

St. Benedict Catholic School

PARENT AND STUDENT HANDBOOK 2024-2025



SOAR

Safety~Ownership~Academics~Respect

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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 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 rest 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, STEM and Spanish, expand our curriculum.
- Auxiliary personnel, who provide additional support for the school, include school nurse, health aide, psychologist, speech and language therapist, tutors, and intervention specialist.
- Professional secretaries, maintenance team, and classroom aides 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 classwork 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
- Parent volunteers who work consistently with students must complete the Diocesan Virtus program

Board of Trustees

The Board of Trustees consists of the 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 a quality Catholic education to children within our community and local diocesan parishes.

St. Benedict Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

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 the discretion of the principal.

To enter kindergarten, a child must be five years of age on or before August 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 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

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.

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 the Catholic faith. A student may be put on a waitlist for classes that are at or near capacity, and parish families have 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 \$150 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 receipt of the request from the accepting school(s). It is recommended that records/ requests be made promptly and records be sent promptly 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 readmission to school are on an annual basis, with the final decision being made by the President/Treasurer/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.

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 1st 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 FACTS application. Tuition assistance is also available to participating members of St. Martin of Tours, St. Monica Parish and other local diocesan parishes. Please contact your parish for their application.

Tuition for students who enroll during 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 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.

The following Tuition Payment Options will be available:

TUITION AMOUNT: Per child \$6166.00

REGISTRATION FEE: \$150.00

Registration Fee is per family K to 8 (\$150.00 non-refundable)

All families, including those participating in the EdChoice Scholarship Program, are required to pay the Registration Fee. Registration will not be complete until this fee is paid.

EdChoice Programs

St. Benedict Catholic School participates in the Educational Choice Scholarship Programs. The maximum amount of the scholarship for K-8 is currently \$6,166.00 Upon acceptance and admission, newly registered families at St. Benedict Catholic School, who have applied and been accepted for financial aid through the EdChoice Programs, must provide the School Office with a copy of their acceptance letter before the start of the school year. Parents and guardians are responsible for the \$150.00 technology fee. The scholarship amount only covers school tuition.

FACTS Aid Information:

Financial Assistance, for tuition, is available through the Diocesan Tuition Assistance program. For those families who are requesting financial assistance, a FACTS Aid application is required. FACTS applications must have been submitted by March 1st, of that school year for the first round of Diocesan awards

Special Circumstances

Families with special circumstances who anticipate difficulty meeting their tuition payment schedule are asked to consult with the President, Treasurer, or Principal before July 1st of the coming school year. This information will be held with the highest degree of confidentiality.

Past Due Accounts

- Failure to pay tuition and fees on time, including After Care fees, will result in the student's report card being withheld. This may also result in the student being dismissed from St. Benedict Catholic School.
- Academic records will not be released for transferring students including 8th-grade students applying to high school if all financial obligations are not current.
- Should the account be left unpaid and referred to legal collection, the account will be subject to all additional costs and collection fees accumulated to clear the account.

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 and Emergency Medical Authorization Form

Emergency cards and Emergency Medical Authorization Forms 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 and updated on Digital Academy. 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 2:50 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 at school before 7:45 AM. Students not picked up by 2:50 PM will be sent to the schools After Care Program. Parents will be responsible for paying for these services. Per the State of Ohio Department of Education school districts, joint vocational school districts and chartered, nonpublic schools must be open for instruction for a minimum of 1,001 hours. SBCS provides 1033 hours per school year.

OFFICE HOURS

SBCS Main Campus school office can be contacted at 216-662-9380 from 7:30 AM until 3:30 PM on school days. The Early Learning Center school office can be contacted at 216-475-3633 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, school's 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 – Main Campus - 216-662-9380 Early Learning Center - 216-475-3633

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 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 for missed work when absent. The student has the same number of days to complete the work that they were absent from school. Work must be made up at the teacher's discretion.

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

Prolonged Illness

The school must be notified in the case of a prolonged illness of a student. If a child is absent for 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 8:05 AM. If a bus is late, the student will not be marked tardy. A tardy slip is needed for admission to class after 8:05 AM. Tardiness will be recorded on the report card and cumulative record.

Early Release of Students

Students leaving school early for the following reasons below will be marked absent on their report card for the number of hours missed 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 and Maple Heights School Districts. 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) and Maple Heights City Schools
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 district transportation is not available and St. Benedict Catholic School is in session, parents decide on 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 canceled.

Leaving School During the School Day

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

HOME – SCHOOL COMMUNICATIONS

Wednesday Folder

The Wednesday 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)

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.

Emergency Operations Crisis and Safety Plan

The St. Benedict Catholic School Emergency Operation Plan is approved by FEMA. It is reviewed yearly. In the event of an emergency, parents will be notified through the Digital Academy system.

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 2:50 PM. Expect a response within 24 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. Students may not carry their cell phones during the school day. All cell phones must be turned in to the homeroom teacher at the beginning of the 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 to 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, contact the Principal to set up an appointment to discuss the concern.

Emergency Messages During School Hours

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, as well as updated on the Digital Academy parent portal.

INSTRUCTIONAL PROGRAM

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.

Digital Academy

St. Benedict Catholic School utilizes Digital Academy as our online grade book, report card, and parent communication system. Each family must have a personal Digital Academy account. The parent/guardian is responsible to check their account each week. Teachers provide continuous updates. Access to Digital Academy will be deactivated at the end of each quarter in which a family has an outstanding balance for tuition, registration, or AfterCare. Digital Academy will be reinstated when the account balance is cleared.

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 the 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 are 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 education, Spanish, music, art, library, and physical education classes are offered for all students in grades 1-8.

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 in 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 trip, 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**. Student to teacher ratio shall not exceed 25/1 per classroom.

Departmental Classes

Departmental teaching begins in first grade.

Grouping

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

Homework

Homework at most grade levels will usually be given daily. The assignments are an outgrowth of classwork to supplement learning, to review independently what was taught in class, and to provide the opportunity to use research skills. Time allotments for homework depend on the type of assignment and the age and grade level of the student. No definite time limit can be determined for all since children work at different rates of speed.

Parents can assist children in the following ways:

- Provide a quiet place for homework
- Assist with an 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

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 the 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

St. Benedict Catholic School utilizes Digital Academy as our online grade book, report card, and parent communication system. Each family must have a personal Digital Academy account. The parent/guardian is responsible to check their account each week. Teachers provide continuous updates.

Report cards provide parents with evidence of student growth and development. Report cards for grades K to 8 are issued electronically each quarter. Report cards are to be signed online by a parent through Digital Academy within a week of when they were issued.

The following marking code is used in Kindergarten through grade 3 and 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		

Core subjects for grades K-3 will be evaluated using Standard Based Assessment.

The following marking code is used for grades 4-8:

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 electronically by the parents acknowledging 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.

Credits

The following subjects are worth one credit:

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

The following subjects are worth 1/4 credit:

Physical education, art, and music

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 and Retention

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

If a student is being considered for retention, the parents will be notified before 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.

Academic Probation

Students will be placed on Academic Probation when they receive two failing grades, three or more Ds, 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 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 on the last day of school. 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: Ohio State AIR Tests

Third Grade Reading Guarantee

The ability to read is the foundation of learning. Research shows that children who are not reading at a third-grade level by the end of Grade Three will likely have difficulty learning in all classroom subjects in higher grades. Ohio's Third Grade Reading Guarantee ensures that every struggling reader gets the support he or she needs to be able to learn and achieve. Below are some key elements of Ohio's Third Grade Reading Guarantee:

- During the school year, we will be conducting in-house assessments on all students, using diagnostic Reading and Math Assessment Tools.
- As a result of these assessments, which will be given several times throughout the school year, teachers will identify students "On Track" (meaning that their performance is meeting expectations for students in that grade level,) or "Not On Track," (meaning that their performance is currently below expectations for the grade level they are in.)
- Parents will be notified of your child's performance with a letter following the completion of assessments.
- A Reading Improvement Monitoring Plan (RIMP) will be completed and updated throughout the school year for students "Not On Track" in Grades K-3.
- Third Grade students who do not reach the state-determined success mark on the Ohio Achievement Assessment for Reading will not be promoted to Fourth Grade.
- For students with disabilities, there are two types of exemptions in the Third Grade Reading Guarantee policy.

Educational Resources

- The State of Ohio Auxiliary Services Program provides the following services for St. Benedict Catholic School: school nurse, health aide, psychologist, tutors, speech and language therapist, and intervention specialist. The RTI or Response to Intervention process is utilized in our Title I and Intervention programs. RTI is a multi-tiered comprehensive, early detection and prevention strategy that identifies struggling students and assists them before they fall behind. RTI systems combine universal screening and high-quality instruction for all students with interventions targeted at struggling students. Information can be found on the SBCS website under "Resources for Parents" or on the Ohio Department of Education's website.
- Either the parents or the teacher may request these services. The parent request for services must be written and sent to the Principal or 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

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.

PBIS - Positive Behavioral Interventions and Supports

SBCS will be implementing PBIS (Positive Behavioral Interventions and Supports) this year as part of our Behavior System. PBIS is a process for creating positive, safer, and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student-specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe, positive, and productive learning environment where teachers can teach and all students can learn.

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 school-related events. A student is expected to represent St. Benedict Catholic School positively 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

Discipline

The word "discipline" stems from a Latin disciplina meaning "instruction" or "teaching." Accordingly, discipline exists to teach a student to act in a way that will better his/her life and will lead to self-discipline. We believe that our school rules exist for the common good of our school community and for the good of each student recognizing that all persons are made in the image and likeness of God and deserve to be treated with respect. Growth in virtue, responsibility for learning and living Catholic moral values, and loving respect for the rights of all persons are at the heart of the Code of Conduct. To achieve these ends, parents, faculty, and students are expected to work together to create a Catholic school environment. Most fundamentally, in a school, teachers have a right to teach, and students have a right to learn.

In our school, students:

- Will follow school rules and policies
- Will refrain from any deliberate disruption of the learning environment
- Will complete all assignments and participate in class as expected by their teachers
- Will not give or receive unauthorized assistance on tests, quizzes, or assignments
- Will remain on school grounds and be present for all required activities unless officially excused by the administration
- Will demonstrate good sportsmanship when engaged in co- and extracurricular activities
- Will be honest and committed to integrity
- Will be respectful and courteous toward others
- Will speak respectfully to and about others
- Will respect school property and the personal property of others
- Will refrain from threatening behavior or harassment of any kind
- Will use appropriate language and refrain from using inappropriate language

- Will not engage in any inappropriate physical or verbal contact with another person (including without limitation fighting and inappropriate displays of affection).
- Will not bring to school nor possess at school any items inappropriate to a school setting including but not limited to real or toy knives or guns, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or similar items.
- Will maintain and support others who maintain a safe and alcohol and drug-free environment at and near the school and at all school-sponsored functions/activities.
- Will, at all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation concerning the use of social media and electronic communications.

Disciplinary Action

Disciplinary actions may include but are not limited to the following:

- Written or verbal warning
- Student and/or parent conference
- Demerit/Detention
- Parent conferences with staff and/or administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion - Actions that may subject a student to discipline include violations of the Standards of Conduct, any action contrary to Catholic teaching or values whether or not specifically listed in the Standards of Conduct, and any action that is an offense against the dignity of another person whether or not specifically listed in the Standards of Conduct, all as determined in the sole discretion of school administration. Final disciplinary decisions are determined at the sole discretion of school administration and may include a combination of disciplinary actions.

Discipline Framework and Matrix

St. Benedict Catholic School will be using the below Consequence Framework and Discipline Matrix as a guide for disciplinary actions at SBCS. The school reserves the right to amend this document as needed, and administrators or teachers may assign disciplinary actions beyond what is listed here if circumstances warrant.

Consequence Framework

- **Demerits - Entered in Digital Academy by teacher for Parent Notification**
 - o 3 Demerits with 4 Weeks of Previous Demerit = 1 After School Detention\
- **After School Detentions - Entered in Digital Academy and teacher Phone Call Home for Parent Notification**
 - o 5 Detentions = 1 ISS
- **In School Suspension (ISS) - Entered in Digital Academy and Phone Call from Administration for Parent Notification**
 - o 2 ISS = 1 OSS
- **Out of School Suspension (OSS) - Entered in Digital Academy and Phone Call from Administration for Parent Notification**
 - o 1 OSS = Behavior Meeting via Phone or In-person
 - o 2 OSS = Mandatory Parent Meeting & Behavioral Contract
 - o 3 OSS = Expulsion

2024/2025 SBCS Discipline Matrix

<u>Tier 1 Offenses</u>	<i>Gum Chewing/Eating Outside of the Cafeteria</i>	<i>Uniform Compliance</i>	<i>Profanity</i>	<i>Disruption/Excessive Talking</i>
1	Verbal Warning	Verbal Warning and Parent Phone Call	Verbal Warning up to OSS	Verbal Warning up to OSS
2nd Offense within 4 weeks of previous offense	Demerit	Dress Code Demerit	Demerit up to OSS	Demerit up to OSS
3rd Offense within 4 weeks of previous offense	After School Detention	2nd Dress Code Demerit	After School Detention up to OSS	1 After School Detention & Parent Phone call up to OSS
4th Offense within 4 weeks of previous offense	2 After School Detentions	3rd Dress Code Demerit and Parent Phone Call	2 After School Detentions up to OSS	2 After School Detentions & Parent Phone call up to OSS
5th + Offense within 4 weeks of previous offense	Meeting with Administration and teacher	Loss of Dress Down Privileges for the remainder of the year & Conference with Parent	1-5 Days ISS/OSS	1-5 Days ISS/OSS & parent Meeting with Administration *additional offenses after the parent meeting will result in student being placed on a Behavior Contract
<u>Tier 1 Offenses</u>	<i>Failure to Comply</i>	<i>Disrespect Toward Peers/Teacher</i>		
1	Verbal Warning up to OSS	Verbal Warning up to OSS		
2nd Offense within 4 weeks of previous offense	Demerit up to OSS	Demerit up to OSS		
3rd Offense within 4 weeks of previous offense	1 After School Detention & Parent Phone call up to OSS	1 After School Detention & Parent Phone call up to OSS		
4th Offense within 4 weeks of previous offense	2 After School Detentions & Parent Phone call up to OSS	2 After School Detentions & Parent Phone call up to OSS		

5th + Offense within 4 weeks of previous offense	1-5 Days ISS/OSS & parent Meeting with Administration *additional offenses after the parent meeting will result in student being placed on a Behavior Contract	1-5 Days ISS/OSS & parent Meeting with Administration *additional offenses after the parent meeting will result in student being placed on a Behavior Contract		
<u>Tier 2 Offenses</u>	<i>Lying, Cheating, Forgery, copying, plagiarism</i>	<i>Theft</i>	<i>Inappropriate Cell Phone Use/Technology Use</i>	<i>Intimidation/ Threats/Failure to keep hand to yourself</i>
1	After School Detention	After School Detention up to OSS	Phone given to office & After School Detention up to Expulsion	Detention & Parent Conference up to Expulsion
2	2 After School Detentions	1 Day ISS Up to OSS	Phone given to office & 2 After School Detentions up to Expulsion	2 After School Detentions & Teacher/Parent Conference up to Expulsion
3	1 Day OSS up to Expulsion	1-5 Days OSS	Phone given to office & 1 Day ISS up to Expulsion	1-5 Days OSS
4	3-5 Day OSS & Behavior Contract up to Expulsion	3-10 Days OSS	1-5 days OSS & Behavior Contract up to Expulsion	3-10 Days OSS & Behavior Contract
5+	10 Days OSS w/Poss. EXP	10 Days OSS w/Poss. Expulsion	3-10 Days OSS w/Poss. Expulsion	10 Days OSS w/Poss. Expulsion
<u>Tier 3 Offenses</u>	<i>Fighting, Violence or Physical Offense</i>	<i>Wrongful Conduct</i>		
1	3-5 Day OSS	3-5 Day OSS		
2	10 Day OSS Mandatory & Behavior Contract, In-person Meeting with Admin & Parent	10 Day OSS Mandatory & Behavior Contract, In-person Meeting with Admin & Parent		
3	Expulsion	Expulsion		

Suspension

The Principal may suspend a student after notifying the parents. Out of school suspensions are served at home supervised by the parents. In school suspensions are served in the office, resource room or under alternative staff supervision during the regular school hours. Students will not be permitted in their regular classroom or with their homeroom for the entire day when serving an in-school suspension, including during lunch and recess. Suspension may last from one day to two weeks. The student is responsible for work and tests missed during their suspension. While suspended, students may not participate in any school sponsored activities.

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

Some 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 decides to expel a student after consultation with the Diocesan Assistant Superintendent as well as the President and Treasurer of St. Benedict Catholic School. Lack of cooperation on the part of either the student or the parents may result in the student's expulsion from school.

Elastic Clause

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 students will be able to make a case against the suspension and/or expulsion. If the parents and/or students are dissatisfied with the Principal's decision, an appeal may be made to the Regional 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. If a parent cannot be reached, the school will provide a change of clothes from our uniform closet.

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 school gym uniforms or Spirit Wear gym uniforms daily. Please see page 24 below for specifications. Kindergarten students may not wear jewelry other than 1 small post earring for girls.

Boys Uniforms Grades 1-8

SHIRTS:

Collared knit polo shirts in yellow, light blue, dark blue, or white without an emblem or label. A plain t-shirt or undershirt (no logos) may be worn under the polo shirt; however, if the undershirt sleeves are longer than the uniform sleeves then both the undershirt and polo shirt must be the same color. Students will be asked to remove the 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 pants 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. 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 1st and 4th quarters.

SWEATERS:

Styles include cardigans, fleece, 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 Spirit Wear sweatshirts and t-shirts are permitted.

SOCKS:

Mostly 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:

Mostly solid colored black, brown, white, or navy dress or tennis shoes may be worn as school shoes. Shoes must enclose the whole foot.

For safety reasons, all children are encouraged to have shoes with non-slip soles. No light-up shoes or heels or backless shoes. Moccasin/slipper type shoes, fashion boots, platform shoes, and sandals are also not permitted. Winter boots may be worn to school but need to be changed upon arrival. Crocs are not permitted.

Girls Uniforms Grades 1-8

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

- **NO SOLID COLORED UNIFORM SKIRTS OR JUMPERS ARE PERMITTED,**

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 FINGERTIP LENGTH OR LONGER AND MUST BE PURCHASED AT SCHOOL BELLES OR AT THE SBCS UNIFORM SALE.

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 pants 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. Low-rise pants are not permitted.

WALKING SHORTS:

DRESS WALKING SHORTS in black, navy blue, or khaki are to be fingertip length or longer. 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 1st and 4th quarters.

SHIRTS, BLOUSES, AND KNIT OVERBLOUSE-AKA Banded Bottom

Shirts: Collared knit polo shirts in 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 a jumper, skirt, or dress pants and sweater. Blouses must be without any ornamentation.

Knit Overblouse – AKA Banded Bottom: Plain white, 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 t-shirt, undershirt, or bra (no logos or bright colors) may be worn under the polo shirt; however, if the undershirt sleeves are longer than the uniform sleeves then both the undershirt and polo shirt must be the same color. Students will be asked to remove the undershirt if not in compliance with this code. All shirts and blouses must be tucked in.

SWEATERS:

Styles include cardigans, fleece, 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 Spirit Wear sweatshirts and t-shirts are permitted.

SOCKS:

Mostly 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:

Mostly solid colored black, brown, white or navy dress or tennis shoes may be worn as school shoes. Shoes must enclose the whole foot.

For safety reasons, all children are encouraged to have shoes with non-slip soles. No light-up shoes or heels or backless shoes. Moccasin/slipper type shoes, fashion boots, platform shoes, and sandals are also not permitted. Winter boots may be worn to school but need to be changed upon arrival. Crocs are not permitted.

Spiritwear - Gym Days

Spiritwear consists of any St. Benedict logo spiritwear purchased through a school-sponsored site. Any spiritwear t-shirts or sweatshirts may be worn throughout the school year with dress code bottoms. Spirit Wear sweatpants/joggers may be worn on gym days only, in place of the gym uniform. spiritwear tank tops or pajama pants are 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 ONLY BY ALL STUDENTS IN GRADES 1-8.

- Students may layer a plain white t-shirt with their gym shirt as long as the undershirt is the same color as the gym shirt.
- 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 be worn at the waist. Gym pants and shorts worn below or on the hip are not acceptable. Students may wear compression shorts under gym shorts as long as the compression shorts are not visible.

The required gym uniform includes:

- White, gold, or navy-blue **St. Benedict** logo t-shirt
- Navy blue **St. Benedict** logo shorts/sweatpants
- White, gray, blue, or black athletic shoes (non skid soles). Shoes must be tied. No shoes that flash.

Optional: The St. Benedict logo navy blue sweatshirt (the applique sweatshirt from Schoolbelles) and St. Benedict Spirit Wear including t-shirts, sweatshirts, sweatpants, and joggers may be worn in place of the gym uniform on gym days.

Outerwear such as winter coats, jackets, jacket vests, non-spirit wear sweatshirts, hats, and baseball caps, 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. If hair length is longer than collar length, hair must be tied back. Hair may not be worn on or beyond eyebrows for girls and boys. Among those styles not permitted are unusual lines, shavings, tails, mohawks, and spiking. Unnatural colors are also not permitted including but not limited to bright red, pink, orange, bright yellow, blue, green, and purple. Facial hair is not permitted.

Headbands – K-8

Solid color black, blue, white, yellow, or uniform plaid may be worn. Headbands must be flat.

Jewelry – Grades 1-8

Earrings are not permitted for boys and only one small post earring per ear lobe is permitted for girls. No hoop or dangling earrings. One small necklace, one small ring, and a single bracelet are permitted. No other jewelry is permitted. Purses are not permitted to be carried throughout the school day.

Cosmetics - 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, perfumes 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 birthdays. Tops with suggestive or offensive language and/or pictures are unacceptable. Tiny tees, spaghetti straps, see-through, bare midriff, or too-tight shirts are not permitted. Oversized pants, miniskirts, ripped pants or tight-fitting skirts or pants are not appropriate. If shorts are worn, they must be at least fingertip length.

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 a change of clothes cannot be brought up to the school for the student, they will be issued uniform clothing from the school nurse. If it happens again detention will be given.

Shirts, sweaters, and tops may not “advertise” drugs, alcohol, violence, cigarettes, musical groups, or sexual innuendos 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 30 degrees or above.

TRANSPORTATION AND SAFETY

- **Pets are not permitted on school grounds including arrival and dismissal times.**
- **Students are not permitted to be transported from school by a car service such as an Uber or Lyft.**
- **While in the drop off and pick up line, if you need to get out of your vehicle to help your student, pull out of line and park in a parking space.**

Transportation by Car

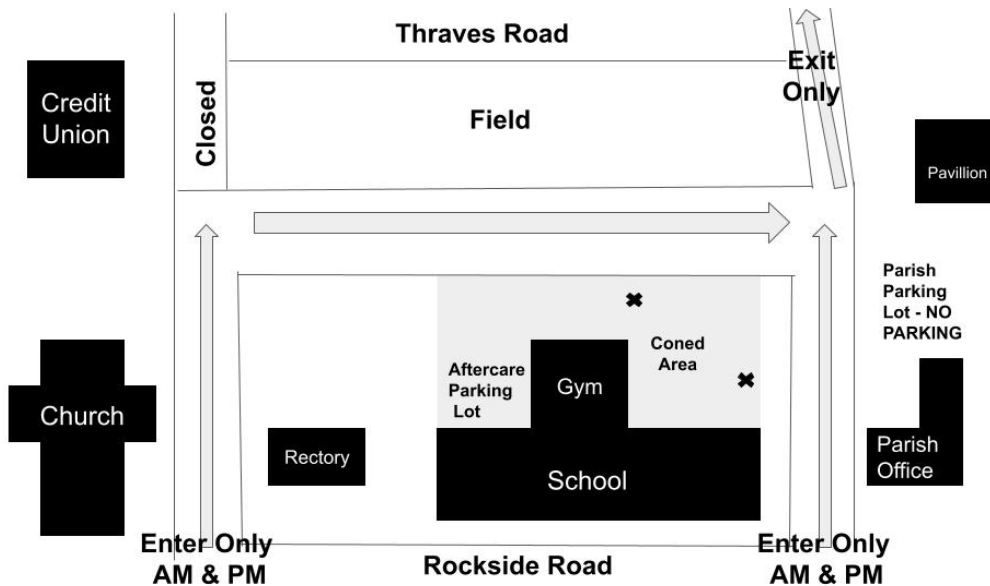
Main Campus Grades 1-8:

Arrival

- The 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 either entrance on Rockside Road and pull up as far as possible along bollards to continue flow of traffic.
- Maintain a speed of 5 mph while driving on school property.
- The driveway near the pavilion is the only exit. Cars should NOT exit the school through the driveway between the church and the rectory.
- 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 2:50 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.
- Every family will receive 2 cards with their child's last name and grade number. If you need additional cards please contact the office.
- Family name cards should be visible to the teacher communicating with the class (placed on the dashboard in the window) so the student is ready to depart once the car has moved to the front of the line.
- Parent/guardian or escort arrival for the carline begins at 2:30pm.
- Parent/guardian forms a line following the cones and waits for students to be ushered to their cars. **There will be two separate carlines. Cars may enter at either Rockside Road entrance and pull up as far as possible along bollards to continue flow of traffic. Please refer to the map below.**
- Once in the carline, the parent/guardian needs to remain in the carline, as it is extremely dangerous to pass a car waiting in line.
- If you need to speak to your child's teacher, please park your car and then proceed to go inside the bollards.
- **All cars are to exit out Thraves Road only.**
- Maintain a speed of 5 mph while driving on school property.
- All complaints regarding people who may not be following procedures need to be directed to the principal or carline supervisor. No one should initiate a confrontation with another person in the carline.
- Please view the map



Walkers

- All walkers are to exit the front doors, use the sidewalks in front of the school. All walkers must leave the property immediately. NO loitering permitted.
- Students may not cut through any property as means of a shortcut to get home.
- Students are to obey all school rules while they are on school grounds.

Early Learning Center Campus:

Kindergarten:

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 Turney Road.
- Maintain a speed of 5 mph while driving on school property.
- Students are to be dropped off around the circle by the school.
- If you need to walk into the school office please park your car in the main parking lot.

Dismissal

- Dismissal for kindergarten begins at 2:30 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 Turney Road
- Maintain a speed of 5 mph while driving on school property.
- Drive around the circle in front of the church and school. Place your family name card visible in the window so the ELC staff member can read the sign. The ELC staff member will radio to the building to dismiss your student. Your student then will walk from the school to your car. The driver will stay in the car.
- If you need to come into the school office please park your car in the main parking lot.
- Students are to obey all school rules while they are on school grounds.

Transportation By Bus

Busing is provided only for students living within the Maple Heights School District. 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 per school policy.
- Provides immediate care for those who become ill or are injured during school hours.

Health of all Students

Emergency Medical Authorization must be completed before the first day of school.

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, the 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 and throat lozenges require a note from the parent.

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 children 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 chickenpox, please inform the school. A notice will be sent out to each class that has been exposed per State Law.

GENERAL SCHOOL INFORMATION

Hot Lunch and Breakfast Programs

The Cleveland Diocesan Lunch and Breakfast Program is our food service provider. Lunch and Breakfast will be offered free to all students for the 2024/2025 school year. Milk is included in this program.

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, freezing, or microwave are not acceptable.**
- **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 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. Any store-bought baked goods MUST BE WRAPPED OR PACKAGED INDIVIDUALLY AT HOME BEFORE BRINGING THE TREATS TO SCHOOL. These will then be sent home with the students at the end of the day. Birthday pizza party celebrations are not permitted.**

There are many alternatives to the “standard” classroom food treat for birthdays and holidays. Here are a few suggested “non-food” celebration treats: bookmarks, 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.
- Students are responsible for any damage to any property.

Money

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

Collection of Money

Collection 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. No food delivery services will be permitted for students such as the following but not limited to: UberEats, DoorDash or Grubhub.

Parents may only provide lunches for their student.

Supplies

A list of supplies required for each grade level will be sent home before the start of the school year. Students are asked to bring only the supplies required for their grades. 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 Field Trip Assistance, Fund Raising, Uniform Exchange, Teacher Appreciation Activities, Field Day, and other social activities. All volunteers and visitors need to report to the office and sign in. All volunteers are required to complete Virtus Training.

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 2:50 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 the availability of moderators. Past clubs have included:

Junior Holy Name Society, Choir, Game Board Club, Cooking Club, LEGO Club, Art Club, Drama Club, and STREAM Clubs, woodworking club and others. Some clubs are restricted to grade levels and may require an additional fee.

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. All types of bullying (verbal, emotional, physical, use of telecommunications as a means to bully and/or intimidate, and socio-economic) as outlined 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 matters 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 devices that use 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 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 outlined 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 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 smartwatches, fit bits, I-PODS, I-PADS, electronic games, wireless headphones, 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 turned into the homeroom teacher upon arrival.
- No cell phones or chromebooks may be used for picture taking, video recording, or voice recording.
- No harassment or threatening of a 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 to 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 an objection(s) in writing by completing the Request for Reconsideration of Materials. The Review Committee, composed 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 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 the 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 Immunodeficiency 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 the 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 of 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

St Benedict Catholic School (the “School”) makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy (“Policy”) is intended to minimize the likelihood of such harm by educating the School’s students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

Definition of school technology system: The school systems and networks (collectively, “System”) are any configuration of hardware and/or software whether used on or off school property. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software including without limitation video conferencing software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided Chromebooks;
- school provided personal digital assistants (“PDAs”), tablets, IPADs and similar devices;
- school issued access to third party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, etc.); and
- new technologies as they become available.

Acceptable Use: Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school’s computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

Access to communication system: Access to the school’s electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Access to the School’s computer/network/Internet is a privilege, not a right, and may be revoked at any time.

Scope of Use: The System is intended for use for educational and instructional purposes only. Incidentally, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school’s operations and mission, and not in excess or to the exclusion of the student’s studies or school responsibilities.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Vandalism or Mischief: Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet

account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer: Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

Student Access: System access is provided to all students unless parents or guardians request in writing to the school principal that access is denied. When a student is in a classroom setting on school property, student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

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.
 - d. Decline to record any individual, educational instruction or any portion of communications without prior written consent of teacher or school administration.
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 as appropriate.
 - e. Get appropriate pre-approval before accessing the network with personal devices.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of educational lessons, music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of the parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials (cyber bullying) 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.
5. Abide by the Student Code of Conduct in the use of the System at all times.

School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

The Use of Video Conferencing: Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Hangouts. . Video conferencing is a way that students can communicate with teachers, other students, speakers, others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following related to use of video conferencing software whether or not on school property during use:

- a) Video Conference sessions may be videotaped by school personnel or by a participating school involved in the
- b) exchange in order to share the experience.
- c) Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites
- d) during each session.

- c) Students are only permitted to transmit audio/video images using the System when all of the following conditions are met (i) it is under teacher’s direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
- d) Students shall not record any portion of a video conferencing session without prior written approval from teacher or school administration.
- e) Students shall not save, share, post or distribute in any way any part of a videoconferencing session or any photos or audio recording from a video conferencing session without prior written approval from teacher or school administration.
- f) All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
- g) Classroom and school rules apply to all remote learning experiences.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school or with the System whether on or off school property:

- a. All personally-owned telecommunication devices must be registered with SBCS prior to use.
- b. Internet access is filtered by the School on personal telecommunication devices in the same manner as School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of any service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- c. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- d. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- e. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student’s personal telecommunication device.
- f. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- g. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- h. An administrator may examine a student’s personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Artificial Intelligence (AI) Policy

Diocese of Cleveland

Intent Students may, at the administration’s and faculty’s discretion, learn how to use artificial intelligence (“AI”) text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school’s AI use policy, in addition to all of the requirements in our Code of Conduct:

Students shall:

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed and in such cases, students must follow the instructions for AI use.
- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

Instructors will:

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed.
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools.

Subject to Monitoring: All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Students have no expectation of privacy with respect to use of the System whether on or off school property and whether the devices are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.

All computers, chromebooks, devices, laptops, Chromebooks, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.

Consequences for Violation: Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the 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.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student. Upon its discretion, the school reserves the right to request student/parent complete additional forms prior to the distribution of any electronic devices.

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 reactions.

Food Allergy Symptoms or Anaphylaxis is 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 is eaten during morning snack that contains 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 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 – a child must be kept home for 24 hours after the 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

Pandemic Policy and COVID-19 Policy

If/When the state or county board of health mandates school closure, the school will continue its academic offerings and support through a distance learning model. The school administration will continue to communicate updates through Digital Academy SeeSaw, Class Dojo and Google Classrooms.

PANDEMIC Definition A pandemic is an outbreak of disease that can spread easily from person to person. When people do not have natural immunity to a virus, serious illness or death is more likely to occur in any age group. This may be a local or regional or global outbreak.

Pandemic Procedures

- The school will decontaminate all surfaces when advised by the county health department.
- The school administration will close school when advised by the county health department or State of Ohio
- Adjust school academic hours to ensure state academic hours are met for all students impacted



St. Benedict Catholic School

Excellence in Catholic Education

Parent Student Handbook Sign-Off Sheet

PLEASE NOTE: Your parent/guardian signature will serve as verification of this handbook in its entirety, which can be viewed at <https://stbenedictohio.org/resources-for-parents> , and when appropriate, your compliance with the provisions outlined in aforementioned and specific policies, regulations and procedures.

***To sign this document, please complete the St. Benedict 2024/2025 electronic sign-off agreement sent through Digital Academy, which will serve as verification of this review, and when appropriate, your compliance with the provisions outlined in aforementioned and specific policies, regulations and procedures.**