

Addendum

Before leaving home each morning, please complete a health screening with your child. Check for fever as well as the Covid-19 symptoms provided in the Thursday envelope.

ATTENDANCE

Promptness and regular attendance help the child develop needed life skills and academic growth. Parents and guardians have the responsibility to see that their child is in attendance during all school calendar days. Illness and family emergencies are the exception. State law requires that all children of elementary school age attend school regularly. A child can never truly make up a day that he/she has missed even though all written assignments are made up. Written work is only a partial reflection of the classroom instruction. Upon their return, students are responsible to speak with their teacher for missed homework, class work, quizzes and tests. State school laws provide that a student may be kept from school for the following reasons:

- personal illness
- death of a relative
- URGENT medical or dental appointments

Due to Covid-19 related policies for absences, either due to quarantine or isolation, However, if a child is home in quarantine and is not sick, they are expected to complete their learning virtually for as long as the quarantine will last. If the student is complying with the virtual plan at home, they are considered present for the school day, even if they are home in quarantine. In addition, if the child is home sick in isolation, they are expected to begin working virtually when they are feeling better, even if they must stay at home for the remainder of the isolation time.

When a child is absent from school for any reason, it is the responsibility of a parent or guardian to contact the school office by phone (419-536-1194) prior to 8:30am and report the reason for the absence. If no call is received, the school is required by law to contact the **parent or guardian** to obtain the reason for the absence. Please do not send another child in to report an absence. The school does have voice mail 24 hours a day and messages can be left at any time of the day or night. To ensure communication, **do not use e-mail for notification of an absence.** Families who receive the EdChoice Scholarships are required by the State to send in a written note on the event of an absence or the absence will be considered unexcused.

Children learning virtually must check in with their homeroom teacher by 8:00am. to be considered present for the school day. They must also fulfill all requirements of the virtual plan to be considered present all day.

Please note that the excused absence list does not mention family vacations. A special form must be completed for these personal convenience absences and these are strongly discouraged. Students are held responsible to make up the work upon return if a school vacation is taken. Teachers are not obligated to offer, organize, or give potentially missed schoolwork to any vacationing student prior to departure. A copy of the personal convenience form can be obtained from teachers and/or the school office. An individual form for each child per vacation is required.

Release of a student during the school day

Whenever possible, appointments should be scheduled outside of regular school hours. If it is necessary for a child to be dismissed before the end of the school day, parents or persons picking up the student must come into the building and sign the student out. When returning to school after the appointment, the student must report to the office and obtain an admittance slip.

Parents must provide written notification or communicate via a phone call to the school office when early dismissal is required for a student. The written request will be signed by the principal and teachers will be notified in order to allow the student to be ready at the requested time.

Tardiness

Promptness is an essential life skill for students to develop. Students arriving after 7:55am are considered tardy and should report to the office to receive an admittance slip. However, students arriving on a late bus are not considered tardy. Students arriving after 9:40 a.m. will be considered absent for one half day. Students leaving before 1:15 p.m. will be considered absent for one half day.

Truancy

A student is truant if he/she stays away from school without permission of the school. Any student who is considered truant forfeits the right to make up the work missed during the truancy. Notification will be made to authorities of possible educational neglect on the part of the parents/guardians.

Child Protection Issues Related to Attendance

In order to ensure the child's safety, parents of preschoolers and those utilizing Extended Care are required to designate in writing, how and to whom a child may be dismissed. Parents and guardians are obligated to inform the school office and/or the child's teacher if there are changes to pick-up scenarios. A form will be provided for parents documenting to whom a child may be dismissed. The general rule is that students are not permitted to leave the school building or grounds during school hours. Students will **ONLY** be released to parents, guardians or persons authorized by the parents/guardians. Under **NO** circumstances shall a child be released to an unidentified person.

If parents/guardians plan to be out of town for an extended length of time, parents/guardians are

responsible for the child's care and supervision scenarios away from school. The school office and/or the child's teacher must be informed of arrangements for the child's care and the person(s) named to accept responsibility in case of accident or injury.

Telephone/Cell Phones

To keep the phone lines open for school business calls and calls of an urgent nature, the following rules are observed:

- Students may use the telephone in **emergency situations only and with the permission of school office personnel**. Students may **not** use the telephones in the library, preschool, supply room, teachers' lounge, or cell phones.
- Students will **not** be given permission to use the phone for forgotten assignments, gym clothes, or to go to another student's house after school.

Cell Phones must be in the off position upon entering the building until the end of the school day—dismissal. **CELL PHONES ARE NOT PERMITTED TO BE USED DURING THE SCHOOL DAY AND MUST BE IN THE OFF POSITION AND TURNED-IN TO THE TEACHER BY 7:55am.**

Teachers have the authority to collect/confiscate cell phones. Cell phones will be stored in plastic bags with the owners name on it. They will remain with the teacher until the end of the school day. Teachers will return the phones to the students at the end of the school day.

Cell phones will be kept off until the end of after school activities or Extended Care.

Students who do not turn their phones into the teacher will have their phone confiscated and sent to the school office until a parent comes to retrieve it. In addition any student who is found to be using their cell phone, cell phones that ring or vibrate or another students' phone that has not been turned in will have their phone confiscated, sent to the office for parent pick up and will also receive the appropriate number of citations as listed in our current discipline code of conduct.

Students who violate the following may forfeit their privilege of bringing a cell phone to school and disciplinary action will result:

- Picture taking, texting, or tweeting during school hours or school activities

- Harassment of any kind...including, but not limited to texting, tweeting, email social media
- Game playing, gambling, or inappropriate Internet interactions

In order to ensure these rules are being respected, the following guidelines are in place for all students:

- Upon entering the school building, cell phones are turned OFF and placed in the appropriate grade level bucket.
- Cell phone buckets will be kept with the teacher in the classroom and is ONLY passed back by the teacher when the student leaves for the day.
- If the student is going to extended day, the device will be transferred to the adult in charge and given back to the student upon sign out from extended day.
- Cell phones are to remain OFF until the student has left the school building.
- Personal I-pads or other electronic devices are not permitted at school.

Dress Code

St. Benedict Catholic School

SUMMER UNIFORM OPTIONS

Students in Grades K-5 will have the option of wearing BLUE uniform shorts. Grades 6-8 may choose the option of khaki walking shorts. White, RED or BLACK uniform shirts, blouses are worn with the shorts. These shorts are available from the uniform company—SchoolBelles or can be purchased locally as long as they are the same style, color and length of the uniform shorts. During our summer uniform option students may wear athletic shoes with the shorts--- all shoes must be worn with **socks that show above the shoes.**

SUMMER UNIFORMS MAY BE WORN UNTIL OCT. 1 AND AGAIN BEGINNING MAY 1.

GIRLS UNIFORM:

JUMPER	red/black plaid jumper - K-5 - appropriate length = no more than 3” above the knee when kneeling.
SKIRT	red/black plaid skirt - 6-8 - appropriate length = no more than 3: above the knee when kneeling.
BLOUSE	Plain white, RED or BLACK oxford cloth, cotton blend. Button down collar, peter pan collar, knit. Turtleneck shirts may be worn

during the winter months. No colored writing on shirts. Shirts will be tucked in. Girls in Grades 6-8 may wear banded bottom shirts which do not need to be tucked in.

SWEATERS

Red or black sweaters—cardigan, vest, or pullover. The ONLY sweatshirt/fleece that may be worn are the “official” St. Benedict embroidered styles.

SLACKS

Navy dress pants may be worn from Dec. 1 until May 1st. These pants must fit properly around the waist and be of appropriate length. Pants are available from the uniform company or can be purchased elsewhere if they are identical in length and color. Grades 6-7-8 have the option of khaki pants.

SOCKS

Solid red, black or white knee socks, anklets, tights and leggings (under skirts/jumpers) are permitted. Socks must be worn with shoes at all times and **must show above the shoes.**

SHOES

PLEASE CHOOSE NON-ATHLETIC SHOES—no logo—to be worn with the regular school uniform.

JEWELRY

Small pierced earrings and watches are permitted. In the interest of uniformity and safety, no other jewelry may be worn.

NOT PERMITTED

Make up, acrylic or other artificial nails, temporary tattoos, athletic shoes (except with summer uniform), sandals, fad haircuts, hair coloring. **Girls are not permitted to carry purses throughout the school building. Purses that are brought to school may be kept in the coat closets along with back packs and book bags.** Hair should not be so long over the forehead to obscure vision. Shoes whose height or style makes walking the school or going up and down stairs hazardous are not permitted. Heels more than 2 inches high are not permitted. **WHEN WEARING THE REGULAR UNIFORM (NOT SUMMER) ATHLETIC SHOES NO MATTER WHAT COLOR ARE NOT PERMITTED.**

BOYS UNIFORMS

PANTS

Grades K-5 must wear Navy blue pants that fit appropriately around the waist (AT the waist) and are appropriate length. Pants that have belt loops must be worn with a belt. Belt loops may not be removed to avoid the wearing of a belt. Grades 6-7-8 may wear Khaki pants that adhere to the above requirements.

SHIRTS	Plain white, RED or BLACK 2 or 3 button polo style knit shirts (long or short sleeve). Turtleneck shirts may be worn in the winter months. No colored writing on shirts. Shirts will be tucked in at all times. Boys may wear the banded bottom shirts also.
SWEATERS	Red, white, or black sweaters—cardigan, vest, pullover. Turtlenecks may be worn with sweaters. The ONLY sweatshirts/fleece that may be worn are the “Official” St. Benedict embroidered styles.
SOCKS	Solid red, black or white dress, crew or athletic socks are permitted. Socks must be worn with shoes at all times and must show above the shoes.
SHOES	PLEASE CHOOSE NON-ATHLETIC SHOES—no logo—to be worn with the regular school uniform.
HAIR	Hair must be neatly combed, moderate length and well groomed. Hair should not be so long over the forehead as to obscure vision. The following are not allowed: pony tails, fad haircuts and hair color.
JEWELRY	Boys may wear a wristwatch and no other jewelry.
NOT PERMITTED	Patterned pants, jeans, shirts that are not white, red, or black, sandals, athletic shoes (except with Summer uniforms), shoes without socks, temporary tattoos and earrings.