

# ***PARENT AND STUDENT HANDBOOK 2022-2023***



***Fostering Faith, Service, and Scholarship***

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[www.communionofsaintsschool.org](http://www.communionofsaintsschool.org)



Dear Parents,

Welcome to Communion of Saints School. We are pleased that you have chosen our school for your child's education.

We are all partners in the education of our children and share a particular concern for their religious and moral education. Your concern is evidenced by your desire to have your child attend Communion of Saints. For our part, we are aware of the great responsibility with which you entrust us; the responsibility to educate your sons and daughters in the realities of God as well as those of the world.

You, as parents, are the first educators. We as a school, assist you in the great task of educating your children to live in a global society; to become caring, sharing, moral leaders in today's world.

This handbook contains information you will need to know as parents of Communion of Saints. It contains the answers to many of your questions. Please read it with care and discuss it with your children, so that all will know what is expected.

Complete familiarity with our practices and procedures should inspire your confidence in what we, the faculty, are trying to accomplish. We care about you and your children and are here to help. In return we ask for your cooperation and assistance.

We do our best to provide a quality education for the children. Since we are most conscientious about our accountability to God, to you as parents and students, and to one another in what we do and for the way in which we disperse our resources, we hope that we earn your trust. Show us your trust by communicating directly with us about any problems, rather than with others who may not be familiar with the situation.

The rules and regulations in this handbook are subject to change, and they are not all-inclusive. It is the right of the principal, after consultation with the pastor, to make the final decision about an issue or incidence that may not be specifically stated in these pages.

The administration of Communion of Saints reserves the right to amend this handbook at any time.

Thank you for your cooperation and all the help you offer us. We do appreciate you!

God Bless,

*Loretta Pilla*

Principal

*Fr. John McNulty*

Pastor

# Communion of Saints Family Handbook 2022-2023

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## **INTRODUCTION AND PHILOSOPHY**

This handbook is your guide to the policies and regulations of Communion of Saints School. Please refer to it frequently and keep it on hand for easy reference. After you have carefully read the contents of this handbook, please go over them with your children so that they will also have the information.

We ask your cooperation in upholding the policies set forth in this handbook, keeping in mind that they will be strictly enforced for the good of the total student body. It is requested that you do not seek exception from the regulations for your child.

We would like to emphasize the fact that the school is concerned with the complete education of your child. A spirit of trust, understanding, harmony, and cooperation must exist between home and school in order that all of us may be effective educators.

Through your cooperation regarding these policies and regulations, we will be better able to make our school the educational institution that can best serve your child.

Many of these policies and regulations are either mandated by the State or set forth by the Office of Catholic Education. Rules and regulations in this handbook are subject to change. They are not all-inclusive.

The school reserves the right to revise, supplement, or rescind any policies or portion of this Handbook at any time as it deems appropriate, based on the needs of the school and at the sole discretion of the Principal and Pastor without prior notice to students or Parents.

### **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

### **School Mission**

Communion of Saints School serves a diverse community and fosters life-long learners and witnesses to the Gospel through faith, service, and scholarship.

## **School Philosophy**

Communion of Saints School recognizes that the school is a part of the broader mission of Communion of Saints Parish. The parish school is supported and enabled by a faith-filled 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. Communion of Saints School exists for the total spiritual, intellectual, social, and physical development of the child.

We believe that by proclaiming, celebrating, and living the message of Jesus, along with our parents as partners, we can make one's faith become living, conscious, and active.

In preparing youth for life in our modern, ever-changing society, both parents and teachers must give them more than social and material values. By integrating religious truths and values with the entire educational program, Communion of Saints School students develop a sense of commitment to parish community, to peace and justice, and to respect for life and the environment in a distinctly Catholic manner striving to bear witness to the "good news of Christ."

## **Diversity Statement**

Communion of Saints School is committed to create, support, nurture, and celebrate a diverse community with inclusion and mutual respect.

Communion of Saints School seeks to provide an environment for learning and growth through which students welcome, embrace, and celebrate differences, including learning styles, physical ability, race, age, culture, ethnicity, religion, and socioeconomics and learn to value and become transformed by these differences in an increasingly interconnected global community.

## **School Personnel**

Communion of Saints School is staffed by a qualified faculty and all teachers are certified according to Ohio State standards. Professional competency and efficiency are maintained through attendance and participation in various professional development opportunities.

State auxiliary funding to non-public schools provides speech and language therapy, counseling services, learning disability services, remedial tutoring, and a government clerk.

## **Accreditation**

Communion of Saints School is fully accredited by the Ohio Catholic School Accrediting Association (OCSAA).

## **Goals and Objectives**

Communion of Saints School seeks to lead students:

- To internalize Christian values which will make them secure in their own beliefs, live the Gospel message, and show Christian leadership to resolve the problems of their day.
- To recognize the personal worth and dignity of every person and acknowledge their obligation of service to others in need.
- To gain and use knowledge, with a mind disciplined to think logically, independently, and creatively and thus attain the greatest possible development of their own potential.

## **EDUCATIONAL RESPONSIBILITIES for Staff, Students, Parents**

All staff, students, and parents have the right to be treated with dignity and respect and the right to expect a safe and orderly school environment.

### **Staff Responsibilities**

- Be partners in educating your child by fostering a teacher-student-parent relationship
- Help each student develop his/her potential for learning by holding all students to high expectations
- Create a positive climate for learning, respect the unique qualities of each, inspire curiosity and a strong work ethic within the student body
- Be mentors to all students and model the characteristics of faith, service, and scholarship
- Collaborate with colleagues to foster cross-curricular opportunities and remain up to date on current trends and topics in education

### **Student Responsibilities**

- Always act in accordance with school and classroom rules and policies, accept correction and advice and learn from it
- Show pride and represent the school ideals of respect and discipline in school and outside of school, in all locations and on social media
- Cheer for your classmates and celebrate their success
- Be open to learning and take advantage of clubs, trips, and any opportunities at COS
- Embrace service and seek to make the world a better place
- Stand together against bullies and always choose kindness

## **Parent/Guardian Responsibilities**

- Facilitate the education of all students at Communion of Saints through cooperation with the school and its policies
- Encourage your child to grow in his/her ability to meet the challenges of life in a global society
- Contribute no more than 15% of the ideas and work to any of your child's projects or papers
- Be more focused on your child getting a good education rather than in your child getting good grades
- Allow COS to push your child and hold him/her to high expectations
- Recognize that we treat every child fairly, but they may not all be treated equally
- Be on time for school in the morning and when picking up your child

**Compliance with the regulations and policies established in this handbook for Communion of Saints School will be required of all parents and students for continued enrollment.**

## **ADMISSIONS**

Communion of Saints School admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

### **Admission Priority and Procedures**

Communion of Saints School is deeply interested in promoting equal educational opportunities for all children and providing a Catholic environment in which religious truths and values are integrated with every aspect of human life. Religious formation is one of the primary purposes of Catholic education. Parents of students admitted to Communion of Saints School must subscribe to this concept.

Admission to Communion of Saints School is gained through formal registration. Admission is based on the following order:

1. Presently enrolled students in good standing (preschool through seventh grade)
2. Siblings of families presently enrolled and in good standing
3. New families that are registered, active parishioners of Communion of Saints Parish
4. Catholic families from other parishes
5. Non-Catholic families

Presently enrolled families renewing after March 1<sup>st</sup> will be accepted based on availability.

A student may be refused admittance if the class size has been reached and space will not permit added enrollment, or if the school cannot provide for the continued social, physical, or intellectual growth of the student.

New student registrations will be considered after the student has completed a “shadow day” at COS, the school has received a copy of the student’s scholastic records, parents have scheduled a meeting with the principal, and when required, the student has taken a grade level assessment. All school records and grade level assessments will be reviewed to determine whether the program at Communion of Saints School will meet the educational needs of the student.

Any child entering:

Kindergarten must be 5 years of age

Pre-K must be 4 years of age

Pre-3 must be 3 years of age

**on or before September 30<sup>th</sup> of that school year.**

All new students seeking admission to Communion of Saints School must present:

- Birth certificate
- Baptismal Certificate
- Previous scholastic records, including behavior and attendance records, for students entering grades 1-8
- Records of 504 plan, IEP, or other plans/modifications that may be in place

Preschool students will receive a separate packet of information that is required to be completed prior to the first day of school.

## **Withdrawal**

When students are transferred to a new school for any reason either during the school year or at the end of the year, the following steps must be taken.

1. Send a letter to the school office stating your intentions, the name and address of the new school, as well as the last date on which the students will be attending Communion of Saints School.
2. Sign a release of information form before any records can be sent to the new school. Records are withheld until all school property has been returned and tuition account has been settled.

## **FINANCES**

### **Funding**

Communion of Saints School is supported through parish grants, tuition, education fees, donations, fund-raising events, and government subsidies. Communion of Saints Parish actively supports the mission of Communion of Saints School as a vital presence in our parish life and as part of the parish’s future. 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**

Tuition and student education fees at Communion of Saints School are determined yearly. Tuition rates and payment guidelines are issued with the enrollment packet in February.

Each student is required to pay a non-refundable Educational Fee at the time of re-enrollment/registration. This fee is used to purchase books not permitted through state funding such as religion books, to pay the Diocesan Assessment Fee, and to provide for administrative and student services costs.

Financial assistance is available from various sources and Communion of Saints School will work to make a Catholic education possible for all families.

Communion of Saints School accepts:

Ed-Choice

Ed-Choice Expansion

Cleveland Scholarship

## **Volunteering**

Traditionally Catholic schools rely on volunteers to help defray the cost of education. There are many parish activities that help provide the financial foundation for our school. As a way of both thanking and assisting the parish for their financial support, each family is encouraged to volunteer at their child's school to help defray costs as well to be a partner in education.

## **Fundraising**

Communion of Saints School sponsors fund raising projects and programs to maintain a reasonable tuition rate while continually improving the school's curriculum and facilities. To achieve the quality education, we want to see in our school, all parents **are asked to participate** in school sponsored fundraisers to the best of their ability.

## **ATTENDANCE**

Children between the ages of 6 and 18 are required by law to attend school punctually and regularly. Punctual regular school attendance in school is important for success and for building habits and attitudes of responsible behavior important in life.

Regular school attendance is compulsory according to Ohio state law

3321.01, 3321.03 and 3321.04C *which delegates the decision to determine what are excused and unexcused absences to the governing authority of the private or parochial school. Chronic and/or habitual truancy must be reported to the proper authorities.*

## **Tardiness**

A student is considered tardy if he/she enters homeroom after the 7:45 a.m. bell, unless he/she was tardy because the bus was late.

The school office must be notified by 8am when a student will be tardy due to an appointment. \*\*\*A message may be left on the answering machine at any time before the start of the school day (216-932-4177). Parents may also notify the office and homeroom teacher via email. A tardy may be an excused tardy due to an appointment.

We understand that sometimes being tardy is unavoidable due to various circumstances, however habitual tardiness is very disruptive to a child's education; it interferes with a student's progress in school and disrupts classroom teaching. Tardiness on a regular basis is not acceptable and will be called to the attention of the parents. Therefore, parents of students who accumulate 10 tardy slips will be called to come in for a conference with the Principal and affected teachers to determine a strategy for getting the student to school on time.

**\*\*\*Students must stop in the office to receive a tardy slip before being admitted to class.  
All instances of tardiness are recorded on the child's permanent record card**

## **Absence**

The State of Ohio requires that we keep a record of parents notifying the school of children's absences and the reason for their absence. The parent/guardian **must call** school office (216-932-4177) before 8:00 a.m. to report an absence or to report a late arrival due to a doctor's appointment etc. The parent must give the student's name, grade, and reason for absence. **The office is required to contact you if no phone call was received. A call to the local police department will be made if the office has not been made aware of the reason for the child's absence by 8:30 a.m. and the school has not been able to contact any parent/guardian. This is done for the safety of the child.**

To prevent the spread of contagious diseases and for a student's own physical well-being, any student should remain at home if he/she has such symptoms as sore throat, runny nose, rash or eruptions, nausea and vomiting, abdominal pain, fever and/or inflamed eyes. Students should be free from fever, vomiting, or diarrhea for 48 hours before returning to school.

Re-admission following contagious disease such as COVID-19 will be based on guidelines issued by the health department, state of Ohio, and the CDC.

**\*\*\*Do not send your child to school if he/she is not feeling well.**

School will close if the percentage of students absent due to illness reaches the proportion benchmark listed on our safety plan.

## **OFFICE HOURS**

The Business Office is open daily from 7:00 a.m. to 3:00 p.m.

Parents should allow their child(ren) to enter the building on their own each morning. This will help each child develop as an independent learner. Additionally, if a parent needs to enter the building, he/she must report to the school office.

## SCHOOL HOURS

<b>GRADES K – 8</b>	7:15	Students may be dropped off at School Entrance (all students that arrive prior will be sent to Before Care)
	7:30	Classroom doors open
	7:45	TARDY BELL
	7:50	classes begin
	11:00-11:40	6-8 Lunch Period
	11:30-12:10	Grades 4-5 Lunch Period
	12:00 -12:40	Grades K-3 Lunch Period
<hr/>		
	2:30	Dismissal

**Before School Care is available from 6:30am -7:30am**  
**After School Care is available from 2:30pm – 6:00pm**

## COMPRESSED DAYS/EARLY DISMISSAL

There are no compressed days or early dismissals for faculty meetings  
The last day of school for grades K-7 is a half day.

8<sup>th</sup> grade Graduation Day is typically on the Wednesday of the last week of school

## Appointments During the School Day

If your child is to be excused from school during any part of the regular school session, **an email must be sent to the office and to your child's homeroom teacher.** Please avoid doctor and dental appointments during school hours unless absolutely necessary. When necessary, parents are to come to the school office to pick up and sign out children and must come back into school to sign them back in. **Students who miss 2 hours or more of the school day will be marked as half-day absence.**

1. A child may be released from school only to his/her parents or to other authorized persons.

2. In case of family difficulties (lawsuit, divorce, etc.), the child may be released only to the parent who is the legal guardian.

## **Dismissal Due to Illness**

If a child becomes ill at school, he/she will go to the clinic, and parents or emergency contacts will be notified to make arrangements for transportation. If a child is seriously ill and neither the parents nor emergency contacts can be reached, the family doctor will be notified.

Emergency cards **MUST** have current phone numbers and emergency references. **PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGE IN ADDRESS OR PHONE NUMBER.**

The school cannot assume responsibility for those who fail to comply with the preceding directions.

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

When your child is absent due to illness, please allow him/her the opportunity to recuperate without doing schoolwork. Students will be given extra time to make up missed assignments. Your child will not receive credit for homework not completed within the given time allotment. The usual allotment is one (1) day for every day absent. For specials classes, homework would be due the next time that class meets.

If a student is absent on the day of an exam, he/she will take the exam upon returning to school the next day. If the student was absent for an extended period, he/she will take the exam after completion of all assignments that were missed during the absence. Unusual circumstances may necessitate a different make-up schedule.

**When a student has missed classes, it is the responsibility of the student to find out which assignments need to be made up and when they are due.**

**A grade of zero is given for graded work that is left undone.**

## **Vacations**

Regular school attendance is imperative to any student's progress. Assignments may be made-up. However, class discussion, interaction, and teacher instruction cannot be made up. Parents are strongly encouraged not to interrupt their child's academic schedule for vacations. If possible, vacations should be planned so they will not interfere with the school calendar.

Independent study programs cannot be created in advance by teachers to accommodate students who miss class time in order to go on vacation. ***No advance work will be given. The work missed will be completed by the student upon returning to school within a time specified by the teacher in order to receive credit.***

# HOME-SCHOOL COMMUNICATIONS

As partners in the education of each student, open communication is vital. Most school information will be e-mailed weekly from the school office, posted on Digital Academy and on the Communion of Saints School website.

Communion of Saints also uses a Thursday folder system. Official folders containing all correspondence are sent home on Thursdays and should be returned the following day. Make sure that folders are emptied of contents and please check sites frequently and read any information sent home.

Please allow at least 24 hours for an e-mail response and as much as 2 days if e-mail is sent during the weekend. E-mails sent during vacations and holidays will be answered when school resumes.

## **Mass Communication**

Through Digital Academy, all parents can be contacted at one time by email and text messages. It is your responsibility to update the Digital Academy account with the most current email and phone numbers to ensure receipt of important messages.

## **Digital Academy**

Digital Academy will be used as the primary resource for communication regarding homework, grades, assignments, etc. Parents/guardians may access the site 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.

## **Weekly Bulletins**

Weekly bulletins, known as COS Chronicle, will be emailed to parents on Thursdays through Constant Contact and may be posted on Digital Academy. Constant Contact allows the school to reach parents and stakeholders regarding events and emergency information. Monthly calendars are available on Digital Academy and on the school's website. Please make sure that the school office is informed of any changes to your contact information.

## **Report Cards/Academic Progress**

Academic progress is regularly updated on Digital Academy. Teachers post homework daily and update grades weekly. Questions regarding progress should be directed to the appropriate teacher. Report cards are issued four times a year at the end of each quarter.

After reviewing and discussing report card with the student, the parent/guardian needs to sign the envelope and return it to school. A hard copy of the final report card will be mailed out in June.

## **Parent-Teacher Conferences**

Conferences are scheduled twice during the school year. The first is scheduled in the fall and the second in the spring. However, a conference may be scheduled at any time during the school year as needed.

Communication between home and school is vital allowing teachers and parents to work together in the best interest of the student.

If a problem arises during the school year, parents must confer with the teacher before contacting the principal.

## **Procedure for Complaints/Grievances**

Grievances and problems are solved much better when there is mutual understanding between parents and school. This cannot occur without communication. If/when there is a legitimate complaint/grievance, the following procedure shall be followed:

1. Speak with the teacher/s first.
2. If the problem/situation is not resolved, then see the principal for an appointment.

## **Calling in Messages**

The office is the only place available to take messages during the school day. The telephone is considered a vehicle for immediate and emergency communication only. The school is not expected to deliver telephone messages to faculty/teachers or students unless there is a serious emergency.

No child will be allowed to call home for gym clothes or any missing materials. If a lunch is forgotten, one will be provided through the Communion of Saints School lunch program and the student account will be charged. In an emergency, forgotten items may be delivered to the school office.

The school secretary is not permitted to deliver messages to children during school hours except in an emergency. *Give necessary instruction to your child before he/she leaves for school.*

## **Changes in Transportation Routine**

If a student is a regular bus/car rider or attends Aftercare and a parent/guardian has a change in plans for the student, a note **must** be sent to the classroom teacher and to the office. Parents/guardians who come to school to pick up their children at dismissal time **MAY NOT** take other children home. A signed note from the parent/guardian of the child/children must be presented in the school office **in the morning** if other arrangements have been made. *Any changes in transportation the day of must be communicated directly to the school office via phone before 2:00pm. Please do not email the classroom teacher with last minute*

*changes as these emails may not be seen in time.* Due to liability factors, **no student may ride a bus that is not in his or her own district**

## **Student Cell Phone Policy**

The school administration recognizes that some families feel the need to equip their students with a cell phone. We acknowledge that for safety reasons parents want to be able to contact their student before school, after dismissal and at any other times outside the school day.

- The student is required to have the cell phone turned off and handed in to homeroom teacher at the beginning of the school day. Cell phones will be returned at the end of the school day.
- If a cell phone is found and heard during the school day, it will be collected by the teacher and sent to the office where it will need to be picked up by a parent.
- If a student repeatedly violates the cell phone policy further action will be taken by administration.

## **Visits During Class/Emergency Messages**

During the school day, anyone entering the school property should enter from Coventry Rd and park in the church parking lot. Any person entering the school building must report immediately to the school office.

When a child is taken from or returned to school during the school day, the parent or designated person will meet the child in the school office and sign the child out/in.

We discourage parents from bringing items left at home as this is a way for students to learn responsibility. However, in rare cases, any item brought to school during the day should be left in the school office, not taken to the classroom.

Teachers are not permitted to leave classrooms while classes are in session, either to answer the phone or to confer with parents. Accordingly, no one is permitted to go to a classroom without the permission of the principal, or without first making an appointment.

## **Emergency Closing Procedure**

If it should be necessary to close Communion of Saints School because of weather conditions, illness, or an emergency, an announcement will be made through Digital Academy, e-mail message, text message, and local TV stations.

**\*\*\*\*\* IF CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS SCHOOLS ARE CLOSED BECAUSE OF WEATHER, COMMUNION OF SAINTS SCHOOL WILL ALSO BE CLOSED. \*\*\*\*\***

Communion of Saints School may also choose to close independently of the public school district.

## Change of Family Information

Please notify the school immediately in writing if you have a change of address, work number, workplace, home telephone number, or family situation. Make sure that you notify the office and the homeroom teacher.

## FAMILY/CUSTODIAL SITUATION RELATIONSHIP WITH THE SCHOOL

An increasing number of families are experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been changed. 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 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, mid-quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared *by* the parents and *between* the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact so that appropriate support can be given to the child. Communion of Saints personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving *clear custody by one parent*, the Principal is to be informed by the custodial parent of this fact. A copy of the entire decree is 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 right to access records, the non-custodial parent has the same right to access student records, under the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) as custodial parents do. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, and referrals for special services. "Records" 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

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any of his/her child's school activities, which include sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In case of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared *by* and *between* the parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that **one** conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents can

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, thereby avoiding misunderstanding and or misinterpretations.

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

Visitation should generally begin at the home of one of the parents and not at school. 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 during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the Principal personally.

## **INSTRUCTIONAL PROGRAM**

A Christian atmosphere underlines the academic program at Communion of Saints School. To achieve quality education and stimulate intellectual curiosity, the school promotes a diversified program of learning, uses a variety of learning materials, and adapts the curriculum to meet students' needs.

To fulfill the state minimum standards, graded courses of study for grades K-12 are published by the Office of Catholic Education. State and Diocesan guidelines are implemented in the schools through the development of instructional programs which meet the needs of the students. Curriculums in all major subjects are revised periodically and are implemented in our school accordingly. The curriculum follows the state of Ohio curriculum standards and is further developed by the curriculum department of the Office of Catholic Education for use in all elementary schools in the Diocese of Cleveland.

Sufficient updated textbooks, supplementary materials, and reference materials are provided on all grade levels in appropriate kinds and amounts to facilitate quality instruction and to meet individual needs in all areas of curriculum. In accordance with the state of Ohio, an official textbook list is published by the Office of Catholic Education for the schools within the diocese. Multi-text adoptions are also encouraged.

### **Minimum Standards**

Communion of Saints School is fully accredited and chartered by the state of Ohio and approved by the Office of Catholic Education regarding:

1. the length of the school year
2. administrative procedures for the school year as they relate to the opening, closing, and emergency closing of schools
3. admission, assignment, and withdrawal of pupils
4. vaccination and immunization of pupils

## Religious Education and Formation

Communion of Saints School provides its students with the unique experience of learning and growing in a Catholic Christian Community. The students are urged to be people of faith and prayer, reflecting their Christian values.

The spiritual, academic, physical, and social development of the child begins early in the child's life under the supervision of the parent and is nurtured by the school. To foster this growth, Communion of Saints School offers a planned religious education program with full participation in liturgical and para-liturgical celebrations.

Diocesan Policy requires qualified and certified teachers of religion.

The most recent textbook edition published since Vatican II, which bears an imprimatur and is approved as the basic text for teaching of religion by the Diocesan Education Office is used. The Loyola Series, *Christ Our Life*, is presently being used with additional supplemental materials.

## Textbooks and Electronic Devices

Textbooks & Electronic Devices purchased with state funds are inventoried and the school must account for them to the CHUH Board of Education, which is the fiscal agent for the state of Ohio. These items are on loan to us and may not be defaced. When the school is no longer using these items, they are returned to CHUH.

Every student must own and use a book bag. School books and other supplies are to be carried to and from school in a book bag. Do not tape or paste anything on the covers of any textbooks or on electronic devices. Provide a specific, safe place at home for school items. **Any lost or damaged book or electronic device must be reimbursed.**

## Homework

Homework is meant to provide practice/reinforcement of skills learned in class giving students the opportunity to develop independent study skills, research skills, and to enrich their learning.

Homework is not always written; some is to be studied or read. Written assignments can be in two categories—daily or long range. An assignment may be given by the teacher for the following day, or a project may be assigned well in advance. The length of homework assignments depends on the initiative and ability of the students and on the type of assignment given.

Parents can help by seeing that the child is responsible in doing his/her daily assignments and by providing a good atmosphere for work. Help your child if necessary but **NEVER DO THE WORK** for him/her. Please check your child's Homework Planner and encourage your child to read daily.

## Student Evaluation

Student achievement is monitored based on objectives stated in the Graded Course of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, written class work, and homework assignments as well as other appropriate means to measure achievement in a particular subject on a given grade level.

### GRADING SCALE

**Kindergarten, First, and Second grade students use a skills-based report card and receive the following grades in all subject areas.**

O	Outstanding	S-	Poor
S+	Excellent	U	Unsatisfactory/Failing
S	Satisfactory	N	Needs Improvement

### **The grading scale is as follows for grades 3-8: All Major Subjects and Specials**

A+	98-100	C+	82-84
A	95-97	C	79-81
A-	93-94	C-	77-78
B+	90-92	D+	75-76
B	87-89	D	72-74
B-	85-86	D-	70-71
N	Needs Improvement	F	Failing (69 and below)
Inc.	Incomplete work caused by extended absences must be converted to a standard grade within a specified time.		

## Report Cards

Report cards provide parents with tangible evidence of pupil growth and development and promote mutual understanding between home and school. They indicate the over-all academic and social achievement a student has made during a specific time.

Report cards are issued four times a year, usually distributed to the pupil or parent within two weeks following the end of the quarter. (*See school calendar*). \*If there are tuition and outstanding fees at the end of the school year, your child will not receive his/her final report card.

## ACADEMIC HONORS

**First Honors:** Quarterly G.P.A. of 3.75-4.0

**Second Honors:** Quarterly G.P.A. of 3.50-3.74

**Third Honors:** Quarterly G.P.A. of 3.0-3.49

**\*\*\*\*A “D” or “F” grade in any subject disqualifies a student from attaining honors.**

G.P.As are calculated using the following point scale:

A+ 4.0	B+ 3.5	C+ 2.5	D+ 1.5	F 0.0
A 4.0	B 3.0	C 2.0	D 1.0	
A- 3.7	B- 2.7	C- 1.7	D- 0.7	

Specials are considered half credit classes

### **The following is an example of GPA calculation:**

One credit classes include the core classes

Religion A+ (4)

ELA B+ (3.5)

Mathematics B+ (3.5)

Social Studies B (3)

Science/Health B (3)

Half credit classes are the Specials

Art A (2)

Computer B+ (1.25)

Music B (1.5)

Phys. Ed A+ (2)

Spanish A- (1.85)

The full credit classes total up to 17 points. The half credit classes equal 8.6 points for a total of 25.6 points. Depending on the grade level, your child may have a different number of classes. In this scenario, the total possible points (25.6) are divided by the number of possible credits (7.5) which results in a GPA of 3.4133. The GPA is rounded to the nearest tenth, and in this case would show up on the report card as a 3.41 which would place the student in third honors.

## Academic Probation

**Students who have a quarter GPA of 1.75 or lower will be placed on academic probation and a conference with parents will be scheduled. Students are given the next quarter to return to good standing. If good standing is not achieved, a second conference will be held to determine if Communion of Saints is the best placement for the student.**

## Standardized Testing

The testing program is designed to serve the needs of all students and strives to improve the quality of instruction in a school. Both basic skills tests and aptitude tests are administered. The basic skills tests measure the student's mastery of skills, while the aptitude test seeks to measure the student's capacity to acquire knowledge and skills. The following testing program is administered:

Grade	Test	Given
PreKindergarten	Early Prevention of School Failure	Spring
Grade 1,3,5,7	Cognitive Abilities Test	Fall
Grades K-8	MAP	Fall, Winter, Spring
Grades 5- and 8-	ACRE test of Catechesis Religious Education	Spring

## Providing for Individual Differences

Class grouping and flexible grouping of students is one way to provide for individual differences. In some content areas, this is used to better meet individual needs for students who are excelling and to offer re-development and re-enforcement for students who can benefit from such assistance. Students who require additional help and have individualized education plans are given support, both individually and in a small group setting, from our intervention department. Remedial help is offered to students who require additional assistance and accommodations.

Students in grades 4-8 are given the opportunity to participate in departmental classes. This provides for teachers specializing in content areas, i.e., Mathematics, Science, or Social Studies.

Rising 8<sup>th</sup> grade students may also test into the St. Ignatius Math Program. All testing for admission to this class is done by St. Ignatius High School at the end of your child's 7<sup>th</sup> grade year. Students who are enrolled in this program for their 8<sup>th</sup> grade math must have their own transportation to St. Ignatius High School and then back to Communion of Saints.

Ohio's **Third Grade Reading Guarantee** is a program to identify students from kindergarten through **grade 3** that are behind in **reading**. Schools will provide help and support to make sure students are on track for **reading** success by the end of **third grade**. Any student who attends Communion of Saints School on a state scholarship must take state mandated progress tests each year. Students who do not pass the

ELA(Reading) test in 3<sup>rd</sup> grade are subject to retention. Communion of Saints School will work with students and parents to create a plan for progress as well as provide multiple opportunities to pass.

## **Acceleration**

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

## **Retention**

A child may be retained if it is presumed that he/she will profit by it. Retention can be considered for the following reasons:

1. Failure in three or more of the major subjects. Primary grades require only two subject areas. Major subjects are ELA, Mathematics, Social Studies, and Science. Failure in an individual subject is defined as receiving a grade of F for more than two quarters.
2. Failure to master fundamental skills of reading and or math in primary grades.
3. For other good and sufficient reasons, such as immaturity.
4. It is expected that any child who has a failing grade in any major subject area attend summer school or be tutored during the summer and/ or throughout the school year. Failure to do so may result in a denial of admittance for the following school year.

Parents will be notified at the beginning of the third quarter if retention is a possibility.

It is recommended that any child who is to be retained in grades 6, 7, or 8, attend a neighboring Catholic school.

## **Educational Resources**

### **Auxiliary/Government Programs**

Students at Communion of Saints School benefit from the following professional services of state funded personnel:

Intervention Specialist

Counselor for therapeutic services

Speech/Hearing and Language Therapist

Reading and Math Tutor—Title I Program under Federal funds provide these services for eligible students in Grade K-8, as well as an Auxiliary program.

Nurse

Government Clerk

A child may be referred for services by his/her teacher, parents, or guardians through the principal's office. Once parents realize the need for services, a consent form must be signed.

Textbooks and consumable workbooks are also funded by the state if funds are available.

## **Field Trips**

Educational field trips are pre-planned and are a worthwhile learning experience outside of the classroom. A signed standardized permission slip from the parent is necessary before the child may accompany his/her class on the field trip. Verbal permission will not be honored. Field trips are planned by the teachers with the principal's permission.

**\*\*\*Students may be denied participation if they fail to meet academic or behavior requirements.**

A reasonable number of adult chaperones will accompany the teacher and class. On the rare occasion that parents may be asked to drive, they will be required to fill out an insurance form that **must be** cleared through the Diocesan Insurance Office and on file in the school office before the trip. Cars must be equipped with seat belts. **All parents who volunteer at school or who want to chaperone must be VIRTUS trained and fingerprinted.**

## **High School Visitation**

Eighth grade students are encouraged to visit prospective high schools to assist in making the best choice for their future education. Communion of Saints School will allow two days during the school year for a visit to a high school of your choice. Students will not be marked absent for these two days.

## **Extra-Curricular Programs**

### **Server Program**

Boys and girls from grades 4 through 8 may participate in the server program. Interested students may contact the Rectory at their respective parishes for further information.

The following extra-curricular activities are available to students in various grade levels:

Alpha Jump	NJHS
Band	Religious Retreats
CYO	Science Fair
Drama Club	Service Projects
Field Trips	Spelling Bee
Grade Level Performances	Student Newspaper
	Young Authors

**For a small fee, students can also participate in a variety of afterschool activities.**

## **Athletics**

The primary purpose for the existence of our school is to provide an atmosphere wherein children are given the best possible opportunities to grow into the fullness of who they are as God created them. We look to the formation of the whole person, body and soul. We know that academics are of primary importance and that an excellent sports program should work hand-in-hand complementing our academic standards.

In conjunction with CYO, a sports program is offered for all seasons to students in grades 4 through 8. Some sports are offered to students in younger grades.

## **BEHAVIOR POLICY**

Discipline is taught and expected in recognition of human dignity and of the rights of others. School rules aim at safeguarding liberties rather than curbing them and school regulations are not an unfair personal restraint on freedom but rather a necessary check on the use of freedom so that all may enjoy school and achieve to their potential.

Self-discipline is expected, and consideration and courtesy toward others should be a primary focus. Action will be taken if a student seriously interferes with the work, play, and activities of other students, or if a student destroys or defaces school property.

Students come to school so that they may develop their individual capacities to their fullest and continually strive to be the best version of themselves. To achieve this, a student must:

1. Accept responsibilities for his/her own actions.
2. Develop a basic attitude of thoughtfulness and consideration; to show respect.
3. Remember that manners, courtesy, and good language are a way of showing consideration of others.
4. Take good care of books, lockers, classroom materials, and all school property.

Everything we do at school is aimed at creating the ideal atmosphere for your children. We strive to create a safe, orderly school in which your children can receive the type of education they deserve.

Teachers may have additional classroom rules patterned after the general school rules.

## **Student Cell Phone Policy**

The school administration recognizes that some families feel the need to equip their students with a cell phone. We acknowledge that for safety reasons parents want to be able to contact their student before school, after dismissal and at any other times outside the school day.

- The student is required to have the cell phone turned off and handed in to homeroom teacher at the beginning of the school day. Cell phones will be returned at the end of the school day.
- If a cell phone is found and heard during the school day, it will be collected by the teacher and sent to the office where it will need to be picked up by a parent.
- If a student repeatedly violates the cell phone policy further action will be taken by administration.

## **Minor Infractions**

1. Disorderly conduct in the classroom
2. Lack of courtesy in speech or action
3. Failure to be in full uniform
4. Chronic tardiness
5. Disturbances in the hallways, lavatory, and library
6. Failure to be prepared for class
7. Gum chewing anywhere on school premises
8. Damage to books and other school property
9. Littering
10. Failure to observe and respect cafeteria rules and supervisors
11. Failure to observe and respect playground rules and supervisors

*These are just examples and do not encompass all possible infractions*

A Discipline Notice will be sent home as notification of the infraction of specific rule(s). If you are notified that your child has misbehaved in the classroom or anywhere in the school, we expect that you will back us up at home and provide a meaningful consequence for your child. It is important that our students know that both the home and school are working together to support positive behavior. Discipline notices will be posted on Digital Academy as well.

Disciplinary options range from a verbal reprimand to teacher–student conference, to parent conference, to detention. When a child accumulates three discipline notices, a parent conference will be required. After a child accumulates three discipline notices, the fourth notice will result in an automatic after school detention. Detentions are served after school from 2:30pm-3:30pm on assigned day.

## **Major Infractions**

Actions considered serious violations of the discipline policies include, but are not limited to the following:

1. Smoking or carrying smoking materials, illegal substances, fireworks or weapons.
2. Leaving the school grounds without permission during the school hours, including the lunch period.
3. Malicious destruction, vandalism, or misuse of
  - a. Parish, school, teacher, student property

4. Repeated violation of discipline and classroom rules.
5. **Possession of illegal drugs, unauthorized** use of stimulants, depressants, medications (over the counter or prescriptions) or alcoholic beverages. The selling of or passing of these to other individuals.
6. Repeated defiance, repeated use of profanity, or any inappropriate behavior
7. Any form of fighting, physical assault, or display of aggressive behavior
8. Possession of questionable materials; written or printed
9. Sexting
10. Plagiarism, cheating, or forgery
11. Bullying, taunting, harassment
12. Unauthorized use of cell phones and other electronic devices
13. Misuse of internet privileges
14. Social media content that includes defamatory comments/pictures regarding school, faculty, other students, or the parish

A major infraction requires immediate communication between the principal or principal designee, and parents. Depending on the severity, the consequence of the infraction will be either a detention or a suspension. A conference with student, parents, teachers, principal, and pastor may be required. Police department may be notified in certain situations. Detentions are served after school from 2:30-3:30 on assigned day.

## **Suspension**

The principal or pastor has the right to suspend a student from school for any major infraction of school regulations at the school, at a school function, or on any Church property.

Suspension is the exclusion of a student from school for specified time, lasting from one to ten days. The act of suspension would also exclude the student from extracurricular activities such as athletics or afterschool activities for a period of not less than one week. Classwork must be completed; ½ credit will be received.

Parents will be called when a child is to be suspended. A student will not be re-admitted to class until the parents of the suspended student meet with the teacher and principal. A phone conversation may take the place of an in-person conference.

A second suspension will merit a conference with the parent, principal, and pastor to discuss whether the student should continue at Communion of Saints School.

## **Expulsion**

There is a difference between public and private school when it comes to expulsion. **Private schools are a privilege and not a right.**

Expulsion of a student from school is a serious matter and will only be used when necessary and in the judgement 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.

In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. When an expulsion is in effect, the family of the student may not request the reinstatement of said student. This determination will become part of a student's permanent record.

## **Grievance Policy**

If there is a question or concern with a decision, the person who made the decision should be contacted first. If a parent cannot accept the explanation given, they should take the matter to the principal. If the matter is still unresolved, it can be brought to the attention of Father McNulty, pastor of Communion of Saints. Meetings with teachers, the principal, or the pastor must be scheduled in advance.

## **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.

## **STUDENT DRESS CODE**

A school dress code is in place to assist in establishing an atmosphere that avoids competition in dress among students and promotes a sense of personal and school pride.

Appropriate dress and appearance are expected of all Communion of Saints students

Uniform is worn daily in grades K-8 – PE uniform is worn on PE days

**All clothing should be labeled with your child's name**

### **Girls K-3**

Jumper: Plaid # 121 V-neck or Drop Waist, length to top of knee  
purchased from Schoolbelles

Pants: Khaki or Navy chino or twill style of appropriate fit and length can be purchased  
from Schoolbelles. No cargo style or painter style pants.

Shorts: Khaki or Navy walking shorts can be purchased from Schoolbelles and can be  
worn during summer months (August, September, May, June)

Tops: Traditional polo in white or hunter green with school logo in short or long sleeve purchased from Schoolbelles or RDP Sports to be worn with pants or under a jumper. Plain white tee shirt should be worn under tops if not wearing a jumper.

**\*\*\* girls may choose to wear a peter pan collar type white blouse or polo with no logo under their jumpers.**

Hosiery: Cuffed, knee highs, or tights in white, hunter green, or navy

### **Girls 4-8**

Skirt: Plaid # 121 Kilt, kick pleat, or skort styles with length to top of knee purchased from Schoolbelles. Dark colored modesty shorts may be worn under skirts.

**Skirts need to be no shorter than one inch above knee. Girls who have shorter skirts will be asked to wear solid navy or black leggings.**

Pants: Khaki or Navy chino or twill style of appropriate fit and length can be purchased from Schoolbelles. No cargo style or painter style pants.

Shorts: Khaki or Navy walking shorts can be purchased from Schoolbelles and can be worn during summer months (August, September, May, June)

Tops: Traditional polo in white or hunter green with school logo in short or long sleeve purchased from Schoolbelles or RDP Sports. Banded bottom polo in white or hunter green is also available from Schoolbelles. This design gives a” tucked in” look. **Only plain white undershirt or camisole can be worn under polos.**

Hosiery: Cuffed, knee highs, or tights in white, hunter green, or navy

### **Boys K-3**

Pants: Khaki or Navy chino or twill style of appropriate fit and length can be purchased from Schoolbelles. No cargo style or painter style pants.

Shorts: Khaki or Navy walking shorts can be purchased from Schoolbelles and can be worn during summer months (August, September, May, June)

**Pants or shorts must be worn at the waist.**

Top: Traditional polo in white or hunter green with school logo in short or long sleeve purchased from Schoolbelles or RDP Sports. Banded bottom polo in white or hunter green is also available from Schoolbelles. This design gives a” tucked in” look.  
**Only plain white undershirt can be worn under polos.**

Socks: White, navy, or black socks must always be worn with pants or shorts.  
No ankle socks.

### **Boys 4-8**

Pants: Khaki or Navy chino or twill style of appropriate fit and length can be purchased from Schoolbelles. No cargo style or painter style pants.

Shorts: Khaki or Navy walking shorts can be purchased from Schoolbelles and can be worn during summer months (August, September, May, June)

**Pants or shorts must be worn at the waist.**

Top: Traditional polo in white or hunter green with school logo in short or long sleeve purchased from Schoolbelles or RDP Sports. Banded bottom polo in white or hunter green is also available from Schoolbelles. This design gives a” tucked in” look.  
**Only plain white undershirt can be worn under polos.**

Socks: Socks in white, navy, or black must always be worn with pants or shorts.  
No ankle socks.

### **Boys 6-8**

Shirt: Two options are provided

1. oxford style button down solid white with no logos in long or short sleeve. Shirts must be worn tucked inside pants.
2. traditional polo in white or hunter green with school logo may also be worn be worn with shorts during summer months (August, September, May, June)

**Only plain white undershirt can be worn under shirts or polos.**

Ties: Any tie or bowtie that is appropriate to wear at school

## All Students K-8

**Shoes** Solid brown, navy, gray, tan, white or black Sperry, sneaker, buck, Mary Jane, saddle, or loafer dress shoes. **Comfort and safety are key.** Shoes are to have a closed toe and heel with heels no higher than 1". **No sandals, flip-flops, slides, crocks, or boots**

**Sweater/Fleece** All students should purchase a grey or hunter green uniform V-neck sweater (cardigan, pullover, or vest) with school logo from Schoolbelles or grey or hunter green fleece jacket or vest or cotton half-zip with school logo from RDP Sports to be used during school day. Hoodies are not permitted during the school day.

**Phys Ed:** **Bottoms:** Students may wear grey sweatpants (traditional or jogger) with school logo and during summer months (August, September, May, June) students may wear hunter green mesh shorts with school logo.

**Tops:** Students may wear cotton t-shirt or dri-fit t-shirt with school logo in grey or hunter green

### **Phys ed uniform is available from RDP Sports**

\*\*\*Solid color sneakers are to be worn on Phys-Ed days. Please refer to shoes section of the uniform policy

### **Jewelry and Accessories:**

Students are permitted to wear **one** watch, **one** bracelet, **one** ring, and **one** religious necklace tucked into blouse or shirt. **No smart watches such as apple watch are permitted**

**Girls:** may wear **one pair** of small post earrings on **ear lobe**. No dangling earrings are allowed.

**Boys:** May not wear earrings to school or school functions.

**No other body piercings are permitted. Students may not mark, write, draw, color or have stickers or tattoos on their skin.**

### **Hair/Grooming:**

Must be neatly groomed with no extreme hairstyles or unnatural coloring. Soft highlights in natural colors are acceptable. Hair should not be tinted, dyed, or bleached. Long hair styles may not be worn covering eyes and face.

**No hats, bandannas, or headscarves maybe worn.**

**Girls:** may wear hair accessories such as headbands, bows, clips, beads in school colors **no decorations, such as animal ears, may be attached to headbands.**

Make-up: K-5: Girls may wear nail polish but no make-up. No fake nails or acrylic nails are permitted.

6-8: Girls may wear nail polish and a **small amount of natural looking make-up**. No fake nails or acrylic nails are permitted.

**Principal, teachers, and staff have the right to decide what is natural looking make-up.**

**Boys:** Hair must be cut so that it is above the collar and is in keeping with the Dress Code. Ponytails are not acceptable.

6-8: A clean-shaven appearance is expected every day.

### **Out of Uniform Days:**

*Throughout the year Communion of Saints will have student dress-down days for various reasons. Some of these days will be themed and others will be spirit days. When students are permitted to be out of uniform, these rules must be followed.*

No inappropriate words, designs, or pictures on any clothing

No tops that are revealing, have low cut necklines, or expose bare midriffs when sitting, stretching, bending over, or stooping. No tank tops, sleeveless tops, or ones with thin narrow top straps

No pajama pants, “tear-away” pants, pants with rips or holes or any pants with writing on the back. Pants may not be worn low or sagging

No skirts or dresses shorter than top of knee unless worn with leggings.

Leggings may not be worn with just a blouse or sweater top. Leggings may only be worn under a skirt or dress.

No short shorts may be worn. Shorts should be **knee length**.

Capri style pants may be worn

On spirit days or other special celebrations, school spirit wear may be worn. Students who do not have spirit wear, may wear shirts with school colors.

No flip-flops, slides, sandals of any kind, crocks, no work boots, or shoes with heels

**On special occasions students will have the option to dress up.**

**Parents understand that once they enroll at Communion of Saints School, a school uniform is mandatory and is to be worn properly. When students wear clothing that does not meet the dress code or uniform regulations, parents may be required to provide regulation clothing by bringing it up to the school. It is the responsibility of the parents to make sure their children are wearing the uniform and wearing it properly. Principal’s decision is final.**

# LUNCH AND RECESS

## Lunch Program

Communion of Saints School sponsors a hot lunch program through the Federal government and the Diocese of Cleveland. Menus are sent home monthly for advance purchasing for students in grades K to 8. **No daily lunch orders will be accepted.** All students receive a menu, lunch ticket and milk ticket every month. Students mark their lunch tickets for the days in which they want a hot lunch. Milk is always included in the price of a hot lunch. Students who carry their lunch may order milk. The price of the lunch and milk is determined by the Federal government on a yearly basis.

All families may apply for free or reduced lunch which is based on financial need. Forms for this purpose are available in the school business office. There is no difference between paid, reduced or free lunch. Requests for free or reduced lunch must be made each year.

## Morning/Lunch Recess

Each child in grades K-8 will participate in outdoor recess for approximately 15-20 minutes after lunch. The children have the chance for fresh air and exercise each day unless the temperature or wind chill is **below 20 degrees**. Proper outdoor clothing is required.

Students in grades K-3 have a 15–20-minute morning snack and recess time

Students in grades 4-8 have a morning snack time

\*\*\*\* only healthy snacks should be sent to school for snack time

Students are to be respectful and follow the directions of the playground supervisors. Only soft balls (Nerf style) are permitted for playground use. Rough play is never acceptable. Snowballs may never be thrown on school property.

## Lunchroom/Lunch Recess Rules

The lunch and recess period should be a pleasant time for all. This can be achieved only by proper manners and courteous behavior.

## Lunchroom Policy

1. 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.
2. Students are expected to clean up after themselves and their place at the lunch table
3. Students are to remain seated, be courteous, and display proper table manners during the lunch period.
4. 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.
5. Lunches from fast food restaurants are not permitted. Carbonated beverages are not permitted.

6. Students may not remain in classrooms during lunch, unless a teacher is present.
7. Students may not go home for lunch
8. 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.

## **Recess**

1. Students play in assigned area
2. Students should 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. Hard objects may never be used or thrown. Sticks, dirt, and other items found outside may not be thrown or used in a harmful way toward self and others.

## **Birthday Celebrations**

Students can celebrate their birthday by dressing out of uniform and may bring in a treat to share with their classmates.

Students who have June, July, or August birthdays may celebrate their half-birthdays during the school year.

Parents may not bring in a special lunch, balloons, etc. for their child's birthday.

**Party invitations that do not include the entire class may not be passed out in school.**

# **HEALTH AND SAFETY**

## **Illness/Medication Guidelines**

Communion of Saints School maintains a school clinic for first aid and emergencies. A school nurse is on duty from 9am to 1pm (5) day per week.

**Please be sure your child is not ill when he/she leaves for school in the morning. The school is not the place to determine an illness.**

Following are the laws pertaining to the administration of **any** medication to a student.

## **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.

If a child becomes ill at school, he/she will go to the clinic, and parents or emergency contacts will be notified to make arrangements for transportation. In the event that a child is seriously ill and neither the parents nor emergency contacts can be reached, the family doctor will be notified.

Emergency cards **MUST** have current phone numbers and emergency references. **PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGE IN ADDRESS OR PHONE NUMBER.**

The school cannot assume responsibility for those who fail to comply with the preceding directions.

## **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 48 hours.

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

## **Allergy Policy**

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.

The school nurse is 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.

**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. Training includes:

- 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 - Dial 911.
- 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**

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.

## **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**

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.

## **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.

## **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.

## **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.

## **Physical Examination**

The Department of Public Health and the Ohio Schools Code require a physical examination of all pupils prior to or upon their entrance into first grade (*unless this was done for kindergarten*). Children must have the immunization shots required by the State; this information must be recorded in your child's health card. Students entering seventh grade are required to have a second MMR. Failure to complete the proper immunization is basis for exclusion of children from school.

## **Emergency Medical Forms**

Required by the Ohio Revised Code, Section 3313.712, the purpose of this form is to enable parents and guardians to authorize the provision of emergency medical treatment for all children who become ill or injured while under school authority when parents or guardians cannot be reached.

# **STUDENT SAFETY**

## **Crisis Plan**

Communion of Saints School has a safety 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.

Parent will be notified of any emergency that necessitates early release, evacuation, or any variance from typical dismissal time through text and email messages.

In the case of a crisis situation, a crisis management team is activated under the direction of the diocese which will work in conjunction with local and state law enforcement and emergency personnel. In the event of an act

of terrorism or bioterrorism, the school will follow the orders of emergency management organizations and local EMS/Fire Departments.

## **Emergency Drills**

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

## **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, homeroom teacher and office to must be informed of changes 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 3:00 pm, 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/>)

# SCHOOL POLICIES

## Electronic Devices

Personal electronic devices such as cell phones, personal game systems, iPad or other electronic devices are not permitted for use in school unless directed by a teacher. Cell phones must be turned in to the homeroom teacher each morning and can be picked up at dismissal. The school is not responsible for lost or stolen electronic devices. Communion of Saints School will supply technology and or electronic devices to be used in classrooms.

## Student Cell Phone Policy

The school administration recognizes that some families feel the need to equip their students with a cell phone. We acknowledge that for safety reasons parents want to be able to contact their student before school, after dismissal and at any other times outside the school day.

- The student is required to have the cell phone turned off and handed in to homeroom teacher at the beginning of the school day. Cell phones will be returned at the end of the school day.
- If a cell phone is found and heard during the school day, it will be collected by the teacher and sent to the office where it will need to be picked up by a parent.
- If a student repeatedly violates the cell phone policy further action will be taken by administration.

## Internet Acceptable Use Policy

Communion of Saints 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 is intended to minimize the likelihood of such harm by educating Communion of Saints students and setting standards which 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 (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies.
- email accounts;
- servers;
- 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; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network 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. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

**Privilege:** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to communication system:** Access to the school's electronic communications system, including the Internet, shall be made available to students for 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.

**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 this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- 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 school systems 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.

**Students Access:** Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.

- c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Get appropriate 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 discomforting 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.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, Google classroom, blogs, wikis, etc., 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 the above-mentioned rules.

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

- a. Internet access is filtered by Communion of Saints School on personal telecommunication devices in the same manner as Communion of Saints School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of any network that bypasses the security filter 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 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 appropriately trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All Communion of Saints School network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through, or stored in the computer system, will be treated no differently than any other electronic file. Communion of Saints 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 Communion of Saints School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary reason to believe that the Acceptable Use Policy has been violated.

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

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

**Agreement Form:** To ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at Communion of Saints 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.

## **Bullying/Harassment/Intimidation**

The pastor, administration, and staff of Communion of Saints School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of bullying, harassment, or threats. Communion of Saints School will not tolerate this type of behavior.

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.

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 actions whether in the classroom, on school property, to and from school, at school sponsored events, or from any computer not on school property.

### ***Definition***

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

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.

Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks
  2. Threats, taunts, and intimidation through words and/or gestures
  3. Extortion, damage or stealing of money and/or possessions
  4. Spreading rumors
  5. Offensive jokes, stories, pictures, cartoons, drawings, and objects that tend to alarm, annoy, abuse, or demean an individual or group
1. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries); Sending abusive or threatening instant messages; Using camera phones to take embarrassing photographs of students and posting them online; and using Web sites to circulate gossip and rumors to other students.

### ***Disciplinary Action***

Harassment, intimidation, or bullying constitutes a major infraction under the student behavior code. A major infraction requires immediate communication between the principal or principal designee, and parents. Depending on the severity, the consequence of the infraction will be either a detention or a suspension. A conference with student, parents, teachers, principal, and pastor may be required. Police department may be notified in certain situations. Detentions are served after school from 2:30-3:30 on designated day.

### ***Procedure for the Alleged Victim***

1. Communicate to the harasser that the individual expects the behavior to stop if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.

2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- Tell a teacher, counselor, or principal; and
- 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, and how the harasser responded.

Communion of Saints School prohibits retaliatory behavior against any complainant, witness, or any participant in the complaint process. Upon receiving a complaint, the principal will notify parents or guardians of involved parties. Any person who engages in bullying may be subject to disciplinary action as stated in the school handbook, up to and including expulsion.

### **Substance Abuse**

The Cleveland Catholic Diocesan School Board recognizes that alcohol and drug abuse is a serious societal problem which does not respect any group or age and that the dependency state of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in the Church, we call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the common as well as the individual welfare of our students. Continuing educational programs for parents, teachers, and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Appropriate sanctions will be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances.

No breath sprays are permitted. Students cannot bring alcohol on the premises for a school activity or school sponsored activity. Any use, attempted use, sale, attempted sale, transmission, attempted transmission, possession, or attempted possession of drugs or alcohol will be considered a serious infraction and will be disciplined accordingly.

## **STUDENTS MAY NO USE SPRAY BOTTLES OF ANY KIND IN SCHOOL**

### **Weapons**

In accordance with overall philosophy, goals and objectives of the Catholic educational experience, the policy adopted by Communion of Saints School expressly prohibits the use, possession, sale, or discharge of any weapons, dangerous objects, dangerous ordnances and instruments or explosive devices in the school, on school grounds, or at school/parish sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, volunteers and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, dangerous object, object used as a weapon, deadly weapon, or an object that is indistinguishable from a deadly weapon, or explosive or incendiary device. An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon. A deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon or possessed and used as a weapon” (O.R.C. 2923.211A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

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

## **Sexual Harassment and Sexual Violence**

### **Purpose**

Communion of Saints School is firmly 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. **The full copy of the Sexual Harassment and Sexual Violence Policy is on file in the principal’s office.**

### **Youth 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. **The full policy on Youth Gangs is on file in the Principal’s office.**

### **Aids**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grade K through 12 shall be permitted to attend school or parish religious education programs in a regular classroom setting with specific provisions. **The full copy of the Student’s AIDS Policy is on file in the Principal’s office.**

### **Prevention**

To assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided. These may include but are not limited to guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO and parish-based youth ministry activities, etc.

**Violations of any of the above policies require immediate communication between the principal or principal designee, and parents. Depending on the severity, the consequence of the infraction will be either a detention or a suspension. Additionally, a conference with student, parents, teacher, principal, and pastor may be required and monetary restitution will be expected for vandalism. Police department may be notified in certain situations.**