



**ST. MICHAEL**  

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**CATHOLIC SCHOOL**

# **PARENT-STUDENT HANDBOOK**

*Revised July 2020*

## **INTRODUCTION**

The administration, faculty, and staff of St. Michael School would like to welcome you to the new school year and thank you for choosing a Catholic education for your child. We look forward to a very successful year and your continued cooperation and support on behalf of our students.

This school handbook contains the policies and procedures that have been put in place to help create an atmosphere of success at St. Michael School. Parents and students are responsible for reading, understanding, and complying with the information contained in this handbook. Updates to the handbook will be sent home and posted on Gradelock. If you have any questions or concerns, please call the school office and we will be happy to help you.

## **MISSION**

The goal of St. Michael School is to create a community that promotes the spiritual, intellectual, and emotional growth of our students. With Christ as its center, St. Michael provides a high-quality education that builds on each student's talents and strengths, while fostering Christian values. Our mission statement,

Guided by Gospel values, St. Michael School inspires today's learners to embrace tomorrow's challenges through a foundation of Catholic faith, academic excellence, and compassionate service. We are committed to the education of the whole child.

St. Michael School creates an atmosphere that becomes the framework for the instructional program, which continues to integrate Catholic truths and values. The curriculum is designed to meet the needs of the whole student and help each one discovers his/her unique potentials as a Catholic person, while attaining the skills and knowledge needed to be a responsible, productive citizen in society.

## **SCHOOL GOALS AND OBJECTIVES OF A CATHOLIC EDUCATION**

To strengthen and develop a personal love for Christ through the example and influence of parents and teachers who are dedicated to living out the Gospel message.

By providing opportunities for community worship, personal prayer, and religious instruction through day-to-day living in a God-centered atmosphere.

To provide opportunities to serve

- By encouraging leadership on all grade levels
- By providing time for children to interact with peers and other grade levels
- By promoting awareness of needs in the Church and society
- To create a school atmosphere fostering a good self-image

- By promoting positive attitudes of helpfulness and concern for others
- By evolving an instructional program that is flexible and adaptable to the needs of individual students
- By encouraging self-direction and personal accountability for choices
- By motivating the children to utilize individual talents
- To stimulate a desire for knowledge:
- By offering a variety of learning activities and teaching styles
- By continuing exposure to the fine arts and sciences
- By encouraging initiative in assuming personal responsibility for the learning process

### **PARENTS/GUARDIANS RESPONSIBILITIES**

Parents are the primary educators of their children. Schools share in this ministry, but the involvement of parents is paramount and fundamental. During the years of formal education, parents support the school in the following ways:

- Attending Sunday Mass each week, which is the source of our Catholic Faith, and supporting the parish financially and spiritually
- Promoting religious development in their children's lives
- Ensure your child attends school every day and is on time daily
- Showing cooperation by knowing, understanding, and supporting the rules your child is expected to observe at school and be aware of the consequences for violations
- Paying tuition
- Teaching your child to respect the law, school rules and regulations, and the rights and property of others by word and example
- Setting an atmosphere that promotes a desire to learn, good study habits, and respect for self and others
- Encouraging the children's development of interests and individual talents
- Communicating with your child's teacher; keep the lines of communication open between parent/teacher/child to enhance the educational process
- Conveying special/unique circumstances to your child's teacher which may impact learning experiences/performance

### **STUDENT RESPONSIBILITIES**

Students come to school to develop their potential to the fullest and become, for their benefit and that of others, the best person that is possible for them to be. To achieve this, the student must:

- Respect every person as one created in the image of God
- Grow in commitment to serve God, one another, the Church, and the general community
- Communicate the Catholic message effectively
- Attend Sunday Mass weekly

- Read the school handbook, discuss it with your parents, and follow the rules and regulations
- Attend school daily, on time, and dressed in the proper school uniform for that day
- Respect for the rights and property of self and others
- Care for school property appropriately
- Be respectful of teachers, staff, and students
- Practice self-control; do not disrupt school activities or other students
- Share your daily school experiences with your parents

## ADMINISTRATIVE PROCEDURES

### **Admission Policy and Enrollment Requirements**

- Admission and re-admission are on an annual school year basis.
- A child turning five on or before September 30<sup>th</sup> may be enrolled in kindergarten. The following enrollment guidelines will be followed:
  1. Current students
  2. Siblings of students already enrolled in St. Michael School and
- Preschool
  1. Children of registered and active parishioners of St. Michael
  2. Church and St. Basil Church (An active parishioner is one who
  3. participates in weekly Sunday liturgy, contributes to the weekly
  4. collection, and participates in church as well as school functions.)
  5. Children of registered and active parishioners of other parishes
  6. (Full per pupil cost is paid either by the respective parish and/or
  7. by the parents of these children.)
- St. Michael School admits students of any race, color, creed, nationality, and/or ethnic origin, to all the rights, privileges, programs, and activities made available to all students.
  1. Parents agree to pay tuition and all fees.
  2. Students attend all religion classes and exercises.
  3. All kindergarten students participate in a readiness assessment process. (An assessment fee is due at the time of registration.)
  4. The principal will obtain and review a child's records prior to a conference with parents for any new admissions to the school.
- Once admission is granted, registration secures placement. The following is required:
  1. Child's birth certificate
  2. Child's baptismal certificate (if applicable)
  3. Child's immunization records
  4. Copy of child's latest report cards if registering in Grades 1-8
  5. A non-refundable registration fee is needed for formal acceptance (checks only)
  6. Tuition payment plan form with a VOID check

7. Custodial papers: in cases of divorces or separations, a certified copy of the court order which states who has custody of the child(ren) and any other pages related to the involvement of the child(ren)

### **RE-REGISTRATION**

Enrollment in the school is renewed each year. Acceptance is contingent upon all financial requirements having been met, and evidence of the child fulfilling acceptable effort and conduct in accordance with school policies.

### **REGISTRATION OF NEW STUDENTS**

New students and their parents are required to meet with the principal and present the most recent report card from their previous school. Before acceptance is finalized, all test scores, grades, and discipline records must be provided to the principal.

Registration is confirmed when all the required forms, payments, and records (legal, academic, and health, etc.) have been received by the school office. All new students are on academic and behavioral probation for the first two quarters following their acceptance to St. Michael School.

### **PRESCHOOL**

The admission policy/registration policy for the St. Michael Preschool may be found in the preschool handbook. This includes the three-year-old, four-year-old, and junior kindergarten programs.

### **KINDERGARTEN**

Children must be five (5) years of age on or before September 30<sup>th</sup> of the year entering school. All incoming students entering the kindergarten program will go through a readiness assessment process. An assessment fee is due at the time of registration.

### **TRANSFERS/WITHDRAWAL OF STUDENTS**

Parents wishing to transfer their child from the school should notify the principal, in writing, at least one week prior to the withdrawal date as required by State Law to sign a release form requesting St. Michael School to send your child's permanent record file to the school where he/she is being transferred. Student records sent to the new school will include academic performance, test results, psychological evaluations, and disciplinary actions. All records are sent directly to the school. All tuition and fees must be paid before the school will forward the student's academic records.

### **DISMISSAL**

A student may be asked not to re-enroll for the next school year for reasons which include, but are not limited to, academic performance, failure to consistently complete assigned schoolwork, disciplinary infractions, and violations of school rules/policies.

### **CLASSROOM ASSIGNMENTS**

The teachers in consultation with the school principal assign students to homerooms. Classroom lists are determined in order to provide for an even distribution of learning

styles, abilities, over-all social mix, academic needs, and other areas as significant. Requests for specific teachers are **highly discouraged**. If a request is made, there are NO guarantees that the request will be honored. Once class lists are completed, NO requests will be honored.

### **EMERGENCY CONTACT POLICY**

No student will be released to an adult that is not on the family emergency form. All changes to the emergency contact form, such as a change in address or home phone number, must be made in writing and sent to the school office immediately. It is the parent's responsibility to make sure the school is notified. This is for the protection of your child in case of an emergency.

### **UPDATING STUDENT/PARENT INFORMATION**

If parents/guardians change their place of residence, telephone numbers at work, home, cell phone, or change their place of employment, this new information is to be sent in writing to the school office immediately.

### **FAMILY ORIENTATION**

An orientation date is scheduled prior to the opening of the school year. Students and their families visit their classrooms, meet their teachers, and pick up their books and forms that need to be filled out and returned on the first day of school. The format for this orientation may vary from year to year. During these meetings, teachers explain the curriculum, class procedures and policies, expectations, and other items particular to the grade level. Attendance at this meeting is a priority.

### **FAMILY CUSTODIAL POLICY**

All court documents pertaining to custody must be on file in the school office. If one parent is restricted from records or contact, we must have a copy of the decree, including the judge's signature and court seal on file in the school office. Custodial parents should understand that unless the decree specifically states otherwise, the non-residential parent has the right to educational information and records. We ask that parent-teacher conferences be scheduled together regardless of the custody arrangements. Please try to keep communication open with the school.

### **ADDRESSING SCHOOL CONCERNS**

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

- Contact the teacher or staff member to discuss the concern. *If the concern is NOT resolved...*
- Contact the principal to discuss the concern. *If the concern is NOT resolved...*
- Bring the concern to the pastor.

All concerns are looked into and addressed according to proper procedures and kept confidential.

## ATTENDANCE/ABSENCE POLICY

School attendance and punctuality are important elements in the formation of good lifelong habits. It is the legal responsibility of parents to assure elementary-age children are in school and on time each day.

If your child is absent from school, parents must call the main school office before 9:00 A.M. to report the absence. If the school office does not receive a call, you will be contacted at home or at work. The school has voicemail; messages regarding absences may be left for the school secretary. When calling, please leave the following information:

- Student Name
- Grade/Homeroom Number
- Reason for Absence
- Your Name (person reporting the absence)
- Phone Number Where You Can Be Reached

Following a student's absence, a written note **MUST** be sent to the homeroom teacher explaining the reason for the absence, signed by the parent/guardian, with the dates the student was absent.

If a student is absent for more than 5 days, he/she **MUST** come back to school with a doctor's note stating they were under doctor's care.

When students are absent from school, they should not attend extracurricular activities. This does not help the student recover from their illness.

Once a student has arrived on school grounds, he/she may not leave the school premises until dismissal. Exceptions will require written permission from parents and approval of the principal or school office.

Excessive absences will be referred to the principal.

## **HOMEWORK**

When a student is absent, parents may call in the morning (when giving the absentee report) and request work to be picked up after school. If a sibling is taking another's homework, proper notification must be given before the start of the school day. If work is not picked up during the absence, the student must see the teacher(s) upon returning to school to make up missed assignments, tests, and homework. If a student is absent one day, they will have one day to make up the work; two days absent, two days to make up the work, etc. Homework is available on-line according to the teachers' policy and procedures.

## **ILLNESS/PROLONGED ILLNESS**

If a student needs to be sent home because of illness or an accident, the parents/guardians will be notified and must come to the clinic/school office to pick up and sign out the student. If the parents cannot be contacted, the person listed as the

authorized designee on the emergency form will be contacted to pick up and sign out the student. No student will be sent home unless it is certain that there is a responsible person at home to take care of him/her. Parents/Guardians/Authorized persons may be asked to present formal identification when picking up the student. This is for your child's protection.

The school shall be notified immediately in case of prolonged illness. Parents are to provide to the school/teacher a note from the doctor advising the amount of time the student will be absent and what type of activity the student is allowed to do upon returning to school.

### **TARDINESS**

Punctuality is essential for school progress and achievement. A student is tardy if he/she is not present in the classroom by the 8:00 A.M. bell at the main campus and the 8:00 A.M. bell at the St. Basil Campus. A student arriving after the opening school day bell must report to the school office to receive an admittance slip to enter the classroom. Tardiness is recorded on report cards. Late arrival of a bus, weather conditions, or traffic may be exceptions. For every three unexcused tardies that a student receives, the student will serve an after-school detention. Students who are late when switching classes will serve a detention after three tardies. Tardiness is disruptive to the classroom and to each student's education.

### **MEDICAL AND DENTAL APPOINTMENTS**

Whenever possible, appointments should be made after school or on weekends. When a medical appointment is necessary, the student is to present an appointment notice or written notice from the parents. Students are to be picked up and signed out at the school office for all appointments by the parent/guardian. Parents are not permitted to go to the classroom to take their child. If the student is returning to school after their appointment, they must report to the office and be signed in by the parent/guardian.

Parents/guardians may be asked to present formal identification when picking up the student. This is for the safety and protection of your child.

### **VACATIONS**

Vacations during the school year are strongly discouraged. Students may not be given work prior to family vacations. Class work and homework can be found on the teachers' homework page. It is the student's responsibility to request the assignments missed during vacation and they are responsible for all material presented during their absence.

### **EMERGENCY SCHOOL CLOSINGS**

Both campuses will be closed when you see or hear:

- Independence Local School District **OR**
- Brecksville-Broadview Heights Local School District **OR**
- St. Michael School – Independence

The announcement will be made on local television, radio stations, Constant Contact, or E-Blast and School website. DO NOT call the rectory or the school on these matters.

**Other emergencies**, which are specific to St. Michael School, will be handled through our “Constant Contact and E-Blast” systems.

### **HOME-SCHOOL COMMUNICATIONS**

Communication between school and parents is vital to a successful school year and for the success of our students. School communication will be received by parents through the forms of Constant Contact, e-blast, or Gradelock.

### **SCHOOL HOURS**

St. Basil Campus doors open for car riders at 7:30 A.M. and students enter their classrooms. Classes begin at 8:00 A.M. and end at 2:15 P.M. Main Campus (grades K-8) doors open for car riders and walkers at 7:30 A.M. Upon arrival, students are to enter their classrooms. Classes begin at 8:00 A.M. and end at 2:15 P.M.

### **OFFICE HOURS**

The Main Campus school office is open from 7:15 A.M. until 3:15 P.M. on regular school days. The office (216-524-6405) may be contacted at any time through the automated phone service.

The St. Basil Campus school office is open from 7:30 A.M. until 3:00 P.M. on regular school days. The office (440-717-0398) may be contacted at any time by leaving a message on voicemail.

Parents are encouraged to contact teachers through e-mail, understanding that a teacher may not respond until after school.

### **EMERGENCY MESSAGES**

Only emergency messages will be delivered during the school day. Please make plans for dismissal and after school activities before coming to school.

### **FINANCIAL RESPONSIBILITIES/POLICIES**

In choosing to send your child(ren) to St. Michael School, you are also accepting responsibility to abide by all financial policies.

### **TUITION/FEES**

The Parish and School Finance Committees determine the tuition/fees yearly. Parents will be notified of the tuition for the coming school year at the time of registration. The *St. Michael School Tuition Payment Information* form must be signed and returned to the school at the time of registration. Parents have two options for payment:

- Prepay by check, all or part of the tuition, by July 31
- Direct Debt Balance, a net of prepayment, due in 10 months beginning August 15<sup>th</sup> and ending on May 15<sup>th</sup>.

NOTE: If you do not prepay by July 31, you will automatically go on the monthly direct debit plan. Everyone, including prepaid families, must attach a voided check on their

Tuition Payment Information form. If you do not submit a voided check, the direct debit will be charged against the checking account used to pay registration and other fees. If you pay registration and/or other fees other than by check, then a voided check must be attached to the Tuition Payment form. NSF checks returned by the bank shall result in a fee of \$30.00 per check. St. Michael School will not resubmit NSF/Returned checks for deposit. All NSF returned checks are to be replaced with cash, a money order, or a cashier's check that includes the \$30.00 fee. Exceptions to this policy must be arranged with the pastor before the start of school. No child may start school without a payment plan approved by the pastor.

Parents are responsible to pay a registration fee that is non-refundable and non-applicable toward any tuition payments or charges. This fee is due at the time of registration. Preschool has a supply fee that is due the first week of school.

Tuition for the school year is due as outlined in your *Tuition Payment Information Form*. Failure to make tuition payments on time as defined may result in immediate dismissal from St. Michael School. Report cards and records will not be released to any family or institution that is in arrears for tuition payments. Family situations that require both parents to pay their own portion of tuition MUST pay their tuition within the agreement of the *Tuition Payment Information Form*. It is up to the parents to settle between themselves how this will be handled. However, if payments are not made within the agreement of the Tuition Payment Information Form, NO REPORT CARD/RECORDS will be given to families, sent to other institutions, or guarantee that the student will be admitted to the following school year. It is up to the parents to make arrangements between themselves, but the school tuition and fines must be paid as agreed upon at registration. Please direct any questions to Christine Dockrill, Business Manager at St. Michael Church.

### **REFUND POLICY**

In the event of a child's withdrawal from St. Michael School, pro-rated tuition is subject to a refund. The registration fee/supply fee is non-refundable.

### **FUNDRAISERS**

Fundraisers assist St. Michael School by helping to cover operating costs and special needs for the school (such as new computers, ACTIVboards, printers, etc.). During the school year, a variety of fundraisers take place and parent/guardian involvement is the key to their success. We encourage and appreciate all the help, support, and participation that we receive from our families.

### **PARISHIONER FINANCIAL ASSISTANCE**

When a family is struggling with tuition, they are advised to discuss their situation with the pastor of St. Michael Parish.

### **ATHLETIC PROGRAM**

St. Michael students in grades 4-8 may participate in CYO Sports that include basketball, volleyball, softball, baseball. Interest and the number of parent volunteers

determine the number of teams sponsored each year. Parents may contact the Athletic Director for additional information. Participants are expected to adhere to all CYO rules, the spirit of St. Michael School, and good sportsmanship. A participation fee is required. Parents must sign a consent form before a child is permitted to participate in these sports. Physicals are required for all athletes.

## **CLUBS**

St. Michael School is proud of the following extra-curricular activities that are available to our students:

- Altar Servers (grades 5-8)
- Band (grades 4-8)
- Bowling (grades 5-8)
- Choir (grades 2-8)
- Announcements
- Drama Club (grades 6-8)
- Jump Rope Club
- Kiwanis Builders Club (grades 5-8)
- Power of the Pen (grades 7-8)
- Rosary Club
- Scouts (Brownies, Girl Scouts, Cub Scouts, Boy Scouts)
- Student Council: Junior Council (grades 2-5) and Senior Council (grades 6-8)
- Yearbook (grades 6-8)

St. Michael School sponsors clubs and activities based upon student interest and availability of moderators.

## **BEFORE/AFTER CARE PROGRAMS**

St. Michael Parish Morning Care will be open to all St. Michael students. The hours will be from 7:00 A.M. until 8:00 7:30 A.M. Students will be dismissed to their classrooms at 7:30 A.M. There is a fee to participate in the program.

St. Michael Parish After Care Program will be available to St. Michael students. The hours will be from 2:30 P.M. until 6:00 P.M. There is a fee to participate and families must register their child(ren).

All St. Michael students in grades K-6 who reside in Independence are eligible to enroll in the Independence After Care program that is held at the Independence Field House. St. Michael students are bused there using Independence transportation.

All St. Michael students who reside in Brecksville are eligible to enroll in the Beekeepers After School Care program. St. Michael students are bused there using Brecksville transportation.

## **CURRICULUM**

Through our curriculum, we meet the challenge to build and maintain quality education. The State of Ohio has academic content standards, which define what your child should know and be able to do at every grade level. There are standards in Language Arts, Mathematics, Science, and Social Studies. These standards help educators identify and measure what students know and can do. St. Michael School uses these standards and goes above and beyond these minimums in providing a quality education.

### **INSTRUCTIONAL PROGRAM (BASIC CURRICULUM)**

St. Michael School follows the Diocesan Graded Courses of Study. Courses of study have the approval of the Ohio State Department of Education. The State of Ohio and the Cleveland Catholic Diocese approve all textbooks. All textbooks, with the exception of our religion books, are property of the Independence School District. The following is a partial list of our basic curriculum:

- Religion
- English/Language Arts
- Reading
- Social Studies
- Math
- Science/Health
- Physical Education
- Music
- Art
- Spanish

### **RELIGIOUS EDUCATIONAL PROGRAM**

Students participate in daily prayer, school liturgies, religious devotions, and the Sacrament of Reconciliation. St. Michael School requires all students to participate in daily religion instruction by certified religion teachers on staff.

### **LITURGICAL PARTICIPATION**

The student body participates weekly in the celebration of Liturgy. Students also observe and celebrate the liturgical seasons throughout the year. These celebrations provide additional opportunities for deepening the prayer life of the student and increasing the understanding of our wealth of religious traditions. The students in grades 2 through 8 have the opportunity to celebrate the Sacrament of Reconciliation during the seasons of Advent and Lent. Parents are invited to all liturgical celebrations.

### **SACRAMENTAL PROGRAMS**

Parents are required to participate in parent meetings prior to their child's receiving the sacraments of Reconciliation (Grade 2), Eucharist (Grade 2), and Confirmation (Grade 8). Parents are encouraged to attend these liturgical celebrations. It is the parent's privilege and responsibility to assist their child in his/her preparation to receive these sacraments.

## **ALTAR SERVERS**

Altar Serving is open to both boys and girls in grades 4-8. They are invited to be trained and become altar servers for St. Michael Parish. Servers assist in the celebration at Sunday and weekday liturgies, holy days, weddings, and other liturgical services.

## **HOMEWORK POLICY**

Homework is an extension of learning. Homework is designed to supplement, and support, classroom experiences and reinforces learning through practice, integration, and application. A reasonable amount of homework will be given daily. Research assignments may extend over a period of days or weeks. Homework also helps students to study independently. Study, reading, research, practice, or a completion of class work may be examples of homework.

## **STUDENT ACHIEVEMENT**

Student achievement is monitored on the basis of objectives stated in the Graded Course of Study and incorporated into the teacher's plan for daily instruction. Areas considered in the evaluation of student's progress may include:

- Formative and Summative Assessments

## **REPORT CARDS**

Report cards are distributed to inform parents of their child's progress. Grades K-8 are issued quarterly. Reports cards can be found on Gradelock.

## **PROGRESS REPORTS**

Parents are encouraged to monitor their child's progress on a regular basis using Gradelock and contact teachers with any concerns. Parents are issued a password to access this on-line program.

## **GRADING SYSTEM**

A = Superior (100-93%) Consistently does superior work in accomplishing goals, objectives, and requirements; thoroughness in daily work and related assignments; demonstrates ability to work independently and cooperatively; consistently high test scores

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

B = Above Average (92-85%) Usually does above average work in accomplishing goals, objectives, and requirements; good knowledge and use of skills in subject matter; thoroughness in daily work and related assignments; demonstrates ability to work independently and cooperatively; above average test grades

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

C = Average (84-77%) Usually does average work in accomplishing goals, objectives, and requirements; adequate knowledge and use of skills in subject matter; completes daily work and related assignments; demonstrates ability to work independently and cooperatively; average test grades

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

D = Below Average (76-70%) Usually does below average work in accomplishing goals, objectives, and requirements; insufficient knowledge and use of skills in subject matter; limited effort in daily work and related assignments; demonstrates limited ability to work independently and cooperatively; low average test grades

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

F = Failing (69-0%) Usually does unsatisfactory work in accomplishing goals, objectives, and requirements; daily and related work below standard; limited ability to work independently and cooperatively; unsatisfactory test grades

O, S, N, U is used for effort and conduct. This scale may also be used for Music, Art, Physical Education, Foreign Languages, Penmanship, and Computers.

O = Outstanding                      N = Needs Improvement  
S = Satisfactory                      U = Unsatisfactory

### **STANDARDIZED TESTING PROGRAM**

The standardized testing program is MAP testing. Results are sent home to parents once they are received and the scores reviewed. Parents may wish to discuss these results with the teachers. This testing program is very important and provides vital information. Vacations, medical, and dental appointments should not be scheduled during these times.

Kindergarten Entrance Assessment provides information on a student's readiness to enter Kindergarten. Results are sent to parents in a timely fashion.

### **ACADEMIC HONORS**

Each quarter students in grades 5-8 will be recognized for academic achievements. The honor roll names will be displayed in the school.

- Principal Roll – 4.0
- First Roll – 3.75 – 3.99
- Merit Roll – 3.5 – 3.74

The point system used is as follows: A=4 points; B=3 points; C=2 points. D's and F's are not given point value. If you have a D or F on your report card you are not eligible for the Principal, Honor Roll, or Merit Roll.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences for Grades through 8 are scheduled in October. It is very important to attend the conferences as it gives the teacher the opportunity to learn more about your child and keep the lines of communication open. If a conference is desired at any other time, parents are encouraged to contact the teacher. Teachers will schedule a mutually agreeable meeting time with the parents.

## **PROMOTION/RETENTION**

Promotion is based upon a student satisfactorily completing and mastering the skills and work for each grade level. Promotion also considers the development progress of each student. Retention is a very serious matter and must be considered for the following reasons:

- Failure in three or more major subjects for more than two quarters
- Failure to master fundamental skills of reading in the primary grades

## **GRADELOCK**

St. Michael School offers an on-line communication system through Gradelock. The St. Michael School site communicates newsletters, attachments, flyers, lunch menus, library information, PTU news, and other important information, as well as access to private/password secured reports on your child's grades and progress, and information on assignments and long-range projects for specific classes. At the beginning of the year parents are given a password/code. Parents may view grades and communicate with teachers using this resource. Grades are updated every week.

## **E-NEWSLETTER**

E-newsletter is another form of communication used to keep communication open between the school and parents. At the time of registration, families are asked for their current and most checked e-mail address so this process may be successful. Please check your e-mails regularly.

## **FAMILY FOLDERS VIA CONSTANT CONTACT**

We will have a family folder via Constant Contact going home every Friday.

## **STUDENT SUPPORT SERVICES**

Parents may request additional support services for their student which includes intervention specialist, remedial tutor and speech therapist.

## **FIELD TRIPS**

Field trips are organized by the individual teachers to enhance and enrich subject matter areas. All students are required to attend the field trip. Parent permission slips must be signed and returned to school before a student will be permitted to participate in a field trip. Students must remain with their adult supervisors throughout the field trip and follow the directions they are given. All school rules apply. Buses are chartered for these trips. Parents may be asked to help fund the field trip by paying fees for the

admission ticket and bus transportation fee. Occasionally, parents are requested to act as drivers. Parent drivers assume all responsibility and liability for the welfare of the group in his/her car.

### **AFTER SCHOOL ACTIVITIES**

All after school activities are arranged through the teacher who supervises the activity.

### **BICYCLES**

Students in grades 2 through 8 who ride bicycles to school must stop and walk the bicycle through school property. Bicycles are to be parked only in the bike racks on school property. All bicycles must be chained and locked to the racks. The school assumes no responsibility for damaged or stolen bicycles. Bike riders are encouraged to wear helmets.

### **BIRTHDAY CELEBRATIONS/PARTIES/PARTY INVITATIONS**

Birthdays can be a special time for children, especially when they can celebrate their special day at school with classmates, teachers, and staff. Because these treats are often messy, may contain allergens (peanuts, tree nuts, gluten, dairy, etc.) and are not nutritious...we are requesting that only non-food items be shared for birthday treats with classmates. Children with summer birthdays may participate too. Contact the classroom teacher to arrange a date for the birthday celebration.

### **CHAPERONES/VOLUNTEERS**

In the Policy for Safety of Children in Matters of Sexual Abuse Revised 2016, "Volunteer" is defined as anyone who works with children. An occasional volunteer is defined as a driver or chaperone on an individual activity and is not subject to the requirements below. However, if that volunteer works more frequently than four (4) hours per month, even if that time does not add up to four hours, the volunteer needs to comply with the requirements for **ALL** chaperones/volunteers as follows:

- Attend the "*Protecting God's Children*" Awareness Program (approximately three hours). After completion of the program, there is an on-line bulletin that needs to be complete monthly. If you do not have a computer, the diocese will send them to you.
- BCI/FBI Fingerprint check
- Read the 2016 "*Policy for the Safety of Children in Matters of Sexual Abuse*", sign, and return acknowledgement form to the school office. This can all be obtained through the school office.
- Read "*Standards of Conduct for Ministry*". sign, and return acknowledgement form. This can be obtained through the school office.

Do not wait until you are ready to volunteer or chaperone before you decide to get your requirements filled. **EXCEPTIONS** will not be made to accommodate last minute decisions.

## **CELL PHONE POLICY**

Students may bring their cell phones to school, but they should not be used during the school day unless requested by a teacher for classroom use. Cell phones may be used before, during or after school in the main office to contact parents. Inappropriate use will result in the loss of this privilege.

## **E-MAILS**

E-mails can be sent to the teachers/office staff because they are checked regularly throughout the day. Teachers may not respond to the end of the day because they are teaching and might only check e-mails on breaks if they have time. Otherwise, they check their e-mails at the end of the day. Office staff checks periodically, depending on the status of the day. If you are sending an important message needing immediate attention, a phone call to the office is best.

## **PARKING LOT ACCESS**

**Main Campus:** In both the morning and afternoon, drivers with children must enter from Chestnut Road. Students must be picked up at Rappe Hall at dismissal. Cars are not to use the bus entrance on Second Street. Children are to be dropped off only at the main school entrance nearest the Rectory. Cars must avoid the playground parking lot area at all times during school hours. Parking is only permitted in the lot between the convent and the rectory. For your child's safety, please observe the Entrance, Exit, and No Parking Regulations. We suggest when leaving the school parking lot to exit out to Chestnut Road if you are going north on Brecksville Road. If you are going south on Brecksville Road, exit out of Blue-Ribbon Parkway Drive. For safety reasons, cars should not enter the playground area through Second Street either at drop-off in the A.M. or pick-up in the P.M.

**St. Basil Campus:** Parents are to follow the arrows at all times. Please drive slowly (5 mph) and be patient. It is strongly suggested that you use the car line for drop off and pick up. When in the car line, please do not pull out of the line to go around other cars. Parents are asked to keep the line moving. If you need to speak to someone, park your car in a designated parking spot. Remember that handicapped spots are for people with a handicapped car tag. Also, remember to be respectful of the security guard. He is there to help protect and keep your child safe.

## **SCHOOL PROPERTY**

Students should take pride in their school building, classroom, equipment, and materials supplied by the school. Students will be required to make financial restitution for damage caused to school property. They will also be asked to repair or restore to good order what has been carelessly used or deliberately defaced. It will be the parent/guardian's responsibility to repair, replace, or make financial restitution.

## **TRANSPORTATION CHANGES**

If you plan a change in transportation at dismissal time, the school must be notified in writing. Children should be told their transportation plans before they come to school each day

### **VISITORS**

Visitors, including parents, are required to report to the school office upon arrival, sign in, and obtain a visitor's badge. Alumni visitors are welcome.

### **STUDENT BEHAVIOR CODE**

Catholic values, along with discipline, are the recognition of human dignity and the rights of others. Self-motivation, along with self-discipline, is needed in order for learning to take place. School rules and procedures aim at safeguarding respect for self, others, and the right to learn.

Students come to school to develop their talents, maximize achievement, and become a person that lives and promotes the Catholic faith by example. To achieve this, the student MUST:

1. Follow the teaching of Christ through participation in liturgies, church services, sacraments, religion classes, and develop a basic attitude of thoughtfulness and consideration toward everyone.
2. Demonstrate respect for all by using proper manners, courtesy, and appropriate language at all times and in all situations.
3. Show appreciation for all property by taking good care of books, lockers, desks, classrooms, and all school property.
4. Learn by having a positive attitude, follow class rules, and come to class with all necessary supplies and assignments.
5. Accept responsibility for his/her actions.
6. Follow the dress code policy.
7. Be on time for school and classes each day.
8. Understand and know the rules and procedures of the school and classroom and willingly comply with them each day.
9. Show respect for all people in authority, volunteers, and students.

### **CLASSROOM**

Each teacher's syllabus explains the policy and procedures for his/her classroom. Students are to learn, understand, and comply with them. Parents need to help their child understand the importance of these policies and procedures. As teachers and parents work together, they will create a learning environment for students that will be productive and safe.

### **DISCIPLINARY ACTIONS**

Disciplinary measures serve as a means to and method of maintaining a Christian atmosphere and a positive learning environment. These actions may include, but are not limited to, written or verbal warning(s), personal interview/intervention, loss of privilege (lunch recess, participation in field trips, special school events, and

extracurricular activities), restitution, parent conference, detention, probation, suspension, and or expulsion.

## **DETENTIONS**

Detentions are issued for a more serious infraction of the rules and procedures. Detention period will be conducted on a designated day of the week. The period begins promptly at 2:35 P.M. and ends at 3:15 P.M. A student who has received a detention is to serve it at the scheduled detention period. No one is to presume a postponement. Failure to report for a detention automatically receives an additional detention. Reasons for receiving a detention are, however, not limited to:

1. Disobeying playground/cafeteria rules
2. Failure to follow classroom rules and/or any disruptive behavior
3. Repeated failure to come prepared to class
4. Fighting
5. Stealing
6. Rude, discourteous behavior to students and adults
7. Defiant behavior – insubordination to teachers, any personnel, or parent
8. Use of profane, vulgar, obscene language (verbal or written)
9. Forging signatures
10. Failure to return a signed detention form
11. Defacing school property
12. Leaving a classroom without permission
13. Lying to school personnel or other adults in authority
14. Continual disregard for any school policies, lunchroom, or safety procedures
15. Three written bus violations
16. Use of cell phones during school,
17. Throwing items in the classroom
18. Three tardies equal an after-school detention
19. Late to switching of classes – three tardies equal an after-school detention

All detentions must be emailed to the parent. The detention process is as follows:

- The first detention is served after school, and a parent must sign the detention form.
- The second detention is served after school, a parent must sign the detention form. Teachers must call home to discuss the detention with parents.
- The third detention is served after school, a parent must sign the detention form, and a parent-student-teacher conference with principal will occur. The consequences of accumulating three detentions may equal a one-day suspension. However, the final decision will be left to the discretion of the teacher and will be discussed at the parent-student-teacher conference with the principal.

## **ACADEMIC DISHONESTY**

Academic dishonesty in any form will not be tolerated. Cheating or copying includes homework, special projects, tests, and quizzes. A student who cheats or willingly gives answers to another student will receive an “F” grade as well as a detention. Subsequent incidents may result in more serious sanctions including suspension.

## **SUSPENSION**

Suspensions are very serious and generally follow repeated infractions of the rules. Suspension is the exclusion of a student from classes or school at the discretion of the principal/pastor. A parent conference is needed for suspensions. Suspensions will be served in or out of school length of time will depend on seriousness of the case and severity of the infraction. The student on suspension is responsible for completing all missed work. However, no credit will be given. No credit is given for any missed tests or quizzes given during time of suspension.

Students may be suspended for the following:

1. Leaving school grounds before school or during school hours without permission
2. Tampering with fire alarms/AED/fire extinguishers
3. Malicious vandalism of school property, teacher property, or student's property (including laptops and computers)
4. Accumulation of 3 detentions – consequences will be left to the discretion of the teacher and administration
5. Possession of and/or distribution of weapons, drugs, smoking materials, and pornographic materials
6. Verbal, written, or text, physical threats to injure or harm anyone
7. Any action which reflects unfavorably on the reputation of the school
8. Inappropriate conduct at extracurricular and/or school sponsored functions such as field trips and sports events
9. Inappropriate use of computers or any other electronic devices
10. Not following the "Computer and Internet Acceptable Use Policy"
11. Stealing or theft of any kind
12. Physical fighting – pushing, kicking, hitting, or contact with the intent to harm
13. Bullying
14. Any action that may be considered dangerous

**Note:** Some of the above-mentioned offenses might also warrant contacting the police, referral to Children's Services and/or the Juvenile Courts. Intervention by trained professionals may also be required for the student to remain at St. Michael School. Lack of cooperation on the part of either the student or parents may result in the student's removal from St. Michael School.

## **EMERGENCY REMOVAL**

A student may be sent home immediately if the situation warrants danger to him/herself, others, teachers, or adults in the building. Parents will be called to pick up the student. A mandatory conference with the principal is needed for the student to be re-admitted.

## **EXPULSION**

Expulsion is a very severe measure and usually the last resort in the discipline process. The principal and/or pastor may deem the action by a student so severe that it would result in immediate withdrawal from school. Expulsions become part of a student's permanent record. A parent conference will be held with the student and administration. The following are some, but not all, reasons for possible expulsion:

1. Possession, distribution, or use of illegal drugs or alcohol in the school or on the grounds
2. Possession and/or distribution of pornographic materials
3. Involvement in gangs or gang activity
4. Threatening to inflict serious harm
5. Possession of knives, inhalants, explosive devices, fireworks, or any other dangerous materials
6. Extensive vandalism to Church or School property
7. Not following the school's "Computer and Internet acceptable Use Policy"
8. Intentionally assaulting another
9. Any other serious action deemed so by the school administration

**Our Code of Conduct is a general standard of regulations and procedures to be followed by all students, parents, teachers, and adults. Not all acts of misconduct can be listed in these procedures. The administration reserves the right to interpret and act upon all situations based on individual circumstances.**

### **BUS TRANSPORTATION POLICY**

Students may only ride the school bus from the public-school district in which they live in. No permission may be given to ride a bus to a friend's house outside of their own school district. Students must follow all rules of proper bus conduct. The administration strongly supports the policies and safety measures recommended by all school districts. The bus driver is responsible for the management and safety of pupils and for enforcing bus rules. Violations are written by the bus drivers and sent to the school office. The principal or grade level coordinators determine follow-up consequences.

The Transportation Department of the local public-school districts that serve our school community maintains the buses and establishes the code of conduct for the riders. Each bus violation issued is an automatic conference with the principal. Parent notification is the "Written Warning" that parents are to sign and return to the school office the next day.

The following procedures will be used for disruptive behavior while riding the bus:

- A written warning is issued. Consequences will follow.
- A second written bus violation will result in a phone call from the principal.
- A third written bus violation is an after-school detention. The student will also be suspended of riding privileges for five school days.
- Consequences for further disruption will be the loss of bus privileges for an indefinite period of time.

## **DIOCESAN POLICIES FOR STUDENTS**

### **HARASSMENT POLICY - SEXUAL HARASSMENT**

For the purpose of this policy, sexual harassment includes, but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually

explicit material, whether in the form of music written lyrics, pornographic pictures or other literature, or having such materials in one's possession in the school, on school grounds, or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing the unwanted or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and the victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/principal conference
- Written warning/reprimand and parent notification entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

### **SEXUAL VIOLENCE**

Some acts of sexual harassment may also be criminal in nature. If an incident of sexual violence occurs, the principal, pastor, and other school authority are required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceived a threat of physical harm for purpose of the offender's sexual gratification; or is the victim of sexual offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.07), Sexual battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C.

2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12), as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

### **GUIDELINES REGARDING HARASSMENT**

The pastor, administration, and staff of St. Michael School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. St. Michael School will not tolerate harassment of any type. If harassment occurs, the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile, or offensive conduct; jokes, stories, pictures, cartoon, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group.

### **SEXUAL HARASSMENT INVESTIGATION PROCEDURE**

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complaint (victim) to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complainants are to be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of harassment and to take appropriate and equitable action. Parties shall be given an opportunity to present witnesses or other evidence during the investigation.

Information regarding an investigation of harassment shall be confidential to every extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge or because they have opposed language or conduct that violates this policy. Retaliation will result in disciplinary action.

When a crime has been committed, the local police department shall immediately be notified by the Principal. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the mandates of the Family Educational Rights and Privacy Act.

Appropriate disciplinary actions shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

### **PROCEDURES TO FILE A SEXUAL HARASSMENT COMPLAINT**

Students or employees who believe they have experience sexual harassment shall report such matter to the principal, who shall be the investigator for harassment complaints.

1. A complaint of harassment is to be made to the principal, pastor, or other designated impartial administrator. The complaint shall be as specific as possible regarding details. If a complaint is made by an employee, it shall be in writing.
2. The principal, pastor, or other impartial designated shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
4. The need for confidentiality shall be stressed.
5. No reprisals will be tolerated against complainants, witnesses, or of individuals involved in the investigation.
6. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the confidentiality of student records.

### **ANTI-HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

St. Michael School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees, and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Michael School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know with the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

St. Michael School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to an from school or at school-sponsored events, or from any computer not on school property.

#### ***Definition:***

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee, or volunteer exhibited toward another particular student, school employee, or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate, or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks
2. Threats, taunts, and intimidation through words and/or gestures
3. Extortion, damage, or stealing of money and/or possessions
4. Exclusion from the peer group or spreading rumors
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
  - Posting slurs on Web sites where students congregate or on Web blogs (personal online journals or diaries);
  - Sending abusive or threatening instant messages;
  - Using camera phones to take embarrassing photographs of students and posting them online;
  - Using Web sites to circulate gossip and rumors to other students;
  - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

***Procedure for the Alleged Victim:***

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when and where it happened
    - Who was involved?
    - Exactly what was said or what the harasser did
    - Witnesses to the harassment
    - What the student said or did, either at the time or later
    - How the student felt
    - How the harasser responded

***Complaint Procedure:***

St. Michael School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal, upon receiving a complaint, must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 974 as amended. (See attachments.)

The principal may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form*. Any evidence of the harassment, including, but not limited to, letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form*. Information received during the investigation is kept confidential to the extent possible.

St. Michael School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

***Investigation Procedure:***

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

***Resolution of the Complaint:***

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

***Points to Remember in the Investigation:***

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

***Conflicts:***

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

**STUDENT THREAT/BULLYING POLICY AND PROCEDURES**

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal.
3. In appropriate cases, the police should be notified immediately.
4. If the police are notified, the student should be kept in the principal's office under supervision.
5. The parent/guardian of the student who has made the threat shall be notified immediately.
6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
7. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.) If a psychiatrist performs the primary evaluation, he shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 205.51

8. The principal shall provide the mental health care professions with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
9. The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professional stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to the school. The mental health care professionals shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.
10. Counseling will be made available to children who are victims of the threatening behavior if it is determined that such counseling is needed, and parental permission is granted
11. Documentation from the mental health care professionals concerning any student will be placed in a separate, confidential file and will not be part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

## **POLICY ON YOUTH GANGS**

A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practice include the commission of illegal acts. Unlawful or anti-social behavior, violation of school rules, establishment of territory or "turf" or any action that threatens the safety or welfare of other or substantially disrupts the orderly operation of the school.

Gang and gang activities can include but are not limited to the following:

- \*recruitment, initiation
- \*a manner of grooming
- \*hair style and/or wearing of clothes
- \*jewelry
- \*head coverings, or accessories by which virtue of color, arrangement, trademark, or other attribute denotes membership in a gang
- \*displaying gang markings or slogans on school or personal property or clothing
- gang tattoos
- \*literature that indicates gang membership
- \*fighting, assault, hazing
- \*extortion
- \*establishing turf
- \*use of hand signals, gang vocabulary and nicknames
- \*possession of beepers
- \*possession of weapons and explosives materials
- \*possession, use or sale of alcohol, drugs, drug paraphernalia
- \*attendance at functions sponsored by a gang or known gang members
- \*association with or conviction of crimes with known gang members, or any other action directly resulting from membership, interest in, promotion or furtherance of a gang.

## **CONSEQUENCES**

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in a gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately, and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions of the student remaining in the school.
3. Students may be referred to counseling (personal and/or family)
4. Students may be referred to Children Services or other welfare or other welfare or childcare agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism.

## **JURISDICTION**

Realizing that gang activity is a community concern, communications will be maintained with the police department and public-school officials on all matters related to gang activity within the community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

## **RELATED POLICY**

In order to prevent the onset of gang related activity, the following related guidelines will be strictly enforced:

1. Dress code and uniform policy
2. Discipline policies and procedures
3. The right of school authorities to search lockers, student desks and upon request, personal property, if suspicion of gang involvement exists
4. Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in evening or on weekends, whether held on parish property or at other public facilities
5. Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities
6. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities

## **PREVENTION**

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to CAP, QUEST, A BRIDGE TO SUCCESS, D.A.R.E., guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO, and parish-based youth ministry activities.

### **Searches of School Property:**

All property of the school, including students' desks and lockers as well as their contents, may be opened, searched, or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

### **Searches of Student's Person and Personal Property:**

The search of a student's person or handbag currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, dangerous objects, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

### **Conducting the Search**

School administrators should always have another school authority present when a search is conducted.

If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student will be detained until parents are contacted and arrive.

1. Parents will then be informed that the student is risking possible suspension or dismissal for refusing to empty.
2. If a weapon, dangerous object or other dangerous ordnance is suspected, he school will contact the local police department immediately.
3. If a weapon, illegal drug or controlled substance is actually seized, he school authority will immediately contact the local police department and report the incident and secure the contraband until the police arrive.

### **WEAPONS POLICY**

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, St. Michael School prohibits the use, possession, sale, or discharge of any weapons, dangerous objects, dangerous ordinances and instruments or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, dangerous object, object used as a weapon, deadly weapon, or an object that is indistinguishable from a deadly weapon, or explosive or incendiary device. An object that is indistinguishable from a

deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon. 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 and used as a weapon” (O.R.C. 2923.211A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles.

Violations of this policy warrant notification of the policy, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department and our area assistant superintendent before confronting the individual. If this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary process will include immediate out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at our school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing the violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration after recommended consultation with legal counsel and the area assistant superintendent.

## **HEALTH – MEDICAL POLICIES AND CLINIC PERSONNEL**

St. Michael School (Main Campus) is staffed daily by a registered nurse or health aide. Their hours are 7:30 A.M.-2:30 P.M. each day. The school furnishes and parents must complete an emergency authorization form that directs the school’s course of action in each individual case. It is essential that the parent/guardian notify the school of change of address, phone, or employment throughout the school year, so this data is always up to date.

The Health Aide:

- Conduct examinations in the areas of vision, hearing and scoliosis.
- Provide immediate care for those who become ill or area injured during school hours. Parents will be notified if the accident or illness is serious enough to warrant such notification.
- Administer medication when the proper forms have been completed.
- Act as a liaison between educational and medical personnel. It is essential that parents keep the nurse informed of their children’s medical conditions.
- Send notices when students have been exposed to a communicable disease.
- Determine and record immunizations for each student.

To ensure the health of all students please:

- Keep children home if they appear to be ill. Symptoms such as a persistent cough, sore throat, runny nose, swollen glands, red eyes, vomiting, diarrhea,

fever and unexplained rashes are some good reasons for keeping children home and taking them to a physician for a medical diagnosis.

- Send children back to school when they are symptom free for twenty-four hours. If a child is not well enough to participate fully in activities, he/she should be kept at home. Reasonable exceptions to this would include children with severe asthma or broken bones.

### **INJURIES/ACCIDENTS**

If a student is injured at home and needs to wear a splint, cast, ace bandage, use crutches, or any other supportive device, a note from the physician **MUST** be brought to the clinic. His note will inform the school of the reasons for the device, restrictions, and the duration of time that it will be needed.

### **CONTAGIOUS DISEASES**

Parents are asked to contact the school office when their child has been diagnosed as having a contagious condition. (THIS INCLUDES STREP THROAT, HEAD LICE, PINK EYE, ETC.). When your child has been sent home with an illness/fever, it is recommended that he/she does not return to school until the temperature has been normal for 24 hours. In case of contagious diseases, consult with your doctor as to when it is permissible for the child to return to school. If a contagious outbreak occurs in the classroom, you will be notified by a letter.

### **MEDICATIONS\***

Any student who is required to take any prescription or nonprescription medication during school hours must comply with the following:

- Provide written note from the prescribing physician detailing the name of the drug, dosage, route and time of administration, possible side effects, reason for use and expiration date of order.
- Provide written permission from the parent or guardian requesting the school to comply with the doctor's order.
- Bring the medication in the original container, appropriately labeled by the pharmacy.
- THE PARENT will present the medication in the morning to the Clinic personnel where it will be kept in a locked cabinet. Students are not permitted to carry medication to and from school.
- Parents of students who self-carry an inhaler or an epi-pen must submit separate forms.
- The school nurse or health aide will administer the medication at the given time only if the above criteria are met.

\*For the purpose of this policy, "medication" shall include all prescription and nonprescription (over the counter) medicines.

\*A parent or guardian must pick up unused medication or school personnel will dispose of it thirty (30) days after the prescribed use.

## **AIDS POLICY**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades K-8 shall be permitted to attend school in regular classroom settings provided:

- The health of a child, as documented by his/her physician, allows participation in regular academic school activities.
- The child behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk.
- The child 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 child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

In parish elementary schools, the pastor and principal will confer with the appropriate persons before the pastor makes the final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency Virus that causes AIDS, also known as HLTVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, the information provided to the school personnel who need to be aware of the child's condition should be the minimum necessary to assure proper care of the child. Based on the condition of the student and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the student's participation in school activities.

## **SUBSTANCE ABUSE POLICY**

The Cleveland Catholic Diocese recognizes that alcohol and drug abuse are serious societal problems that do not respect any group or age, and that the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

In an effort to provide a drug free environment, we, as educators in the Church, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the common as well as the individual welfare of our pupils. Continuing educational programs for parents, teachers, and students convey the message that drug, and alcohol abuse are harmful, and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this guideline or any local law or statute concerning illegal substances.

## **PREGNANCY POLICY**

The Catholic Church teaches respect for all human life. The complete policy is available by request in the school office.

## **WELLNESS POLICY**

### **Rationale**

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community, and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical, and social development of the individual as well as the community.

A major theme of Catholic social teaching, *Human Dignity and the Value of All Life*, carries the responsibility to care for the health and well-being of not only oneself, but of others. The **concept of wellness** is a core principle undergirding both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to Care for God's Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants.

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full potential, full physical and mental growth, and lifelong health. Healthy eating and physical activity, essential for healthy weight, are also linked to reduced risk for many chronic diseases. The schools of the Diocese of Cleveland, and the community itself, have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns.

Wellness is compatible with limitations. We must be patient with our own limitations and tolerant of the limitations of others. Proper nutrition, health practices, and physical activities involve respectful and responsible collaboration. It is expected that students will learn to make choices related to health and fitness based on Christian values. Thus, each student will develop as "a healthy person who is respectful of life, practicing good health habits, committed to reaching one's full potential and a good sport." (Profile of a Catholic School Graduate)

### **Statement of Policy**

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

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis and school staff will be encouraged to role model healthy eating behaviors.
- To the extent practicable, schools will participate in available school meal programs and students will be provided access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs, while

accommodating the religious, ethnic and cultural diversity of the student body in clean, safe, and pleasant surroundings with adequate time to eat.

- 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.
- Schools will maintain a school safety program that is based on the principals of the Hazard Analysis and Critical Control Point (HACCP) system implemented with the intent of preventing food-borne illnesses.

### **Commitment to Nutrition**

#### *Minimum Requirements:*

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.
- Encourage increased participation in the available Federal Child Nutrition Programs (e.g. school lunch, breakfast and milk programs).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items (will limit fried foods), whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- Provide school food service staff routine professional training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive food sales and serving of foods minimal nutritional value.
- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.
- Ensure water is available to students during mealtimes at no charge. If water fountains are not available in eating or adjacent readily accessible areas, water will be offered via other means such as pitchers, coolers, etc.
- Monitor all food and beverages sold or served to students outside of the federally regulated child nutrition programs (i.e. vending, school stores, fundraising efforts) by school administration to ensure compliance with all local, state and federal statutes and regulations.
- Nutrient density and portion size will be considered before permitting food and beverages to be sold or served to students. State provided software (if provided and available) or Alliance for a healthier generation guidelines and software will be utilized to determine acceptability of items in relation to specific nutrition guidelines.
- Ensure all foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented as required by Child Nutrition Program regulations regarding school meals.

## **Nutritional Quality of Foods and Beverages Sold and Served on Campus**

### **School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to children.
- Be served in clean and pleasant settings.
- Meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations.
- Offer a variety of fruits and vegetables.
- Serve only low-fat (1%) and fat-free white milk, fat-free flavored milk and nutritionally equivalent non-dairy alternatives (when required and to be defined by USDA); and
- Ensure that half of the served grains are whole grain (by 2012-2013 school year).

### **Foods and Beverages Sold Individually**

**(i.e., all foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte lines, fundraisers, school stores, etc.)**

The schools of the Diocese of Cleveland will ensure that students' access to foods and beverages meet federal, state, and local policies and guidelines, including Ohio Senate Bill 210 requirements for evaluating food and beverage items to sell a la carte. Schools will comply with the most recent guidelines for competitive food sales issued by the Alliance for a Healthier Generation in respect to the sale of a la carte food items. Additionally, Senate House Bill 210 includes specific guidelines and restrictions on beverages that must be followed.

#### **A food item sold individually:**

- Will have no more than 150 calories for elementary students, 180 calories for middle school students and 200 calories for high school students.
- Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated fats with zero trans-fat.
- Will have no more than 35% of its weight from added sugars.
- Will contain no more than 230 mg of sodium per serving for snack items (chips, cereals, crackers, French fries, baked goods, etc.), no more than 480 mg of sodium per serving for pastas, meats, and soups.

#### **A beverage item sold individually:**

- Elementary K-4: Limited to water, milk and 8 ounces or less of 100% fruit juice (or fruit/water blend with no added sweeteners) with no more than 160 calories per 6 ounces. **NO OTHER BEVERAGES ALLOWED.**
- Elementary 5-8: Same limitations as K-4 except 10 ounces of juice are allowed with no more than 160 calories per 8 ounces.
- High School: Water, milk, and up to 12 ounces of juice with no more than 160 calories per 8 ounces. Other beverages are allowed as long as they are 12 ounces or less with no more than 66 calories per 8 ounces (larger size beverages are allowed but are limited to 10 calories per 8 ounces).

## **Commitment to Comprehensive Health Education**

### *Minimum Requirements:*

- Provide ½ Carnegie unit of comprehensive health education for graduation.
- Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances.

## **Commitment to Physical Activity**

### *Minimum Requirements:*

- Provide physical education opportunities for all students in grades K-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in extracurricular physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- If the schedule allows, provide for physical activity before the lunch period.
- Promote school-wide challenges in conjunction with charitable events such as a Walk-a-thon, Walk for Diabetes or Hoops for Hearts.

## **Commitment to Healthy School Environment**

### *Minimum Requirements:*

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, e.g., school registration, parent-teacher conferences, PTU meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure an adequate time for students to enjoy eating healthy foods with friends. Schools shall provide at least 10 minutes from the time the students sit down until the end of the period to consume lunch. However, following the National Association of State Boards of Education recommendations every effort will be made to provide students with 20 minutes after sitting down to eat lunch.
- Schedule meal periods at appropriate times with not less than three hours between breakfast and lunch. Lunchtime as near the middle of the school day as possible, preferably between 11 a.m. and 1 p.m.
- Make efforts to schedule recess for elementary grades before lunch so that children will come to lunch less distracted and ready to eat.
- Make available drinking fountains or other accessible drinking water in all schools so that students have access to water at meals and throughout the day.
- Refrain from using food as a reward or punishment for student behaviors.

- Avoid scheduling tutoring, club/organization meetings, and other activities that interfere with appropriate mealtime allotments whenever possible. Activities that are scheduled during mealtimes should be structured to accommodate an appropriate mealtime for students.
- Annually, before the beginning of the school year, review with staff and students the safety and crisis plan of the school.
- Review emergency procedures with parents.
- Update parent faculty handbooks on a regular basis to reflect health and safety concerns.

### **Commitment to Implementation**

#### *Minimum Requirements*

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of wellness policy in conjunction with the ongoing OCSAA accreditation process.

### **ALLERGY POLICY**

#### **Parent responsibilities:**

- Provide the school with up-to-date information regarding child's allergy as soon as possible.
- Participate in developing an Allergy Action Plan with child's doctor to be sent to the school nurse/health aide.
- Provide appropriate medical documentation and medication to the school nurse/health aide including the Allergy Action Plan and a current photo for proper identification.
- Communicate concerns to the school as those concerns arise.
- Provide the teacher with an alternative snack for the child with food allergies when a special treat (birthday, etc.) cannot be eaten.

#### **Student responsibilities:**

- Take as much responsibility as possible for avoiding allergens.
- Avoid trading or sharing foods.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction
- Promptly inform an adult as soon as accidental exposure occurs, or symptoms appear.
- Develop a relationship with the school nurse/health aide or another trusted adult in the school to assist in identifying issues related to the management of the allergy in school.

#### **Administrator responsibilities:**

- Include in the school's Crisis Plan a written plan outlining emergency procedure for managing life-threatening allergic reactions.

- Support faculty, staff, and parents in implementing all aspects of the life-threatening allergy program.
- Provide training, education, and practice for faculty and staff in:
  - a. the signs of anaphylaxis.
  - b. the correct use of an epinephrine auto-injector (EpiPen).
  - c. activation of emergency Medical Response (911).
  - d. policy and procedure review at the beginning of each school year.
- Provide emergency communication devices (intercom, walkie-talkie) for all school activities.
- Inform parent/guardian if any student experiences an allergic reaction for the first time in school. Subsequent reactions will also be reported to parents.
- Make sure a written contingency and back-up plan is in place in case of a substitute teacher or substitute nurse/health aide.
- Ensure that a student is placed in a classroom where the teacher is trained to administer an EpiPen.
- Communicate school policy to organizations using the school facility.
- Place visual reminders of life-threatening allergies throughout the school building.
- Provide an allergy “safe” table within the cafeteria.

**Nurse/health aide responsibilities:**

- Provide appropriate forms for parents and physicians once parental notification of life-threatening allergies has been received.
- Compile a Medical Concerns List and disseminate to administration and staff.
- Initiate the process of developing an Allergy Action Plan by providing and collecting the necessary paperwork.
- Follow and carry out the Allergy Action Plan.
- Educate appropriate staff, paraprofessionals and volunteers on student’s Allergy Action Plan.
- Have available all Allergy Action Plans in the clinic.
- Make modifications, as needed, in Allergy Actions Plans of specific students.

**Teacher responsibilities:**

- Receive, read and carry out the Allergy Action Plan for students under teachers’ care.
- Receive training and education in:
  - a. the signs of anaphylaxis.
  - b. the correct use of the epinephrine auto-injector (EpiPen).
  - c. activation of the Emergency Medical response (911).
  - d. policy and procedure review at the beginning of each school year.
- Do not question or hesitate to act if student reports signs of allergic reaction.
- Leave information, including a copy of the Allergy Action Plan, about life-threatening allergies in an organized, prominent, and accessible format for a substitute teacher.
- Inform classroom students about safe eating procedures within the classroom.

- Follow written field trip policy concerning life-threatening allergies.

### **Other responsibilities:**

#### **Cafeteria:**

- Communicate monthly menu.
- Provide ingredient listing and number for information on ingredients.

#### **Playground volunteer:**

- Receive training in the signs of anaphylaxis, the correct use of EpiPen, and policy and procedures, and activation of 911.
- Alert the school nurse/health aide when students show signs of allergic reaction.
- Act immediately if student reactions are life threatening.

### **SNACK/BIRTHDAY TREATS**

Since the passing of Ohio Senate Bill 210, birthday treats and food snacks for parties are no longer permitted. If you would like your child to bring in something to share with their classmates, it must be a non-food item. **Any food treat sent to school will be sent back home.** Please help us abide by the law.

### **PLAYGROUND REGULATIONS**

It is our goal that all at St. Michael School understand the importance of correct behavior and property courtesy on the playground. Play is restricted to designated areas of the schoolyard. Classes may play on the playground or use the playground equipment. Students must follow all directions given by the monitor/parent helpers when playing on the school grounds. Playground recess will be denied to students who consistently violate safety and courtesy rules.

Portable radios, iPods, etc. with earphones, electronic games and other devices brought from home are not permitted during the school day, including lunch. During the recess, children MAY NOT leave the playground without the permission of the principal. Failure to comply with the regulation is considered a serious violation.

When the bell to end recess rings, students are to stop talking and moving. When the second bell rings, students are to walk to their assigned lines, meet the teacher/recess monitor and enter the building quietly.

### **CARE OF BOOKS AND PROPERTY**

Books are expensive to purchase and maintain from year to year. Parents are urged to help their children be responsible for books used. Books are required to be covered and clearly identified.

Students are financially responsible for the loss or damage of textbooks and other materials provided for their use during the school year. Students are responsible for any damage to property belonging to the parish, school, or other students.

St. Michael School does not assume responsibility for toys, tape recorders, cameras, cell phones, palm pilots, radios, and similar items brought to school by a student. Parents are asked to see that these items are kept home. These items are not to be brought to school. If a student has one of these items in school, a parent must come to the office to pick up the item.

### **FIRE, TORNADO, EVACUATION, AND LOCK-DOWN DRILLS**

The school conducts fire and tornado drills monthly. Students are to remain silent during the drill so that teachers may give any necessary directions. We also practice “Lock-down” and “Evacuation” drills once a year.

### **WALKERS**

Students must always use the crosswalk when crossing the street. When using the crosswalks, students are to obey all traffic rules.

### **BIKE RIDERS**

Students in grades 2-8 may ride their bikes to school, but they must walk their bikes on parish property and keep them locked in bike stands when they are not using them.

### **CAR RIDERS**

Families need to drive with caution at all times. Please be cautious of students walking between cars. We want everyone to be safe and we need your cooperation. See “Parking Lot Access” on pages 18-19.

### **BUS RIDERS**

Main campus bus riders are dropped off and picked up at the middle doors. St. Basil Campus bus riders are dropped off and picked up at the main entrance to the gathering area. Students must walk when entering or leaving the buses. They are to remain seated when they are on the bus. They are to get on and off all buses only at their scheduled stop. Any change in bus assignments during the school year must be cleared in writing through transportation and the school office. At this time, we use transportation systems from Independence, Brecksville-Broadview Heights, and Bedford.

## **PARENT GROUPS/INVOLVEMENT**

### **PTU**

St. Michael Parent-Teacher Unit is in need of many volunteers throughout the year to assist in their fund-raising efforts and social activities.

Room Parents: This is a yearlong commitment. Room parents are selected from each classroom. Their responsibilities vary depending on the grade level. In general, grade level parents assist classroom teachers, as needed for special projects, celebrations, field trips, and help schedule PTU’s volunteers each month. Contact the PTU President for more information.

## **CYO ATHLETIC ASSOCIATION**

This group directs and supports all athletic activities of St. Michael Parish and School (primarily grades 4-8). These activities include volleyball, football, basketball, baseball, softball and cheerleading. The Athletic Association will sponsor any sport in which a representative number of children are interested—providing they can get proper coaching and practice facilities. Students pay minimal fees per sport and fund-raisers are held throughout the year to help defray costs. Volunteers are needed in many areas.

## **SCOUTING PROGRAM**

Scouting activities may be provided if there are enough interest and parent volunteers available.

**Cub Scout Pack 378:** Boys in grades 1-5 work on character and spiritual development. Activities include camping, hayrides and service projects. Dens and packs meet regularly.

**Daisy Troop:** Coordinated for Kindergarten if enough girls are interested.

**Brownie Troop:** Girls in grades 1 and 2 develop skills according to the Girl Scout Promise. The troop meets every other week.

**Junior Girl Scout Troop:** Girls in grades 3-5 develop skills and projects geared toward their age group following the Girl Scout Promise.

Students in scouting meetings, along with siblings, **MUST** remain with the Pack or Troop at all times. No one should be wandering, running, etc. throughout the building. Students **MUST** be under the supervision of the Scout Leader.

Scout and Troop Leaders are responsible to bring all of their own materials needed to run their meetings and do their projects. It is not the responsibility of the office/teachers to provide materials or run off papers, certificates, etc., for the meetings.

## **'SMILES' PROGRAM**

First grade students meet bi-monthly with Senior Citizen volunteers for reading practice. Volunteers are needed for these sessions held each Thursday afternoon.

## **VOLUNTEER OPPORTUNITIES**

As part of the Cleveland Catholic Diocesan response for a solution to the problem of child sexual abuse, a program has been instituted. The program is referred to as *Virtus*. The Virtus Program is designed to help prevent wrongdoing and promote “right doing” within religious organizations. To be a volunteer either at a field trip or in other areas of the school, parent(s) or guardians **MUST** have the following:

- Attend the “*Protecting God’s Children*” Awareness Program (approx. 3 hours)
- BCI/FBI Fingerprint check

- Read the 2007 “*Policy for the Safety of Children in Matters of Sexual Abuse*”, sign, and return acknowledgement form. This can be obtained in the school office.
- Read “*Standards of Conduct for Ministry*”, sign, and return acknowledgement form. This can be obtained in the school office.

Do not wait until you are ready to volunteer or chaperone before you decide to get our requirements filled. **EXCEPTIONS will not be made to accommodate last minute decisions.**

***In-School Volunteer Opportunities:*** Volunteers are needed during school hours to provide important assistance as: grade level parents, lunchroom aides, kitchen aides, playground aides, and assistance in the classroom for special projects.

***Classroom Aide:*** Depending on the teacher and grade level, teachers may choose to enlist volunteer assistance with a particular area of the curriculum or classroom. Contact the individual teacher if interested.

St. Basil Campus: Between 11:40 a.m. and 1:15 p.m. volunteers help serve food to students in the cafeteria. Contact the lunch monitor if interested.

### **ACCESSORIZING DAY DRESS CODE**

Students must wear their school uniform on Accessorizing Days, whether it is a gym class day or a regular school day.

The definition to accessorize is to “provide or complement (a garment) with fashion accessories; serve as a fashion accessory to (a garment)”. Below you will find the dress code for Accessorizing Days.

Students may accessorize with the following:

- Nail polish is permitted.
- Socks, shoelaces, headbands, bows, necklaces, bracelets, pins, and neckties are permitted.
- Hats/wigs are permitted but need to be removed during class due to distractions.

Students must follow the description set for Accessorizing Day. For example, if the day is set to accessorize with blue and gold, you cannot wear pink or orange.

Students that do not follow the “dress code” will be calling their parents to bring them the appropriate school uniform.

### **ACCEPTABLE USER POLICY FOR COMPUTERS**

We believe that technology is a vital means to assist those who carry out the educational ministry of St. Michael School (hereinafter from time to time called "School").

We are pleased to offer students of St. Michael School access our computer network, including access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the office. Students 18 and over may sign their own forms. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, St. Michael School supports and respects each family's right to decide whether or not to apply for access.

### **INTERNET RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students may have e-mail access for curriculum-related activities and communications under their teacher's direct supervision using a classroom account. The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility. Individual users of St. Michael's computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Users have no privacy rights to any data received or disseminated on the network. By utilizing these St. Michael School systems, they consent to St Michael School's right to audit all communications, files, and documents. If a user acts inappropriately through

the communications systems, St. Michael School reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

The following are examples of inappropriate use and activity:

- Sending or displaying offensive messages or pictures
- Using violent, aggressive or obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or other unlawful activities
- Violating copyright laws
- Downloading information and files not relevant to curriculum-related activities
- Accessing inappropriate web sites that have escaped Internet filtering
- Attempting to or overriding Internet filtering system
- Violating privacy issues by:
  - Posting personal contact information about you or other people
  - Using another's password
  - Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing personal e-mail accounts during school hours
- Using e-mail inappropriately to pass along chain e-mails or other communications not related to classroom activities

\*The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations WILL result in a loss of access as well as other applicable disciplinary or legal actions. Students shall be made aware of designated school personnel to inform when reporting inappropriate activity or use of the computer network or Internet. Proper school procedures will be followed for enforcement of policy and determining ramifications of infractions of this acceptable use policy.

In the case where there is a sufficient connection with the school (*examples include but are not limited to*: the electronic communication:

- 1) threatens, harasses, defames, demeans or bullies one or more students or staff at the school;
- 2) identifies the student as a student at the school, presents the school in a false light, or the student in the electronic communication espouses or promotes a lifestyle or morality inconsistent with the stated mission or philosophy of the school;
- 3) consists of similar content that in some way harms the school, one or more of its students, one or more staff or indicates that the student is a danger to self or others),

then the student may be disciplined in accord with the discipline policy of the school or with restrictions of the student's use of the *school computer network*, whether or not the electronic communication was sent by means of the *school computer network* or the sending was done off campus.

The school reserves the right to seek financial restitution for any damage caused by a student.

The school reserves the right from time to time to issue additional or more detailed rules for the use of school computers and the school computer network, and violation of such rules may be a cause for imposition of any of the penalties delineated above.

### **USER AGREEMENT AND PARENT PERMISSION FORM**

St. Michael School follows the Diocese of Cleveland Office of Catholic Education Policy. Each student and parent will need to sign the form before students are allowed to access technology available at St. Michael School. This technology includes, but is not limited to, computers, ACTIVboards, iPads, iPods, ACTIVEexpressions, the server, flash drives, televisions, CD's, DVD's, and any other technology the school has to offer.

The permission form will be distributed at the beginning of each school year. It must be signed and returned on the first day of school for each student.

### **PHOTO RELEASE AND AUTHORIZATION**

Throughout the year, pictures are taken of various functions and activities at St. Michael School. These pictures may also be used in brochures for marketing as well as press releases, articles, e-newsletters, etc. A permission form is distributed at the beginning of each school year for this purpose. Those families who choose not to give permission to have their children appear in photographs for marketing and publicity purposes are asked to indicate that on the form and return it to school by the beginning of the year. All families must return a Photo Release and Authorization Form.

### **HANDBOOK AMENDMENT POLICY**

A policy may be amended, revised, added to or deleted at any point during the school year. If such a need arises, St. Michael School will give written notice to school families.

***Revised July 2020***