



2025-26 PK-4 Parent/Student Handbook

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Welcome

This handbook provides an explanation of policies and procedures for PK through fourth grade, ensuring Royalmont Academy operates smoothly and efficiently. Please take time to read the handbook carefully.

At Royalmont, we believe that both school and family are called to work together to provide a proper learning structure. As Pope John Paul II said in Baltimore (1994): “Surely, it is important for America that the moral truths, which make freedom possible, should be passed on to each new generation. Every generation of Americans needs to know that freedom consists not in doing what we like, but in having the right to do what we ought. How appropriate is St. Paul's charge to Timothy! ‘Guard the rich deposit of faith with the help of the Holy Spirit who dwells within us.’”

This handbook serves as a guide to foster a learning environment that aligns with Royalmont Academy's mission to form Christian leaders who will transform society for Jesus Christ. These policies and guidelines are not exhaustive, as the school administration reserves the right to evaluate and address unique situations throughout the school year.

Mission and Profile

Mission Statement

At Royalmont Academy, our mission is to bring souls to Christ by forming Christian leaders who will transform society. We achieve this mission through a partnership with parents, the primary educators of their children. Together, we nurture the whole child by embracing a program of Integral Formation.

Our Philosophy of Catholic Education

Catholic education at Royalmont is not just about academic excellence—it is about formation. We believe in teaching the whole person: soul, mind, and body. Our school is a place of encounter, where Christ is at the center, and where love for the truth, goodness, and beauty leads students to discover their identity and mission in the world.

Regnum Christi Charism

As a Regnum Christi school, Royalmont Academy reflects the charism of Regnum Christi through personal accompaniment, a missionary spirit, faith-based leadership, and Christ-centered formation. We align our practices with other RC schools while preserving our unique local identity. This includes a commitment to:

- Evangelize hearts through authentic encounters with Christ.
- Form Christian leaders through a robust program of integral formation.
- Accompany students and families in their personal growth and mission.

- Promote communion with the Church and the broader Regnum Christi movement.

Core Values

At Royalmont Academy, our Core Values are rooted in timeless Christian virtues that shape who we are and who we are becoming.

Foundational Values | Truth, Goodness, Beauty

At the heart of our culture are the three transcendentals—Truth, Goodness, and Beauty—which the Catholic Church teaches reflect the very nature of God. These aren't just educational ideals; they are pathways to encountering Christ. We pursue Truth by forming minds in what is real and eternal. We live Goodness by choosing what is morally right. And we seek Beauty as the radiant expression of God's presence in the world.

Communal Values | Justice, Charity, Perseverance, Humility

To build a community where all can flourish, we also uphold essential daily virtues like Justice, Charity, Perseverance, and Humility—virtues that help form the foundation of Christian character and are expected of everyone in our school.

Leadership Values | Hope, Prudence, Stewardship

At the same time, we challenge ourselves to grow in virtues like Hope, Prudence, and Stewardship—qualities that reflect the kind of leaders we are forming for the future.

When these virtues are lived out in our classrooms, friendships, leadership, and service, they create something greater than the sum of their parts: Unity—a school culture where students are known, loved, and inspired to live lives of purpose in Christ.

Integral Formation Explained

Integral Formation® focuses on the development of all dimensions of the person:

- **Apostolic Formation:** Fostering a life of service to the Church and humanity, creating a civilization of justice and love.
- **Human Formation:** Shaping virtuous character through self-mastery, leadership, and an appreciation of the arts, while cultivating a healthy mind and body.
- **Intellectual Formation:** Pursuing truth and academic excellence, with an emphasis on critical thinking, eloquence, and a lifelong love of learning.
- **Spiritual Formation:** Developing an intimate relationship with Jesus Christ, rooted in prayer, the sacraments, and a desire to follow God's will.

Accreditation

Royalmont Academy is accredited by the Ohio Catholic School Accrediting Association (OCSAA) and Regnum Christi Education.

Catholic Environment

A Catholic environment can only be achieved when parents, formators, and administrators share a common vision. The spiritual formation of our students is an essential element of our Catholic mission. We strive to create a community in which Christ is known and loved in an atmosphere that fosters unity with the Holy Father and Archbishop. *Royalmont Academy exists to further the mission and objectives of the Catholic Church, in its entirety, and those causing public scandal by actively promoting a moral or doctrinal position contrary to Catholic teaching may be asked to leave.*

School Traditions

At Royalmont Academy, our school spirit is deeply tied to our mission of forming Christian leaders who courageously live out their faith. Our colors and mascot represent the values and traditions we uphold as a community.

School Motto

Royalmont Academy's motto, "**Semper Altius**"—Latin for "**Always Higher**"—reflects our commitment to striving for excellence in all areas of formation: spiritual, human, intellectual, and apostolic. This motto calls every member of Royalmont to aim higher in their faith, character, and leadership, always seeking to glorify God in all they do.

School Colors

Our spirit colors—**navy blue, red, and white**—reflect the virtues we aim to instill in our students:

- **Navy Blue:** Represents strength, steadfastness, and loyalty to Christ.
- **Red:** Symbolizes the courage and sacrifice of those who have gone before us, the saints, martyrs, and particularly the Cristeros – all of which point to the blood shed for our sins by Jesus Christ.
- **White:** Stands for purity of heart and our call to live in the light of Christ's truth.

These colors are a unifying symbol for the entire Royalmont community, seen in our uniforms, athletic teams, and school events.

Crest

The Royalmont Academy coat of arms/crest is composed of a shield divided into four sections. The upper left corner is the MOUNTAIN, symbolizing Mount Royal and the spirit of constant improvement in all areas of formation. On the lower left corner is the BOOK AND TORCH, symbolizing our faith in the Word of God. In the upper right corner is the R, symbolizing our royal heritage in Christ and legacy of commitment to the mission of Royalmont Academy. Completing the Coat of Arms, in the lower right corner, is the EUCHARIST, the source and summit of our faith.

Mascot

Our mascot, the Cristero, is a symbol of courage, fidelity, and faith. Rooted in the historical witness of the Cristeros of Mexico, it reminds us that we are called to stand with Christ in truth and love, even amid difficulty.

Patron Saint

Royalmont Academy honors Saint André Bessette. St. Bessette was a humble Holy Cross brother from Montreal known for his deep devotion to Saint Joseph and miraculous healings attributed to his prayers. Though initially rejected from religious life due to poor health, he became a beloved doorkeeper whose faith inspired the construction of Saint Joseph's Oratory.

Administration and Governance

Royalmont Academy is a recognized non-profit educational institution filed under the legal name, Royalmont Academy, Inc. Royalmont is owned and governed by a Board of Directors. Royalmont is recognized by the Archdiocese of Cincinnati as an independent Catholic school operating under the permission of the Archbishop of Cincinnati. Royalmont is also an affiliate Regnum Christi school.

Royalmont Academy Personnel

Administrative Team

Joshua Ater	Head of School
Brenda Hefferan	PreK-8 Assistant Principal

Athletics

Joe Meibers	Director of Athletics
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Campus Ministry and Chaplaincy

Fr. Jesus Salinas	Chaplain
Abbie Koehler	Campus Ministry

General: Leadership and Support Staff

Chris Clark	IT Director
Karen Kinross	Admission, Marketing, Communications
Christine Miller	Executive Assistant/Testing/Government Funds
Anne Polak	Development Director
Jeff Polly	Facilities Director
Shaina Richardson	School Nurse/Front Office
Jennifer Sprague	Finance Director
Celeste Teafor	Front Office
Nathalie Tomeny	Cafeteria Manager
Conner Zink	Facilities Coordinator

Faculty

Erin Shaw	PK 3/4
Patty Moores	PK 4/5
Karen Gately	Kindergarten
Michelle DuScheid	Kindergarten
Abigail Rose	1st grade
Margaret Plunkett	2nd grade
Chrisy Keefer	3rd grade
Kelly Vale	4th grade
Anita Battaglia	Spanish
Michelle Asbrock	PE
Peg Vorhis	Art
Chloe Roe	Music

Admissions Policies

Choosing a school is one of the most important decisions a family can make. At Royalmont Academy, we don't just educate minds—we form hearts, character, and souls in pursuit of the truth. As a Regnum Christi Catholic school, our mission is to form Christian leaders who will transform society. We welcome families of all faiths who desire a community that partners with them in this mission of integral formation. Rooted in the Catholic worldview, we provide a joyful, rigorous, and inclusive environment where students are called to discover their God-given purpose and grow in wisdom, virtue, and faith.

Non-Discrimination Statement

No student may be excluded from Royalmont Academy solely because of race, color, national/ethnic origin, or ancestry.

School Age

In accordance with *Section 3321.01 of 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 September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Admissions Process

1. Visit the School

Parents and potential students are encouraged to visit the school during school hours; call the Admissions office for an appointment. Shadow days are also encouraged and must be scheduled in advance.

2. Complete the online application, including:

- Application fee*
- Copies of most recent report card and standardized test scores sent from current school
- Copies of birth certificate and baptismal certificate (if applicable)
- Applications are processed on a “first received basis”.

3. Financial Assistance

Apply for EdChoice and/or FACTS tuition assistance, if needed.

4. Testing and Record Review

- Once the application and all records are received, they are reviewed by the Administration for acceptance and placement.
- An academic assessment in math and language arts will be scheduled if needed.
- Students needing special accommodations, modifications, 504 plans, or IEP plans may be required to provide additional information for review to ensure Royalmont can meet that student's specific needs.

5. Family Meeting

After the entrance assessment, a family meeting is scheduled to review its outcome and discuss any other concerns or questions the family may have as well as the school.

6. Notification of Acceptance

Following the above steps, you are then notified of your child's acceptance status to Royalmont.

7. Deposit and Enrollment Contract

Return of your contract and payment of the deposit and activity fee for each child secures enrollment.

**Application and registration fees are non-refundable.*

Accuracy of Information

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.

Voluntary Withdrawal of Students

Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned. Additionally, any and all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met.

All financial obligations toward Royalmont Academy must be met before transcripts of a withdrawn student are forwarded. Requests for forwarding transcripts must be made in writing and submitted to the Head of School from admitting institution. Official records are mailed to the institution where the student applies and cannot be given directly to the parents of the student.

Financial Withdrawal Policy

I/We understand tuition is based upon the annual expenses of the school. If a student withdraws prior to two weeks before the opening of school a full refund of tuition will be given except for the tuition deposit.

If the student withdraws after this period, a refund will be given by a prorated amount per quarter. Once a student enters a new quarter, there will be no refund given for that quarter. No Refund will be issued if the student withdraws after the end of the second quarter. Written notification must be submitted to the Head of School and the School Office at least two weeks before the effective date of the withdrawal.

Admissions for Students Requiring Special Education Services / IEPs

Royalmont Academy serves many students who need special accommodations or are on IEPs (Individualized Education Plans). However, some needs exceed our abilities. Royalmont reserves the right to refuse admissions if it is determined that for academic, medical/health, and/or social and emotional reasons we cannot reasonably meet the student's needs. Royalmont may choose to provide part, or all of these services through the use of third-party providers (ex: speech). Royalmont's Special Education Services come with additional costs that ensure we are able to meet these students' needs. These costs may be covered in-part or in whole by the Jon Peterson scholarship depending upon the level of service required. Royalmont will work with each family to determine total need and costs each school year. Royalmont also provides additional assistance to families who qualify to help offset costs for these services. Parents have the right to appeal an admissions denial pertaining to Special Education Services/IEPs in writing to the Head of School. The Head of School decision is final.

Previous Expulsion

Royalmont Academy does not accept applications from students previously expelled from another school.

International Students

Royalmont Academy does accept international students. Students must meet normal admissions requirements in addition to proving fluency in the English Language. Students must meet all legal US Government standards for passport and Visa. Tuition for international students is at a higher rate because of additional costs incurred by the school. Costs and fees may apply dependent upon circumstances. Contact Admissions Director for tuition fee schedule and more details. Royalmont cannot control changes to US Government policy. If a situation (pandemic, war, otherwise) were to arise where an international student must return home, Royalmont's normal tuition reimbursement policy applies.

Admissions Under Special Circumstances

Royalmont Academy 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 Royalmont Academy when determining whether to admit or retain a student.

Statement on Evangelization and Inclusion

Royalmont is an apostolic Catholic school that welcomes all who seek the truth in charity. Students do not need to be Catholic to attend, but all formation and instruction are rooted in the Catholic worldview. We believe that formation happens best in a community that is both loving and courageous in proclaiming Christ.

Our evangelizing mission is lived joyfully and inclusively, respecting the journey of each person while inviting them into a deeper relationship with Christ. We seek to form apostles who live their faith in action, both now and in the future.

Academic Overview

Curriculum Overview

Royalmont Academy offers a rigorous academic program rooted in the Catholic intellectual tradition. As a Regnum Christi school, our curriculum integrates faith and reason, fostering a love for truth, goodness, and beauty across disciplines. We strive to prepare students not only for college success but also for faithful Christian witness in all walks of life.

Instruction is personalized to develop each student's God-given talents. Teachers employ mastery-based learning, project-based applications, Socratic dialogue, and other methods to build critical thinking, communication, and collaboration skills. All courses are designed to support the formation of Christian leaders.

Royalmont's curriculum balances classical content and modern competencies. While aligned with the standards of the State of Ohio, it also exceeds them through additional theology, leadership, and formation coursework.

Curriculum Standards

Royalmont Academy follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office and Regnum Christi Education. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

Special Needs Services

At Royalmont Academy, our Intervention Team provides a supportive academic placement for students diagnosed with Specific Learning Disabilities and Other Health Impairments. Our goal is to help each student reach their full potential through individualized instruction, intentional support, and personal accompaniment grounded in our Catholic mission.

Three-Tiered Model of Support

1. In-Classroom Support

Royalmont's general education teachers are trained to implement IEP accommodations with fidelity and flexibility. Beyond core instruction, they provide personalized support that may include*:

- Instructional Supports: Frequent check-ins, checks for understanding, preview/review of material, pacing, redirection, and allowing processing or response time
- Assessment Accommodations: Extended time, modified or alternative assignments and assessments, small group help, familiar test administrators, and separate test locations
- Learning Tools: Study guides, class notes, graphic organizers, editing checklists,

teacher-provided models and examples

- Assistive Technology: Speech-to-text, calculator use, and typing accommodations
- Environment & Engagement: Preferential seating, legitimate movement/fidget options, and strategic breaks

Teachers also support students through one-on-one help, small group instruction, and additional availability during formation time, recess (by request), or after school (with scheduling). Students are encouraged to advocate for their needs and use the support available to them.

**List not exhaustive. Other accommodations or modifications may apply*

2. Resource Room & Morgan Tutoring

Students receive an added layer of academic and developmental support through our dedicated resource room and our partnership with Morgan Tutoring, whose founder holds a Ph.D. in education. This collaboration allows us to provide:

- Direct instruction aligned with each student's IEP goals
- Targeted remediation in foundational reading and math
- Test preparation for state and classroom assessments
- IEP development and compliance support

This combination ensures that all services are coordinated and consistently delivered, supporting the whole child—academically, emotionally, and spiritually.

3. Progress Monitoring & Family Communication

We believe in transparent, ongoing communication with families. Support updates include:

- **Real-time access** to grades through the FACTS Family Portal
- **Quarterly progress reports** available through your Ohio SAFE account
- **i-Ready diagnostic reports** sent home in September, January, and May, outlining academic growth and focus areas
- **Scheduled conferences** with teachers and Morgan Tutoring

Our team uses a case management model to facilitate communication between the school, parents, and the student's public school district of residence. All services are coordinated in alignment with the **Jon Peterson Scholarship**.

Important Note: Royalmont does not currently have an intervention specialist for students with ISPs. To qualify for our intervention program, all ISPs must be converted into an IEP through the appropriate evaluation and district process.

Academic Integrity

A core value of Royalmont Academy is to develop students who are morally strong. A formative response to cheating will encourage and help the child to understand fully what cheating is and why it is wrong. Any type of cheating is a serious offense. The following behaviors, when done without the express permission of the instructor, are examples of

cheating:

- Sharing homework
- Sharing answers
- Talking to and/or with another student during an assessment
- Looking at or copying from another student's paper
- Sharing answers to an assessment with other students either before, during, or after the assessment is given
- Placing an assessment answer paper in a position so that another student may see it
- Having and sharing notes or materials on his or her person during the assessment
- Photography or communication, digital or otherwise, during an assessment or of an assessment
- Having in your possession a copy of an assessment prior to the assessment being given
- Using online translators or dictionaries
- Intentionally representing another's work as one's own without proper reference.
- Falsifying signatures, phone calls, or emails for official purposes or school related issues (i.e., forgery)
- Sharing, manipulating, or altering digital documents to misrepresent completion and/or originality

Administration will typically follow the guidelines below in cases where a student has been found to have engaged in academic dishonesty. These guidelines may be altered depending on circumstances surrounding the specific situation, at the discretion of administration. Should a student choose to be dishonest in his/her schoolwork and/or the administration concludes there was an incident of cheating, the teacher is given discretion to apply academic penalties and remedies in accordance with their classroom policies. Subsequent incidents of academic dishonesty may result in consequences as outlined in the Cristero Code, which can be found at the end of this handbook.

Academic Regulations

- When a student withdraws or transfers to another school, parents must notify the school and complete the necessary arrangements prior to withdrawal. Teachers will be asked to calculate an exit grade up to the last day of class attendance.

Mastery-Based Learning

Royalmont emphasizes growth, feedback, and revision. Students have opportunities to reassess and demonstrate improvement. Grades reflect the highest and most consistent level of mastery demonstrated over time, not simple averages.

- Grades should reflect the highest level of mastery of a standard.
- Summative assessments must reflect student understanding at the time of evaluation.
- Formative work is ungraded or minimally weighted but provides essential feedback.

- Reassessment is permitted, and in some cases required, after meaningful additional practice and/or intervention.
- Students may be asked to complete remediation assignments or attend office hours or learning labs before a reassessment.
- Summative assessments are aligned with clearly communicated standards and must allow students to demonstrate deeper levels of thinking.
- Feedback must be specific, timely, and actionable.
- If 50% or more of a class falls below 75%, and/or the class average is below 75%, reteaching is required, and students must be allowed to retake with the opportunity for full credit.
- If fewer than 50% reach mastery on a retake, the assessment must be reviewed for proper leveling.

Academic Policies

Homework

Homework is purposeful and aligned with class objectives. It is assigned to reinforce skills, prepare students for new content, or complete project-based learning components.

As a general guideline, students should expect no more than 10 minutes of homework per grade level per night (e.g., 4th grade = 40 minutes total).

Late homework may receive partial credit unless an extension is granted in advance. Chronic lateness may affect a student's formation grade and/or require intervention.

Homework is essential to retaining, internalizing, and integrating concepts and knowledge learned in class. For this reason, each student is expected to spend a sufficient length of time each night to complete homework and to present it in a neat and orderly manner. Homework that is wrinkled, torn, or sloppy will not be accepted. Non-completion of assignments will have a negative impact on grades. Homework shall be completed at home and not in school. Continuous neglect of homework will result in disciplinary action including, but not limited to, after school detentions.

Teachers assign homework daily so that students can practice, master, and apply concepts and skills taught in the classroom. The amount of homework varies depending on the grade level.

Kindergarten	average of 10 - 15 minutes
1st and 2nd grades	average of 20 minutes
3rd and 4th grades	average of 45 to 60 minutes

This frame of reference indicates the approximate amount of time that the average student takes to complete assignments well. Please note that the time frame given at each grade level may include memorization, review and/or application of class material, reading,

composition, special projects, and daily study so that the student may be well prepared for pop-quizzes or tests. Homework is generally given Monday through Thursday. Long term projects or assignments may require some work over weekends.

Parents are expected to help their child create a neat and orderly study environment at home. A desk or table in a well-lit, quiet area without music or television in the background will help a child to acquire the intellectual discipline needed to succeed in their studies. To help foster self-discipline and to form good study habits, it is highly recommended that homework be a child's first priority upon arriving at home following the school day.

Parents of students who are absent from school may request the day's homework by phoning the school office by 9:00 AM. Homework can be picked up after 2:00 PM.

IEP Accommodations and Support

- IEP accommodations must be honored in all academic settings.
- If accommodations are not followed, students must be given full retake credit without penalty.
- Intervention Team must review IEP student retake plans in advance.
- If a student with an IEP has a grade below 75% after two weeks into a quarter, a personalized support plan must be initiated.
- IEP students may have extended deadlines, alternate formats, or additional reassessment opportunities based on documented needs.

Grades and Grading

The basis of the teacher's criteria in assigning a grade is the concrete evidence of demonstrated learning through formal examinations, quizzes, written and oral reports, homework, special projects, group work, and class participation. Royalmont policy require that teachers provide a certain variety and quantity of assessments with the goal of ensuring students are able to demonstrate mastery of material. Questions about grades should first be discussed with the appropriate teacher. If further discussion is indicated, the student should contact the Assistant Principal followed by the Head of School.

- Final Grades

All work must be submitted by the end of the semester, and all grades are considered final at the close of the semester. Royalmont is on a semester system. Final semester grades are assigned at the end of each semester, at which time credits are earned. Royalmont does not award partial credit to students who withdraw before the end of the semester, but will supply exit grades for transfer students. Each final semester grade is calculated according to the individual weightings posted in the class syllabus and announced at the beginning of the term.

- Report Card & Progress Reports

At approximately nine weeks into a grading period, parents and students will be notified if there is failure to make progress toward a passing grade (average grade less than 69.5%).

FACTS Online Grading and Information Program

Parents, students, and teachers use our FACTS program to check grades, send messages, and more. The administration also utilizes this program to send important safety messages. It will be very important to make sure your contact information is always up to date in this system. You will receive information at the beginning of your time at Royalmont. Each year Royalmont will remind you to update all your information and for parents to click the box accepting text messages for emergency purposes.

Non-custodial Parent

In the absence of a court order to the contrary, Royalmont Academy will provide the non-custodial parent with access to academic records and to other school-related information regarding his/her child per the current law if requested by the non-custodial parent. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Grading Policy Standards

Quarter 1 through Quarter 3: the lowest grade a student can receive is a 69%.

If a student grade must be adjusted, the student and parent(s) will be required to meet with the administration and formator to develop a plan for improvement for the following quarter.

Grading Scale

PK

M = Most of the time

S = Sometimes

N = Not yet

K-2

E = Excellent

VG = Very Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

3 = Accelerated growth

2 = Expected growth

1 = Inconsistent growth

3rd/4th grade Grading Scale

A+ =	96.50-100
A =	92.50-96.49
A- =	89.50-92.49
B+ =	86.50-89.49
B =	82.50-86.49
B- =	79.50-82.49
C+ =	76.50-79.49
C =	72.50-76.49
C - =	69.50-72.49
D+ =	65.50-69.49
D =	62.50-65.49
D- =	59.50-62.49
F =	0-59.49

WP - Withdrawn Passing

WF - Withdrawn Failing

P - Passing

INC - Incomplete

NG - No Grade

*** Incomplete: A grade of "INC" is used at any marking period to indicate that the student has not completed the required work or semester exam for any reason. The grade is used only in cases when circumstances beyond the student's control, such as long-term illness, have made it impossible for the student to meet the course requirements. An Incomplete automatically becomes a "Failure" unless the work is completed during the following two weeks or unless the time is extended by the teacher involved and/or the administration.*

When it is known beforehand, the student will complete the test(s) PRIOR to the absence. Keep in mind that in-class review time will be missed. In cases of illness or emergencies, tests will be scheduled as soon as possible on the student's return during after-school hours.

Annual Awards

At the end of the school year, fifth through eighth grade students who have achieved a high level of formation and academic growth, development, and/or achievement are recognized at an awards ceremony. The awards given are listed below.

- **Semper Altius:** This award is given to students in grades first through four who have achieved outstanding levels of integral formation in the areas of academic, human, spiritual, and apostolic formation. The head of school and assistant principal, on the recommendation of the faculty, select the award winners.

- Special Performance Awards: Students in grades kindergarten through four who show outstanding achievement or most improved in Religion, Language Arts, Math, Science, Social Studies, Spanish, Latin, Art, Music, or Physical Education will receive Special Performance Awards.

Records Review

Student grades, attendance, and disciplinary information (when determined necessary) is available to parents/guardians through our FACTS system for the year's the student has been at Royalmont Academy.

If there is need to view printed and permanent records, this information is only accessible to school administrators (including the principal), the teachers who are working with the student, and the student's 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.

Withdrawal/Disenrollment

A student may be asked to withdraw for academic reasons from Royalmont Academy 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. Royalmont Academy 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.

Promotion and Retention

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted.

- Promotion to the next grade level requires passing all core subjects (Religion, ELA, Math, Science, History).
- Promotion to the fourth grade requires passing the Third Grade Reading Guarantee state benchmark.

In rare cases, a student may be retained or required to complete summer coursework for advancement. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered.

Academics: General Information

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

Royalmont Academy 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.

Standardized Testing

Royalmont Academy 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. The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

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.

Transfer Students

No student will be admitted to Royalmont Academy as a transfer student unless all records have been reviewed by the administration. Prior to acceptance, students will be interviewed by Admissions and Administration. References from the previous school may also be required. Transfer students are accepted on a first come, first serve basis as long space is available and academic needs are able to be met.

Report Cards

Report cards are issued at the end of each quarter and semester. Grades are posted regularly in FACTS. All students will receive a graded progress report at mid-point in the semester (Quarter grades). Parent-Formator conferences will occur after the end of 1st quarter and after the end of the first semester; however, parents are invited to reach out to any formator at any time if they are concerned or have questions regarding any area of their student's formation.

Student Life

Dress Code and Uniforms

Royalmont Academy students are expected to wear the approved school uniform each day, fostering an environment of unity and focus. Uniforms must be clean, neat, and worn with pride. Specific uniform guidelines are provided to families at the start of the year and are subject to revision.

Grades PreK – 4

	BOYS	GIRLS
Tops	<u>Mon-Thursday</u> White cotton or navy-blue dry-fit polo with logo <u>Fridays</u> <u>(optional all other days)</u> White oxford button-down (K-4) Navy/green plaid pre-tied tie	<u>Pre-K & K ONLY)</u> Red Polo Dress with logo <u>Mon-Thursday</u> White cotton or navy-blue dri-fit polo with logo <u>Fridays (other days optional)</u> White oxford blouse (short or long sleeve) (1-8) Red Tie
Bottoms	Khaki dress twill pants (flat or pleated front)	(1-4) Plaid Jumper
Shoes	(K-4) Black Gym Shoe	(K-4) Black Gym Shoe
Other	V-neck sweater vest or long-sleeve sweater (optional any day) with logo Outwear with logo Black socks Black belt	V-neck sweater vest or long-sleeve sweater (optional any day) with logo Outwear with logo Navy-blue leggings or tights White crew or long sock

School Uniform for Physical Education Days: Girls wear shorts or leggings under skirts; gym shoes required for all students.

Out-of-uniform days: will be announced by the Assistant Principal or Head of School. Students will be given notice about permitted attire

Modest attire required: no sleeveless tops, no leggings, no shorts or pajamas as pants, and skirts must be within two inches of the knee. No torn clothing, offensive language or images. No clothing shall be tight, revealing, or in conflict of our Christian values. Athletic shoes or closed toe sturdy shoes may be worn - no slippers, flip-flops, or sandals.

Note, shorts may only be worn on Olympic Day, field trips and retreats or other days as permitted by the administration.

If an item is deemed to be inappropriate or not upholding of the Royalmont spirit, the student will be given options by the Assistant Principals which can include calling parents and having the uniform brought to them or utilizing the used uniform supply.

Violations of dress code will result in a warning followed by disciplinary action for repeated offenses.

Attendance

Daily attendance is essential to student success. Families are asked to prioritize school hours and avoid unnecessary absences.

- Doors open at 8:15 AM
- School Hours: 8:25 AM – 3:20 PM
- Late arrivals must be signed in by a parent at the main office.
- Three or more tardies per quarter may result in disciplinary action.

Definitions:

Present = 0 minutes missed

Tardy = 1-89 minutes missed (at any point in the day) *Exceptions are made for bus delays.

Half Day Absent = 90 to 305 minutes missed

Full Day Absent = more than 305 minutes missed

Reporting An Absence or Tardy

Parents must call or send an email to office@royalmont.org for absence or late arrival by no later than 8:45 AM. Message must include student name, parent name, reason for absence, and phone number.

- When a student returns to school after his/her absence or tardy, a written excuse signed and dated by a parent or guardian stating the reason for the absence or tardy must be given to the homeroom teacher or Front Office.
- If an unexcused absence is planned, written notification must be submitted to the Front Office in advance.

- An unexcused absence from school without notification will warrant proper corrective action.

Students may not attend extracurricular activities if they are absent from school.

Punctuality, Tardiness and Missing Class

Royalmont Academy values punctuality and considers timely arrival as a sign of respect to our formators and fellow classmates. The school day begins at 8:25 AM with homeroom. Students are to be seated in their assigned homeroom/class when the tone sounds to start the class.

- If a student arrives after 8:25 AM, the student must first report to the Front Office, sign in with parent, and get a tardy slip before going to class.
- Excessive tardies, more than five per semester, may result in additional disciplinary action such as but not limited to school service, after school detention, addition of course work to make up for missed work, or loss of credit for first period class. Each grading period and again at the end of the year, attendance will be reviewed along with academics and decisions will be made by the administration concerning continued enrollment.
- Students will receive an unexcused absence for class cutting. The Assistant Principal will address the consequences of class cutting, but it may result in detention time, service and/or a meeting with the student's parents. Repeated behavior of cutting class may result in suspension or expulsion.

Excused Absences

Absences are excused for illness, death in the immediate family and other situations as pre-approved by the Head of School.

Unexcused Absences

- Vacations when school is in session are considered unexcused and discouraged; see notice below
- Other examples of unexcused absences are Take Your Child to Work Day, unapproved attendance at another school, and any absences without notification.
- Excessive unexcused absences and tardiness will be reported to the Head of School. Parents and/or the truant officer will be contacted and may result in disciplinary actions including dismissal from Royalmont Academy.
- If an absence is unexcused, the student is not entitled to credit for makeup work, including tests, projects, quizzes, etc.

Family Vacations are Unexcused Absences

Parents planning to take their children on a trip that will take them out of school should notify the Assistant Principal and homeroom teacher at least two weeks before the trip. Lengthy trips that cause the student to miss class time are not encouraged. Scheduled tests or exams will not be changed to accommodate individual holiday schedules that do not coincide with what is published in the school calendar. Teachers are not required to give any student assignments early to

accommodate families who decide to take vacations during regularly scheduled class days. **The student is responsible for all missed work.**

Early Dismissal

A parent must sign out students at the Front Office for an early dismissal. In case of emergency or illness, students should report to the school's Front Office, and the school administrative personnel will contact the student's parent or guardian. Students must be signed out in the Front Office by a parent or guardian.

If a student needs to be dismissed early from school, a note from the parent to that effect is to be brought to the Front Office at the beginning of the school day. Early dismissal notes must include:

- a. Reason for the early dismissal.
- b. Phone number to verify the request.
- c. Name of the doctor and/or dentist.

**No students will be dismissed from 2:50pm-3:10pm due to buses arriving and departing.*

Retreats

Parents of students who will be using a school day(s) to attend a retreat, pilgrimage, or spiritual event must contact the Assistant Principal in a timely manner, in writing, preferably at least one week in advance of the event. Such absences will be approved at the discretion of the Assistant Principal. In the written notification, parents should specify where the student is going and how long the student will be out of school. The student is responsible for all work missed.

Students are expected to attend Royalmont Academy retreats; they are not optional. However, if there are extenuating circumstances present so they cannot participate, it is the responsibility of the student and parent to communicate this via phone or a live conversation at least one week in advance of the retreat with the formator in charge, Assistant Principal, and/or the Head of School.

Excessive Absence and Tardiness

Parents must call or send an email for absence or late arrival. Students who are absent more than 10 days in a quarter, or who have a pattern of absences throughout the year, may be asked to produce a doctor's excuse. Additionally, when a student arrives after the start of the school day, leaves before dismissal, or is out of school for any reason during the school day, his or her attendance will be considered "incomplete" for that day and will be designated as a tardy on their attendance record. 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.

Health and Wellness

- Students must be fever-free without medication for 24 hours before returning to school.
- Parents should notify the office of contagious illnesses or diagnosed conditions.
- Students with chronic illnesses must have a current health plan on file.

See Administrative Policies for more detailed health and medication policies.

Lunch and Meals

Royalmont encourages healthy habits and courteous behavior during lunch periods.

- Students must clean up after themselves.
- Loud or disruptive behavior will result in loss of privileges.
- Students with food allergies must sit at designated tables when necessary.

Bus Conduct

Royalmont Academy will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

Technology Use

Technology use is limited to academic purposes.

Use of the internet at Royalmont Academy is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While Royalmont Academy attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is foolproof. It is always the responsibility of the user to comply with Royalmont Academy 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.

All students must follow the school's Computer and Internet Acceptable Use Policy.

In addition to that policy, the following rules apply:

- Each formator has the discretion to allow and regulate the use of technology in the classroom and at school events.
- The individual formator has the discretion to determine the appropriate use of a device on tests, quizzes, and assignments.
- All personal technology devices such as iPods, video game consoles, cell phones, and tablets must remain put away during academic classes. Students may only use these devices with permission of the faculty (ex: during game night).
- Use of camera and/or recording function on any device during school hours/activities requires approval from a formator or staff member. Devices may **not** be used in bathrooms.
- Student abuse or misuse of school technology will result in disciplinary action and will be addressed by the Assistant Principal. The consequences will range from a warning for the first offence, subsequent offences are handled with a detention and loss of the device for the school day.

Computer and Internet Acceptable Use Policy

RA prepares students for their adult lives by challenging them to be lifelong learners. With this goal in mind, the school has infused current technologies into its classrooms and common areas for educational purposes. For many, Internet resources have become an accepted tool in the educational process. However, as our students require guidance while navigating the responsibilities of digital citizenship, RA has established parameters for Internet usage.

Student Expectations- All students wishing to use technological resources available at the computer lab or in the classrooms **must complete the “Responsible Use of Technology” form (p. 31 of this handbook) and return it to the Assistant Principal within the first ten days of school.** This includes a permission section that must be completed by the student’s parent or legal guardian.

Acceptable Use

All computing devices should primarily be used for educational purposes. In pursuit of that purpose and in compliance with CIPA (Children’s Internet Protection Act), we are required to provide a filtered Internet experience for our students, resulting in the blocking of access to some Internet sites. Some of our educational tools provide gamified experiences to aid in the educational process – these games are allowed. However, students may not access games via the internet that are not preapproved by a teacher or administrator.

Outside of school families bear responsibility for the same guidance of Internet use as they exercise with other informational resources. Parents should be aware of their student’s digital activity. Some material accessible via the Internet may contain items that are illegal,

defamatory, inaccurate, or potentially offensive.

Social Media

Any inappropriate posting to any social network, such as Facebook, Twitter, Instagram, etc., whether school related or not, will result in disciplinary action against the student. The school administration has sole discretion in determining the propriety of any posting as it pertains to our school mission.

Cell Phones and Smartwatches

- Cell phones must remain off or silenced during the school day and they must be put away in a locker, backpack, or out of sight. Cell phones may only be used during the school day with teacher permission.
- Use outside of school hours is permitted but students must still follow appropriate use policies. Images, music, games, or apps must not present material that would be questionable to our Catholic Christian faith.
- Smartwatches cannot be used for academic purposes without teacher permission.
- Unauthorized use during class or lunch may result in confiscation. Cell phones will be returned at the end of a school day.

School Telephones

Students may not use the telephones in the school without permission of the teacher or office personnel. Students are not expected to use any phone during school hours because they are expected to be engaged in their classes. In cases of emergency, parents must contact the main office. The office personnel will take steps to communicate to the student as needed.

Lockers and Backpacks

- Lockers are to be kept organized.
- Backpacks must be stored safely to prevent tripping hazards in hallways and classrooms
- Royalmont administration reserves the right to search and inspect any student's locker, as well as their automobile, personal electronics, and/or personal belongings at any time while on campus.

Public Displays of Affection (PDA)

Royalmont Academy students are expected to conduct themselves with dignity, modesty, and Christian virtue at all times. Inappropriate public displays of affection—such as kissing, prolonged hugging, hand-holding, or other physical intimacy—are not permitted on campus or at any school-sponsored event. Such behavior detracts from the learning environment and our mission of forming strong Christian leaders. Violations will result in corrective action, including a parent meeting and, if repeated, may lead to further disciplinary consequences.

Athletics

Royalmont Cristeros compete in seasonal sports including cross country, volleyball, basketball, and track.

- Students must maintain academic eligibility to participate.
- Team travel requires appropriate conduct and parent permission.
- Attendance at practices and games is required.

See athletic handbook for complete details.

Field Trips

The Assistant Principal and/or individual staff members often will sponsor field trip events for selected groups of students or the whole student body. A permission form will be provided to the students/parents before each field trip for parents to sign and return. No student may participate in an off-campus field trip without this written permission slip. If parents do not wish to grant permission to a field trip, they must communicate via phone, email, or in-person their intent for their student to not participate along with indicating their preference on the permission form. A student may be denied participation on a field trip for academic or disciplinary reasons as determined by the Assistant Principal or Head of School.

Classroom Parties

On special occasions a formator may organize a classroom party. Please inform the school of any food allergies your student may have. Make sure the student reminds the formator so proper precautions may be taken.

Guidelines on Food and Drinks

- Food may be consumed within the classroom only with permission of the teacher.
- Water bottles are permitted in all classrooms.
- Students are not to chew gum anywhere on the school premises.
- Students must follow school regulations with regard to use of medicine (over the counter or prescription) -see Medical Policies for more information.

Birthdays

Birthdays are to be celebrated simply and only in each child's classroom. A small treat such as cupcakes or cookies may be brought in by the birthday child and shared with classmates. Please inform the teacher if your student has any food allergies so proper steps may be taken. Birthday gifts are not to be given at school.

Students can be out-of-uniform on their birthdays except on Fridays. If their birthday is on Friday, Saturday or Sunday, they can be out-of-uniform the next Monday. Students with a birthday during the summer months may choose to take an out-of-uniform day on their half-birthday.

Gender Identity Policy

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.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

Royalmont Academy recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God's plan. Royalmont Academy advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. Royalmont pastoral services are available to all members of the school community.

The student is a Royalmont Student at all times.

A student who engages in conduct, whether inside or outside the school that is detrimental to the reputation of the school may be disciplined by school officials. Furthermore, all school rules apply on field trips.

CAMPUS MINISTRY

Campus ministry is a critical component to the overall success of our mission at Royalmont Academy. While they touch all areas of formation, they are particularly vital in the areas of spiritual and apostolic formation.

Spiritual Formation centers on every person's development and growth in a relationship with Christ, experiencing Him as an intimate friend. He is a friend who not only loves us unconditionally but also has a distinct and beautiful plan for each of our lives. Growing spiritually ensures the greatest possible development and strength in all other areas of our formation because of the best possible motivation: Love for God.

- **Celebration of the Eucharist:** : As the “source and summit of the Christian life,” the Celebration of the Eucharist is a central part of school life at Royalmont Academy. Celebration of the Eucharist is offered every school day Tuesday through Thursday during class Mass and on Friday at all-school Mass at Christ the King chapel. Masses are also held on feast days and other special occasions. During these celebrations, students will be encouraged to participate in various aspects of the Mass. This active participation helps young people live out this sacred mystery and grow in faith.
- **Family Life Program:** Throughout the year, Royalmont Academy offers a range of programs for parents including seminars, retreats, and other spiritual activities. These programs are aimed at building community and supporting parents in their role as the primary educators of their children.

The dates and topics will be published in the weekly newsletter. Parents are strongly encouraged to attend these events.

- **Our Chapel:** The Blessed Sacrament is housed on campus in our chapel. When entered into earnestly, adoration of the Blessed Sacrament will help the student build a prayerful and ever-deepening relationship with Christ. Every student is encouraged to visit and spend time with the Blessed Sacrament before and after school, or during breaks. In addition, periodic class visits to the chapel are scheduled into the calendar during the school year. Out of respect for Christ, a prayerful and reverent attitude is to be maintained while in the chapel. As a sign of our belief in the Real Presence of Christ in the Eucharist, students are expected to maintain a dignified demeanor while in the chapel.
- **Retreats:** Spiritual retreats provide an opportunity for students to strengthen their relationship with God and neighbor. This privilege and responsibility lies at the core of our school's formation program. Specific details on the retreat will be sent home in advance.

- **Sacrament of Reconciliation:** The Sacrament of Reconciliation offers sanctifying grace, thus deepening our relationship with Christ. The sacrament is highly encouraged and is formally available to students at announced times, and by appointment during non-school hours.

- **Spiritual Mentoring:** One very important means offered by Campus Ministry in guiding the spiritual growth of our high school students is ***Spiritual Mentoring***. Our Campus Ministry team are trained and experienced in speaking with and guiding youth in their spiritual journey. **Spiritual mentoring is the one-on-one personal dialogue that helps students navigate the world around them with a sense of faith, joy, and love, as they work toward a life of fulfilled Christian living.** Spiritual mentoring is optional for students in the school.

- **The Liturgical Year:** Royalmont Academy follows the liturgical calendar within the Church, paying special attention to Advent, Christmas, Lent, Holy Week, and Easter. The liturgical traditions and special events at the school aim to continually cultivate the school community's love for Christ and His Church.

- **Apostolic Formation** Royalmont Academy seeks to encourage and assist in the development of each of our students in the following areas:
 - A personal sense of mission, recognizing their identity as “called” by God,
 - An awareness of their own, unique God-given gifts and abilities that are designed and needed to serve others, and A natural desire to serve and give, as a response of love and gratitude for God’s love for us.
 - These objectives will be reached through a four-year integral process of the following:
 - Discovery and discussion of Catholic Social teaching in the classroom.
 - Service opportunities enabling the students to personally engage with those they serve, which include Apostolic Days, service on retreat days, and mission opportunities.
 - Team and individual service projects for upperclassmen, which not only highlight a response to a human need but also propose solutions for our community or society that meet human needs more effectively.

Discipline

Royalmont Academy strives to provide formative discipline throughout the school day. The emphasis isn't simply punitive or appropriate consequences for negative behavior but also emphasizes a consistent approach to help each student grow and learn from every formative disciplinary experience.

Formative discipline is not based solely on justice, which demands that certain consequences accompany a certain action. Rather, formative discipline seeks to positively teach and motivate students, guiding them to identify and choose what is good and just. Formative discipline motivates the student to understand, value, and internalize expectations that reflect virtue, proper habits, and principles of life.

Students are informed of the rules and given the rationale behind them. They are encouraged to see the benefit of these expectations for themselves and others.

Formative discipline requires more time and effort than punitive discipline. Most importantly, it requires personal attention to the student that is only possible with the ongoing cooperation and support between parents and the school. Communication must be timely and consistent. All employees of the school are responsible for creating and maintaining an environment of formative discipline in the school, inside and outside the classroom.

Our students are expected to be respectful of God, of others, of property, of authority, and of themselves.

From arrival time on campus until departure time for home, we expect students to contribute to this environment of respect through their behavior and appearance.

Formative Discipline: Policy and Process

At Royalmont Academy, teachers address minor classroom and/or campus infractions with individual students (and parents if necessary). If the problem continues, or the student does not respond, the teacher will refer the student to the Assistant Principal. The Assistant Principal will work with the teacher to ensure the student is receiving both consequential and formative discipline.

Formative Discipline: Detention

Detention is issued in three forms and may include a formative activity from the administration. Detention is typically used for minor infractions including but not limited to tardies, uniform code violations, and minor conduct issues.

- **Lunch detention:** Students assigned lunch detention should report to the Assistant Principal. Lunch detention is to be served as soon as possible after the offense occurs.
- **After School detention:** Student must stay from 3:30 until 4:15 in assigned room to serve detention after school. After school detentions will be coordinated with parents on timing.

Formative Discipline: In-School Suspension (ISS)

1. The student attends school as usual and reports to the administration.
2. Administration will provide formative activities to be completed during the suspension period.
3. The student will be allowed to make up tests or quizzes as well as homework but cannot livestream into their classes.
4. The student will sit/work in an assigned area.
5. The student will be marked “absent” for attendance.

Formative Discipline: Out-of-School Suspension (OSS)

When a student is suspended, all student privileges are revoked. A conference involving the student, the student's parents/guardians, and school administration will be required. The attitude of the student and the willingness of the parents/guardians to support the judgment of the school will be major factors in determining the conditions for readmission to classes, duration of the OSS, and a return to good standing.

Formative Discipline: Expulsion

If a student is asked to withdraw or is dismissed/expelled from Royalmont Academy,

- Administration will notify the parents,
- Financial policies outlined on the tuition contract remain in effect,
- The student will clean out his/her locker and return all books and/or athletic uniforms/equipment,
- The parent/guardian of the student will fill out a Withdrawal Form and return it to the Registrar
- and make any necessary arrangements for transferring records to the new school,
- The student will not be allowed on campus without specific permission from administration, and
- The student will not be allowed to attend any function that is the sole activity/event of Royalmont
- Academy whether on campus or away without specific permission from administration.

Formative Discipline: Major Infractions

The following is a list of infractions that are considered serious. At the discretion of the administration, behavior of these types may result in detention, probation, suspension, and/or expulsion. Parents are notified immediately and a parent meeting is scheduled.

Aggressive Behavior: Physical or verbal behavior directed toward another person, including but not limited to hitting, shoving, tripping, or threatening.

Arson, Reckless Burning, Fire Alarm, Bomb Threat: The student will pay full restitution for property damage and/or any fines incurred. Local law enforcement may be consulted.

Assault (Physical and Verbal): To intentionally, knowingly, or recklessly cause physical injury to another. To place another person in fear of imminent physical injury by word or conduct.

Dangerous Objects and Weapons: Any materials or devices that might endanger the physical safety or disrupt the normal school day and/or injure others or cause damage to property are not allowed on campus or at any school sponsored event.

This includes anything that could reasonably be considered or used as a weapon, such as firearms, knives or other weapons, explosives, firecrackers, smoke or stink bombs, water guns, paintball guns, airsoft guns, poisons, drugs, alcohol or any object that resembles a lethal weapon. If the administration believes a student may have a prohibited item on his/her person, or in his/her car or locker, the administration reserves the right to initiate a search. Another adult will be present to act as a witness during searches.

Students found to have or to have had any of these items on campus will be subject to severe disciplinary consequences.

Forgery: Behavior including lying and/or falsifying signatures, phone calls, or emails.

Harassment/Bullying: See Harassment/Bullying Policy

Insubordinate Behavior: Behavior including, but not limited to, willfully disobeying the authority of school staff, cumulative minor infractions, profane language or gestures, disruption of any classroom or school sponsored activity and not attending assigned detentions.

Substance Abuse: Please see Substance Abuse Policy.

Technology (Inappropriate use): This includes inappropriate viewing, sharing, browsing, downloading, and/or printing of any demeaning or offensive content/pornography. This also includes activity relating to harassment/bullying and/or derogatory comments made via electronic communication. Please see the Technology Acceptable Use Policy.

Theft: Taking of someone's property regardless of the monetary value. Theft undermines the trust that is essential in an educational community. **Students will pay full restitution and/or return the stolen item(s).**

Vandalism: The willful, ignorant, or malicious defacing or destruction of property. **Students will pay full restitution for damages.**

Repeated offenses may be handled through removal from the classroom or activity, detention, suspension from any school privileges and activities, Saturday detention, or in-school or out-of-school suspension.

Formative Discipline: Minor Infractions

Minor infractions include but are not limited to things such as uniform code violations, tardies, minor conduct issues, and minor technology issues. The formative protocol for these infractions gives the students some flexibility while aligning with our formative approach to discipline. The following consequences are authorized at the discretion of the administration in conjunction with communication with parents. See white card escalation process for further details.

Formative Discipline: Formation Plans

Formation plans are designed specifically for any student who is in need of a greater attention to detail with regards to their conduct and behavior in school. Formation plans are best utilized to help a student avoid a repeated pattern of infractions, and can also be requested by parents to assist with school conduct and infractions. Formation Plans exist for the overall well being of the student and are implemented at the discretion of the administration. The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion.

Monthly Virtue Campaigns

As a way of motivating our students to act virtuously, we promote Virtue of the Month Campaigns. The virtue of the month campaign gives students practical ways to live lives of virtue and aid both parents and school to cultivate an atmosphere that encourages internal discipline.

External Discipline

External discipline is the discipline that corrects and enforces the external actions of a student. In general, it is discipline that rewards a student for desirable actions and punishes a student for undesirable actions. Royalmont Academy's philosophy is to externally discipline the students through establishing and maintaining clear behavior expectations. If students have unacceptable behavior according to the school expectations, the students will be counseled and disciplined.

Basic Classroom and School Rules

- Treat everyone with respect and charity.
- Keep your hands, feet, and objects to yourself.
- Follow directions when given in your classroom, in the lunchroom and on the playground.
- Raise your hand to be recognized before speaking in class.
- Have all needed materials for class work.
- Turn in class work, homework, and long-term assignments on time, neatly, and orderly.

- Respect school property and the property of your classmates.
- Be honest. Do not lie, cheat, or steal.
- Act appropriately at Mass.
- Walk in the school building.
- Always obtain permission to leave your classroom, lunchroom, or playground.

Basic Consequences:

Children have a choice -choose the rules or the consequences

Each teacher will have well communicated classroom procedures to help students follow the basic classroom and school rules. Teachers, the Assistant Principal, and the Head of School will carefully consider the needs of the individual child and the individual circumstance and assign an appropriate consequence.

Examples of consequences include: time out from recess or classroom activities, lunch/recess detention, after-school detention, Saturday detention, in-school suspension, and out of school suspension.

Infractions will be communicated to parents and tracked by the Assistant Principal.

Reparations through Prayer and Acts of Charity

At all levels of the basic consequences listed above, teachers and staff will also counsel and pray with involved students and encourage acts of charity and reparation from them.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of 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.

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

Blue Cards K-4

Blue cards recognize a student who has made special achievement in the area(s) of human, academic and/or spiritual formation. Students are typically awarded blue cards during a morning assembly. It is considered a high honor to receive a blue card.

Teachers will recognize virtues with regular positive reports in the form of a blue card. Parents are encouraged to give praise and recognition at home to a child who receives this honor in order to cement in the memory of the child the lasting impression of doing "good" and the joy that comes from imitating Christ.

White Cards K-4

When a student is having a problem with behavior, the teacher may send a white card report home to inform parents and to ask for their support in re-forming the individual area of the student's behavior. This note is to be signed by the parents and returned to the teacher the next school day. All white cards will be recorded into FACTS.

- When a behavior issue appears, teacher will address the behavior with the student and review expectations.
- If behavior continues, a white card will be given to the student and the teacher assigns a consequence.
- If behavior continues, a second white card will be given and the teacher assigns recess detention.
- If behavior continues, a third white card will be given and the teacher assigns in-school suspension.
- A referral to the Assistant Principal's office will occur if the behavior continues and a parent conference will be scheduled. Assistant Principal will assign the consequence.

Severe Behavior and Consequences:

Student immediately sent to the Head of School or Assistant Principal:

For the following severe behaviors a student shall be sent to the assistant principal immediately: stealing, insubordination, deliberately damaging school or classmate's property, fighting, causing bodily harm to others, lying, cheating, swearing, using foul language, forging signatures, criticizing and/or ridiculing staff, teachers, parent volunteers, or classmates, refusing to fulfill consequences, possessing, using and/or distributing dangerous objects or substances in or out of school, and disrespecting the modesty and privacy of any person.

Illegal Substances

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.

Policy On Student Use of Marijuana

Royalmont Academy 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.

Royalmont Academy 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.

Harassment, Intimidation, and Bullying Policy

It is the policy of Royalmont Academy (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden. The 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
- It 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 file reports 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.

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.

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 Royalmont Academy 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 mission, programs, and activities.
- Lack of respect for school employees; hindering them from discharging their duties.
- Lack of respect for school property

Right to Search and Seizure

School officials will respect the privacy and dignity of students at all time. With just cause, school officials reserve the right to search a student's possessions and/or person. Officials further reserve the right to seize any item that may pose a threat to the student or others. Lockers and computers are the property of Royalmont Academy and may be searched at any time. Royalmont Academy reserves the right to search and inspect school property used by students at any time. Royalmont Academy 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. Automobiles parked on school property are also subject to all the above.

Grievance Procedures

Royalmont Academy adheres to the principle of a subsidiary in community and believes that disagreements should be resolved at the lowest possible level.

Students, parents/guardians who feel they have a legitimate grievance related to school practices, policies or relationships shall be expected to adhere to the following procedures. The purpose of this procedure is to produce at the lowest possible administrative level,

equitable solutions to grievances in a spirit of charity and justice.

- 1) Discussion with concerned parties: Discuss the grievance or complaint with the parties concerned at an informal meeting as soon as possible after the incident. If this must be done during the school hours, an appointment may be made with the party concerned for a time that will not interfere with the normal school routine. The Assistant Principal or member of the Pastoral Staff can help a student initiate the next step of the process.
- 2) Formal Meeting: If the matter cannot be settled informally by the parties concerned, they should request a meeting with the teacher/coach and the Assistant Principal. If this must be done during the school day, an appointment may be made for a time that will not interfere with the normal school routine.
- 3) Administrative Meeting: If the matter cannot be settled through an initial formal meeting, please request a meeting with the Assistant Principal alone. A meeting may be arranged at which time the aggrieved will be given an opportunity to present his/her explanation. A parent/guardian may intercede to appeal a disciplinary action. The Assistant Principal will assess the issues and make a final decision.
- 4) Appeal to the Head of School: In rare cases that cannot be resolved at the administrative level and the aggrieved continues to feel that the matter is not resolved, he/she may submit the grievance in writing within five (5) working days of the Administrative meeting to the Head of School of Royalmont Academy. A meeting may be arranged at which time the aggrieved will be given an opportunity to present his/her explanation to the Head of School. The Head of School will render a decision in writing. The Head of School's decision is final.

Finality of Decisions

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

Guidance and Counseling

Royalmont Academy is committed to the integral formation of every student. As part of our human and intellectual formation pillars, we provide guidance services to help students navigate academic planning, personal growth, and the discernment of their God-given mission.

Personal and Spiritual Support

Although Royalmont does not have a licensed school counselor on staff, students are welcome to speak with faculty, the Assistant Principal, Campus Minister, or Head of School when they are facing personal, relational, or emotional challenges. These conversations are guided by charity, confidentiality (when appropriate), and respect for the student's dignity.

For more serious or ongoing concerns, families may be referred to trusted Catholic counselors or other professional resources.

Vocational Discernment

Royalmont encourages students to discern God's call in their lives, including potential vocations to the priesthood, religious life, marriage, or single life. Through spiritual direction, retreats, theology courses, mentorship from faculty and clergy, and exposure to missionary work, students are invited to listen for the Lord's voice and respond with openness and courage.

Administrative Policies

Attendance and Absences

Regular attendance is essential for academic success and formation at Royalmont Academy. Parents are asked to avoid scheduling non-essential absences during school hours. Students are expected to be in their seats and ready to learn by 8:25 AM.

- **School Hours:** 8:25 AM – 3:20 PM
- **Absence Reporting:** Parents must notify the school office by 8:30 AM each day a student is absent. A written note or email is required upon return.
- **Tardiness:** Excessive tardiness (3 or more per quarter) will result in follow-up by administration.
- **Extended Absences:** Absences for vacations or other non-medical reasons should be communicated in advance. Students must arrange for missed work with teachers.

Entrance & Dismissal

- Doors will open for students at 8:15 AM.
- Students will be dismissed at 3:20 PM.

Leaving School During the Day

Students are not permitted to leave the building without permission from supervising teacher or administration. Students may not leave the school grounds without EXPLICIT permission from the Head of School or the Assistant Principal. Early dismissal for a student must be requested by a parent/guardian in writing. This written permission must include the exact time of leaving and needs to be delivered by the student or parent to the main office and the homeroom teacher at the beginning of the school day.

Emergency and Snow Closings

Royalmont Academy may experience delayed school starts or school closings due to bad weather or other emergencies. The safety of our students is key, and parents may use their own judgement if they feel the weather in their area is not safe for traveling. (Please see how to report Absences.) Students, parents and staff will receive an email or text message outlining the specifics regarding a school closing or delay. This will occur through the FACTS system. Make sure to opt click the text messaging button inside FACTS to receive texts. Local television Channel 12 will also be informed.

If the school is closed, no staff or students should report to the building, and extracurricular activities will also be canceled unless otherwise communicated.

If school is delayed, the official school day will begin at 10:35 AM, and students may begin to arrive at 10:15 AM.

In the event of the school closing or delay start due to inclement weather or an emergency, Royalmont Academy will make every effort to notify the families by 6:30 AM. Given that Royalmont Academy supports a wide geographical range of school districts, sometimes these closures and delays may be communicated at different times in the morning.

Regular Parent Communication

Royalmont Academy provides a weekly email newsletter throughout the school year. Additionally, we will send text communications for emergencies or quick reminders.

Confidentiality Regarding Student Information

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Alternate Drivers

If your student is to ride home with someone other than the regularly scheduled driver, parents should send a note to the Assistant Principal giving written permission for the student to leave school with this person. Please include the other person's name, and relationship.

Bus Transportation

If you are interested in obtaining public school transportation, contact the transportation office in your public-school district. If you arrange such transportation, register your student's bus number with our school's office. Royalmont Academy will comply with the local public school district's transportation policies with regards to bus services as it relates to misconduct on the bus.

Visitors

Parents and school visitors are required to sign in with the school secretary. The administration reserves the right to evaluate the value of any request to visit the school. For example, no student may bring a non-enrolled friend to visit his or her class unless the student has obtained permission from the Head of School at least three days in advance.

Royalmont Academy will not be responsible for outside students on their days off. If requesting a student to visit the school please note there are liability issues with visiting students, to this end visiting students are not encouraged and will only be for a short time if permitted. Good examples of outside students visiting are for shadowing in consideration of attending Royalmont or for cultural exchanges as arranged by the classroom teacher.

Emergencies and Drills

Emergency drills will be conducted on a regular basis according to the norms outlined by state law.

In the event of an emergency, we will follow the directions of civil authorities. If we are directed to keep the school open, we will remain on a regular schedule if possible or alter the schedule as dictated by the circumstances. If we are advised to close the school, we will. If a student has no ride home, he or she will be kept at Royalmont Academy until a parent or guardian can pick up the student. Alternative departure and pick-up procedures may be used depending upon the nature of the emergency and to ensure the safety of students and staff. Notifications will be sent through the FACTS texting system and/or Channel 12.

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student has no ride home, he or she will be kept at Royalmont Academy until a parent or guardian can pick up the student. Alternative departure and pick-up procedures may be used depending upon the nature of the emergency and to ensure the safety of students and staff. Notifications will be sent through the FACTS texting system and/or Channel 12.

Safety Plans

Royalmont Academy 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. Royalmont Academy also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

Communication

The best educational atmosphere is one in which parent/guardian, teacher, and school work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the Assistant Principal.

Dedicated time is set aside each school year for brief, formal Parent (or guardian)/Teacher Conferences. The purpose of such conferences is to inform parents of their student's academic progress and human and spiritual formation. Parent (or guardian)/Teacher Conferences will be scheduled by the school office for all students during the days specifically designated on the school calendar.

Communication with Teachers

Parents are invited to speak often with formators. If you would like to discuss a particular issue, please schedule a personal meeting with your student's formator. Note that arrival and dismissal times are not times for such conversations

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Communication with Administration

The Head of School and Assistant Principal will be available to meet informally with parents during the day, as possible. The best way for quick communication is email. If it is important to meet in person, please call or email the school office for a mutually acceptable time.

Written Communication Requiring Parental Signature

Certain communications may require a parental signature and the return of such to school. Some items requiring parental signatures include the report cards/interim progress reports and permission slips for school activities. Where applicable, technology may be used to acquire information and digital signatures.

Phone Calls (Incoming)

Do not hesitate to call the school to ask questions, set up a conference, or relay a message to a student or any faculty or staff member. Formators and students will be called out of class during the school day only for emergency phone calls.

Phone Calls (Outgoing)

If a student wishes to contact a parent or guardian, he or she may go to the school's main office. Students will be permitted to use the phone for other extenuating circumstances with school office personnel approval. The student may not use their cell phone/smartwatch to call home.

FACTS Updates

Families should anticipate that most school announcements, updates, and student academic information will be posted to and communicated via FACTS. The most up-to-date grade information for your student will be posted there. Additionally, students should use FACTS (as well as TEAMS) to manage classroom assignments and formator communications.

Emergency Forms

Emergency and health information must be completed by parents and sent to the main office before their student may begin school. The school needs to know about the health concerns of students in case medication or emergency care is needed. It is important for any allergy information to be shared in addition to a treatment plan as well. This is mandated by the State of Ohio. Please have these emergency forms turned into the Front Desk/Attendance Window by first day of school.

Injury

Any accidents occurring on school grounds will be immediately reported to the school office. If emergency care is necessary and the parents or family physician cannot be reached the school will obtain the necessary treatment by utilizing the written permission consent form for emergency care which is on file in the office. Parents/Guardians are responsible for payment of any medical or hospital bills as a result of an accident or injury to the student while at school.

Medical Information

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information. All students in Ohio must have an immunization record indicating all required immunizations have been given. If records transferred from another school do not include immunization dates, parents are responsible for providing them. Parents are advised to obtain necessary immunizations prior to the start of school.

Medication

Ideally, all medication should be given at home. During school hours, prescribed and over-the-counter medication will be administered by school personnel only under the listed conditions:

- Parent or guardian will provide written permission from both the child's physician and parent/guardian for school personnel to administer medication. This is mandated by the State of Ohio.
- Medication will be brought to school by a parent in a container appropriately labeled by the pharmacy or physician.

Royalmont Academy follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students. See Addendum or full details.

Diabetic Care Policy

Royalmont Academy complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care. See Addendum for complete details.

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.

3) 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.

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

5) 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.

6) 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.

Health Screenings

Vision and hearing screenings shall be provided regularly. Contact school nurse for more information and annual screening schedule.

Medical Examinations

All students in Ohio schools must have an immunization record indicating all required immunizations have been given. If records transferred from another school do not include immunization dates, parents are responsible to provide them. Parents are advised to obtain necessary immunizations prior to the start of school.

When Does My Child Need to Stay Home?

1. **Your child should remain home if symptoms are serious enough to interfere with the ability to learn or if your child's illness may be contagious.**
2. *Fever:* If your child's temperature is 100 degrees Fahrenheit or greater, he/she should remain home until fever free (without medication) for a full 24 hours.
3. *Flu:* Your child should remain home until Flu symptoms are gone and your child is fever free for 24 hours (without medication).
4. *Vomiting and Diarrhea:* Your child should remain home until there is no vomiting or diarrhea for a full 24 hours.
5. *Head Lice:* There is a NO nit policy at the school regarding head lice. Please periodically check your child lice.
6. *Pink Eye:* If your child has symptoms of Pink Eye please visit your physician before returning to school.

If Your Child Becomes Ill During School Hours

If your child has symptoms that are serious enough to interfere with the ability to learn or if your child's illness may be contagious, the parent will be contacted to arrange for the student to go home.

Allergy Policy

Parents of students with a life-threatening food allergy are required to alert the homeroom teacher and the front office staff. Paperwork will be filed stating the nature of the food allergy and the official protocols as written by the doctor.

Royalmont Academy is not a food allergy free zone. Parents are expected to teach their child what steps need to be taken to avoid foods that would endanger the student. The student is expected take normal precautions not to be endangered by this food.

During lunch, there is a food allergy table. Students with food allergies will be directed to this table to eat. The student is expected to sit at this table.

Any food that is brought into the classroom is to be inspected by the teacher. If any contain possible allergenic food, the teacher is to ensure the student is knowledgeable about what food it is and given some other option or if a student is severely allergic, the food is not to be given in this classroom. The teacher is to inform all parents bringing food to a classroom or event, that there is a student in the room with a food allergy. The teacher will inform parents to avoid this food for any and all events held in the classroom.

If a student is required to have an epi pen, the parent will inform the front office, fill out the required paperwork, bring the doctors directions and epi pen. The epi pen will be kept in the front office and/or the student will be permitted to keep the epi pen with them as directed by the doctor.

Safety and First Aid

Teachers and staff members of Royalmont Academy are trained in basic first aid, Heimlich, CPR and use of the AED. Royalmont teachers and staff members will attend to any student or staff member who is in need of first aid according to their Red Cross training as possible. This includes calling 911 whenever necessary.

Students in need of minor medical care will be sent to the office if possible and the nurse at the front office will assess the situation and take the proper steps. Parents will be notified of the situation and decisions for further medical care will be made.

The front office has basic first aid materials to use for minor needs. Any care required beyond minor needs, will require the parent to pick the child up at school to see a doctor or the school will call 911.

All parents are required to fill out an emergency medical form for each of their children at the beginning of each year and each time there are needed changes to the student's medical information. The nurse will review the card if there are any special needs.

Guardianship and Custody

Students enrolled at Royalmont Academy must reside with a parent or legal guardian unless other arrangements have been approved in advance by school administration.

- *Guardianship Documentation:* If a student lives with someone other than a parent, legal documentation must be provided to the school. Acceptable forms include:
 - A judge-signed Temporary Guardianship Order, or
 - A placement letter from the Ohio Department of Job and Family Services, or
 - A notarized Power of Attorney for the Care of a Minor Child when granted to a grandparent.

The documentation must clearly outline physical custody, decision-making authority, and any relevant

restrictions or communication guidelines. Complete contact information for the guardian must also be submitted.

- *Child Custody Agreements:* In the case of divorce or separation, the enrolling parent must provide the most recent court-issued custody agreement. The student's official residence for enrollment and communication purposes will follow the court's designation of primary physical custody. In joint custody arrangements, the student will be considered to reside with the parent they stay with for the majority of the school week.
- *Name Changes:* A student's legal name on all school records must match the name on their birth certificate unless a court order of legal name change is provided. A certified or notarized copy of the Final Order Changing Name of Minor must be submitted.

Royalmont Academy reserves the right to request updated documentation at any time if there are changes to custody, guardianship, or legal residence.

Student Information Privacy/Confidentiality of Student Records

All student records are considered private information and kept in a secure location in the school only for those personnel who are in direct need of information to work with and help the student. This information in student records is handled with confidentiality and kept in a locked location. This includes, but is not limited to medical records, behavior reports, and transcripts.

Lost and Found

Lost and found articles will be collected and placed at the school's main desk. Articles that remain unclaimed will be donated to charity at the end of the academic year. The school shall not be directly responsible for the care of personal property. Additionally, Royalmont Academy shall not be directly or indirectly liable for theft or loss of personal property of students on school grounds or school sponsored activities. Should a student choose to bring personal belongings to school, the student, not Royalmont Academy is personally and solely responsible for ensuring his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to school sponsored functions. Valuable belongings include cash, expensive electronics, or digital equipment, expensive clothing or attire, jewelry, ect. Should a student choose to bring these to school or a school sponsored event, they do so at their own risk.

When deemed appropriate, Royalmont Academy will report to authorities and prosecute all thefts or vandalism to property.

Safe Use of School Facilities

The safety and well-being of everyone who uses Royalmont Academy facilities is a priority. Policies and practices are in place to reach this goal. This includes a detailed plan about the containment and as necessary the remediation of any asbestos or other potentially

hazardous substances. Copies of these plans are available to view by request.

Confidentiality of Student Records

All student records are considered private information and kept in a secure location in the school only for those personnel who are in direct need of information to work with and help the student. This information in student records is handled with confidentiality and kept in a locked location. This includes, but is not limited to medical records, behavior reports, and transcripts.

Family Expectations

Families are expected to act with charity at all times toward school personnel and other families. Student and parent actions, whether on or off campus, should reflect this virtue. The school reserves the right to require the withdrawal of any student whose individual actions—or whose family's actions—are not in accordance with the philosophy of Royalmont Academy are contrary to the teachings of the Roman Catholic Church.

Royalmont Academy adheres to the principle of *subsidiarity*—that matters should be handled by the smallest, most immediate, and competent authority whenever possible. We believe that conflicts or concerns are best resolved at the lowest appropriate level, fostering personal responsibility, respect, and reconciliation.

In practice, this means:

- Disagreements with a faculty member or staff should be addressed directly and professionally with the individual involved, not through intermediaries, nor discussed with other teachers, parents, or members of the school community. This aligns with our Christian duty to avoid gossip, slander, and detraction, in fidelity to the Eighth Commandment.
- Similarly, concerns between students should first be addressed peer-to-peer when age-appropriate. If needed, students may seek support from a teacher or administrator—but not as a replacement for personal responsibility.
- When appropriate, Royalmont reserves the right to invite parents to assist in resolving student-to-student conflict. As the primary educators of their children, parents hold the first responsibility for helping their children seek and offer forgiveness, develop empathy, and grow in virtue.
- If concerns arise between a parent and a faculty or staff member, we ask that the parent bring the concern directly to the person involved before escalating the issue. Should resolution not be achieved, it may then be escalated to the next level as appropriate.

By embracing subsidiarity, Royalmont strengthens a culture of trust, respect, and personal accountability—hallmarks of authentic Catholic formation and faithful Christian witness.

Tuition

All documents that include specific information for the year, such as amount of tuition, tuition assistance information and forms and the process are available on the FACTS information system and by request

through Admissions.

Use of Student Pictures/Information

Royalmont Academy will seek permission from parents/guardians for use of image and likeness of all students in its promotional materials. All reasonable effort will be made to only use the images of students where parents have given permission. Royalmont holds no responsibility for photos or videos taken by anyone not employed by the school.

Child Abuse Policy

Child Protection

Royalmont Academy follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

Royalmont Academy takes seriously the health and safety of our children. The Archdiocesan Decree on Child Protection is followed. Royalmont Academy complies with all applicable civil laws with respect to reporting allegations of known or suspected abuse of children to civil authorities.

Ohio law requires all individuals acting in an official or professional capacity to immediately report any actual or suspected act of child abuse to the public children's service agency or to local law enforcement where the child resides or where the abuse is occurring. (ORC 2151.421)

All known or suspected instances of child abuse (including neglect) will be reported to the proper authority.

All staff members including regular volunteers and coaches of Royalmont Academy are trained in the Decree on Child Protection and updated on changes to this policy and any applicable law. All staff members are required to be fingerprinted and submit to an online background check.

Background Check Requirements for Teaching & Non-teaching Employees

All teaching and non-teaching employees are required to complete FBI/BCI background checks as well as online background checks as required by the State of Ohio. The online background check is completed through Selection.com. Teaching and non-teaching employees must also comply with the Archdiocesan requirements to complete Safe Parish Child Protection training.

Background Check Requirements for Volunteers

All volunteers are required to complete an online background check with Selection.com as well as comply with the Archdiocesan requirements to complete all Safe Parish requirements.

Royalmont complies with all Child Protection Policies as published by the Archdiocese of Cincinnati, found on their website.

Parent Association (RAPA)

Mission Statement

The primary mission of the Royalmont Academy Parents' Association is to support the school, faculty, administration, and students by helping to provide for their needs. The parent association is a structure consisting of various committees that operate under the direction of the association's officers with the approval of the Head of School.

The secondary mission of the parent association is to bring Royalmont families closer together in a Catholic environment through social, educational, and spiritual events. The parent association fosters the spirit of charity while collaborating on school projects in service to God and each other.

Right to Amend

This handbook is not inclusive of policy to cover all circumstances. Royalmont Academy reserves the right to act in matters not specifically delineated in this handbook. The school reserves the right to amend this handbook at its sole discretion and with reasonable notification.

Medical Addendum

Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used. A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;

2) The school receives a statement, signed by the prescriber, that includes 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 and end;

f) 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 case of an emergency; and

g) Special instructions for administration of the drug, including sterile conditions and storage.

3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;

4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;

5) The drug is received by the employee(s) designated by the school 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 licensed pharmacist; and

6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to

administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, 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.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

Diabetic Care Detail

Royalmont Academy 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 under Section 3313.7112(E) of the Ohio Revised Code.*

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.

Royalmont Immunization Details

Royalmont Academy complies with the minimum immunization requirements set forth by Sections 3313.67 and 3313.671 of the Ohio Revised Code. Although Royalmont Academy complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Royalmont Vehicle Use Policy

Basic Vehicle Operation Guidelines:

Employees and volunteers will each be required to review and sign off on the vehicle operations and use policies prior to transporting for official Royalmont Academy purposes. Following are basic vehicle operation principles to which employees are required to adhere.

- Always use seat belts.
- Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock the vehicle and apply the parking brake when getting out, even if it remains in sight.
- During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
- Avoid driving past midnight.
- Avoid driving in dangerous conditions, including drowsiness and inclement weather.
- (If rented) Remove any trash or personal items before returning the vehicle to rental company.

Traffic Violations

Royalmont Academy is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's/volunteers responsibility, even if the ticket is issued while conducting business for Royalmont Academy.

Refueling Guidelines

Vehicles should be refueled when the meter reads $\frac{1}{4}$ full. Retain receipts proving the purchase of gasoline and (if necessary) record mileage with each gasoline purchase. For your safety when operating a vehicle, follow these guidelines:

- Turn off the vehicle's engine while refueling.
- Never smoke, light matches or use lighters while refueling.
- Do not get into the vehicle during refueling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

Distracted Driving:

Royalmont is committed to employee, volunteer, and student safety, and for this reason

firmly prohibits all behavior that distracts employees/volunteers while they are operating a company vehicle. General guidelines for behavior while driving are as follows.

- Use of cell phones while driving is strictly prohibited – this includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, e-mail, MMS, Internet use, camera use, etc.
- Use of electronic devices – including laptops, PDAs, cameras and pagers – while driving is strictly prohibited unless specifically outlined below
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time

Headset/Hands-Free Use

- The use of headsets or hands-free devices while driving is permissible IF:
- Device is owned by adults employee/volunteer (no student devices allowed)
- Use of the device does not cause distraction (i.e., fiddling with the device or taking eyes off road to get it to function properly)
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road
- Conversations do not interfere with the driver's ability to drive safely
- Road conditions are generally good and do not threaten your safety

Emergency Calls

The only exception to the cell phone use guideline is calls placed to 911. If placing or accepting an emergency call, it should be kept short with a hands-free option if available. The vehicle should be pulled over if possible.

GPS Systems

Royalmont Academy understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way
- Is it recommended that GPS systems should be voice narrated and not require that the driver look away from the road to follow instructions
- Employees may not program the system while in motion
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road

MP3 and Other Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as cell phone use. It takes eyes and concentration off the road, which is not permissible under the Royalmont policy. Royalmont allows employees/volunteers the use of personal, portable audio devices, because we do not want to eliminate employees' ability to enjoy music while behind the wheel. However, employees must follow these guidelines:

- Employees may not take eyes off the road to adjust music settings
- Programming music settings while stopped, pulled off the road or before departing is permissible behavior
- Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones – not only is it illegal in most states, it also impedes the driver's ability to properly hear warning signs, signals or sirens

Accident Investigation Procedures:

Royalmont realizes some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third-party insurance schemes.

Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver is to report all accidents immediately to the dispatcher and/or supervisor. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo, if necessary. Hazmat operations, containment and cleanup will be coordinated by dispatcher, supervisor and/or driver.

Vehicle Business Use Policy

This policy applies to the use of non-owned vehicles for specific Royalmont Academy sanctioned activities. For definition, a non-owned vehicle is either a vehicle that has been rented or is owned by another private party other than Royalmont Academy. This includes use for transportation during school hours as well as after-school hours for school sanctioned athletic and extra-curricular events as well as off-site events such as retreats, pilgrimages, and field trips. Not included in this policy is transportation provided by faculty, staff, administration or parents for non-school sanctioned events; athletic events where the school is not providing group transportation (ie: entire team) also does not fall under this policy; parents securing rides from other parents for their children does not fall under this policy, nor would these parents be covered by school insurance.

In order to operate a non-owned vehicle for school business the employee must comply with

the below items.

1. An annual MVR review performed by the school which must meet the defined criteria.
2. Maintain proper insurance coverage on the personal vehicle at all times
3. Ensure the non-owned vehicle is properly maintained and safe to operate at all times

MVR Checks

Prior to each off-site driving event, the school will perform a MVR review of the non-owned vehicle driver. The MVR must meet the below criteria:

- Must have held a valid driver's license for 2 years
- Must be at least 18 years old
- Must meet additional criteria if they are operating vehicles defined as "commercial motor vehicles" used in intrastate or interstate commerce
- Must have no more than 2 moving violations in the past 3 years
- No serious violations as outlined below in the past 3 years
- No repeat serious violations for the length of the driving record
- No more than 1 preventable crash in the past 3 years, and no more than 2 combined violations and crashes

Serious violations include:

- Speeding 20 MPH or more over posted
- Operating while intoxicated
- Felony use of a vehicle
- Passing school bus with lights flashing for loading or unloading
- Crossing RR tracks against activated warnings
- Drag racing
- Other violations which show a significant disregard for the safe operation of motor vehicles

Drivers will be required to provide a listing of all violations in the past 5 years and states where they have had a driver's license. State motor vehicle record checks will be made to verify a valid license and obtain a history of violations and convictions.

Operating non-owned vehicles on company business

Employees or volunteers operating personal vehicles on company business must be on the list of approved drivers for operating non-owned vehicles. In addition to complying with fleet safety program practices, drivers of non-owned (personal) vehicles are expected to:

- Maintain the vehicle per the manufacture's recommendation
- Inspect the vehicle on a regular basis
- Keep tires inflated and windows clean inside and out

- Provide up-to-date insurance information
- Report convictions and violations as outlined in this policy
- Report crashes and related incidents per the crash reporting policies
- Vehicle must be standard passenger vehicles (no motorcycles or non-street legal vehicles are allowed)
- Drivers should discuss the frequency and amount of business use with their personal insurance carrier and obtain a business use endorsement as needed

Minimum insurance limits

Employees or volunteers who drive "Non-Owned Vehicles" while conducting business for the company are subject to all the provisions and standards of this program.

Additional responsibilities include:

1. Maintaining automobile liability insurance limits of at least \$100,000 per person, \$300,000 per accident, and \$50,000 property damage; but in no case less than the minimum required by law for the state in which the driver resides
2. Maintaining current state vehicle inspection if the state requires one; and
3. Maintaining their "Non-Company Vehicle" in safe operating condition.

Driver Receipt of Vehicle Use Policy

I hereby acknowledge receipt of the Non-Owned Vehicle Business Use Policy. I agree to abide by the directives set forth in this policy and to conduct myself according to the standards established therein.

Signature

Printed Name

Date

Record to be kept with permission slip folder for each off-site event.



ROYALMONT ACADEMY

Parent/Student Technology Use Agreement 2025-2026

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents, regardless of user's age) annually sign the *Responsible Use of Technology Policy - User Agreement Form*. The signed form, part of the beginning of school year electronic forms, must be completed 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.

Technology Use Agreement

Please carefully review, sign the statement below, and return this form to the Assistant Principal by the first day of school. his form must be completed and on file in order to allow your son or daughter to attend classes at Royalmont Academy.

I understand that the computer assigned to me _____
(fill in name and grade), computer _____ (fill in number), is my school computer for the 2025-2026 academic year. This computer is NOT my personal property, but the property of Royalmont Academy, and is to be used for schoolwork only. It is not to be used for personal use, social media, or anything that would be prohibited per the Responsible Use of Technology policy.

I understand that I am personally responsible for keeping the computer in good working condition, without damage, and will report any incidents to a member of the Royalmont staff immediately. This computer is to be either in use in a classroom, or in the computer cart. I acknowledge that if I damage this computer or any other computer during this school year it is my personal responsibility, and I will be financially accountable for its repair or replacement.

Student Signature

Date

Parent/Guardian Signature

Date



Royalmont Academy Parent/Student Handbook 2025-2026

Handbook Acknowledgement Form

Dear Parents and Student(s):

Please carefully review this edition of the *ROYALMONT ACADEMY PARENT/STUDENT HANDBOOK*, sign the statement below, and return this form to the Office of the Assistant Principal by the first day of school. This form must be completed and on file in order to allow your son or daughter to attend classes at Royalmont Academy.

Parent Signature Section

- ☐ I hereby affirm that I have read the Student Handbook and discussed its policies with my student(s).
- ☐ I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.
- ☐ I understand that Royalmont Academy exists to further the mission and objectives of the Catholic Church, in its entirety, and those causing public scandal by actively promoting a moral and doctrinal position contrary to Catholic teaching may be asked to leave.
- ☐ I understand that the standards of the school do not tolerate profanity, obscenity in word or action, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
- ☐ I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time in accordance with current policies.
- ☐ I understand that the Student Handbook does not contractually bind Royalmont Academy and is subject to change without notice by decision of Royalmont Academy's governing body. Admission to the school is a privilege, not a right, and admission for one year does not guarantee automatic admission for future school years.
- ☐ I, the undersigned parent(s) and student, acknowledge and agree that, as a student at Royalmont Academy and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Royalmont Academy staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any Royalmont Academy function. The same is true for parent(s) of a student at Royalmont Academy.
- ☐ By signing this Handbook below, I acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, I voluntarily and willingly accept those

risks and acknowledge that returning to in-person classes and other in-person Royalmont Academy functions is the choice of each family, including ours. If student or parent(s) who visit Royalmont Academy have underlying health concerns which may place them at greater risk of contracting any communicable disease, I acknowledge and agree that I will consult with a health care professional before student or parent(s) return to school, attend any Royalmont Academy function, or visit Royalmont Academy. Moreover, I acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. I do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Royalmont Academy or any Royalmont Academy function.

- ☐ I have read and agreed to be governed by all the policies and procedures for the 2025-2026 academic year.

Parent/Guardian Signature Date

Student Signature Section

- ☐ I hereby affirm that I have read the Student Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.
- ☐ I understand that the Student Handbook does not contractually bind Royalmont Academy and is subject to change without notice by decision of Royalmont Academy's governing body.
- ☐ I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Student Signature Date

Student Signature Date (if another student in the family)

Student Signature Date (if another student in the family)

Student Signature Date (if another student in the family)