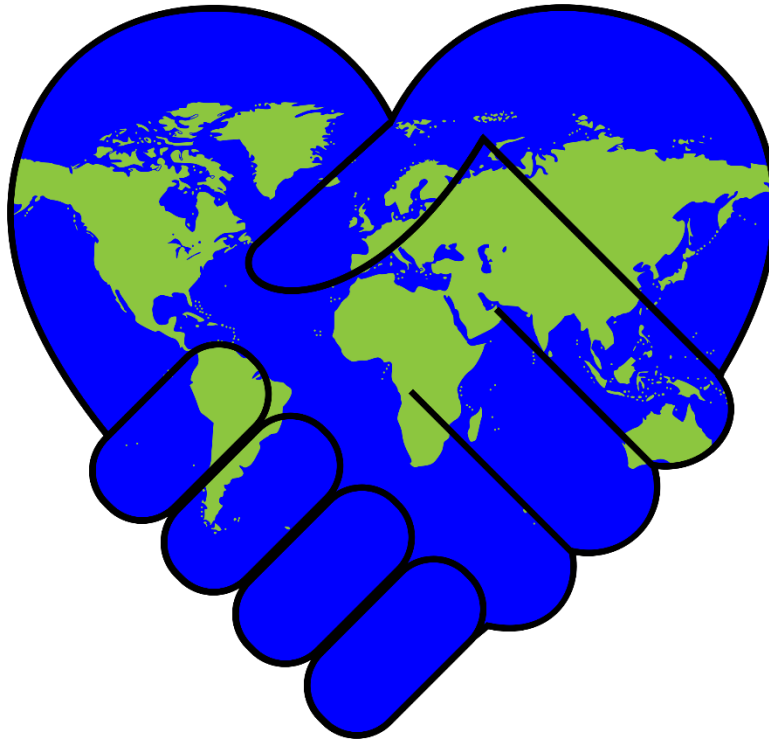


# St. Benedict Catholic School

## PARENT AND STUDENT HANDBOOK 2017-2018



## Change the World

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# TABLE OF CONTENTS

Mission Statement	5
Vision	5
Core Values	5
Introduction	5
Provisions	5
Policy Support Statement	5
School Personnel	6
Student Responsibilities	6
Parent Responsibilities	6
Board of Trustees	6
<b>ADMINISTRATIVE PROCEDURES</b>	<b>7</b>
Admissions Policy	7
Registration of Current Students	7
Registration of Kindergarten Students	7
Registration of New Students	7
Withdrawal	8
Family Custodial Agreements	8
<b>SCHOOL RECORDS</b>	<b>9</b>
Permanent Record Forms	9
Emergency Cards	9
Transcripts	9
<b>SCHOOL HOURS</b>	<b>9</b>
<b>OFFICE HOURS</b>	<b>9</b>
<b>ATTENDANCE POLICIES</b>	<b>9</b>
Attendance and Punctuality	9
Reporting Absence	10
Changes in Transportation	10
Make-up Work due to Absence	10
Prolonged Illness	10
Family Vacations	10
Tardiness	11
Early Release of Students	11
Emergency Closing Procedures	11
Leaving School During the School Day	11
<b>HOME - SCHOOL COMMUNICATIONS</b>	<b>11</b>
Weekly Folder	11
St. Benedict Catholic School Website	11
Parent Teacher Conferences	12
Drop In Day	12
Back to School Night	12
Contacting a Teacher	12

Student Phone Calls	12
Procedure for Addressing Concerns	12
Emergency Messages during School Hours	12
Parent Travel	12
Addresses, Phone Numbers, and Employment Changes	12
<b>INSTRUCTIONAL PROGRAM</b>	<b>13</b>
Curriculum Guidelines and Practices	13
Religious Formation	13
Liturgical Participation	13
Sacramental Preparation	13
Special Subjects	14
Field Trips	14
Classroom Assignments	14
Departmental Classes	14
Grouping	14
Homework	14
<b>STUDENT EVALUATION</b>	<b>15</b>
Report Cards	15
Interim Reports	16
Awards	17
Promotion, Retention, and Acceleration	17
Academic Probation	17
Final Report Cards	17
Standardized Testing Program	17
Educational Resources	18
<b>POLICIES AND PROCEDURES</b>	<b>18</b>
Code of Conduct	18
Standards of Behavior	18
Consequences of Behavior	18
Suspension	19
Expulsion	19
Elastic Clause	20
Procedure For Appeal	20
<b>DRESS CODE AND UNIFORM POLICY</b>	<b>20</b>
General Information	20
Kindergarten Boys and Girls	20
Boys Uniforms Grades 1-8	21
Girls Uniforms Grades 1-8	21
Gym Uniforms Girls and Boys Grades 1-8	22
Hair – Grades K-8	23
Jewelry – Grades K-8	23
Cosmetics – Grades K-8	23
Dress Down Days	23
Outdoor Attire	23
Spiritwear Days	24

<b>TRANSPORTATION AND SAFETY</b>	<b>24</b>
Transportation by Car – Arrival & Dismissal	24
Transportation by Bus	25
<b>HEALTH</b>	<b>25</b>
The School Nurse and Health Aide	25
Health of All Students	26
Administration of Medications	26
Immunizations and Physicals	26
Universal Precautions	26
<b>TUITION POLICIES</b>	<b>27</b>
<b>GENERAL SCHOOL INFORMATION</b>	<b>27</b>
Hot Lunch	27
Beverages	27
Wellness, Food and Beverage Policy	27
Care of Books and Property	28
Money	28
Collection of Money	28
Lost and Found	28
Forgotten Items	28
Deliveries	29
Supplies	29
Parent Volunteers	29
<b>EXTRA-CURRICULAR PROGRAMS</b>	<b>29</b>
Before and After School Care	29
Clubs	29
<b>SCHOOL POLICIES</b>	<b>30</b>
Non-harassment and Anti-Bullying Policy	30
Threats Policy	30
Weapons Policy	30
Search Policy	31
Electronic Device Policy	31
Cell Phones	31
Challenged Materials Policy	31
Guidelines Regarding Students with AIDS	32
Youth Gangs	32
Pregnancy Policy	32
Computer and Acceptable Use Policy	32
Allergy Policy	33
<b>APPENDIX</b>	
Tips to Know When to Keep My Child Home	35

## **Mission Statement**

St. Benedict School provides an excellent Catholic education rooted in the Gospel message of peace, acceptance, understanding and service to others for all children in our community.

## **Vision**

St. Benedict School strives to expand the mission of the Catholic parishes of our community and to serve the needs of an evolving society by instilling a spirit of Catholicity and providing an innovative, superior academic program that meets the needs of all children in a financially fit school that is affordable and accessible to all families who desire it.

## **Core Values**

St. Benedict Catholic School is guided by the following bedrock principles:

- ◆ A commitment to become witnesses of Jesus in the world
- ◆ A commitment, rooted in Gospel values, to respect the dignity of each individual and to serve the changing needs of families
- ◆ A commitment to be academically excellent by providing a wide range of educational services to meet the needs of a student body that is diverse in its abilities
- ◆ A commitment to creatively seek sources of funding that make our school accessible to all who desire it

## **Introduction**

Welcome to St. Benedict Catholic School! By sharing this Parent-Student Handbook with you, we hope to express our mission and beliefs as a school community and Diocesan education unit staffed by a dedicated and committed faculty and staff.

St. Benedict Catholic School invites students from kindergarten to eighth grade. We, the faculty and staff, minister with parents in the formation and education of our school children. We are committed to each child's total education. We believe that each person is led to a deeper sense of self-acceptance, self-reliance and responsibility by recognizing personal gifts and talents.

Our quality educational program integrates Catholic Christian truths and values with a life-centered curriculum. Students are encouraged to discover their own unique contributions to society as faithful, giving and responsible citizens.

## **Provisions**

The administration of St. Benedict Catholic School reserves the right to amend this Parent-Student handbook at any time and will promptly notify parents in writing if changes are made.

Implementation and interpretation of the provisions in this handbook rests with the administration. The administration's interpretation of the provisions in this handbook shall be the final and authoritative interpretation.

## **Policy Support Statement**

The education of your child is a partnership between families and the school. If in the opinion of the administration the partnership is irretrievably broken, St. Benedict Catholic School reserves the right to require parents to withdraw their child. All families and students of St. Benedict Catholic School are required to follow and support the policies contained in this Parent-Student Handbook.

## **School Personnel**

St. Benedict Catholic School is staffed by highly qualified and state certified administrators and teachers.

- ◆ The Administration, Faculty, and Staff will maintain and enhance the Catholic identity of the school.
- ◆ Specialized instructors in the areas of art, music, physical education, technology, Spanish and enrichment expand our curriculum.
- ◆ Auxiliary personnel, who provide additional support for the school, include: school nurse, health aide, gifted teacher, psychologist, speech and language therapist, librarian, and intervention specialist.
- ◆ Professional secretaries, maintenance team, and volunteers assist the educational staff.

## **Student Responsibilities**

Students at St. Benedict Catholic School are responsible for:

- ◆ Developing a personal relationship with God
- ◆ Accepting personal responsibility for choices
- ◆ Developing good study habits and skills
- ◆ Completing class work and assignments
- ◆ Showing thoughtfulness and respect for others
- ◆ Respecting and following the directions of those in authority
- ◆ Taking pride in St. Benedict Catholic School
- ◆ Support and participation in school activities

## **Parent Responsibilities**

Parents are the primary educators of their children. Parents partner with the school by:

- ◆ Promoting the religious development of their children
- ◆ Weekly attendance at Church
- ◆ Supporting the school and staff in word and action
- ◆ Providing a home atmosphere that promotes good study habits
- ◆ Encouraging the development of interests and talents
- ◆ Paying tuition and other financial obligations promptly
- ◆ Participating in school fundraisers
- ◆ Parent volunteers who work consistently with students must complete the Diocesan Virtus program

## **Board of Trustees**

The Board of Trustees consists of laity, clergy, and professed religious persons who oversee the strategic planning, financial stability, facilities and policies of the school in commitment to the school's mission.

## ADMINISTRATIVE PROCEDURES

### **Admissions Policy**

St. Benedict Catholic School is a Catholic Elementary school intended to provide quality Catholic education to children of families who are registered and active members of St. Monica and St. Martin of Tours Parishes or participating members of a diocesan parish. Non-active members and non-parishioners will be considered for admission as space and finances permit.

St. Benedict Catholic School does not discriminate in its admission of students on the basis of race, color, religion, sex, national origin or citizenship.

### **Registration of Current Students**

Registration of current students takes place early in the calendar year. The administration reserves the right not to invite a student to return to St. Benedict Catholic School for the next year.

### **Registration of Kindergarten Students**

A child may be admitted to kindergarten by meeting necessary standards as determined by an appropriate evaluation program. Parents who request early entrance should be directed to the local public school district for screening. Even if screening indicates readiness for kindergarten, admission into St. Benedict Catholic School is dependent upon available space and discretion of the principal.

In order to enter kindergarten, a child must be five years of age on or before September 30th and be screened before final acceptance into kindergarten.

### **Registration of New Students**

Transfer students applying for admission in grades 1-8 must present a copy of their current report card. An interview with the student as well as an entrance exam is part of the admission process. Registration is complete when all academic and health records are received from the previous school. All students new to the school are accepted on probation for the first semester of the school year.

#### School Tours

Tours of the school are available throughout the year and are scheduled on an individual basis. Please contact the School Office at 216.662.9380 to make an appointment.

#### Initial documentation

To begin the application process please submit the following forms/documents on behalf of each applicant.

Application for Enrollment

Special Services Form

Copy of student's Birth Certificate

Copy of student's Baptismal Certificate (if applicable)

Copy of last report card (Grades 1-8)

Copy of all standardized test scores: IOWA, CogAT, OAA (Grades 1-8)

#### Review Process

The admission team will review the application once all of the above documentation has been submitted. To be considered for admission we look for students who are successful in their current academic environments; who conduct themselves in a manner fitting with the St. Benedict Catholic School behavioral standards; and whose parents/guardians are invested in the education process. Applicants meeting these criteria will be invited to continue in the application process with the following steps.

### Principal Meeting

The school principal, Mrs. Lisa Oriti, schedules a personal meeting and tour with each applicant and family, during which you can ask questions and get an in-depth look at the opportunities a St. Benedict Catholic School education can offer your child.

### Screening

Applicants for Grades 1 through 8 take a grade level entrance assessment specifically designed to assess aptitude in Language Arts and Math.

### Student Visit

Students applying for Grades 2 to 8 spend a day shadowing in the classroom of their peers. This enables the incoming students to get a feel for life at St. Benedict Catholic School, and allows the teachers to get a sense of the new student's personality and learning style. Generally, the student completes the grade level assessment (described above) during the same visit.

### Enrollment Decision

After the student has completed the above steps, the application will be evaluated and an enrollment decision will be made. As a Catholic school, our priority is to first select qualified candidates of Catholic faith. It is possible that a student may be put on a wait list for classes that are at or near capacity, and parish families have first priority in cases where class space is limited.

### Registration

If your child is accepted, you will receive a packet of registration materials that must be completed and submitted to the school office, along with a \$100 registration fee, to secure your space.

### **Withdrawal**

In the case of withdrawal, parents are asked to put in writing the request to withdraw the child or children and the name(s) of the school(s) to which records will be forwarded. Records are sent upon a receipt of the request from the accepting school(s). It is recommended that records/ requests be made promptly and records be sent in a timely manner upon receipt of a request. The school will release records after all financial obligations are met.

The school may request students to withdraw because of serious disciplinary reasons or financial considerations. Admission and re-admission to school are on an annual basis, with the final decision being made by the President/Principal.

### **Family Custodial Agreements**

In cases of custodial agreements, a copy of the page of the court decision bearing the case number, the sections referring to visitation rights and school contact, as well as the page bearing the judge's signature and court seal must be on file in the school office.

The custodial parent must inform the Principal of any modifications made to the court order. Ordinarily, communications regarding the child will be sent to the custodial parent only.

**In cases of "joint custody"** one copy of communications and information will be sent home with the child and the information will be shared *by* and *between* the parents.

Parent/Teacher conferences will be scheduled jointly if both parents wish to have a conference. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

*In the case of family difficulties (lawsuits, divorce, etc.) the student will be released to the parent who is the legal guardian.*



## SCHOOL RECORDS

### **Permanent Record Forms**

Accurate and complete permanent cumulative records are maintained for each student. Parents have the right to inspect and review the educational records of their children (FERPA). Access to education records shall be made within 45 days of receiving a written request from the parents.

### **Emergency Cards**

Emergency cards issued to and completed by the parents are to be up-to-date. Changes of home address, and/or telephone number, place of employment, etc. are to be reported to the school office. These cards are kept on file in the school office for emergency use.

### **Transcripts**

Final report cards and student records are the property of St. Benedict Catholic School. The school will release student records after all financial obligations have been settled. When a student withdraws from St. Benedict Catholic School, a copy of the cumulative record card and health records will be sent directly to the receiving school after a signed request by the parent is received and all payments are complete.

## SCHOOL HOURS

Classes begin at 8:00 AM and end at 2:40 PM. Kindergarten students are dismissed at 2:35 PM. Students are not permitted on the school grounds or in the school building before 7:45 AM. Students will be sent to the school's Before Care Program if they arrive to school before 7:45 AM. Students not picked up by 2:45 PM will be sent to the school's After Care Program. Parents will be responsible for paying for these services.

## OFFICE HOURS

The school office can be contacted at 216-662-9380 from 7:30 AM until 3:30 PM on school days. All visitors need to report to the school office and sign in.

## ATTENDANCE POLICIES

### **Attendance and Punctuality**

State Code includes the following reasons for lawful absence:

- ◆ Personal illness or critical illness in the family
- ◆ Death of a parent, guardian, grandparent or very close relative
- ◆ Quarantine at home
- ◆ Observance of religious holidays
- ◆ Subpoenaed court appearance
- ◆ Severe and inclement weather at the discretion of the parent
- ◆ Discretion of the Principal and the parent

## **Reporting Absence – 216-662-9380**

Parents/guardians must notify the office if a student is absent by 9:00 AM. If a parent fails to call, the school will confirm the student's absence by a telephone call.

A written note signed by the parent stating the dates and the reason for the absence must be presented to the teacher on the day the student returns to school.

An absence occurs when a student is missing from school for a whole day or for a portion of the day. A student is absent for a half day if a student misses 2 hours of school.

A child tardy more than three times or has been dismissed early from school will not be eligible for the Perfect Attendance Award.

The Principal will contact the attendance department of the local public school concerning cases of truancy or illegal detention.

The regulations of the health department will be followed for students who have had a communicable disease.

## **Changes in Transportation**

If an emergency arises during the school day and transportation needs to be changed, please call the office no later than 2:00 pm.

## **Make-up Work Due to Absence**

The student is responsible to make up work missed when absent. This must be done immediately upon returning to school. Work must be made up at the teacher's discretion.

If a student can manage some assignments, parents may call in the morning (when reporting absence) and request work to be picked up at dismissal only. A sibling may pick up the child's work with a parent's request.

It is the responsibility of the student upon returning to school to insure that they have all assignments and make up all work.

## **Prolonged Illness**

The school must be notified in the case of prolonged illness of a student. If a child is absent more than 5 consecutive days, parents are to provide the school with a note from the doctor indicating the amount of time the student will be absent and what type of activity the student is permitted to do.

It is required when a prolonged absence occurs that the parents contact the teachers regularly to receive and/or return work. Upon returning to school the student must meet with the teachers to schedule make-up work that cannot be done at home.

## **Family Vacations**

Since the State Board of Education does not consider vacations a lawful absence, the responsibility for taking a student out of school is the decision of the parent.

- ◆ Teachers will not be required to provide assignments ahead.
- ◆ Students are responsible for work missed while on vacation.
- ◆ Work must be completed one week after the student returns to school or no credit will be given.

## **Tardiness**

Student tardiness interferes with the child's progress in school and disrupts the classroom. A student is tardy if he/she is not present in the classroom by 8:00 AM. If a bus is late, the student will not be marked tardy. A tardy slip is needed for admission to class after 8:00 AM. Tardiness will be recorded on the report card and cumulative record.

## **Early Release of Students**

Students leaving school early for reasons other than specified below will be marked on the report card as an Early Release (ER) and will not be considered for the Perfect Attendance Award.

- ◆ When a medical appointment is necessary, the student is to present an appointment notice or letter to the teacher.
- ◆ Medical and Dental Appointments should be made after school when possible.
- ◆ Students who are released early are picked up at the school office after the release form is signed.
- ◆ If a child must be sent home and the parent or guardian cannot be contacted, another person listed on the emergency card will be contacted to pick up the student and sign the release form.

## **Emergency Closing Procedures**

In case of inclement weather, St. Benedict Catholic School follows the decision of the Garfield Heights School District. Information regarding school closings will be broadcast on local television stations. St. Benedict Catholic School is closed when one or more of the following are announced:

1. Garfield Heights City Schools (Our local district)
2. St. Benedict Catholic School in Garfield Heights

Every effort will be made to list St. Benedict Catholic School individually. Please do not call the school or Parish Offices for school closing information.

If Bedford City Schools and/or Maple Heights City Schools are not opened and St. Benedict Catholic School is in session, parents make the decision about bringing students to school. Students not in attendance on these days will be marked absent.

**NOTE: If school is closed, all scheduled activities are also cancelled.**

## **Leaving School During the School Day**

A student is not permitted to leave the school grounds during the school day.

## **HOME – SCHOOL COMMUNICATIONS**

### ◆ **Weekly Folder**

The Weekly Folder containing school information will be posted on the school's website every week.

Messages for the online weekly folder must be received by Monday at noon or by 8:30 AM on Tuesday if there is no school on Monday.

### ◆ **St. Benedict Catholic School Website ([www.stbenedictohio.org](http://www.stbenedictohio.org))**

Parents can view general school information and news, the school's calendar, and important events. Parents can receive updated information regarding their child's classroom, homework and grades on the link on the website.

◆ **Parent-Teacher Conferences**

Mandatory conferences are scheduled during the first quarter. Conferences are optional during the third quarter. If a parent or teacher wishes to have a conference at another time, the conference is scheduled with the teacher or teachers at a mutually agreed time.

◆ **Drop In Day**

An orientation time is scheduled before school starts each year to provide an opportunity for students and their families to visit the classroom and meet the teachers.

◆ **Back to School Night**

At the beginning of the school year, Back to School Night is held to provide teachers the opportunity to explain the curriculum, class procedures, policies, expectations and other information specific to the grade level. At least one parent should attend Back to School Night.

◆ **Contacting a Teacher**

Teachers may be contacted via phone, voice mail, written note or e-mail. Preference on how to contact individual teachers will be given at orientation. Teachers are responsible for their students during the hours from 7:45 AM to 2:45 PM. Expect a response within 48 hours. The home phone numbers of teachers, school personnel or students will not be given through the school office. Parents are not permitted to walk into the classroom unannounced to address concerns.

◆ **Student Phone Calls**

Students may not make or receive phone calls during the school day.

◆ **Procedure for Addressing Concerns**

If a concern arises with a teacher and/or a staff member and your child, the procedure for addressing the concern is as follows:

1. Contact the teacher or staff member directly involved to discuss the concern. Parents are not permitted to walk into the classroom unannounced to address concerns. If the concern is not resolved...
2. Contact the Principal to discuss the concern.

◆ **Emergency Messages During School Hours**

In order to allow the school to run efficiently only emergency messages will be delivered to students during the school day. Dismissal plans should be made before the child comes to school. Forgotten items will not be delivered to the classroom.

◆ **Parent Travel**

When traveling and unable to be contacted, please inform the office in writing who is responsible for your child(ren) in case of an emergency.

◆ **Addresses, Phone Numbers, and Employment Changes**

If there is a change of address, phone numbers at home or work, or change in place of employment, this information should be sent in writing to the office and the teacher as soon as possible

## Curriculum Guidelines and Procedures

### ◆ Courses of Study

The curriculum at St. Benedict Catholic School is based on the Courses of Study prepared by the Office of Catechetical Formation and Education in compliance with the Minimum Standards for Elementary Schools in the state of Ohio.

### ◆ Textbooks

The Principal and teachers select textbooks to support the curriculum.

## Religious Formation

St. Benedict Catholic School provides students with an experience of living in a community of faith. The purpose of religious instruction is to:

- ◆ Help students develop a personal relationship with Jesus
- ◆ Prepare students for a deeper and more mature life of faith
- ◆ Nurture silence of the heart that awakens a sense of prayer and openness to God
- ◆ Lead students to meaningful participation in the sacramental life of the Church
- ◆ Complement family efforts to live the Catholic faith
- ◆ Foster the formation of a right conscience
- ◆ Foster Christian community
- ◆ Assist students in developing attitudes of service
- ◆ Encourage awareness of the missions and other global needs

All students participate in religious instruction and activities. Parents and students agree to sign and comply with the St. Benedict Catholicity Agreement. The National Catechetical Directory is the norm for instruction along with the curriculum guidelines from the Catholic Diocese of Cleveland. The *Christ Our Life Series*, written by the Sisters of Notre Dame in Chardon, Ohio, is the basic text used for religious instruction throughout the school. The integration of religion and the principles of Christian living are included throughout the curriculum.

## Liturgical Participation

- ◆ The students participate in weekly Mass every Tuesday. Moreover, the student body has other opportunities to participate in the celebration of Eucharist or prayer services. Parents are invited to attend Mass.
- ◆ Students observe and celebrate the liturgical seasons of the Church year.
- ◆ The students in grades 3 through 8 have the opportunity to celebrate the Sacrament of Reconciliation during Lent.

## Sacramental Preparation

Sacraments are received in your home parish. It is the responsibility of the parent to contact your parish in September to have your children included in the parish programs for sacramental preparation.

- ◆ Reconciliation and Eucharist: The second grade curriculum focuses on the preparation for these sacraments.
- ◆ Confirmation: The grade and requirements for the reception of Confirmation is different for each parish and will be handled by your home parish. Religious instruction for Confirmation is given in grade eight.

## Special Subjects

In addition to the core curriculum subjects, STREAM, computer education, Spanish, music, art, library, and physical education classes are offered for all students in grades K-8. Enrichment classes will be provided for grades 2 to 8. Students in grades 4 through 8 may participate in the school band program. A fee is required for participation in this program.

## Field Trips

- ◆ Field trips enrich and extend classroom learning.
- ◆ ALL Students travel by bus when taking a field trip.
- ◆ The official school parent permission slip must be signed before a student may participate on a field trip. (A note or phone call is not sufficient.)
- ◆ Fees for field trips must be paid before the trip is taken.

The Principal may exclude a student from a field trip if it is determined that participation would be detrimental to the group.

Students are expected to follow all school rules and regulations while on the field trips, and should they deviate from the school discipline code, they must accept the consequences that are outlined in the code of conduct.

## Classroom Assignments

The Principal, in consultation with the teachers, assigns students to classrooms. To maintain the balance of classes, changes in classroom assignments will be made for **educational reasons only**.

## Departmental Classes

Departmental teaching begins in first grade.

## Grouping

For some skill subjects, students may be grouped according to ability.

## Homework

Homework provides students with practice of basic skills and opportunities for enrichment and extension of learning. To insure success the suggested daily time allotments for homework are:

- ◆ 10-15 minutes for kindergarten
- ◆ 15-30 minutes for grades 1-2
- ◆ 30-45 minutes for grades 3-4
- ◆ 45-60 minutes for grades 5-6
- ◆ 60-90 minutes for grades 7-8

Parents can assist children in the following ways:

- ◆ Provide a quiet place for homework
- ◆ Provide assistance with organization when needed
- ◆ Check for completeness, neatness and accuracy
- ◆ Encourage your child
- ◆ Listen and offer suggestions when needed
- ◆ Listen to a child read or recite work
- ◆ Help your child prepare for tests by daily study

**NOTE: Faxed or emailed homework will not be accepted.**

### STUDENT EVALUATION

Students are evaluated on the objectives stated in the Graded Course of Study and incorporated into the teacher's plans for instruction. Some areas considered in evaluation include:

- ◆ Teacher observation
- ◆ Directed activities
- ◆ Quizzes and tests
- ◆ Student participation in discussions
- ◆ Experiments
- ◆ Projects
- ◆ Oral and written reports
- ◆ Home and class oral assignments and written work

**NOTE: Cooperation in class impacts student progress.**

#### **Report Cards**

Report cards provide parents with evidence of student growth and development. Report cards for grades 1 to 8 are issued quarterly. Report cards are signed by a parent and returned to school within a week.

The following marking code is used in Kindergarten through grade 2 and for some special subjects in grades K-8.

O	Outstanding (Not used in Kindergarten)	I	Improving (Kindergarten only)
S	Satisfactory		
U	Unsatisfactory (Not used in Kindergarten)		
N	Needs Improvement		

The following marking code is used:

#### **A...SUPERIOR**

A+	100-98
A	97-95
A-	94-93

#### **B...ABOVE AVERAGE**

B+	92-90
B	89-87
B-	86-85

#### **C...AVERAGE**

C+	84-82
C	81-79
C-	78-77

**D...BELOW AVERAGE**

D+	76-75
D	74-72
D-	71-70

**F...FAILING**

F	69 and Below
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**I...INCOMPLETE**

Incomplete work must be completed within two weeks. If work is not completed the “Incomplete” grade is changed to “F” and the average is determined.

**Interim Reports**

- ◆ Interim reports are issued in grades 1 through 8 halfway through the quarter. This gives the student adequate time to make the adjustments necessary to improve. Both areas of difficulty and satisfactory progress are reported. Interim reports are to be signed and returned to school within one week of distribution. Parents must sign a form that acknowledges they have checked grades at mid-quarter.
- ◆ Interim reports include effort and conduct.
- ◆ Parents may request student progress reports at other times.

**Awards**

**Perfect Attendance Award – Grades 1-8**

A Perfect Attendance Award is given to students who attend 100% of the day every day school is in session and has not been tardy more than three times.

**Awards for Grades 1-3**

Students in grades 1-3 are recognized for Merit, Cooperation, and Effort.

**Honor Roll – Grades 4-8**

Students in grades 4 through 8 are eligible for the Honor Roll at the end of each quarter.

The following subjects are worth one credit:

Religion, reading, math, English, social studies and science

The following subjects are worth 1/4 credit:

Physical education, computer, art, music, health and spelling/vocabulary

The following points are added up and divided by the possible credits.

A+ = 4.3	C+ = 2.3
A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
	F = 0

First Honors:	4.3 – 3.8
Second Honors:	3.79 – 3.5
Third Honors:	3.49 – 3.0

**Awards for Grades 4-8**

Students in grades 4-8 are recognized for Cooperation and Effort.



## **Promotion, Retention, and Acceleration**

Promotion and retention decisions will be determined on an individual basis.

If a student is being considered for retention, the parents will be notified prior to any decision. By the end of the first semester, parents are made aware of continuing educational concerns that may indicate the possibility of retention. Retention may be considered for the following reasons:

- ◆ Failure in three or more major subjects, i.e., reading, mathematics, English, science and social studies. A student fails an individual subject if he/she receives an average grade of "F" in that subject for the school year.
- ◆ Failure to master fundamental reading skills in the primary grades
- ◆ Failure to show the readiness necessary for the next grade
- ◆ Social immaturity
- ◆ Excessive absence

### **NOTE: Retention is subject to the final approval of the Principal.**

Consistent with the Ohio Revised Code, the right to assign students to a particular grade level is the responsibility of the Principal. The right to retain a student is dependent on the school's judgment and therefore, parental permission is not required.

Acceleration of a student shall be advised if all other avenues of meeting the student's needs have been exhausted. Acceleration must have the approval of the teachers involved, the Principal, the parents and the student.

## **Academic Probation**

Students will be placed on Academic Probation when they receive two failing grades, three or more D's or any combination of these grades. A student receiving such grades is placed on Academic Probation for one quarter. During this quarter, it will be the responsibility of the student and the parents to monitor progress in those subject areas where grades are below average. If, at the end of the quarter, the student has improved and no longer has two failing grades or three subject areas below average, he/she will automatically be removed from Academic Probation.

Academic Probation is a serious matter. Failure to improve a grade could possibly lead to a failure that must be made up in summer school. Students who continually fail to show improvement may be asked to transfer from St. Benedict Catholic School.

## **Final Report Cards**

Final report cards are distributed to students in June. All financial obligations must be met (tuition, Before and After Care Program, library fees, etc.) before the final report cards are sent home.

## **Standardized Testing Program**

Standardized testing provides a systematic way of assessing student mastery of basic skills. The following standardized tests are given:

- ◆ Grades K through 8: MAP Testing
- ◆ Grades 3-8: Ohio State AIR Tests
- ◆ Grades 5 and 8: ACRE Religion Test

## **Educational Resources**

- ◆ The State of Ohio Auxiliary Services Program provides the following services for St. Benedict Catholic School: school nurse, health aide, enrichment teacher, psychologist, guidance counselor, speech and language therapist, and intervention specialist.
- ◆ Either the parents or the teacher may request these services. The parent request for services must be written and sent to the Principal or to the classroom teacher.
- ◆ Parents must sign a parental consent form before a child may receive services other than from the school nurse.

## **SCHOOL POLICIES AND PROCEDURES**

### **Code of Conduct**

Students of St. Benedict Catholic School are expected to act in a manner that reflects their dignity as children of God. Students and parents are expected to comply with and support the discipline policy of St. Benedict Catholic School at school and at school related events. A student is expected to represent St. Benedict Catholic School in a positive way at all times.

The goals of the Code of Conduct for St. Benedict Catholic School are to develop self-discipline and promote mutual respect.

To achieve these goals, the students will:

- ◆ Follow the teachings of Christ
- ◆ Learn and help others to learn
- ◆ Show respect for all people and property

### **Standards of Behavior**

The goal of discipline of St. Benedict Catholic School is self-discipline that leads students to follow Christ more closely as His disciples. When a student fails to make a correct choice, he/she must accept the consequences of their action.

St. Benedict Catholic School has a demerit system as a means of communication between home and school. When a demerit is issued the parent is asked to discuss the behavior leading to the demerit with the child and help the child to determine a plan of action to correct the behavior. The demerit is signed and returned to school indicating that the parent and child have discussed the problem and a plan of action is in place. Repeated demerits may lead to a child serving an after school detention.

Administrators and teachers have the authority to issue an immediate detention when their authority and dignity have not been respected or when they feel a circumstance warrants a stronger reaction but less than suspension. An accumulation of three behavioral detentions will result in a parent conference with all teachers involved and the principal. Any further infraction may result in possible suspension.

### **Consequences of Behavior**

The following disciplinary measures serve to help the student follow Christ more closely as a disciple.

- ◆ Personal interview/intervention with the student
- ◆ Loss of privileges
- ◆ Demerit
- ◆ Making of restitution
- ◆ Conference with parent
- ◆ Detention, Probation, or Suspension

**Suspension**

The Principal may suspend a student after notifying the parents. Ordinarily suspensions are served at home supervised by the parents. Suspension may last from one day to two weeks. The student is responsible for work and tests missed during their suspension.

The suspension is served the day(s) immediately following the violation.

**The following are some, not all, reasons for suspension:**

- ◆ Interfering with the teacher's conducting of a lesson
- ◆ Defying a reasonable directive by a person in authority
- ◆ Using vulgar and/or obscene language
- ◆ Physical or verbal abuse toward a student, teacher or another person
- ◆ Threatening violence
- ◆ Stealing, cheating or plagiarism
- ◆ Leaving the school grounds without permission
- ◆ Defacing or destroying school property or the property of another person; (Restitution is also required.)
- ◆ Possession, distribution or use of alcohol, drugs or cigarettes
- ◆ Possession of weapons
- ◆ Possession and/or distribution of pornographic materials
- ◆ Not in compliance with school policies

Some of the above mentioned offenses might also warrant contacting the police, referral to the Juvenile Court and/or Children's Services, immediate suspension, and/or a mandatory conference with parents before the student may return to school.

Intervention by trained professionals may also be required as a condition for the student to remain at St. Benedict Catholic School.

**Expulsion**

In some cases, a student may be removed from school permanently. The Principal makes the decision to expel a student after consultation with the Diocesan Assistant Superintendent. Lack of cooperation on the part of either the student or the parents may result in the student's expulsion from school.

**The following are some, not all, reasons for expulsion:**

- ◆ Possession, distribution or use of any illegal drug or alcohol in the school or on school grounds or at school events
- ◆ Possession and/or use of pornographic materials
- ◆ Possession of knives, explosive devices, inhalants, fireworks or other dangerous device or material
- ◆ Involvement in gangs or gang activity
- ◆ Threatening to inflict serious harm
- ◆ Not in compliance with school policies

Because it is impossible to foresee problems that may arise, this clause empowers faculty members and administration to issue consequences for any action that violates the spirit of St. Benedict Catholic School, even though not specified here. The judgment of the administration in all disciplinary matters is final.

### **Procedure for Appeal**

In cases of suspension and/or expulsion, the parent may request a conference with the Principal to discuss the suspension or expulsion. The Principal, the parents and the student, as well as those the Principal deems necessary, will be present at the conference. At this conference, the parents and/or student will be able to make a case against suspension and/or expulsion. If the parents and/or student are dissatisfied with the Principal's decision, appeal may be made to the Southern Region Superintendent for the Diocese.

## **DRESS CODE AND UNIFORM POLICY**

### **General Information**

Appearance tells us a great deal about ourselves. Good grooming and cleanliness are virtues extolled at our school. We believe there is a correlation between how we dress and look, and how we behave and work.

All students are expected to dress and groom themselves neatly, in well-maintained clothes that are outlined in the following dress code. Parents are asked to look over their child's/children's dress uniforms as well as their gym uniforms during the school year and repair or replace any torn or worn articles.

Students wearing inappropriate or revealing clothing will be removed from class and will not be permitted to return to class until a change of clothing occurs. Parents of children in noncompliance with the dress code will be called and expected to provide an appropriate change of clothing.

Parents are responsible to purchase all uniforms in sufficient time before the beginning of the school year. You are encouraged to address uniform or dress code concerns/questions during the first week of school. Items in question can be brought to the school office during this time.

The determination of excessive or extreme styles of any sort will be left up to the discretion of faculty/staff.

### **Kindergarten Boys and Girls**

Kindergarten students wear the school gym uniform daily. Gym uniforms are purchased through Schoolbelles. Students may layer a plain white t-shirt with their gym shirt as long as the undershirt is not visible. Gym uniforms may not be altered in any way, including the cutting of the elastic at the bottom of the sweat pants. Gym pants and shorts are to be worn at the waist. Gym pants and shorts worn below or on the hip are not acceptable.

The required gym uniform includes:

- ◆ Gold or navy blue **St. Benedict** logo t-shirt
- ◆ Navy blue **St. Benedict** logo shorts/sweatpants
- ◆ White, gray, or black athletic shoes (nonskid soles) with appropriate white socks. Please consider velcro shoes if your child does not know how to tie shoes. No high tops and no shoes that flash.
- ◆ Solid colored socks in navy blue, white, black, or gray must be worn with shoes at all times. They must be crew or trouser style. Ankle socks are not permitted.

Optional: The St. Benedict logo navy blue sweatshirt (the applique sweatshirt from Schoolbelles)

Kindergarten students are not permitted to wear jewelry except for small post earrings.

Kindergarten students are required to follow the dress code regarding hair and cosmetics.

### **Boys Uniforms Grades 1-8**

**SHIRTS:**

Collared knit polo shirts in light yellow, light blue, dark blue, or white without an emblem or label. A plain white t-shirt or undershirt (no logos) may be worn under the polo shirt; however, the sleeves cannot be longer than the uniform sleeves. Students will be asked to remove undershirt if not in compliance with this code. All shirts must be tucked in.

**PANTS:**

DRESS PANTS in black, navy blue, or khaki. Dress pants are defined as traditionally styled pants with inside pockets only, plain or pleated fronts, cuffed or stitched hems, and no contrasting seams, elastic ankle trim, or other adornments. The pant may not be denim or corduroy. For comparison purposes, many Dockers style pants meet these criteria. Pants must be ankle length. Form fitting, extremely tight or excessively large or long pants are not permitted. Hip huggers and low-rise pants are not permitted.

**WALKING SHORTS:**

DRESS WALKING SHORTS in black, navy blue, or khaki are to be no more than 2 inches above the knee. Dress shorts are defined as traditionally styled shorts with inside pockets only, plain or pleated fronts, stitched hems, and no contrasting seams or other adornments. They may be worn ONLY with polo shirts during the 1<sup>st</sup> and 4<sup>th</sup> quarters.

**SWEATERS:**

Styles include cardigans, pullover crew neck, or pullover v-neck in either long sleeve or sleeveless style, non-hooded in navy blue, white, black, or gray. Ornamentation or embroidery is NOT acceptable. The St. Benedict logo navy blue sweatshirt (the applique sweatshirt from Schoolbelles) and St. Benedict Spiritwear sweatshirts are permitted. NO hooded sweatshirts or sweaters.

**SOCKS:**

Solid colored socks in navy blue, white, black, or gray must be worn with shoes at all times. Socks must be worn to cover the ankle.

**SHOES:**

Solid black, blue, tan, or brown dress shoes may be worn as school shoes. Shoes must enclose the whole foot. Florescent shoelaces are not permitted.

For safety reasons all children are encouraged to have shoes with non-slip soles. No heels or backless shoes. Moccasin/slipper type shoes, platform shoes, boot-like shoes, and sandals are also not permitted.

**Girls Uniforms Grades 1-8**

ST. BENEDICT PLAID CAN BE FOUND AT SCHOOLBELLES – PLAID NUMBER 933

Round – neck pleated jumper or drop waist shift jumper (grades 1-3 only)

Pleated skirt (grades 4-6 only)

Kilt (grades 4-6 only)

Skort or Split Skirt (grades 4-8)

JUMPERS AND SKIRTS ARE TO BE WORN TO THE TOP OF THE KNEE AND ARE AVAILABLE FOR PURCHASE AT SCHOOLBELLES.

**PANTS:**

DRESS PANTS in black, navy blue, or khaki. Dress pants are defined as traditionally styled pants with inside pockets only, plain or pleated fronts, cuffed or stitched hems, and no contrasting seams or other adornments. The pant may not be denim or corduroy. For comparison purposes, many Dockers style pants meet these criteria. Pants must be ankle length. Form fitting, extremely tight or excessively large or long pants are not permitted. Hip huggers and low-rise pants are not permitted.

**WALKING SHORTS:**

DRESS WALKING SHORTS in black, navy blue, or khaki are to be no more than 2 inches above the knee. Dress shorts are defined as traditionally styled shorts with inside pockets only, plain or pleated fronts, stitched hems, and no contrasting seams or other adornments. They may be worn ONLY with polo shirts during the 1<sup>st</sup> and 4<sup>th</sup> quarters.

**SHIRTS, BLOUSES, AND KNIT OVERBLOUSE-AKA Banded Bottom**

Shirts: Collared knit polo shirts in light yellow, light blue, dark blue, or white without an emblem or label.

Blouses: Plain white or light yellow tailored cotton blouses with pointed, button down, or round collar, with long or short sleeves may be worn with jumper, skirt, or dress pants and sweater. Blouses must be without any ornamentation.

Knit Overblouse – AKA Banded Bottom: Plain white, light yellow, light blue, or dark blue ribbed knit shirt with long or short sleeves may be worn with skirts, dress pants or walking shorts.

A plain white or neutral colored t-shirt, undershirt, or bra (no logos or printing) may be worn underneath; however, the sleeves cannot be longer than the uniform sleeves. Students will be asked to remove undershirt if not in compliance with this code. All shirts and blouses must be tucked in.

#### **SWEATERS:**

Styles include cardigans, pullover crew neck, or pullover v-neck in either long sleeve or sleeveless style, non-hooded in navy blue, white, black, or gray. Ornamentation or embroidery is NOT acceptable. The St. Benedict logo navy blue sweatshirt (the applique sweatshirt from Schoolbelles) and St. Benedict Spiritwear sweatshirts are permitted. NO hooded sweatshirts or sweaters.

#### **SOCKS:**

Solid colored socks in navy blue, white, black, or gray must be worn with shoes at all times. Socks must be worn to cover the ankle. Girls may wear hosiery/tights of the same colors.

#### **SHOES:**

Solid black, blue, tan, or brown dress shoes may be worn as school shoes. Shoes must enclose the whole foot. Florescent shoelaces are not permitted.

For safety reasons all children are encouraged to have shoes with non-slip soles. No heels or backless shoes. Moccasin/slipper type shoes, platform shoes, boot-like shoes, and sandals are also not permitted.

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

GYM UNIFORMS ARE A PART OF THE SCHOOL DRESS CODE AND MUST BE WORN IN PLACE OF UNIFORMS ON GYM DAYS BY ALL STUDENTS IN GRADES K-8.

- ◆ Students may layer a plain white t-shirt with their gym shirt as long as the undershirt is not visible.
- ◆ Gym uniforms may not be altered in any way, including the cutting of the elastic at the bottom of the sweatpants.
- ◆ Gym pants and shorts are to worn at the waist. Gym pants and shorts worn below or on the hip are not acceptable.

The required gym uniform includes:

- ◆ White, gold, or navy blue **St. Benedict** logo t-shirt
- ◆ Navy blue **St. Benedict** logo shorts/sweatpants
- ◆ White, gray, or black athletic shoes (nonskid soles) with appropriate white socks. Shoes must be tied. No high tops and no shoes that flash. Florescent shoelaces are not permitted.

Optional: The St. Benedict logo navy blue sweatshirt (the applique sweatshirt from Schoolbelles) and St. Benedict Spiritwear non-hooded sweatshirt.

Outerwear such as coats, jackets, jacket vests/sweatshirts, hats, baseball caps, and work-style shirts are not to be worn during the school day.

#### **Hair – Grades K-8**

Hair is to be a natural color, clean and neatly styled and may not obstruct vision. Hair may not extend beyond the ears or collar and no higher than three inches from the scalp for boys. Hair may not be worn on or beyond eyebrows for girls and boys. Among those styles not permitted are unusual lines, shavings, tails, mohawk, spiking, and unnatural colors or combinations of colors.

### **Jewelry – Grades K-8**

Earrings are not permitted for boys and only one small post earring per ear lobe are permitted for girls. No hoop or dangling earrings. A necklace is permitted, but must be religious. One wristwatch, one appropriate small sized ring (no thumb rings), and one rubber (for cause) bracelet.

### **Cosmetics In Grades K-8**

Clear fingernail polish is acceptable.

Daily use of deodorant/antiperspirant is expected for all students in grades 4-8.

- ◆ Make-up is not acceptable
- ◆ Body glitter or body piercing of any nature (other than ears) is not acceptable
- ◆ Color nail polish or designs on nails or any type of acrylic or press on nail is not acceptable
- ◆ Due to health issues such as asthma and allergies, cologne, scented lotions and perfume are not acceptable
- ◆ Tattoos of any nature whether temporary or permanent are not acceptable

**\*\*ALL RULES LISTED ABOVE ALSO APPLY ON DRESS DOWN DAYS\*\***

### **Dress Down Days**

Clothing for dress down days must be appropriate for a Catholic school environment. Students may dress down on their birthday. Tops with suggestive or offensive language and/or pictures are unacceptable. Tanks, tiny tees, spaghetti straps, see-through, bare midriff or too-tight shirts are not permitted. Camouflage attire, oversized pants, miniskirts, ripped pants or tight-fitting skirts or pants are not appropriate. If the students choose to wear leggings/yoga pants they must have a skirt/shirt worn over them that is no more than 2 inches above the knee. If shorts are worn, they must be at least fingertip length from the knee.

If a student comes dressed inappropriately, a demerit will be issued, the student will be required to call home for a change of clothes, and the student may not dress down the following time. If it happens again a detention will be given.

Shirts, sweaters and tops may not “advertise” drugs, alcohol, violence, cigarettes, musical groups or sexual innuendoes of any kind. Tank tops and mesh athletic shirts are permitted only if worn over another shirt (i.e. t-shirt or turtleneck).

### **Outdoor Attire**

- ◆ Students should be prepared for outside recess at all times.
- ◆ Students have outdoor recess if the temperature is 22 degrees or above.

### **Spiritwear Days**

Clothing for Spiritwear Days consists of any St. Benedict logo Spiritwear and/or navy or gold t-shirt, sweatpants, or shorts. If shorts are worn, they must be at least fingertip length from the knee. Students may wear jeans. If the students choose to wear leggings/yoga pants they must have a skirt/shirt worn over them that is no more than 2 inches above the knee.

### TRANSPORTATION AND SAFETY

**Pets are not permitted on school grounds including arrival and dismissal times.**

#### **Transportation By Car**

##### **Arrival**

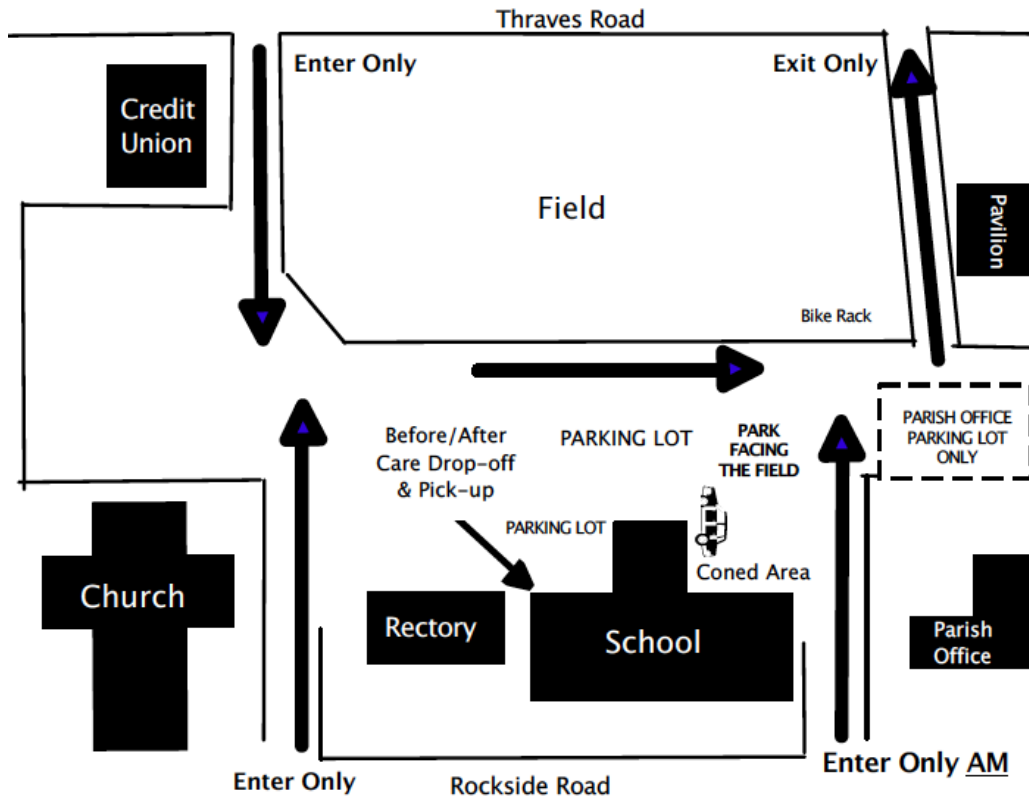
- ◆ Opening school bell will ring at 8:00 AM. Students will be permitted to enter their classrooms at 7:45 AM. If your child/children must come to school before then, it is strongly suggested, for their safety, that you enroll them in the Before Care Program. Students will not be supervised before 7:45 AM unless they are enrolled in Before Care.
- ◆ Enter from Rockside Road or Thraves Road using the driveway near the Credit Union.
- ◆ Maintain a speed of 5 mph while driving on school property.
- ◆ The driveway near the pavilion is the only exit. Cars should NOT exit school through the driveway between the church and the rectory or the credit Union drive.
- ◆ Students are to be dropped off at the orange cones behind the school building.
- ◆ Students riding bicycles to school are to assume full responsibility for any loss or damage to the bicycle. Bicycles are to be parked and locked at the bike racks. Bicycles must be walked on the campus.
- ◆ Skateboards, Rollerblades and Scooters of any kind are NOT permitted.
- ◆ For safety reasons, students are not to be dropped off or picked up on Rockside Road.

##### **Dismissal**

- ◆ Dismissal for grades 1-8 begins at 2:40 PM. Kindergarten dismisses 5 minutes earlier at 2:35 PM. If parents cannot pick up their child/children at that time, it is strongly suggested, for their safety, that they be enrolled in the After Care Program.
- ◆ Enter from Rockside Road or Thraves Road using the driveway near the Credit Union.
- ◆ Maintain a speed of 5 mph while driving on school property.
- ◆ Please park your car facing the field and walk to the coned area to pick up your child/children.
- ◆ The driveway near the pavilion is the only exit. Cars should NOT exit school via the driveway between the church and the rectory or the credit union drive.
- ◆ All walkers are to exit the front doors, use the sidewalks in front of the school, and cross by the adult guard.
- ◆ Students may not cut through any property as means of a short cut to get home.
- ◆ Students are to obey all school rules while they are on school grounds.



\*Please view the map



### Transportation By Bus

Busing is provided only for students living within the Maple Heights School District and the Bedford City School District (Bedford, Bedford Heights, Bedford, Oakwood, and Walton Hills). Students must observe all rules of bus conduct established by the district providing transportation. Failure to follow rules may result in a student being removed from the bus for a period of time. Students may only ride the bus from their district.

## HEALTH

### The School Nurse and Health Aide

- ◆ Provides immediate care for students who become ill or injured at school. Treatment is limited. Abrasions are cleansed with soap and water only. Antiseptic is not used. Sprains/strains are treated with ice, not splinted or wrapped.
- ◆ Conducts vision and hearing screening for grades 1, 3, 5 and 7 and on request.
- ◆ Conducts postural screening for grades 5, 6 and 7 and on request.
- ◆ Administers medication in accordance with school policy.

- ◆ Provides immediate care for those who become ill or are injured during school hours.

### Health of all students

1. Students must stay home if they are ill and/or have a fever.
2. Students must be *symptom free for 24 hours* before returning to school.
3. Students seen in the clinic with any of the following symptoms will be sent home:  
(Also see “Tips to Know When to Keep My Child Home” in Appendix)

- a. Temperature greater than 100 degrees
- b. Any vomiting
- c. Diarrhea more than once
- d. Any undiagnosed skin rash
- e. Pediculosis (head lice)

Upon returning to school, students may be required to submit medical/psychological clearance from a physician.

**NOTE: If a child is not well enough to participate in all activities he/she should be kept at home. Reasonable exceptions to this would include children with severe asthma or broken bones.**

### Administration of Medications

Any student who is required to take prescription or non-prescription medication during school hours must:

1. Complete the medication permission form with physician and parent signatures or provide a written note from the prescribing physician which details the name of the drug, dosage, time of administration, possible side effects, reason for use, and expiration date of order with physician and parent signatures.
2. Bring the medication in the original container.
3. Bring all medication to the Clinic upon arrival to school.
4. It is the responsibility of the parent(s) to notify the school of any change in medication.

**NOTE: Cough suppressants, throat lozenges, and antacids are over-the-counter non-prescription medications, which require completion of the medication permission form.**

Parents of students who use an inhaler or an Epi-pen must submit the necessary forms for a child to carry this medication. Before the end of the school year, a parent or guardian must pick up unused medication or the nurse will dispose of it.

### Immunizations and Physicals

Ohio State Law requires that any child who does not meet the Ohio minimum requirements for shots cannot be admitted to school. Parents will be notified if a student is not in compliance. After 15 days, the student will be excluded from school if they are still non-compliant.

### Universal Precautions

We must follow mandated state guidelines when dealing with blood:

- ◆ When a student loses a tooth, it will come home in a plastic bag labeled with a biohazard sticker.
- ◆ Blood on clothes will be covered with tape or clothes will be changed and the soiled ones sent home in a bag labeled with a biohazard sticker.

### Return to school following surgery or injury

Please contact the clinic to discuss any accommodations that need to be made for your child such as medication, modified activity levels or mobility issues.

### **Non-participation in Physical Education Class**

In the event your child is unable to actively take part in physical education, please send a note to the P.E. teacher and school nurse providing information regarding the specific condition, restrictions and length of the expected non-participation.

### **Crutches**

Students need to report to the clinic on the first day they come to school with crutches. A note from the physician providing care for the injury is requested. If the child has not seen a physician yet, a note from the parent will suffice until a physician's note is obtained. It is assumed that any injury severe enough to require crutches needs to be medically evaluated. Inform your child to not allow others to play with crutches.

### **Communicable Diseases**

If your child is diagnosed with a communicable disease such as strep throat, pink eye, head lice, or chicken pox, please inform the school. A notice will be sent out to each class that has been exposed in accordance with State Law.

## **TUITION POLICIES**

Tuition for St. Benedict Catholic School is determined each year by the St. Benedict Catholic School Board of Directors and is due on July 1<sup>st</sup> of the calendar year. Tuition can be paid in the school's main office.

Tuition assistance is available through the Diocese of Cleveland by completing a Smart Aid application. Tuition assistance is also available to participating members of St. Martin of Tours and St. Monica Parishes. Please contact the parish for their application.

Tuition for students who enroll during the course of the school year will be calculated on a prorated, monthly basis. Tuition will be calculated for the entire month a student enrolls in, no matter the date.

Tuition reimbursement for students who withdraw during the course of the school year will be calculated on a prorated, monthly basis. Tuition will be calculated through the entire month a student withdraws from, no matter the date.

Returned Checks - Families will be charged \$35 for any returned checks processed.

## **GENERAL SCHOOL INFORMATION**

### **Hot Lunch and Breakfast Programs**

The Cleveland Diocesan Lunch and Breakfast Program is our food service provider. Lunch menus will be sent home monthly. Milk is included in this program. Students may also purchase milk separately from the hot lunch.

### **Beverages**

Beverages in glass containers **may not** be brought to school.

### **Wellness, Food, and Beverage Policy**

The schools of the Diocese of Cleveland are committed to providing school environments that promote and protect children's health and well-being.

In the interest of good health and in order not to disrupt the educational program, parties and treats are kept to a minimum. Certain store bought treats for children are permitted, however parents must obey the following policy:

- ◆ **Food and beverages sold or served throughout the school day will meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations, as well as to the maximum extent possible, incorporate the Dietary Guidelines for Americans.**

- ◆ **Foods needing refrigeration or freezing are not acceptable without special permission.**
- ◆ **Food containing nuts/peanuts or peanut oil should not be sent as treats because of students with allergies to nuts/peanuts. (Also see “Allergy Policy” in Appendix)**
- ◆ **Chewing gum or candy is not acceptable.**
- ◆ **NO Energy drinks.**

**All snacks and treats that are not in compliance with this Policy will not be served in school.**

If a special occasion calls for some type of celebration, permission must be obtained from the Principal. Collections may not be taken up for additional parties, gifts, or for any other reason. Handing out invitations for private parties is not acceptable in class or on school grounds.

Dietary restrictions are becoming more and more common, not just due to the specific food allergies with peanuts and tree nuts, but with other types of food allergies (egg, soy, wheat, etc.). There is also an increasing percentage of children in this country with juvenile diabetes. All of this affects a child’s health and well-being, **therefore foods baked at home will not be served at school.**

There are many alternatives to the “standard” classroom food treat for birthdays and holidays. Here are a few suggested “non-food” celebration treats: book marks, bubbles, crazy straws, erasers, glow sticks, fun pads, key chains, notepads, pencils, stencils, and stickers.

### **Care of Books and Property**

**The school reserves the right to search all items brought on the school property.**

- ◆ Students are responsible for the materials they use.
- ◆ Book bags are to be used for carrying books to school.
- ◆ Students are responsible for any damage to any property.
- ◆ All workbooks must be covered in **clear** contact paper. All hardcover books must be covered in cloth or paper book covers.

### **Money**

All money should be in a sealed envelope marked with the student’s name, room number and the purpose for the money.

### **Collection of Money**

Collecting of money for any purpose from school families must receive the prior approval of the Principal.

### **Lost and Found**

All materials and clothing should be labeled clearly with the student’s name and grade. Lost items will be placed in “lost and found” which is located outside of the Cafeteria. Items not claimed will be given to charity.

### **Forgotten Items** (lunches, homework, gym/sports clothes)

Classes cannot be interrupted for a child to be called down to the office to claim items forgotten at home that are delivered to the office. Students may check with the office during the day, however, it is not the responsibility of the office to deliver these items.

## **Deliveries**

Deliveries of balloons, flowers etc. will not be given to students during school hours.

## **Supplies**

A list of supplies required for each grade level will be sent home prior to the start of the school year. Students are asked to bring only the supplies required for their grade. Parents are asked to recheck and replenish supplies periodically throughout the school year.

## **Parent Volunteers**

There are many opportunities for parents to become involved in activities at St. Benedict Catholic School. Parents assist the teachers in many ways throughout the school year. The Parent Teacher Union seeks out volunteers to sign up for an activity that they would like to be a part of. Some of these opportunities include: Room Parents, Field Trip Assistance, Fund Raising, Market Day, Uniform Exchange, Teacher Appreciation Activities, Walkathon, Field Day, and other social activities. All volunteers and visitors need to report to the office and sign in.

## **EXTRA-CURRICULAR PROGRAMS**

### **Before and After School Care**

St. Benedict Catholic School provides before and after school care. Before school care is from 6:30 AM until 7:45 AM and after school from 2:40 pm until 6:00 PM each day school is in session. *All students attending the Before – After School Care must have a paid registration form on file.*

The Code of Conduct and the rules found in this handbook apply to the Before – After School Care Program.

### **Clubs**

St. Benedict Catholic School sponsors clubs and activities based upon student interest and availability of moderators. The following clubs are available, but not limited to:

Junior Holy Name Society (grades 7 and 8), Drama Ministry (grades 7 and 8), Choir, Game Board Club, Cooking Club, LEGO Club and Art Club. Some clubs are restricted to grade levels.

## **SCHOOL POLICIES**

### **Non-Harassment and Anti-Bullying Policy**

- ◆ The administration and staff of St. Benedict Catholic School believe that all employees and students are entitled to work and study in school-related environments that are free of harassment, intimidation or coercion. Any threat of harm to any person either in writing, verbal, physical, or electronic/digital will be dealt with immediately and appropriately.
- ◆ St. Benedict Catholic School will not tolerate harassment and/or bullying of any type. Reports of either harassment and/or bullying behaviors will be dealt with in a prompt manner including appropriate disciplinary action by the school. Disciplinary action may include suspension, dismissal, or being asked to withdraw from the school.
- ◆ Examples of harassment include, but are not limited to: unwelcome advances or other similar verbal or physical contact, verbal or written taunting; bullying; intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group. Any and all types of bullying (verbal, emotional, physical, use of telecommunications as a means to bully and/or intimidate, and socio-economic) as set forth in the Federal Anti-Bullying Guidelines will be addressed by the professional staff of St. Benedict Catholic School.
- ◆ Students who believe they have experienced harassment or bullying shall report such matter to the Principal or any other administrator as soon as possible.

1. The Principal or designated administrator shall immediately investigate the complaint and shall make written notations of specific allegations.
2. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge. The inquiry should be as specific as possible.
3. All information relating to the complaint or the investigation shall be kept confidential when possible, consistent with a complete investigation. All participants should be reminded of this obligation.
4. The investigator shall make a prompt determination regarding any disciplinary actions. Notice shall be made to the involved parties regarding the disposition of the investigation consistent with the privacy of student records.
5. No retaliation will be permitted for participating in a complaint or investigation.
6. The Principal shall make a prompt determination regarding any disciplinary actions. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

### **Threats Policy**

It is the responsibility of the administration, teachers, and staff to ensure the safety of all in the school or on school grounds or while participating in a school-sponsored activity. Any threat of harm to any person either in writing, verbal, physical, or electronic/digital will be dealt with immediately and appropriately. Such action may include: notification of parents, suspension, dismissal, expulsion, notification of local law enforcement officials, psychological/psychiatric evaluation, counseling, or other actions deemed necessary.

### **Weapons Policy**

The school recognizes that a safe, secure school atmosphere is a fundamental tenet to providing an educational environment conducive to learning. Therefore, weapons are prohibited. This policy includes, but is not limited to, any firearm, knife, deadly weapon, explosive, incendiary device, or any toy or "look-alike" weapon. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon." Ohio Rev. Code 2923.11(A). Firearms include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. Possession of hunting weapons is also a violation of this policy. No student may have possession of a weapon on school grounds, during or immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds or while at a place or location for the purpose of or related to attendance at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when a student is subject to the authority of the school. Violations of this policy are subject to the Code of Behavior and may warrant notification of the police, immediate suspension, dismissal, or expulsion.

*A search for a weapon may be conducted in a manner consistent with the policy set forth in the Search Policy.*

## **Search Policy**

The school reserves its right to search at any time all items on school property such as lockers and desks even if assigned to an individual. Additionally, by enrolling in the school, the student and parents consent to a search of a student's backpack, gym bag, book bag, handbag, purse, coat and students' network folder, when the school has reasonable grounds to believe a student has in his/her possession some unlawful or otherwise prohibited item or items when on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds or while any place or location for the purpose of or related to attendance at a school-sponsored activity, function, or event; on a school bus or conveyance; or at any other time when a student is subject to the authority of the school. The search may extend to a student's person or clothing only if the school has reasonable grounds to believe the student possesses a weapon as defined under the Weapons Policy. Upon the commencement of any searches outlined above, the school will first request permission from the student in question to conduct the search. If the student refuses to allow the search, the school reserves the right to discipline the student for possession of the alleged unlawful or prohibited item or items in the manner provided in the school's Code of Behavior

## **Electronic Device Policy**

No electronic devices are permitted at school. This includes CD players, I-PODS, I-PADS, Game Boys, DS hand held games and all other electronic devices.

## **Cell Phones**

- ◆ Cell phones may be brought to school for emergencies under the following conditions:
- ◆ Phones must be kept in the OFF position on school property and stored in the student's locker.
- ◆ No cell phones may be used for picture taking or video taking.
- ◆ No harassment or threatening of person via the cell phone is permitted.
- ◆ Cell phones may not be used for game playing, text messaging, Internet or e-mail access, gambling or making purchases of any kind.

Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school. They will also be issued a detention. Phones will be taken away and must be picked up by the parents in the office.

## **Challenged Materials Policy**

Decisions regarding the purchase of materials selected for library and classroom required use are made in light of the school's mission and philosophy. Should there be an objection to the use of materials/textbooks/videos, the following procedures will be followed:

- ◆ The person objecting to the materials/textbook/video will be asked to file any objection(s) in writing by completing the Request for Reconsideration of Materials. The Review Committee, comprised of administrators and appropriate faculty, will review the Request for Reconsideration of Materials form and notification of its decision will be forthcoming and binding. The material in question will not be removed unless and until the Review Committee makes that determination.
- ◆ The Review Committee reserves the right to instruct certain faculty and/or staff to assign alternate materials or assignments to particular students, in lieu of removing challenged materials/textbooks/videos from a classroom curriculum or from the school library.

## **Guidelines Regarding Students With AIDS**

Students with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in St. Benedict Catholic School shall be permitted to attend school provided:

- ◆ The health of a student, as documented by his/her physician, allows participation in regular school activities.
- ◆ The student behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk.
- ◆ The student does not have open sores, skin eruptions, or any other condition that prevents his/her control of bodily secretions.
- ◆ There are periodic evaluations of the student's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.
- ◆ Parents and guardians have the obligation to report to the school administration when any student has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome); ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency Virus, the virus that causes AIDS also known as HTLVIII or LAV).
- ◆ In order to protect confidentiality, when a student with AIDS is admitted to school, personnel who are made aware of the student's condition should be the minimum necessary to assure proper care of the student and the safety of all others.
- ◆ Based on the condition of the student and the expected type of interaction with others, the Principal, after consultation with proper authorities, may limit the student's participation in school activities.

### **Youth Gangs**

Youth gangs and gang related clothing and activities are prohibited.

### **Pregnancy Policy**

Two sets of principles are to be applied in the situation of adolescent pregnancy in the Catholic school setting. One set of principles applies to the teaching on respect for human life. The second set of principles applies to effective school management. If the need arises, the two sets of principles will be applied on an individual basis.

### **Computer and Acceptable Use Policy**

In this the 21<sup>st</sup> century, we are in a time of new and ever changing technologies. We at St. Benedict Catholic School believe using new technologies, electronic resources, and Internet access enhance student learning and provide a quality educational experience for all students. It is our privilege to be able to offer use of such technological resources to enhance the educational experience. However, despite these benefits, the Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure the proper use of the technologies while enrolled at St. Benedict Catholic School.

All users are expected to use the technology available at St. Benedict Catholic School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have accessed appropriately. Obscene, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property (i.e., home, business, private property, etc.).

### **Students must\*:**

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.



2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (no making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

**\* Numbers one through four are not an all-inclusive list of inappropriate uses and activities.**

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

**Supervision and Monitoring:** School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

**Agreement form:** In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Benedict Catholic School before Internet and other technology 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.

### **St. Benedict Catholic School Allergy Policy**

St. Benedict Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn. Pursuant to the Ohio Revised Code 3313.719 (The Food Allergy Protection Policy), the purpose of this policy is to:

- ◆ Provide a safe and healthy learning environment for children with food allergies; and
- ◆ Reduce the likelihood of severe or potentially life-threatening allergic reactions; and
- ◆ Ensure a rapid and effective response in the case of severe or potentially life-threatening allergic reaction.

Food Allergy Symptoms or Anaphylaxis are a result of exposure to an allergen, specifically peanuts and/or tree nuts. Tree nuts include: almonds, Brazil nuts, cashews, hazelnuts (or filberts), macadamia nuts, pecans, pine nuts (pignolias), pistachios, and walnuts.

Symptoms of Anaphylaxis or Food Allergy may include:

- ◆ A feeling of apprehension or foreboding
- ◆ Facial symptoms, including hives, flushing, or itchiness
- ◆ A feeling of tightness in the chest, throat, or mouth
- ◆ Progressive difficulty swallowing or breathing, which could include drooling, wheezing, choking, or coughing
- ◆ Nasal symptoms, such as a runny nose
- ◆ Changes in the voice
- ◆ Digestive symptoms such as diarrhea, nausea, or vomiting
- ◆ Dizziness, fatigue, chills, and increased heart rate
- ◆ Loss of color to the skin, loss of consciousness, which can be followed by coma and death

The only way to avoid a reaction to those allergic to peanuts or tree nuts is strict avoidance. Symptoms can begin immediately upon, or up to 2 hours after exposure to an allergen.

An Emergency Health Care Plan shall be developed for each student identified with a food allergy. The school nurse, in collaboration with the student's parents and health care provider, shall develop these individual plans. This shall be done prior to entry into school or immediately upon attendance. For students with a newly diagnosed food allergy, an Emergency Health Care Plan must be in place immediately upon diagnosis.

These Emergency Health Care Plans shall include both preventative measures to help avoid accidental exposure and emergency measures in case of exposure to allergens.

As a school community, St. Benedict Catholic School has instituted the following measures:

- ◆ Educating school personnel, students, and families about food allergies
- ◆ Providing "safe snack" lists to parents, staff, and students, and making this list available upon request
- ◆ Implementing protocols for cleaning surfaces touched by food products, paying particular attention to washing of hands after eating
- ◆ Designating a "Nut-Free" table in the Cafeteria if needed
- ◆ Prohibiting food allergens from designated classrooms where there are students with a food allergy. There shall be signs by the classroom entrances clearly stating that it is "Nut-Free"
- ◆ Prohibiting classroom treats that contain nuts
- ◆ Prohibiting food in the "Nut-Free" classroom that are eating during morning snack that contain nuts
- ◆ Training will be provided by the school nurse for all personnel who may be involved in managing an allergic reaction at school. Training will be reviewed annually and as needed.

The principal and the school nurse will ensure that all school employees and other adults, including but not limited to classroom teachers, specialty teachers, substitute teachers, aides, food service staff, custodial staff, playground monitors, and after-school care providers who may be involved in the care of a student with a tree nut/peanut allergy will be informed of the Emergency Health Care Plan as appropriate. These individuals will be able to recognize the symptoms of an allergic reaction, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the student's snacks, meals, educational tools, arts and crafts projects, and incentives.

All students with the risk of anaphylaxis are permitted and encouraged to carry an epinephrine auto-injector (Epi-Pen) at all times when deemed appropriate by parents/guardians with a physician's order. With younger students, the Epi-Pen shall be kept in the school clinic and may also be kept in the classroom and in the Cafeteria as designated by the Emergency Health Care Plan. Parents/Guardians will supply Epi-Pens to the school.

In the event of an episode of anaphylaxis, the principal will verbally notify the student's parents/guardians as soon as possible or delegate someone to notify them.

The confidentiality of students with food allergies shall be maintained, to the extent appropriate, and as requested by the student's parents/guardians.

Any threats or bullying of students with food allergies will be taken very seriously and will be dealt with according to the St. Benedict Catholic School's Code of Conduct and Disciplinary Measures.

It shall be the responsibility of the parents/guardians to coordinate appropriate measures with the school district providing transportation to the student with food allergies, if applicable.

### **How do I know when to keep my child home from school?**

Students should be kept home because of a serious illness, injury, or a condition that can be passed on to other children. No comprehensive list is possible, but the following may be considered appropriate reasons to keep a student home from school:

- ◆ Vomiting – child must be kept home for 24 hours after last vomiting episode.
- ◆ Temperature of 100 degrees or greater – child must be fever-free for 24 hours without the use of Tylenol (acetaminophen) or Advil/Motrin (ibuprofen).
- ◆ Earache
- ◆ Head Injury
- ◆ Adverse Medication Effect
- ◆ Suspected Fracture
- ◆ Severe Pain
- ◆ Pediculosis (Lice)

Communicable conditions in which a child should be kept home include:

- ◆ Vomiting
- ◆ Loose/runny stools/diarrhea
- ◆ Undiagnosed rash
- ◆ Red, draining eyes
- ◆ Pink eye
- ◆ Persistent runny nose accompanied by a fever
- ◆ Persistent cough, accompanied by a fever

