

***COMMUNION OF SAINTS
CATHOLIC SCHOOL***
Fostering Faith, Service, and Scholarship
PARENT & STUDENT HANDBOOK



This Handbook pre-empts all previous Handbooks
Revised June 2021
IRN 056440



TABLE OF CONTENTS

| | <u>Page</u> |
|---|----------------------|
| Welcome Letter | |
| Mission Statement and Philosophy | 1 |
| Educational Objectives | 2 |
| Admission Policy | 3 |
| Tuition & Financial Aid | 4 |
| Attendance Policy | 5 |
| Home School Communications..... | 7 |
| Instructional Program..... | 8 |
| Student Evaluation | 9 |
| Educational Resources | 11 |
| Health and Safety | 12 |
| Student Safety | 15 |
| Athletic Program Policy | 17 |
| Behavior Policy..... | 17 |
| Miscellaneous Information | 22 |
| Expectations and Responsibilities..... | 22 |
| Diocesan Policies: | |
| Acceptable Use Policy..... | 25 |
| Custodial Situations | 28 |
| Diocesan Policies regarding AIDS, Chemical Use, Pregnancy, Sexual Harassment/Violence, Gangs, Students Threats, Weapons, Anti-Harassment, Intimidation, and Bullying..... | 29 |
| Appendix A..... | Grading Scale/Awards |
| Appendix B..... | Dress Code |
| Appendix C..... | RCIA |

Dear Parents and Students,

The Parent/Student Handbook reflects the policies of Communion of Saints School. This year you received a hard copy of the handbook and the electronic version is available on Digital Academy. The attached pages reflect changes to the uniform, grading and COVID19 policies for the upcoming 21-22 school year. Please read the changes carefully. At the beginning of the 21-22 school year, you will be asked to sign and acknowledge that you have reviewed the handbook. That acknowledgement states that you intend to abide by the policies of Communion of Saints School.

The faculty and staff look forward to working with you to promote spiritual development and academic excellence in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Our theme for the upcoming 21-22 school year will be “Be a light for all to see.”

COMMUNION OF SAINTS PARISH MISSION

Communion of Saints Parish is a Catholic community, united in one faith in Jesus Christ and committed to living the Gospel through worship, caring for all people and providing a living sign of Christ's presence.

COMMUNION OF SAINTS SCHOOL MISSION

Communion of Saints Catholic School serves a diverse community and fosters life-long learners and witnesses to the Gospel who are committed to worshipping God and serving His people.

DIOCESE OF CLEVELAND OFFICE OF CATHOLIC EDUCATION MISSION

The Office of Catholic Education is committed to the educational mission of the Catholic Church in the schools of the Diocese of Cleveland. Therefore, our mission is to lead, assist, and support Catholic school communities in providing quality education infused with Gospel values.

PHILOSOPHY

Communion of Saints School recognizes that the school is a part of the broader mission of Communion of Saints Parish itself. This parish school is supported and enabled by a faith-filled and faithful community to perpetuate the mission of the Catholic Church on earth.

We believe that every person is a unique creation of God, is redeemed through Jesus, is filled with the Holy Spirit, and has eternal destiny. We believe that Catholic education begins, as with life, in the heart of the family. Parents, the primary educators, instill and nourish values deeply human, deeply spiritual. With the parents, we are committed to each child's total education: spiritually, physically, intellectually, socially, and emotionally. We believe that by proclaiming, celebrating, and living the message of Jesus, we lead each child to a deeper sense of self-acceptance, and love of God and others. We believe that at Communion of Saints School, by integrating religious truths and values with the entire educational program, Communion of Saints School children develop a sense of commitment to parish community, to peace and justice, and to the respect for life and the environment of a distinctly Catholic manner.

ACCREDITATION

Communion of Saints School was fully accredited by the Ohio Catholic School Accrediting Association (OCSAA) in May 2019.

TEACHER LICENSURE/CERTIFICATION

All teachers of Communion of Saints School are certified by the State of Ohio and certified by the Diocese in Religious Instruction. Each teacher strives to teach and act consistently with the philosophy, goals, and policies of the Diocese of Cleveland and Communion of Saints School.

EDUCATIONAL OBJECTIVES

The educational objectives of Communion of Saints School are as follows:

- To aid the student in becoming a knowing and loving Christian.
- To provide religious instruction in keeping with the child's intellectual capacity and to provide opportunities for meaningful participation in prayer, liturgy, and frequent reception of the sacraments.
- To provide an environment of peace and justice.
- To provide motivation and opportunity for Christian service in the home.
- To provide opportunities for parent involvement in the development of the spiritual growth of the child.
- To provide educational opportunities that focus on academic excellence.
- To instill an appreciation of the visual arts, music, and literature.
- To celebrate the personal dignity of everyone by developing an understanding for other cultural and religious backgrounds based on the Gospel message of love.
- To instill in the child an awareness and appreciation for the spiritual and secular communities in which they live.
- To encourage the application of Catholic insight to the needs and problems faced by individuals and society.
- To develop a habit of correct judgment in moral situations that will lead to self-discipline.
- To empower each child to recognize the significance of membership in the school family to become an independent, loving member of society.
- To provide a safe and secure environment for learning.

ADMISSION POLICY

Communion of Saints School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Students are admitted to Communion of Saints School in the following order of priority, provided that the school can provide for their continued spiritual, academic, and social development.

1. Children of active, registered Communion of Saints parishioners. A meeting with the pastor is required for all newly registered families. To be considered an active, registered parishioner of Communion of Saints Parish, we strongly encourage:
 - Families are to be registered as members of Communion of Saints Parish
 - Families must faithfully attend weekend mass as evidenced by offertory envelopes regardless of whether a donation is made.
 - Parents are to ACTIVELY support Parish ministries and school functions.
2. Children of other faiths, living within the Communion of Saints Parish canonical boundary and the canonical boundaries of area parishes without schools.
3. Catholics from parishes with an elementary school: i.e., non-parishioners who are registered, attend, and contribute to a parish with an elementary school with the specific written permission of the Pastor.
4. Non-Catholics: i.e., children of families of other faiths who desire a Catholic education.

Children entering Kindergarten must be five (5) years of age by September 30th.

Students applying for Admission in Grades 1-8 must present a copy of the most current report card and standardized test results. Students applying for grades K and 1 will be administered a Brigance screening test. Grades 2-8 will be administered a screening test to check for grade equivalence. These will be reviewed to determine whether the program at Communion of Saints School will meet the educational needs of the student. An interview with the student is also part of the admission process.

At the time of registration, all new students seeking admission to Communion of Saints School must present:

- *Birth Certificate
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP/ISP or other educational plans/modifications
- *Behavior and Attendance Records

Communion of Saints Parish actively supports the mission of Communion of Saints School as a vital presence in our parish life and as a part of the parish's future. It is the strong conviction of the community of Communion of Saints Parish that family participation in the life of the parish is essential to the educational and faith formation of the students. Therefore, parishioner support of both church and school through prayer, service, and sacrifice is fundamental to the growth of our parish community.

TUITION & FINANCIAL AID

Tuition

Tuition costs are reviewed annually by the pastor, principal, and Communion of Saints Parish Finance Council.

Option 1:

Monthly Payments: 10 or 12 monthly payments through FACTS Management. This is an automatic deduction from your checking account. The first payment is due in May/July respectively.

Option 2:

Full Payment: Payment in full, including Registration Fees, by June 30th. Families are offered a \$50 discount for choosing this option. All "Pay in Full" accounts must be paid by June 30, or a FACTS agreement will be required.

Full Funding: An agreement is made to make a tax-deductible contribution (in addition to regular tuition) to the school. This contribution may be made monthly, quarterly, or in one full payment. Details of Full Funding are available in the school office.

Registration Fee

The registration fee covers instructional expenses. The fee covers Digital Academy platform, Weekly Readers, Scholastic and Scope magazines, take home folders, science fees, snack fees and assignments books. This fee is non-refundable and is required to hold a place in class.

NSF Fee

There will be a \$35 fee charged for any checks returned for non-sufficient funds. This fee must be paid in cash, money order, or cashier's check.

Financial Aid

Diocesan Tuition Assistance Awards are dispersed yearly to families in need. To apply, families must complete a FACTS Grant and Aid request online and include all required tax documentation and the application fee. The first deadline to apply is March 15; a second application period ends June 1.

Parish Tuition Assistance Awards are dispersed yearly to families in need. To apply, contact the school office. Families must have a FACTS Grant and Aid form on file to be eligible for parish assistance.

A Parish Grant is given to all registered families in Communion of Saints Parish who are practicing Catholics.

Tuition accounts must be kept current. When accounts fall into arrears, access to grades/report cards will be restricted. Tuition accounts must be current/paid in full to access grades online, report cards to be sent home and grades/records to be forwarded to a new school, including high schools.

School Hours: 7:30am- 2:30pm

Tardiness

Students are to be unpacked and settled in class between 7:30-7:45am. Instruction begins immediately at 7:50am. Since tardiness interferes with the child’s progress in school and disrupts the classroom, parents are requested to see that their children cultivate a habit of punctuality.

Students who enter the building after the **7:45AM** bell are considered tardy. These students must report to the office for a tardy slip that is then given to the homeroom teacher.

Habitual tardiness is unacceptable. It is imperative that students learn the importance of punctuality and understand the implications for future potential enrollment, not only at Communion of Saints but also for high school placement.

Habitual tardiness may impact the opportunity to re-register at Communion of Saints the following year.

For a tardy to be considered EXCUSED, the office must receive a note from the doctor’s appointment. Teachers will not be required to stop class to give missed information to a student who is tardy. Any quizzes or tests taken during the unexcused tardy will receive an automatic zero.

Tardy minutes will be tallied to determine if and how many school days may have been missed with the accumulation of tardy minutes. These minutes will be assessed using the Ohio House Bill 410 requirements for attendance.

Medical or Dental Appointments

All medical and dental appointments should be made outside school hours. Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office by a parent. Students who are away from school for an appointment for 2 hours or more will be counted as absent for ½ day.

Accident or Illness

In case a child needs to be sent home because of an accident or illness, parents are notified as soon as possible and are asked to arrange to have the child taken home within 45 minutes of the notification. The Emergency Medical Authorization form should indicate the names of the persons to contact should it be impossible to reach the parent. It is expected that an ill child will be picked up by a parent/guardian within an hour of being notified. Ill students cannot be housed in the school’s clinic for extended periods of time. Before the child may be released from school, the parent or authorized person must come to the office to sign the Early Dismissal Log.

Leaving the Premises

If a child must leave the building, he/she must be signed out and accompanied by a parent/guardian or written designee, and if returning to school, must be signed back in upon his/her return.

Vacations

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child’s learning process. If vacations are taken, parents should give the office and homeroom teacher written notification of the child’s impending absence. AFTER the vacation, the student should contact the teacher(s) to get missed work. **No assignments will be given for students to complete while on vacation.** Exceptions to this include long-term projects previously scheduled and standard weekly assignments (for example, spelling, vocabulary units, and math facts). Students are responsible for mastery of material presented during their absence. Work is to be completed within one week of the student’s return unless other arrangements are made with the teacher.

Forgotten Items

Forgotten items may be brought to the office. They may not be taken directly to the student's homeroom.

Severe Weather/Emergency School Closing

In case of severe weather emergency, the official announcement for school closing may be heard over local television stations Channels 3, 5, 8, and 19.

If CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS SCHOOLS close, Communion of Saints School is also closed.

If Communion of Saints School decides to close independently, it will be in conjunction with Gesu School.

HOME SCHOOL COMMUNICATIONS

To ensure that all communication from school reaches home in a timely manner, Communion of Saints School uses a Thursday folder system. Official folders containing all correspondence are sent home on Thursdays and should be returned the following day. Students are responsible for emptying the contents of his/her folder before it is returned to his/her homeroom.

Mass Communication:

Digital Academy offers schools the opportunity to contact all parents at one time by email, text, and/or phone call. *Please update your Digital Academy account with the most current email and phone numbers to ensure receipt of important messages.*

Weekly Bulletins

Weekly bulletins, known as the COS Chronicle, will be posted to Digital Academy and emailed to families through Constant Contact on Thursdays. Monthly calendars are available within Digital Academy and on the school website. Constant Contact allows the school to reach parents and stakeholders to provide information regarding events and emergency information. Please inform the school office of any changes to your contact information.

Emergency Messages

In an emergency, a message may be given to a child through the office. Parents are not to call a student out of the classroom or interrupt the teacher during school hours to relay messages to students. Parents should not email students during the day to relay messages. All email communication using a school email is for academic purposes only.

Digital Academy

Digital Academy will be utilized as a primary resource of school communication including homework, grades, assignments, weekly plans, and classroom expectations. Parents/guardians may access the information on Digital Academy by registering and using their email account. **It is imperative that parents check Digital Academy regularly to stay abreast of student success throughout the school year.** However, it is also important to remember that what the teacher says in class is the first source of communication, with regards to homework assignments and guidelines.

Report Cards/ Progress Reports/Academic Progress

Academic Progress is updated regularly on Digital Academy. Teachers are asked to post homework daily by 4 pm and update grades once each week. If you have any questions regarding progress, please contact the teacher e-mail. Progress reports for grades 3-8 are available 4 times a year via Digital Academy.

Report Cards provide parents with tangible documentation of their child's growth and development, while promoting mutual understanding and helpfulness between home and school. Report Cards are issued four times a year for students in grades 1-8 and 3 times for grade K.

- Grades 3-8 can access report cards on Digital Academy. After the parent has studied the Report Card and discussed it with the student, the parent should electronically sign the report card via Digital Academy. A hard copy of final report cards will be sent home in June.
- Grades K-2 will receive hard copy report cards. After the parent has studied the Report Card and discussed it with the student, the parent signs the report card envelope and returns it to the school office. A hard copy of final report cards will be sent home in June.

Parent-Teacher Conferences/Phone Calls/ E-mails

Parent conferences are scheduled twice during the school year. The first conference, scheduled in the fall, is mandatory. The second conference, scheduled during the third quarter, is optional. Communication between home and school is vital, allowing the teachers and parents to work together in the best interest of the student.

If a concern arises at any time during the year, the parent should feel free to contact the teacher for a conference. The parent must confer with the teacher before contacting the principal. Please leave a message for the teacher through the school office or send an e-mail and the teacher will return the call/e-mail at his/her earliest convenience. In your message, leave a daytime phone number where you can be reached, as we respect our teachers' evenings and weekends as a time for them to attend to their own families and homes.

E-mail is a major source for communication. Each staff member has an e-mail address that is checked and responded to regularly.

INSTRUCTIONAL PROGRAM

Curriculum

In accordance with the Minimum Standards (3301-35-01(B)), the curriculum is developed by the Curriculum Department of the Office of Catholic Education for use in all elementary schools in the Diocese of Cleveland. The following areas constitute our curriculum: religion, language arts (as reading, English, spelling and handwriting), mathematics, science (including health and safety), social studies, fine arts (music and art), and physical education. The curriculum of Communion of Saints School is a K-8 sequential program in all areas. Communion of Saints School implements the Graded Courses of Study prepared by the Office of Catholic Education in compliance with the Minimum Standards referenced above.

Textbooks

Textbooks are selected by the principal and teachers, from the approved lists prepared by the Office of Catholic Education.

Educational Programs

All students participate in additional educational programs, such as assemblies, field trips that correspond to curriculum objectives, and extra-curricular activities, i.e., Art Show, Science Fair, and Choral Concerts. Participation in such activities may be included as part of the student's academic grade.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are re-evaluated each year to determine the trips' compatibility with curricular goals.
2. A field trip is a privilege and not a right.
3. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
4. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
6. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
7. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
8. Official permission slips will be posted in Digital Academy for parents to print if needed.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration. Cell phones with cameras may be used on field trips with the understanding that its use is restricted to that of a camera. Cell phones used for making calls, texting, connecting to the internet or sending pictures will be confiscated by the teachers in charge and turned over to the principal who will return said cell phone to a parent.
11. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
12. All chaperones must be 25 years of age or older, BCI fingerprinted, and Virtus trained.
13. All monies collected for field trips are non-refundable.

STUDENT EVALUATION

Monitoring and Evaluating Student Achievement

Student achievement is monitored based on objectives stated in the Graded Courses of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include but are not limited to the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments, and written class work.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Homework is typically assigned each evening Monday through Thursday. Long range assignments are given to develop a sense of responsibility. Reading and study assignments (flash cards, study for test, etc.) are often given to students.

Students are provided an assignment notebook at the beginning of the year in which to write all daily assignments. Extras are available in the school office for \$5. Parents are asked to regularly check this notebook to ensure its proper and consistent use by the student.

Parents should encourage and guide students as they do their work at home, provide a specific time and a quiet place without distractions, help when needed, and check the quality of the student's work.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. The following are general guidelines on the amount of time that should be spent on daily homework. Please remember that the ability level of the child, distractions to his/her concentration, and his/her motivation level all affect the amount of time spent on homework. If a problem arises, the teacher should be contacted.

Grades 1-2..... 15 to 30 minutes

Grades 3-5..... 45 to 60 minutes

Grades 6-8..... 30 to 45 minutes per subject

Homework may be included in the computation of a grade. This is at the teacher's discretion.

Standardized Testing

The standardized testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic programs of the school. Results of all standardized tests are sent home to parents once the faculty and administration has had the opportunity to read and evaluate them. Parents are encouraged to contact their student's homeroom teacher if they have questions concerning the results of any standardized test.

Students in grades K through 8 are given the NWEA Map Test three times a year to measure the progression of skills in reading, language, mathematics, and science, depending on the grade. Students in grades 1 through 8, who receive government funding, may also be required take the Ohio State Test in compliance with guidelines set forth by the State of Ohio.

The ACRE (Assessment of Catechesis/Religious Education) is administered to students in grades 5 and 8. These assessments evaluate the effectiveness of our religion curriculum.

Promotion

Promotion to the next grade level is based on the satisfactory completion of the respective grade level work. The Administration may recommend tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Final determination of whether a student is promoted or not lies wholly with the Administration.

Retention

Retention is considered in individual cases after thorough discussions between the teacher(s), administration, and parents. Discussion regarding possible retention may occur as early as the beginning of the third quarter, and *initial* discussion of potential retention will never occur after the first week of the fourth quarter. Retention may be considered if it is deemed that a student has not mastered grade level material. Students in grades 4-8 who are at risk of retention may be put on an academic contract to put them back on the path to promotion.

The government requires that students who receive the EdChoice/EdChoice Expansion Scholarship in 3rd. grade must receive a passing score on any state-approved tools for reading screening. We are legally bound to retain any 3rd. grade student receiving government assistance who does not receive a passing score on any of the assessments.

The final decision to retain the child is made by the principal, in consultation with the teacher and parent. (Secretariat for Education Policy 5116) Consistent with the Ohio Revised Code, it is the principal who makes the final decision as to the promotion or retention of a student. The retention decision will be presented to the parent/guardian in writing and must be accepted in writing by the parent/guardian. Should the parent/guardian disagree (and thereby refuse) the retention decision, this fact should be documented in writing. The principal reserves the right to not enroll a student for the following school year if the parent/guardian chooses not to have his/her child retained.

Acceleration

Acceleration is considered on a case-by-case basis. Acceleration must have the approval of the teacher, principal, parent, and student. The basis of acceleration includes consistent and outstanding intellectual and academic achievement in most major subject areas and superior social maturity.

Graduation

A graduation ceremony is held for students completing eighth grade. The ceremony is held in conjunction with an appropriate religious service and is followed by a reception.

EDUCATIONAL RESOURCES

Auxiliary Services

The services of a school counselor, speech and language pathologist, Intervention Specialist, and nurse are available through Auxiliary Services Funding. All positions are part time and are filled by a third-party provider.

Speech, Language, and Hearing Services

All students new to Communion of Saints School (Grades K–8) are screened for language/speech problems. Children referred by the professional staff, parents, or physicians are given a threshold-hearing test. For students identified with speech, language, or hearing problems, the pathologist plans an individualized follow-up program and maintains on-going parent and teacher contact.

Psychological Services

Psychological services are available one day a week. In addition to assessing students experiencing difficulties in school, the psychologist is available for counseling. The psychologist and/or counselor must have written parental permission to assess a student. The psychologist may suggest behavior modifications to be utilized at home and/or at school to assist the child. A parent conference is conducted to inform parents of any testing results and state recommendations. Parents may request psychological testing through the Cleveland Heights-University Heights school system. After the public school assesses the educational needs of referred students, an individual plan may be created, and periodic evaluations and parent conferences are conducted.

Teachers will be made aware only of the fact that the student has an appointment with the psychologist. Testing results and/or recommendations will not be shared with the teacher unless parental permission is given, *and* the knowledge is deemed important for the child's progress. The principal will be kept aware of all testing procedures, results, and recommendations.

Remedial and Supportive Instruction

Individual tutoring by a certified teacher is provided for children with diagnosed learning disabilities on all grade levels. Individual and small group instruction in reading and math are given to those students who qualify. Such interventions may be provided through Title I instruction or an Intervention Specialist. All efforts will be made to provide tutoring for students who are struggling in a specific subject area but do not qualify for special education services. Such tutoring depends on the space available in the schedule of the Intervention Specialist; no guarantee of services is offered.

Enrichment Instruction

Advanced mathematics is offered to students in grades 7 and 8. Teachers will use MAP scores, grades, and work ethic to decide placement for the advanced math class.

St. Ignatius Math Program: Upcoming eighth grade students may also test into the St. Ignatius math program. This must be done by the parents/students at the end of the seventh-grade year. **All testing for admission to this class is done directly with St. Ignatius High School. Please contact them for more information.** Transportation to St. Ignatius is not provided by Communion of Saints School.

Library

The school has a well-equipped library staffed by parent volunteers. During their weekly visits, students are encouraged to choose good literature and develop their background of leisure reading experiences.

The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Lost books must be paid for or replaced. Notification of lost/damaged books will be sent home at least once each quarter. Parents are encouraged to assist their children in locating lost books and returning them to the library. Non-compensation for lost books may result in report cards being withheld.
3. The library is run by parent volunteers. Any student who does not maintain proper conduct may have library privileges revoked.

Science and Technology

Communion of Saints School boasts two science labs, one for upper grades and one for the lower grades and a lab lecture room located on the bottom floor. These air-conditioned labs provide the space for hands-on activities and experiments.

The school is equipped with Activ Panels in each classroom, iPads and chrome books are available and can be assigned to students with a 1:1 ratio. Students must sign the Acceptable Use Policy and loan form before being allowed access to any computers. Communion of Saints has wireless internet access.

HEALTH AND SAFETY

Emergency Response Plan:

At the beginning of each school year, or when a child joins Communion of Saints School, parents are asked to submit a child's medical record, including any medical conditions and medications. **Emergency medical authorization paperwork must be turned in to the school office NO LATER THAN THE FIRST DAY OF SCHOOL. Without such paperwork, a student may be denied admittance to Communion of Saints School.** A clinic is maintained for first aid and emergencies. A school nurse is on duty four (4) hours a day for (5) days per week

COVID 19 & Communicable Diseases

To minimize the spread of COVID-19 and other disease, students/families are to:

- Complete the daily health assessment and temperature check **before sending students to school each day.** Health assessment includes confirming that your child does not display symptoms which include chills, shortness of breath, fatigue, body ache, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- Appropriately report symptoms or exposure related to COVID-19.
- Keep your child(ren) home if there is any question about their health or they are unable to wear a mask if required, due to congestion etc.
- If you are called to pick up your child due to illness, please do so within 1 hour of receiving the call.
- Provide child(ren) with cloth face coverings for use while in school (laundered on a regular

basis) as required by state and local health guidelines.

- If your child contracts COVID-19 or is exposed to COVID-19- quarantine for the designated amount of time as directed by state and local health guidelines

Communicable Diseases

When a child has been diagnosed as having a contagious condition (including head lice and strep throat), parents are to notify the school office. A notice will be sent home if students are exposed to communicable diseases. (Please note that if a child has a throat culture, he/she should be kept home until the results of the culture are known.) When a child has been sent home with an illness, the child should not return to school until free of symptoms and fever free without medication for at least 72 hours.

Allergy Policy

Communion of Saints School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. To minimize the incidence of life-threatening allergic reactions, procedures for addressing life threatening allergic reactions are in place for any student whose parent/guardian, and physicians have informed the school in writing that the student has a potentially life-threatening allergy.

Training: To minimize the incidence of life-threatening allergic reactions, training and education is provided for all staff at the beginning of every school year. The training will be provided to all school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies
- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen)
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response - Dial911.
- Location of emergency EpiPen (in the event that a student has a **severe** allergy, his/her teacher will carry an EpiPen at all times)

AED: An AED (automated emergency defibrillator) is located in the teachers' lounge on the first floor of Communion of Saints School. All faculty and staff have been trained in the use of the AED.

Notifications: The school nurse will be responsible for notifying classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms: Teachers will be familiar with the allergies of students in their classes and respond to emergencies as per the emergency protocol. This information will also be shared with teachers a child may encounter throughout the day including music, art, Spanish, and physical education.

- In the event of a suspected allergic reaction the school nurse will be called, and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- Students' food allergies information will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitute, or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- Hot lunch is available from the cafeteria daily, however, a parent or guardian of a student with food allergies is responsible for communicating with the cafeteria manager to determine food safety or for providing food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

- An “allergy table” is designated in the cafeteria where students with severe allergies may eat safely.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.
-

Nutritional Guidelines/Food:

In keeping with guidelines established by the Food Services Division of the Diocese of Cleveland, no food may be served or sold on the school premises unless it meets the guidelines.

Field Trips:

- Protocols for field trips will include timely notification of the nurse.
- Medications, including an EpiPen®, will accompany the student.
- The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.
- A cell phone or other communication device will be available on the trip for emergency calls.

Asthma

This school encourages children with asthma to achieve their potential in all aspects of school life. All staff that may encounter children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

Immediate access to rescue inhalers is vital. Children are encouraged to carry their rescue inhaler as soon as the parent, doctor or nurse, and homeroom teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers must be labeled with the child's name by the parent.

Child Abuse Laws

Communion of Saints School abides by the Child Abuse laws of the State of Ohio. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the police and Child Protective Services.

Crisis Plan

Communion of Saints School has a “Crisis Plan” to address a variety of emergencies. All teachers and staff are aware of the procedure to follow to keep children safe. In the event of an emergency requiring evacuation of the school building, the students will be moved to an off-site location until it is deemed safe to return to the school. If a return is not possible, parents will be notified of the reunification location.

Emergency Drills

Communion of Saints School follows state law by conducting required fire, tornado, intruder, and emergency evacuation drills.

First Aid

Basic first aid will be administered to any student who is injured during the school day. This includes, but is not limited to, bandaging of wounds, taking of temperature, and ice compresses. In the event of an emergency of a serious nature, illness or otherwise, the parent/guardian will be notified immediately. For this reason, up-to-date emergency information is necessary. It is the responsibility of the parent/guardian to keep this information current.

Health Checks

Health checks include periodic vision and hearing screening, height and weight measurements, and postural screening. Parents are notified in cases where special medical or clinical help seems appropriate.

Immunization

Health and immunization records are maintained for all students. Immunizations must be in accordance with state requirements (Sections 3313.671 and 3701.13) for continued admittance. According to Section 3313.671, on the 15th day after entrance into the school, it is necessary and legal to exclude all students from school who do not comply with the immunization requirements.

Medication

State Law prohibits school personnel from administering any kind of prescribed AND over the counter (OTC) medications- including but not limited to cough drops, Tylenol, and cold medicine- without written parental permission AND a doctor's authorization. Prescribed medication and OTC medications must be delivered to the school clinic by a parent/guardian in its original container. A form to facilitate such instances is available through the nurse's office.

OTC (over the counter) medication may be dispensed by school personnel if the following conditions are met:

The OTC medication is sent to school by the parent in its original package. The amount of OTC medication is for one school day only, and an accompanying form or letter signed by the parent/guardian AND a doctor's authorization is sent along with the medication. It is preferable for the parent/guardian to drop the OTC medication to the school clinic. If that is not possible, the student must bring the OTC medication to the clinic upon arrival at school.

With the exception of inhalers, no student may carry medication of any kind, including cough drops, on his/her person. All prescribed medication must be taken home by a parent/guardian over extended school holidays and at the end of the school year.

STUDENT SAFETY

Dismissal Procedures

Each August parents are asked by teachers to complete paperwork detailing after school transportation arrangements. If changes are made to these regularly scheduled means, a note to the homeroom teacher or a phone call to the office must be made before 2:00 PM.

Parents are expected to have transportation for their child at the end of the school day. If students are not picked up by 2:45pm, students will be sent to aftercare and the applicable fees will be charged. If parents are late on a regular basis, we will insist that you register your child for after- care and she/he will automatically be sent to aftercare and you will be billed for services every two weeks.

Walkers

Students are to use the safest route to and from school. Parents are asked to establish this route with their children. Students must cross streets at lights and/or crosswalks and obey the instructions of the crossing guards. If no crossing guard is present, students should follow the rules of pedestrian traffic.

Walkers are to always conduct themselves in a Christian manner. Pushing, rough play, running across lawns destroying landscaping and throwing objects or snowballs is forbidden. It is within the rights of the administration to reprimand students of Communion of Saints School who display inappropriate behavior while walking to and from school.

Busing

Communion of Saints School children are transported under the provisions of the Ohio Fair Bus Law. The law provides that elementary school students who live more than one and one-half miles away from the school they attend must be transported to that school by the public school district in which they live. Determination is made by the Cleveland Heights-University Heights Transportation Department and the South Euclid-Lyndhurst Transportation Department. Transportation will be provided only for students who are eligible for transportation service to and/or from their residence/school, and to and/or from their assigned stop. There are certain areas in Cleveland Heights where transportation is not provided. (In these cases, reimbursement is provided by the CH-UH Transportation Department.) Only children eligible for bus service are permitted to ride the buses.

Students are to conduct themselves in a Christian manner while riding the bus, waiting for the bus, or disembarking from the bus. Students will obey the bus safety regulations as set forth by the local school districts. Students will lose the privilege of bus transportation for repeated conduct violations. *It is within the rights of the administration to reprimand students of Communion of Saints School who display inappropriate behavior while riding the bus, waiting for the bus, or disembarking from the bus.*

Transportation will be provided only for students who are eligible for transportation service to and/or from their residence/school, and to and/or from their assigned stop.

Car Riders

Students are to practice good safety habits when dropped off near the school. It is the driver's responsibility to prevent students from darting out from behind stopped cars when dropping off in the morning. Drivers should also be conscious of the flow of traffic behind their cars and follow the traffic patterns designated by the school to ensure the safety of all the children. Students who are car riders MAY NOT be picked up or dropped off on Stillman Road. Drivers should model Christian behavior and respect for rules and authority. This same Christian behavior and respect for rules and authority should be evidenced during the car rider dismissal process. Drivers are to proceed through the church lot into the school lot following the dismissal map. Students will be called by family to their car. **Family names must be displayed in the front window of the car.** If someone other than the parent is picking up/dropping off the student, the parent must communicate these school policies to them. Please be respectful to others waiting and neighbors in the area by keeping radio volumes low.

Bicycle Riders

Those students riding bicycles to school are to enter the school property from the Stillman Road sidewalk. As soon as the student reaches the school property, he/she is to walk his/her bike up to the rack and lock it to the stand. Students are to stay off the grass with their bicycles and be courteous of other bike riders. Upon leaving school, all bike riders must walk their bicycles along the sidewalk in front of the school to Stillman Road during dismissal time.

Visitors

School visitors (workers, volunteers, parents, etc.) must come to the main office upon entering the building. For safety and security reasons, each person is required to sign in at the office. All visitors are to sign out at the time of departure. Visitors **may not drop into a classroom to visit children** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

Volunteers are invaluable resources for Communion of Saints Parish. The main responsibility of a volunteer is to assist the administration or teachers.

To comply with the Diocese of Cleveland's policy for the safety of children, all individuals who volunteer in the school must:

1. Complete the mandated background check (BCI)
2. Complete *Virtus* training (<http://www.virtus.org/virtus/>)

All volunteers are expected to dress appropriately. Clothing should be modest and neat. All volunteers are required to sign in at the office and sign out at the time of departure. No volunteers, (parents included), **may drop into a classroom to visit children** or talk with teachers during the day. This is an interruption to the teacher and to the educational process.

ATHLETIC PROGRAM POLICY

The athletic program at Communion of Saints Parish is supportive of the school's goal to educate the whole person. Our program promotes leadership, physical fitness, recreational activity, good sportsmanship, and athletic excellence through instruction and competition. All students in the day school and the religious education program of Communion of Saints Parish are eligible to participate in the athletic program.

BEHAVIOR POLICIES

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

In our school, students:

- Will follow school rules and policies.
- Will refrain from any deliberate disruption of the learning environment.
- Will complete all assignments and participate in class as expected by their teachers.
- Will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- Will be present for all required activities unless officially excused by the administration.
- Will demonstrate good sportsmanship when engaged in co- and extra-curricular activities.
- Will be honest and committed to integrity.
- Will be respectful and courteous toward others.
- Will speak respectfully to and about others.
- Will respect school property and the personal property of others.
- Will refrain from harassment of any kind.
- Will use appropriate language and refrain from using inappropriate language.
- Will not engage in any inappropriate physical or verbal contact with another person (including without limitation fighting and inappropriate displays of affection).
- Will not bring to school nor possess at school any items inappropriate to a school setting including but not limited to real or toy knives or guns, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or similar items.
- Will maintain and support others who maintain a safe and alcohol and drug-free environment at and near

school and at all school sponsored functions/activities.

- Will, at all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation with regard to the use of social media and electronic communications.

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

- Written or verbal warning
- Student and/or parent conference
- Detention
- Parent conferences with staff and/or administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

Actions that may subject a student to discipline include violations of the Standards of Conduct, any action contrary to Catholic teaching or values whether specifically listed in the Standards of Conduct, and any action that is an offence against dignity of another person whether or not specifically listed in the Standards of Conduct, all as determined in the sole discretion of school administration.

Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

There is an overall discipline code for Communion of Saints School. It reflects behavior expectations, not just in the classroom, but in the lunchroom and recreation areas, care of books and property, academic and behavior contracts, and suspensions and expulsions. **Incidence of behavior issues will be posted in Digital Academy, emailed to parents/guardians, and may require parent signature. No paper copies will be sent home.**

Examples of behavior infractions

1. talking in class or halls that creates a disruption; failure to follow classroom rules.
2. leaving or absent from room without permission; rough play; combative behavior, physical or verbal threat against a student or staff member
3. abusing or damaging people's property; hands & feet not kept to self; profane, abusive, or obscene language written, spoken or gestured; possession of vulgar materials; disrespect towards any adult staff member or volunteer.
4. not following dress code; cell phone on/not stored away; chewing gum; throwing objects except when permitted; vandalism.
5. cheating on tests or homework; lying to person in authority; stealing; plagiarism
6. forging a signature from parent/guardian or school staff member where a signature is required.
7. failure to return a demerit slip; failure to serve a detention.
8. every 5 demerits is a detention.

Consequences for behavior infractions may be, but are not limited to:

Level 1: write a reflection, apologize, loss of recess (stay in office or sit on bench)

Level 2: write a reflection, apologize, lose recess, clean, repair, replace, no cell phone allowed in school, formal letter of apology, loss of technology privileges.

Level 3: detention, parent call to remove student for the day, suspension, loss of technology privileges (extended time), no credit for test/homework.

Teachers will determine the level of severity and, in conjunction with the principal where necessary, determine the consequence. In addition, the consequence determined will be age and grade-level appropriate.

Technology Policies:

Internet: Communion of Saints School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion. Cleveland Heights Police Department will be notified of the threat.

While on school property students are expected to remain on teacher approved websites. Misuse of the technology may result in the suspension or revocation of computer privileges.

Cell Phones: Communion of Saints School faculty and administration would prefer that cell phones be kept at home. If parents need to contact the student during the school day, they are welcome to call the school office.

However, we acknowledge that some students need cell phones after school because they walk home, enter a house where no one is home, or participate in after school activities.

If that is the case, the student must:

1. Turn in the cell phone prior to entering the school building.
1. Store the phone in locker or bookbag. COS is not responsible for lost or stolen devices.
2. Leave the phone POWERED OFF until they have exited the school building for day.

At no time during the day should a cell phone be in a student's possession.

Any violation of these rules will result in a warning and confiscation of the phone. After three warnings the student will be banned from bringing the phone onto school property.

Social Media: Engagement in social media such as, but not limited to, Facebook®, Snapchat®, Instagram® etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments/pictures regarding the school, the faculty, other students, or the parish.

Sexting: The Cleveland Heights police department will be notified of any incidents involving students in possession or transmission of inappropriate photos on their cell phones or other electronic devices. In addition, students face suspension and/or expulsion from Communion of Saints School.

Suspension/Expulsion

If necessary, the pastor or principal may suspend a student. Suspension will be used as a disciplinary measure if the behavior of a child is considered extremely undesirable, or if it is undesirable to the learning atmosphere. In the event of suspension, the student, administration, and appropriate faculty will attend a conference with the parents to review the matter and to determine a plan of action for resolution to the problem leading to the suspension. A phone conversation between the parent, student, administration, and teacher (when possible) may take the place of an in-person conference. The administration reserves the right to the final determination of whether a suspension will be required. Reasons for suspension include, but are not limited to:

- Extremely aggressive and harmful behavior to self or others
- Persistent defiance or disrespect of authority or school rules
- Threat of or physical assault on another student

- Malicious destruction or damage of school property or property of other students
- Habitual profanity or abusive language
- Bringing weapons of any style/type onto the property at any time. For this purpose, weapons are defined as guns and knives (real or toy), incendiary devices, laser pointers, ammunition, and the like.

At the time of suspension,

- The child will be immediately removed from the classroom setting and placed in an area supervised by school personnel, and away from other students.
- Parents will come to school as soon as possible that day and a conference will be held with school personnel and the principal.
- The police will be called when deemed necessary.
- The student will be given the opportunity to present the facts of the situation as he/she sees them.
- The student will be excluded from school-sponsored extra-curricular activities.
- The type of suspension (in-school or out-of-school) will be determined by the severity of the occurrence. Students who are given an out-of-school suspension may have the opportunity to make up classwork and homework, but not tests or quizzes. However, no credit will be given for work done during a suspension.

Expulsion

When, in the judgment of the pastor and principal, there is danger to other students, physical or moral, or when behavior is such that it is not possible to maintain an atmosphere conducive to learning, students will be asked to withdraw. Expulsion (forced removal from the Communion of Saints School roster) will be used when necessary. When an expulsion is in effect, the family of the student may not request the reinstatement of said student. This determination will become a part of a student's permanent record.

Elastic Clause

Because it is impossible to foresee all the problems that may arise, this clause empowers the administration or faculty to take disciplinary action (including, but not limited to, suspension and/or expulsion) for any behavior that violates the spirit and philosophy of Communion of Saints School, even though that behavior may not be specifically stated herein.

In addition to grade level discipline policies, there is an overall discipline code for Communion of Saints School. It includes policies for the lunchroom and recreation areas, care of books and property, academic and behavior contracts, and suspensions and expulsions as defined below.

Lunchroom Policy

1. Students may not go home for lunch.
2. Students may not remain in a classroom during lunch, unless a teacher is present.
3. Students may not bring carbonated beverages for lunch or recess snack. Chocolate or white milk is served daily as part of the Hot Lunch program. Children may also order milk separately from the Hot Lunch program.
4. Lunches from fast food restaurants are not permitted.
5. Students may, in emergency situations, order a Hot Lunch from the program and pay the next day. This is an exception and should not be abused.
6. Students are expected to respect and obey the staff and parents who prepare the food, as well as the parents and teachers who supervise the lunch and recess periods.
7. Students are to remain seated, be courteous, and display proper table manners during the lunch period.
8. Students are expected to clean up their own leftovers and their place at the table.

9. Students who consistently misbehave in the lunchroom may lose the privilege of eating in the cafeteria, may forfeit outside recess, or other appropriate discipline action may be taken.

Recreation Areas

The students are given a recess at lunchtime and (in some grades) other designated times as well. This activity is always supervised by certified personnel.

Children may bring suitable toys from home for outside play. Suitable toys include jump ropes, hula hoops, nerf balls, Frisbees, etc. Classrooms may have a collection of “outdoor equipment” to be shared among all students. Students are expected to treat such equipment with respect and care so that it does not need to be replenished frequently. Donations of playground equipment are always welcome. Skateboards, roller blades, and the like are not allowed. Electronic equipment (such as portable CD players, portable radios, walkie-talkies, cell phones, I-Pods, MP3 players, any hand-held video game system, etc.) are not permitted. If brought to school, the item will be taken from the child until a parent comes to the school to pick it up.

To ensure the safety of all children in recreation areas, the following regulations exist:

1. Students play in their assigned areas.
2. Students shall avoid play that tears and ruins clothing.
3. Tackling, wrestling, or keep-away are not acceptable.
4. Consideration and respect for others are to be shown at all times.
5. Profanity is forbidden.
6. Fighting is unacceptable and has the consequences of detention, suspension, and/or expulsion.
7. Hard objects may never be used or thrown. Sticks, dirt and other items found on the playground may not be thrown or used in a harmful way toward self or others.

Care of Books and Property

Since books are expensive both to purchase and maintain from year to year, parents are urged to help their children be responsible for books used. Books are to be covered at all times.

Parents are financially responsible for the loss or damage to textbooks and other materials provided for student use during the school year. Also, any damage to any property belonging to the parish, school, or other students is the parent's responsibility.

Communion of Saints School does not assume responsibility for any item brought from home to school. This includes, but is not limited to, toys, tape recorders, CD players, cameras, cell phones, I-Pods, MP3 players, iPads, any hand-held video game system, etc.

Rewards and Consequences

To assist the students in developing responsibility and positive self-esteem, students are told of behavior expectations and the consequences of their choice to either adhere to or ignore these expectations.

Frequent and appropriate rewards, both individual and group, are employed to reinforce positive and responsible behavior, and to create a cooperative, supportive atmosphere. The staff of Communion of Saints School uses a variety of grade appropriate rewards including but not limited to, verbal praise, recognition bulletin boards, and stickers.

Academic/Behavior Contracts

An Academic or Behavior Contract places the student on probation at Communion of Saints School. These contracts (which may be separate or combined) define what is expected of the student in a prescribed amount of time.

An Academic or Behavior Contract is issued to the student in the presence of his/her parents, teachers, and the principal. All parties sign and agree to the terms. After the prescribed time period (during which compliance is expected), the probation will be ended. On an individual basis, consequences for not meeting the expectations of the Academic or Behavior Contract will be stated within said contract. Should the academic progress regress or the behavior become evident again, Communion of Saints School has the right to issue another probationary contract, retain the student, or not re-enroll the student for the following school year.

MISCELLANEOUS INFORMATION

Lost and Found.

Any items found in the school building or on the school grounds will be placed in the Lost and Found bin in the school office. **Items placed in the Lost and Found will be displayed quarterly. After each quarter, items will be donated to charity.** Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping to receive a new copy. **Notification of lost books and repayment are expected in a timely manner.**

Returning to School after Dismissal

Students are encouraged to take with them at the time of dismissal all assignments and books needed for homework completion. Students should not return to the school building for forgotten items after 3:00 PM. If a student is brought back to school after 3 PM, that student should check with the main office to find out if his/her homeroom teacher, or the appropriate teacher, is still available. It is up to that teacher to decide if he/she will permit the student to enter the room to retrieve materials. The principal may also choose to unlock a room and allow a student to retrieve materials.

Student Records

Records for students transferring to other schools will be sent through the United States Postal Service or scanned and sent via email to the requesting school. No student record will be sent for families with an outstanding tuition balance.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. Teachers will be asked to complete a Withdrawal Form indicating the return of schoolbooks and property. Records will not be transferred until all schoolbooks, materials, and property are returned. **Again, no student records will be forwarded to another school until the tuition account has been settled.**

EXPECTATIONS AND RESPONSIBILITIES

Parent's Role in Education

We, at Communion of Saints Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Communion of Saints Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a partnership with us, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

It is essential that a child take responsibility not only for his/her behavior, but also for grades he/she has earned, homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Parents have the right to expect the following:

- To be treated with dignity and respect.
- To be able to share concerns with the school administration.
- To be able to schedule conferences with teachers/administration.
- To receive school reports and informational bulletins in a timely fashion.

Parents have the following responsibilities:

- To be role models of faith in the life of their child(ren)
- To encourage progress in learning, including completion of homework assignments and long-term assignments, in a timely fashion
- To encourage their child(ren)'s best work in school and to applaud their efforts.
- To notify the school of any change in address, telephone numbers, custody status, and/or child(ren)'s health status in a timely manner.
- To schedule conferences to promote their child/children's educational progress.
- To participate in the visioning of the school by attending orientation, conferences, and parent meetings.
- To ensure their child(ren) arrive(s) at school on time and is picked up on time at the end of the day.
- To enforce bedtimes on school nights.
- To check uniforms to ensure child(ren) is/are dressed according to the school dress code.
- To provide their child(ren) with a suitable place to study at home.
- To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health and to keep them home when ill.
- To complete and return to school any requested information promptly.
- To check Digital Academy regularly regarding grades, homework, etc.
- To read school notes and newsletters and to show interest in the student's education.
- To support the religious and educational goals of the school.
- To attend Mass and teach the Catholic faith by word and example.
- To cooperate with school personnel in adherence to rules.
- To support and cooperate with the behavior expectations of the school.
- To treat teachers with respect and courtesy in discussing student problems.
- To schedule appointments with teachers rather than dropping in for an impromptu conference.

Faculty and Staff have the right to the following:

- To be treated with dignity and respect.
- To receive the cooperation of parents/guardians, staff, and students.
- To teach and work in a safe and orderly environment.

Faculty and Staff have the following responsibilities:

- To treat students and parents/guardians with dignity and respect.
- To arrange parent/guardian conferences.
- To establish rules for student behavior.
- To maintain necessary student records and provide periodic reports of student progress.
- To post grades on Digital Academy weekly
- To post assignments on Digital Academy as often as needed (long term projects will be posted at the time the assignment is made).
- To post behavior infractions on Digital Academy in a timely manner.
- To provide students with appropriate classroom instruction as prescribed by the adopted courses of study.
- To provide accommodations for students when appropriate.
- To always maintain confidentiality.

Students have the right to expect:

- To be treated with dignity and respect.
- To learn in an orderly and safe environment.
- To receive fair treatment in the enforcement of academic and behavior policies.
- To have the opportunity to be heard in a discussion regarding infractions.
- To be assured of confidential handling of their records.

Students have the following responsibilities:

- To treat teachers, staff, students, parents, volunteers, and other adults with dignity and respect.
- To attend school daily and on time.
- To keep track of assignments and read teacher notices through Digital Academy.
- To attend and participate in weekly all-school masses and behave in reverent manner while in church regardless of personal faith.
- To strive to always do their best work.
- To obey all school/class rules and regulations.
- To come to each class prepared for work.
- To report serious incidents involving student safety
- To respect school property and the property of others.
- To comply with the authority of all school staff members, including teachers, administration, office personnel, lunch/recreation area monitors, aides, bus drivers, before and after school personnel, rectory staff, and maintenance staff.

COMPLIANCE WITH THE REGULATIONS AND POLICIES ESTABLISHED IN THIS HANDBOOK FOR COMMUNION OF SAINTS SCHOOL WILL BE REQUIRED OF ALL PARENTS AND STUDENTS IN THIS SCHOOL FOR CONTINUED ENROLLMENT.

Student Acceptable Use Policy
Communion of Saints School
Diocese of Cleveland-revised June 2019

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

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

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided personal digital assistants (“PDAs”), tablets, IPADs and similar devices; and
- new technologies as they become available.

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

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

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

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

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

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

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

Vandalism or Mischief: Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

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

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

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users as appropriate.
 - e. Get appropriate pre-approval before accessing the network with personal devices.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude,

- discriminatory, or meant to harass).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.
5. Abide by the Student Code of Conduct in the use of the System at all times.

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

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

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

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

Students have no expectation of privacy with respect to use of the System. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed. All computers, chromebooks, devices, laptops, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.

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

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

CUSTODIAL SITUATIONS

Family Custodial Situations

Communion of Saints School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody are continually changing. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address, unless we have been notified otherwise. Communion of Saints School personnel will therefore send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, conference appointments, report cards, progress reports, and tuition payments.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has daily care of the child. It is assumed that this information is shared by and between the parents. Since this situation frequently impacts on a child's achievements and interactions at school, parents are asked to inform the Principal of any change in the home situation. The Principal will communicate this information to the appropriate teacher(s). This information will be treated confidentially. No change in the issuance of school communications will occur until the appropriate court documentation is present.

In cases of final divorce decrees that state clear custody by one parent, the Principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree (bearing the case number), the pages

referring to custodial rights, and the final page bearing the judge's signature are to be submitted to the Principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's rights to records and information, the non-custodial parent has a right to the same access as the custodial parent. Communion of Saints School will, unless instructed by a Court Order, release such records upon request of the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, the custodial parents should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of the child, which includes sports activities and class/school programs. Parents should keep each other informed of these activities. It is not the school's responsibility to keep non-custodial parents informed of every activity or event in which his/her child may or may not participate.

Regarding parent conferences in all custody situations, it is preferred *and will be the general procedure* that one conference appointment will be scheduled. It is assumed that parents are able to set aside differences and come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time and continues to serve the best interests of the child.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal. Every effort will be made to keep communications open with both parents, while at the same time avoiding excessive demands on the teacher's time and duplication of services.

Should visitation arrangements call for the child to arrive or leave school in a different manner than normal (i.e., car instead of bus), the custodial parent should document this fact. A permanent note for the teacher will suffice. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of in a timely manner, regardless of the visitation schedule. This includes, but is not limited to, homework, studying for tests/quizzes, long term projects, and study time. In addition, parents should make sure that uniforms travel with the student to avoid dress code violations.

If there are questions concerning this statement of procedures, or circumstances are such that you feel other arrangements may be necessary, please contact the principal.

AIDS POLICY REGARDING STUDENTS

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 12 shall be permitted to attend school or parish religious education programs 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 which 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.

At Communion of Saints School, the pastor and principal will confer with the appropriate persons and consult with the regional superintendent before the pastor makes the final decision regarding admission.

Parents and guardians have the obligation to report to the school administration when any child is diagnosed as having AIDS, ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency that causes AIDS, also known as HLTVII or LAV). To protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the principal (after consultation with proper authorities) may limit the child's participation in school activities.

A student with AIDS who is excluded from the parish school or the religious program in the parish school shall be provided with an alternate means of catechetical instruction.

CHEMICAL USE/ABUSE

Parents will be notified immediately if a student is found to have, or be under the influence of, tobacco, alcohol, or drugs, or if the student has drug paraphernalia in his/her possession while on school property, on the bus, or during off-campus activities sponsored by the school. If appropriate, the police will be notified. A mandatory conference with parents will be arranged before the student returns to school.

Intervention by trained professionals may be required as a condition for the student to remain at Communion of Saints School. Lack of cooperation by either the student or parents in this matter will result in the student's suspension or expulsion. If a student gives evidence of signs of chemical dependency, parents will be contacted by the principal and teachers, and an appropriate course of action will be decided upon. Parents who are aware of chemical dependency or similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.

PREGNANCY POLICY AND PROCEDURE

Respect for Human Life

This policy attempts to reflect the moral teaching of the Catholic Church on the sanctity of the human person, on human sexuality, on the sacrament of marriage, on the dignity of the unborn child, and on the care that must be extended to the pregnant student and father.

The principals of the dignity of human life are directed to the mandate from Jesus in the Gospel to mercy, kindness, and compassion for each person, regardless of the circumstances that may contribute to their state or condition. These principles are compelling in that the very essence of the Church is to be the living presence of a loving God, a presence addressed to individuals in their human condition.

Policy

All possible means will be employed to assist a student to complete the course of studies in a manner that is sensitive to and of the most benefit to the individual, as well as the school and parish communities. Everyone involved, including the students, should recognize that pregnancy is not a usual event in the school setting, and that adjustments will have to be made. Mutual cooperation is required by all ~ administrators, faculty, the families, and the students.

The pregnant student is to receive counseling from a qualified person at the school or from an agency, preferably one affiliated with the diocese. The same applies to the father, if his identity is known and if he is in a school setting.

Counseling is directed to the well-being of the student and that of the unborn child. The mother is to be affirmed in her decision to carry the pregnancy to birth, and no moral judgments are to be rendered on the pregnancy itself. The student is to be provided with competent pastoral counseling and sacramental healing to resolve issues of conscience.

The school will attend carefully to all aspects of the pregnant student's involvement in school activities to ensure her health, and that of the unborn child. The student's family physician, together with the school nurse, are to note situations that might jeopardize the health of the mother and/or child, such as sports and gym activities, field trips, appliances with radioactivity, toxic chemicals, and so forth. A note from the student's physician should indicate how long the student can stay in school before the birth, and when she can return.

Only qualified and designated persons are to work directly with the student in this situation so as to avoid mixed messages and confusion. The parents should be included as active participants in working out the specific program for the student. All concerned are to respect the confidentiality of the student, even when the pregnancy becomes public knowledge.

If the student gives birth before graduation and wishes to return to school, she should be permitted to engage as fully as her circumstances allow in both the academic and extracurricular programs. This applies whether the child is placed for adoption or if the student decides to parent the child. Neither the male nor the female student is to be restricted from participating in the full academic or extracurricular program as a penalty for the pregnancy.

In general, there should be no activities on the school premises relating to the pregnancy (such as a baby shower). Nor will the student be permitted to bring the child to school during regular class hours.

Students who have had an abortion are not, for that reason alone, to be deprived of participation in any school program. Abortion is entirely rejected as a moral option in Catholic Church teaching, and therefore nothing in this policy is to be understood except in the light of this teaching of the Roman Catholic Church. The school administration is to make every effort to promote healing and reconciliation for the students, their families, and other members of the school community.

Specific circumstances can require the student finish the education program in some part-time or adjusted-time manner. Specific circumstances can also remove a student from a school activity or program based on the criteria of school management or school discipline.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Sexual Harassment

Purpose

Communion of Saints School is committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Communion of Saints School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment Defined

For the purposes of this policy, sexual harassment includes 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 material in one's possession in the school, on school grounds, or at school sponsored activities; obscene or sexually explicit gestures; and any other inappropriate behavior of 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.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. Allegations of sexual harassment (as defined above) are to be reported to the teacher and 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 age of the offender and 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 of the following:

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

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is 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; and/or
- Is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; and/or
- Is the victim of sex offenses under Ohio Law.

In these cases, the Department of Human Services and the police will be contacted immediately.

In accordance with Diocesan policy, certified teaching staff, volunteers, coaching staff and school/church personnel will participate in VIRTUS™ training, a program designed to aid in the assistance of identifying, preventing, and addressing sexual abuse and molestation.

GANGS

YOUTH GANGS AND GANG-RELATED ACTIVITY ARE PROHIBITED.

A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

Gang activity includes, but is not limited to:

- Recruitment
- Initiation
- A manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or

accessories, which, by virtue of color, arrangement, trademark, or other attributes, denotes membership in a gang.

- Displaying of gang markings or slogans on school or personal property or clothing
- Having gang tattoos
- Possessing literature that indicates gang membership.
- Fighting
- Establishing turf
- Use of hand signals, gang vocabulary, and nicknames.
- Possession of walkie-talkies, pagers or cellularphones
- Possession of weapons or explosive materials
- Possession of alcohol, drugs, drug paraphernalia
- Attendance at functions sponsored by a gang or known gang members.
- Exhibiting behavior fitting police profiles of gang-related drug dealing
- Being arrested or stopped by police with a known gang member.
- Helping a known gang member commit a crime.
- Any other action directly resulting from membership or interest in 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 any 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 for the student to remain in the school.
3. Students may be referred to counseling (personal and/or family)
4. Students may be referred to the Department of Human Services 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 or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.

8. Students may be suspended and/or expelled as already outlined in the school discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public-school officials on all matters related to gang activity within this 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 Policies

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

1. Dress code and uniform policy as defined in the school handbook.
2. Discipline policies and consequences as defined in the school handbook.
3. The right of school authorities to search lockers, student book bags, student desks, and upon request, personal property if suspicion of gang involvement exists. *Note: These items may also be searched for probable cause outside the boundaries of gang-related suspicions.*
4. Policies and procedures relative to scheduling, supervision, and attendance at and participation in school/parish sponsored events, held during the school day, during the evening or on weekends, whether held on parish property or at other public facilities.
5. 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, guidance programs, and parent education programs, social activities that foster positive group identification and behavior, and parish-based youth ministry activities.

STUDENT THREATS

- Any and all student threats to inflict harm to self or others must be taken seriously immediately. Including those made via social media on or off school premises.
- Whoever hears the threat should report it immediately to the principal or teacher. If the threat appears real and imminent, the threat should be reported to the *certified* staff member who is in the nearest vicinity to the occurrence.
- Police should be notified immediately.
- The student should be kept in the principal's office or conference room or other secluded, supervised area until the police arrive.
- The parent/guardian of the student who has made the threat should be notified immediately.
- The student should be suspended and not permitted back into school until there has been a psychiatric evaluation and receipt by the principal of a written statement from a psychiatrist that the student is not/does not pose a danger to self or others.
- Any adult or the parent/guardian of any student(s) who have been verbally mentioned as potential victims or listed in writing as potential victims should be contacted immediately.
- Additionally, should a threat be made, the school should secure counseling for students involved, after obtaining parental permission.

WEAPONS

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, Communion of Saints School expressly prohibits the use, possession, sale, or discharge of any weapons 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, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon" (O.R.C. 2923.11A). 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 may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan legal office before confronting the individual.

If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary action may include immediate in-school suspension or 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 continued enrollment at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program, after consultation with the Area Field Director and the Diocesan legal office.

Anti-Harassment, Intimidation, and Bullying Policy

Communion of Saints 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.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel at Communion of Saints 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, mean any intentional written, verbal, graphic, or physical acts (including electronically transmitted acts: i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld 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 off 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 will have 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 other student/school personnel.

Communion of Saints 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 action whether on or off 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 exhibit 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 behavior 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; and
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 “cyber bullying”), such as the following:
 - a. Posting slurs on Websites where students congregate or on Web blogs (personal online journals or diaries)
 - b. Sending abusive or threatening messages via any social media app
 - c. Using camera phones to take embarrassing photographs of students and posting them online.
 - d. Using Websites or social media to circulate gossip and rumors to other students.
 - e. 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:
 - a. Tell a teacher, counselor, or principal; and
 - b. 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

APPENDIX A: Grading Scale & Awards

Grading Scale: Grades 3-8

Superior

A+ 98 – 100

A 95 – 97

A- 93 – 95

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 grades.

Above Average

B+ 90 – 92

B 87 – 89

B- 85 – 86

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.

Average

C+ 82 – 84

C 79 – 81

C- 77 – 78

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.

Below Average

D+ 75 – 76

D 72 – 74

D- 70-71

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 test grades.

Failing

F 0 – 69

Unsatisfactory work in accomplishing goals, objectives, and requirements. Daily and related work below standard. Limited ability to work independently and cooperatively. Unsatisfactory test grades. Reflects lack of mastery.

O – Outstanding

O, S, N, and U will be used for Conduct and Effort in grades K-8.

S – Satisfactory

O, S, N, and U will be used for Music, Art, PE, and Spanish in grades K-3.

N – Needs Improvement

Letter grades in these subjects will be used in grades 4-8.

U – Unsatisfactory

Grading: Grades K-2

Standards-Based Grading (SBG) will be used in grades K-2. SBG allows teachers to assign grades to specific standards within a subject area. It puts the emphasis for student achievement on mastery of content.

The use of SBG first prioritizes the English Language Arts, Math, Science and Social Studies standards. In determining the criteria for prioritization, consideration was given to endurance, leverage, readiness, teacher judgement and assessment.

Endurance: knowledge and skills that will last beyond a class period or course

Leverage: knowledge and skills that cross over into many domains of learning

Readiness: knowledge and skills to subsequent content or courses

Teacher judgement: knowledge of content area and ability to identify more and less important content.

Assessment: student opportunity to learn content that will be assessed

Each priority standard includes a proficiency scale. Proficiency scales are a representation of learning goals with multiple levels of difficulty. Teachers will use these proficiency scales to assess students' understanding of each standard. The learning progressions outlined in each proficiency scale are detailed below. Students who earn a 3.0 have mastered the grade-level's standard.

- 3 Mastered:** Student meets or exceeds the demonstration of knowledge of target content for grade-level learning with consistent success, accuracy, and independence.
- 2.5:** No prior errors or omissions regarding 2.0 content and partial knowledge of the 3.0 content.
- 2 Developing:** Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content.
- 1.5:** Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content.
- 1 Beginning:** Assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0.

Standards-Based Grading focuses specifically on student achievement and encourages a progression of learning and mastery for all students.

AWARDS

Intermediate/Junior High Awards:

Year-end Honors Certificates will be issued to students in *grades 6-8* who demonstrate high achievement. Honors will be awarded based on student overall GPA and will include all subjects.

Academic Excellence: 3.75-4.00

Academic Achievement: 3.50- 3.74

Academic Honorable Mention: 3.00-3.49

Grade -GPA

| | | | |
|----|-----|----|-----|
| A+ | 4.0 | C+ | 2.2 |
| A | 3.7 | C | 1.9 |
| A- | 3.4 | C- | 1.6 |
| B+ | 3.1 | D+ | 1.3 |
| B | 2.8 | D | 1.0 |
| B- | 2.5 | D | 0.7 |
| | | F | 0.0 |

*All major classes are weighted as 1 and all specials that meet once a week are weighted as .25.

Students who receive a U in conduct for any subject in any quarter are not eligible for honors regardless of GPA.

APPENDIX B: SCHOOL UNIFORMS

School uniforms are required at COS and appropriateness in appearance and dress will always be expected of our students. This policy will be enforced by the faculty and staff and the administration will make final decisions and reserves the right to amend the policy, as necessary. Please continually check your student's uniform and talk to them about upholding the policy. All uniform items are available at LandsEnd.com. Spirit wear is not considered to be school uniform.

Boys

Grades K-8: Khaki dress slacks with a brown or black belt (elastic waist is acceptable for student in K-3)
Green polo (long sleeve or short sleeve)-crest optional
Optional: Dark green V-Neck sweater -parish crest-optional.
Optional: Dark green Half-zip fleece-with parish crest-Lands' End only
Socks- solid crew-white, black, brown or tan-no printed patterns
Laced, buckled, Velcro closure or tennis shoes. Laces need to be tied at all times.
Shoes must have a back and be in good condition.

Girls

Grades K-3: Navy/green polyester plaid jumper-from Lands' End only -must be knee length.
Grades 4-8: Navy/green polyester plaid skirt- from Lands' End only-must be knee length.
All Girls: Green polo shirt (long sleeve or short sleeve)- crest optional.
K-3 girls only-White polo shirt (long sleeve or short sleeve)-crest optional
Dark green fine gauge cardigan/ V-neck sweater- crest optional
Dark green Half-zip fleece-with parish crest-Lands' End only-optional
Khaki slacks (elastic waist is acceptable) No skinny or jegging style pants.
Sock or Tights- white, dark green or navy blue- no printed patterns
Black leggings-may be worn under jumper during cold weather-no printed patterns.
Laced, buckled, Velcro closure, or tennis shoes. Laces need to be tied at all times. Shoes must have a back and be in good condition.

Summer Option: All Students: April 1 – September 30 Grades K-8 Khaki Walking Shorts from Lands' End or similar to the ones shown. Tennis shoes may be worn with the summer uniform.



PE UNIFORM-ALL GRADES

- Green gym shorts-Lands' End only- logo optional
- Gray T-shirt—long or short sleeve Lands' End only- logo optional
- Green or Heather Gray Sweatpants from Lands' End or similar to the ones shown- no logo needed.
*Fit must be loose.
- Gray Embroidered Sweatshirt- logo-Lands' End only -optional and for P.E. days only.



Grooming and Accessories

As the purpose of wearing a uniform is to allow the students to focus on their academic and spiritual growth, there are additional Dress Code practices that must be observed.

1. Students should always be well groomed. This includes fundamental hygiene, as well as uniforms being clean and in good repair. Shirts must be tucked in at all times with a belt and shoelaces must be tied. The exception is that students in grades K- 3 are not required to wear belts as elastic waist pants are highly recommended.
2. Hair length for boys should be above the collar in the back, above the ears, and bangs shall not be lower than the top of the eyebrows. No facial hair is permitted, including moustaches, goatees, or sideburns that extend below the middle ear. Hairstyles shall be conservative. Hair decorations for girls shall be limited to one or two barrettes, clips, etc. and shall not distract from the overall conservative look of the Communion of Saints School uniform. No student, male or female, shall be permitted to alter the color of his/her hair in any way. Boys are not to have designs shaved into their hair or any other hairstyle which poses a distraction to the learning environment.
3. Girls' headbands may be solid hunter green, navy blue, black, gray, brown, tan, or white. They must be flat with no decorations attached such as animal ears etc.
4. Jewelry is limited to one ring, one bracelet, one watch, and one religious or plain necklace for girls. One small pair of stud earrings or hoops close to the ear lobe are permissible. No large hoops or trendy earrings are allowed. No other piercing or decorations are permitted.
5. Boys may wear a watch, one religiously oriented bracelet, and/or a religious necklace. Boys may not wear earrings or rings.
6. No chains, hemp braids, gel bracelets, tattooing, etc. are permitted for either boys or girls.
7. Apple watches and any smart watches that can text, email etc. are not permitted.
8. Make-up (including tinted lip-gloss) is not permitted. Artificial nails are not allowed.
9. Shoes shall be either loafer type, with laces, buckles, or Velcro closures. Slip-on loafers are permitted. No boots, boot-type, mules, or sandals are allowed. Heels shall be less than 1" with no platform styles permitted.
10. Boys and girls may only wear plain white undershirts under the uniform tops.
11. Purses are not part of the uniform and thus may not be carried from class to class unless special permission is obtained.

CONDITION OF UNIFORM

The school uniform must always be worn in a manner that is appropriate for a school environment. All parts of the uniform need to be in good condition. All frayed cuffs, split seams, writing, markings and holes in the uniform are unacceptable.

DRESS CODE EXCEPTIONS

On Dress down Days, children may wear casual attire such as jeans (without holes, frayed hems, etc.) or a sweatshirt/pants. Walking shorts that are no more than two inches above the knee can be worn. Skirts and dresses may not be worn more than two inches above the knee. T- shirts may not have slogans or logos that are inappropriate for the school environment. Shirts shall be long enough so that as the child stands, sits, or moves, no flesh is visible between top and bottom. Students may not wear sleeveless shirts/jerseys/tops unless they wear a short- sleeved shirt underneath it. Girls may not wear tops with spaghetti straps or tank tops of any kind. Students may also wear the school uniform if they wish.

Yoga pants may be worn with a top falling past the hips. No crop tops or short waist tops permitted.

We are a Catholic school and modesty is the key.

When a parent chooses a school with a uniform policy, it is the *responsibility of the parent* to see that the student complies with the expectations on a consistent basis.

Unless a uniform is stipulated, the dress-down policy also applies for occasions such as field trips, band and drama performances.

Birthdays

Students have the option of dressing up or dressing down on their birthday. **Those students with summer birthdays may dress up or down on their ½ birthday.**

Students may bring a birthday treat to share with their classmates. Treats should be individually wrapped. No large cakes or items that must be sliced and distributed on plates. Remember, this is meant to be a brief treat and not a party.

*Parents are asked to drop the treats off in the school office in the morning, to allow the teacher the flexibility to distribute.

Due to allergies, please be cautious when choosing birthday treats. Before bringing a treat to school, please check with the homeroom teacher.

In order to avoid hurt feelings, birthday party invitations may not be handed out at school UNLESS there is an invitation for everyone.

THE ADMINISTRATION RESERVES THE RIGHT TO RULE ON ALL QUESTIONS RELATING TO THE AREAS OF DRESS AND GROOMING NOT COVERED BY THIS CODE UNTIL SUCH TIME AS THE CODE IS AMENDED OR REVISED.

APPENDIX C

GUIDELINES FOR THE CHRISTIAN INITIATION OF CHILDREN

As a result of the Second Vatican Council, the catechumenate was restored as a means of initiating new members into the Catholic faith. Communion of Saints Parish complies with the order for both adults and children. The RCIA, Rite of Christian Initiation of Adults, is the means by which initiation into the faith is accomplished. Although considered one catechumenate, separate sessions are conducted for children. These sessions seek to catechize in a way that is sensitive to their circumstances as children, not only instructing them in Catholic teaching but making the connection between worship and lives lived in the faith.

Parents who wish to have their children initiated into the Catholic faith should be aware of the following guidelines:

A child may be baptized into the Catholic faith by *infant baptism* which includes anyone from infancy through age six. Arrangements may be made through the rectory office. At least one parent must be of the Catholic faith and attendance at a pre-baptism class for both parents is required.

If a child is unbaptized and seven years or older they should be registered in the RCIA. This can be done by calling the rectory office.

The Catholic Church recognizes all Christian baptisms using the Trinitarian form. Any child that has already been baptized in this way may enter the Catholic Church by the following:

If the child is seven years or older, he/she must become a member of the RCIA. This process begins in the fall with full initiation taking place at the Easter Vigil of the following year. At that time the child will make a formal Profession of Faith and receive the Sacraments of Confirmation and Eucharist (First Communion). He/she will then be considered a fully initiated member of the Catholic faith.

For clarification regarding any of the above information and/or to register your child for the RCIA please call the rectory.