approval.

Outdoor Play & Cold Weather Policy

The outdoor play and cold weather policy is that children are to go outside for recess and during lunch recess at specified times in reasonable conditions, when: it is determined not to be too cold to go outside; it is not pouring rain; the ground is not covered with wet, sloppy snow. Recess will be shortened if the wind chill factor makes it uncomfortable to be outside or if students are determined not to be dressed properly. Children are expected to participate in the full activities of the school day (outside activities included).

Student Electronic Devices and Other Personal Items of Value

Students who bring personal items (not intended for educational use) such as fanny packs, shoulder bags, etc., or electronic devices (iPod, tablet, Kindle, cellphone, etc.) to school should leave them turned off and placed in a location that does not cause a distraction. Additionally, headphones and earbuds may not be worn or be visible during the school day. These devices are allowed only in the classroom with permission from the teacher.

Note to Parents/Guardians

The St. Bernard-Elmwood Place Board of Education has approved two policies that will be of interest to parents/guardians. 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 age-based standards dictate. The policy covers referring and evaluating students for potential grade-level acceleration as well as subject-area acceleration.

If parents/guardians are interested in receiving a copy of either of these policies, they may call Donna Barnett at 513-482-7123 and request a copy. Copies of both policies also are available in each of the three school offices.