



St. Benedict
CATHOLIC SCHOOL

**FAMILY HANDBOOK
2020-2021**

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*United in Community, in partnership with families,
Guided by the message of St. Benedict,
God calls us to LIVE, LEARN AND LOVE.*

**St. Benedict Catholic School
Family Handbook
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St Benedict Catholic School

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Phone: (419) 536-1194 Fax: (419) 536-5140

Local Superintendent – Fr. David Nuss

Principal – Mrs. Patrice Tscherne

WELCOME

Welcome to St. Benedict Catholic School. This school has been created through the collaborative efforts of Our Lady of Lourdes and Little Flower Parishes in order to provide the highest quality Catholic education to the children entrusted to us. As parents and guardians, you are integral to the academic success of your children and to the well-being of this school community. We value and cherish this partnership.

INTRODUCTION

This handbook is designed to give you and your children some helpful information regarding St. Benedict Catholic School. We hope that you will read it carefully. Through it we hope to establish the harmonious cooperation and unity of spirit so necessary in forming the Christian prepared to face and transform today's world. Please place this book in a convenient location for quick and easy reference. It is also posted on our website: www.stbenedicttoledo.com.

All parents and students agree, by virtue of their enrollment at St. Benedict Catholic School, to abide by all the policies and procedures contained in this handbook.

The education of a student is a partnership between student, parent, and the school. Just as the parent has a right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

VISION (created by Implementation Team – November 2009)

St. Benedict Catholic School will become the Catholic School of choice to which parents send their children for spiritual formation and education. Our school with its enhanced spiritual, academic, cultural, and extra-curricular programs will be chosen by parents for its superior offerings. Our students will be positioned for future success. Members of both Our Lady of Lourdes and Little Flower Parish communities will enthusiastically support this ministry and celebrate its growth. We will hold ourselves to the highest standards of Catholic Education in the Diocese of Toledo.

MISSION STATEMENT

United in community, in partnership with families, guided by the message of St. Benedict, God calls us to LIVE, LEARN AND LOVE.

BELIEF STATEMENT

Purpose of Catholic Education

We believe that Catholicism should not be an individual part of our curriculum, but rather infused into each subject area that we teach. Our faith should be at the core of everything that we do and be visible enough so that every individual who enters our building knows why we are different than a public school.

Student Learning and Achievement

We believe that student learning and achievement should be based on the curriculum standards set forth by the state and the diocese and offered in a manner that meets the needs of each student.

Instruction

We believe that classroom instruction should be presented in a manner that affords each student the opportunity to succeed. It should be aligned with standards set by the state and diocese.

Role of Curriculum

We believe the role of curriculum is to provide each student with a sound understanding of the subject matter in each area of study so that they understand, retain and apply what they have learned. The curriculum should provide a foundation for students to build upon for continued learning. It should be taught in multiple methods of instruction that meet the diverse needs of students. In addition, the curriculum should align with the benchmarks set forth by the state and diocese.

Assessment

We believe that assessment is a vital tool for gauging the success of our students as well as providing feedback. Effective assessment should allow for several ways of monitoring student learning and should provide valid and measurable results. In addition, we believe that not only should assessment focus on what students have retained and mastered, but also highlight areas in need of reinforcement.

Continuous Improvement

We believe that the ability to use feedback from student scores, questionnaires, surveys and other information-gathering means is vital to the long-term viability of the school. Using the data gathered gives the school the ability to continuously adapt to meet the needs of the students as they prepare for the “real world”. Continuous improvement may be the most important aspect in the school’s ability to assist students with the challenges they face, whether educational, social or spiritual.

Leadership for Continuous Improvement

We believe that strong leadership is important to any type of improvement plan and should be represented by individuals from all vested interests when deciding upon changes that impact the school and community. In addition, we firmly believe that leadership for improvement also comes from the simple ability to lead by example.

Community-Building in the School

WE believe that one of the most important roles of our schools is to foster and promote community-building. The strengthening of our Catholic Faith, which is why we exist as a school, comes from activities and events that invite all individuals- students, faculty and families- to share and contribute both individually and communally in the continuation of faith-formation. Through this process, stability, vitality and unity are encouraged to grow.

Christian Service

We believe that Christian Service and Community-Building go hand-in-hand. The ability to provide to others allows the school community the opportunity to not only learn about their Catholic faith, but to grow and

understand the importance of sharing that faith through service and community building projects that help foster and reinforce. Christian Service coincides with our Catholic Identity.

Faith Formation

Faith Formation, like Community-Building and Christian Service, is a key component in our growth. Whether individually acquired by faculty and staff as part of adult education, or through group activities such as the Living Rosary which helps foster the importance of prayer in our students, Faith Formation is vital at every stage of the educational process.

PHILOSOPHY

St. Benedict Catholic School exists to assist the parents, who are the primary educators of their children, in their mission to educate and direct the spiritual and intellectual development of their child.

We accept the responsibility to cooperate with the Church and the parents, to guide, inspire, instruct and morally form the children entrusted to us.

In order to fulfill that responsibility, we shall maintain a staff of qualified, certified people, dedicated to and motivated by this common purpose---to help the child develop and maintain sound moral, mental, and physical health.

We are committed to provide the students an experience of integrating learning and living a life of Faith so that this integration can be played out in a life of commitment to their community, their Church and themselves.

We are committed to instilling in the children entrusted to us a solid foundation in the Gospel values upon which we're commanded by Jesus to base our lives.

We recognize that we are dedicated to three essential elements of our teaching ministry—the message revealed by God, sharing the life of the Spirit in community and service to the entire community and world.

ACCREDITATION

St. Benedict Catholic School is accredited through the Ohio Catholic School Accrediting Association. This accreditation is reevaluated, resulting with a new School Improvement Plan every six years. This process meets the requirements to maintain the school's charter with the State of Ohio.

ACADEMICS

Curriculum

The curriculum for St. Benedict Catholic School is based on the Courses of Study developed by the Diocese of Toledo, in alignment with the Common Core State Standards and the State Content Standards. The Courses of Study prescribe the concepts to be taught at each grade level for each subject and provide continuity of education from grade level to grade level. Standards describe what students should know, understand or be able to do at the end of a grade level or Course of Study. The Catholic Identity Standards ensure that Catholic Identity is infused in all Courses of Study and curriculum.

Concerts and musical performances

Concerts and other musical performances throughout the year use class time for preparation and therefore become part of the basis for academic growth. Therefore, students who do not participate in the concert performance for any reason other than illness will receive a reduction in grade. All concerts and musical performances are included on the yearly calendar to help eliminate scheduling conflicts.

Homework

Homework assignments should be definite, flexible and planned according to the needs and abilities of the students. In general, homework should:

1. Help the students develop independent study habits.
2. Reinforce learning that has taken place at school
3. Bring home and school closer together by allowing parents to see what their students have studied during the day.
4. Help the students develop time management skills that are critical to future success.

Each classroom will have an erasable board to display the daily assignments. Students are allowed one day for each day of absence to complete work missed during the absence.

Assignment Format

Teachers will instruct students about the headings to be used on assignments.

Integrity in Learning

Academic integrity is one of the guiding principles at St. Benedict Catholic School. Consequently, any form of Cheating, including plagiarism, may result in severe consequences. All students will be responsible for compliance with St. Benedict Catholic School's *Acceptable Use Policy for Internet and Related Technology* (See Appendix A.)

Plagiarism is any presentation of another's work, ideas, or words as one's own without acknowledging the source in standard formats such as bibliography or appropriate citations. Forms of plagiarism include:

- Copying information word-for-word in whole or in part, without using quotation marks and without acknowledging sources
- Paraphrasing material or using another's ideas without acknowledging sources
- Using another's creative work such as art, music, or photography without permission or acknowledgment
- Fabricating or deliberately giving incorrect information about sources
- Electronic copying and pasting

This policy is predicated on the fact that ideas and words are intellectual property, which is protected by United States copyright law. Intellectual theft, therefore, is illegal as well as unethical. Teachers will educate students about the appropriate ways to cite references. Should a student be in violation of the Academic Integrity Policy, the teacher will respond to the situation in a manner appropriate for the student's grade level and aligned with assignment expectations. Parents may be called in for a conference and students may be responsible for re-doing the assignment or may receive a reduction in score/grade.

Student Services

The State of Ohio provides funds through the Auxiliary Services Program for textbooks and personnel services. The following services are provided to students at St. Benedict Catholic School through this resource:

Intervention Specialist

School Nurse

School Counselor

Speech Therapist

A *School Nurse* is available two days a week through ASP funds. The school nurse routinely reviews and maintains health records for students, checks immunization records, provides screening for hearing, vision, blood pressure, scoliosis, identifies communicable diseases, and cares for students when they become ill or emergencies arise.

An *Intervention Specialist* is on staff through ASP funds. This teacher provides specialized help in determining interventions and strategies that can be used for students who have identified learning difficulties. The Intervention Specialist will also assist in coordinating the multi-factored assessments when there is an identified need.

A *School Counselor* is available two days a week. The counselor will assist students encountering difficulties in coping with everyday problems as well as on-going issues that may be encountered. The school counselor may also assist classes with topics that may be developmentally appropriate.

A *Speech Therapist* is at school one day a week. This therapist will screen and provide therapy to students who are referred and identified through the assessment process.

The services of a school psychologist are available on an as needed basis. These services are available for TPS approved Multi-Faceted assessments **only**.

Teaching Methods

Teaching method is a matter of teacher discretion. It is understood that teachers seek the most effective means of teaching/re-teaching important concepts. Because of the commitment St. Benedict Catholic School makes to meet the individual needs of students, small group teaching and thematic integration are utilized as often as possible.

In addition, utilization of research based teaching techniques, technology and integration of the Lifelong Guidelines and Lifeskills (found on pages 15-16 of this handbook) are part of our philosophy of teaching.

Technology

Students are required to abide by all terms of the school's Computer Network and Internet Acceptable Use Policy. A copy of the policies are found as Appendix A and B in this handbook. The use of the Internet and related technologies is a privilege. Inappropriate use may result in loss of this privilege. Unacceptable use includes, but is not limited to: transmission of materials in violation of any Federal or State regulation, copyrighted material, threatening, violent or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc. Students who use the Internet to harm or destroy the reputation of another student or the school—either at school or at home—will be disciplined accordingly.

St. Benedict Catholic School uses a technology protection measure that blocks or filters access to some World Wide Web sites that are not in accordance with the policy of the school. This measure protects against Internet access by adults and minors to visual depictions that are obscene contain child pornography, harmful to minors. To ensure enforcement of the policy, St. Benedict Catholic School will monitor use of technology resources through direct supervision, monitoring Internet use history or various software and hardware tools.

Textbooks

Teachers select appropriate materials needed to convey the content assigned in each grade level's curriculum, often combining resources. Choices of materials are based on the courses of study and guided by the theory of research based learning.

Textbooks, along with science and math materials and technology, are purchased with Auxiliary funds from the State of Ohio. Materials purchased with these funds are stamped Toledo Public Schools for purposes of identification. No materials or equipment marked Toledo Public Schools may be used for religious purposes

Books kept in the student's desk/locker and carried home on a regular basis should be covered... Religion books should be handed in the same careful way as other texts.

STUDENT RECORDS

Right to Information

Full rights of access to information is given to either parents (natural or adoptive) unless there is evidence of a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. It is the responsibility of parents to make known to the school by providing copies of legal documentation that identifies the person(s) who has the right to records and information.

Student Records and Files

A cumulative record is maintained for each student enrolled in the school. This record contains yearly educational data including standardized test scores, reports of special services received, along with student grades. These files are locked and are available only to certified members of the staff, parents of students, and other authorized persons and agencies. Health records folders are maintained separately from the child's academic record. Folders contain all health information and records of all immunizations requested by law and are kept in the school clinic.

Student files are sent to the child's receiving school of transfer only upon written request of the receiving school. **Payment of all monies owed to St. Benedict Catholic School must be made before records will be released.** The only exceptions are the ISP and health records.

Parents have the right to view their student's record. St. Benedict Catholic School requires a 24-hour notice and the request must be in writing. Records may not be removed from the school offices. Unless there is a court order to the contrary and we are in receipt of that order, non-custodial parents have the same right to view records. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order stating otherwise because both parents, by law, have the right to view their child's records. The following are persons or agencies that have a right to a student's educational data without a parent's consent:

- a. All certified members of the staff who may have legitimate educational interests may use educational data
- b. School officials of other schools who have legitimate educational interests
- c. Financial aid officers
- d. Those processing a subpoena for such data
- e. Accrediting organizations
- f. Legitimate researchers, as determined by the judgment of the principal or local superintendent
- g. Law enforcement officers who are conducting an investigation to determine whether the student may be a 'missing child'
- h. Court attorneys conducting an investigation regarding the student.

A permanent record card is kept indefinitely by the school. A cumulative file of educational data for each student enrolled in the school is also maintained in the school office. The cumulative file contains: copy of the child's birth certificate, student photo, all standardized test scores, and report cards. A separate file is maintained for reports of all special services (i.e. psychological testing, Minor Adjustment Plan [MAP], Individual Service Plan [ISP]).

ACADEMIC ASSESSMENT

Academic Honors

Academic Honors: Students in grades 3-8 will be eligible for Academic honors which will be awarded at quarterly honor assemblies. These assemblies will be announced on the monthly calendars. The guidelines for honors are as follows:

1st Honors = All A's in Core Content Subjects

2nd Honors = All A's and B's in Core Content Subjects

St. Benedict Award = Student displaying their personal best; Demonstration of extraordinary effort, growth or improvement.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for all students in the fall--shortly after the end of the first quarter of school. These conferences allow both parents and teacher to share information about the student and evaluate his/her progress. They also provide parents with a better understanding of the education program. These dates are noted on the yearly calendar.

Other conferences are by request of either the teacher or parent. Teachers will confer with parents as soon as possible when a student's performance and/or attitude become unsatisfactory or show marked or sudden deterioration. Parents may also request a conference at any time. To schedule a conference, parents should send a note to the teacher or leave a voice mail or e-mail message. The teacher will respond as soon as possible. Parents should not expect to confer with a teacher before or after school without an appointment.

Promotion Policy

The Ohio Code gives to the superintendent the right to assign pupils to levels. In the Diocese of Toledo the Principal has this authority. The classroom teacher, in consultation with parents and principal, is the one charged with the responsibility of promotion. In the event that a student's ability to succeed in the next grade level is seriously in question, parents will be consulted in reasonable time, generally by the end of the third quarter, prior to the decision to retain a child. The school staff will work closely with the parents in a series of conferences to determine the best situation for the student. If the school agrees to placement, rather than retention, based on the parent's written request not to retain, the child will be placed, rather than promoted. The school record will reflect placement, not promotion. The following information will be reviewed prior to a decision or recommendation:

- Individual classroom performance
- Student attendance
- Individual and/or standardized test results
- Past history of promotions and/or retentions

Student Evaluation:

Immediate feedback is one essential element of brain-compatible learning. Teachers give verbal, non-verbal and written feedback known as formative assessments to their students on a daily basis.

St. Benedict School utilizes an online grading report system. This provides constant, consistent communication with parents/guardians on the progress of their child. Depending on the type of assignment given and timeliness of student completion, teachers will update the online grades as frequently as possible. Please check on your child's progress and communicate with the teacher when you have questions or concerns and the teachers will do the same. St. Benedict Catholic School currently uses Gradelink, yet reserves the right to employ any online grading report system. You will receive the access code to view Gradelink within the first two weeks of school.

Report cards are one indicator of a student's progress and achievement in basic skills, maturation, and social and civic development. These summative assessments are issued at the end of each quarter (approx. 9 weeks). Please check the monthly calendar for the exact date of distribution. After conversation with your child about his/her performance during the quarter, please sign and return the report card to your child's teacher within one week of receipt.

Students who are served with an Individualized Education Plan (IEP) through the Autism Scholarship will receive quarterly reports.

Testing

St. Benedict Catholic School participates in the standardized testing program used by the Diocese of Toledo through Northwest Education Association *Measures of Academic Progress* (MAP Testing). Information regarding this program will be communicated annually to parents.

The Assessment of Catechesis Religious Education (ACRE) test prepared by the National Catholic Education Association (NCEA) is administered in October of each year to students in grades 5 and 8. This test assesses students' faith knowledge as well as affective beliefs related to their faith life.

Students who have been awarded the EdChoice Scholarship or EdChoice Expansion Scholarship are required to participate with the Ohio Achievement Tests which are mandated per particular grade level. These students are also held to the Third Grade Reading Guarantee requirements. Students are monitored from Kindergarten through second grade to determine if they are on track for reading at grade level. The Fall and Spring Ohio English/Language Arts Assessment determines whether the student will be promoted to fourth grade. Additionally, the results from each student's MAP results will be used to determine promotion to fourth grade.

ADMISSIONS AND WITHDRAWALS

Admissions Policy

At the time of a child's initial enrollment, the person responsible for the child shall provide the child's original birth certificate, completed health records, and written evidence that meets or exceeds the minimum immunization requirement. No student shall be permitted to remain in school for more than one month without written evidence of immunization. In the case of a child who does not reside with both parents, the person responsible shall provide the school with court documents that outline legal custody of the child. If the child is

a baptized Catholic, the responsible party shall also provide a baptismal certificate.

Student Age Requirement

A child must be five years old by September 30 in order to be enrolled in kindergarten. To enroll a child who turns five years old between September 30 and December 31, a recognized early entrance test must be given before admission. A child must show evidence of prior achievement in a recognized kindergarten program before he/she may be admitted to first grade.

Non-Discrimination Policy

St. Benedict Catholic School does not discriminate on the basis of race, color, sex, age, or ethnic origin in the hiring of its certified and non-certified personnel. In accordance with Christian principles, St. Benedict Catholic School recruits and admits students of any race, sex, color, age, gender, ethnicity, national origin, ancestry, handicap (if student can safely function in the environment with the support and services that the school can offer), or religion to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, sex, color, age, gender, ethnicity, national origin, ancestry, handicap or religion in the administration of its educational policies, scholarships, loans, athletics, fee waivers, and extracurricular activities. In addition, the school is not intended to be an alternative to court administrative agency ordered or public school district initiated desegregation.

Registration

Registration begins in February. Forms to be completed are sent home; directions are on all forms. All fees must be current before registration is accepted. Registration will be considered complete when the following criteria are met:

- \$100.00 registration is paid by the due date
- All forms have been completed and turned in by the due date
- Tuition has been paid or arrangements have been made through FACTS
- All outstanding fees such as extended day care are current

For *new students* entering our school, the following items are **required**:

1. Documentation
 - a) Birth Certificate
 - b) Baptismal Certificate for those children who are Roman Catholic; certificate for First Reconciliation, First Communion, and Confirmation, if the child has already received any or all of these sacraments.
 - c) Immunization Record – All children accepted into our school are required to have proper immunizations in accordance with established regulations from the State of Ohio.
2. Release of Records

The parent/guardian will be given a Release of Records Form to complete, indicating the name and address of the last school attended by the student. The school secretary will contact the previous school to request the transfer of student records to St. Benedict Catholic School.

Withdrawals

Parents of a student transferring to another school need to notify the principal including withdrawals occurring at the end of the year. Additionally, when withdrawing a child from St. Benedict Catholic School, families are required to the following:

- Request a release of records from your child's new school
- Make sure any outstanding fees are paid to St. Benedict Catholic School; academic files are forwarded only if no money is owed.
- Make sure your child has returned all library books and textbooks.

St. Benedict Catholic School promotes and encourages students to continue their Catholic education at any of the local Catholic High Schools. As such, the teachers and staff will gladly complete the recommendation forms requested for admission to any high school. However, it is not part of our policy to complete the same type of teacher recommendation forms for admission to Catholic or private Junior Academies, Middle Schools or Junior High Schools. We will certainly forward any records as requested by the Junior Academies at the conclusion of the year as we would do for any other school requesting records.

ATHLETICS

CYO Sports

St. Benedict Catholic School provides an opportunity to participate in sports through affiliation with Little Flower and Our Lady of Lourdes Parishes in conjunction with the Catholic Youth Organization (CYO) in the Diocese of Toledo. It should be noted that each sport will be offered dependent on student interest and availability of volunteer coaches. Coaches are required to hold certification through the CYO office. Additionally each must complete "Protecting God's Children," through Virtus Online and must also have proof that he/she has successfully completed the Ohio Criminal Background Check. Sign up times for sports will be announced through St. Benedict Catholic School communications and through bulletin announcements in both Our Lady of Lourdes and Little Flower Parishes.

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

Absences of more than three consecutive days require a written Doctor's excuse upon return. This excuse may be faxed to the school office. Absences of more than 15 days per quarter for *may* jeopardize promotion to the next grade. Attendance records will be forwarded to the high school upon graduation or elementary school in the event of a transfer.

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.

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 school work 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 insure the child's safety, parents of preschools 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.

DISCIPLINE

Introduction

One purpose of St. Benedict Catholic School is to aid parents in the religious and academic formation of their children. To accomplish this purpose and to maintain an atmosphere where learning can take place, school personnel expect certain behaviors and attitudes from the student. A copy of the Discipline Code is provided in Appendix C located at the back of this handbook.

St. Benedict Catholic School students are expected to be obedient, respectful, and courteous to all parents, volunteers, teachers, members of the staff, and to each other. Teachers should expect to hold any student they encounter accountable for his/her behavior. The enforcement of the discipline plan and dress code is the responsibility of every member of the staff. Discipline must be viewed from a healthy, positive perspective.

With students, faculty, parents, and administration working in close cooperation, the final end of all efforts will be realized as our students become images of Christ, thus mature and responsible individuals. St. Benedict Catholic School staff realizes that positive reinforcement changes behavior; therefore, positive feedback is the primary method of discipline. Teachers are expected to let the students know their cooperation is appreciated.

The rules and standards set forth in the student Discipline Code apply to conduct on school premises or on school busses or involving school property, conduct off school premises which directly affect other students or the school, and conduct at school functions of any kind. Any conduct, which causes or creates a likelihood of disruption or interference with the health, safety or well-being, or the rights of any St. Benedict Community member, will not be tolerated. The discipline code applies to all students attending St. Benedict Catholic School; however, the age and grade of a student in question will be considered when consequences to inappropriate behavior are being determined. The local Superintendent of St. Benedict School is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

No parent should approach a student, who is not their child, to discuss behavior and discipline UNLESS said parent is in a position of authority for St. Benedict Catholic School...including but not limited to Teachers, Assistants, Extended Day Caregivers or Coaches.

Lifelong Guidelines and Lifeskills

St. Benedict Catholic School strives to nurture and instill Catholic Christian values to all students. These values are witnessed through the practice of the five Lifelong Guidelines and the seventeen Lifeskills. They serve as the foundation of the discipline code. The goal is that students make decisions and choices of behavior based on these values. A list is displayed prominently in each classroom. The following Lifelong Guidelines and Lifeskills will be taught and enforced:

5 Lifelong Guidelines

- ***Trustworthiness*** – To act in a manner that makes one worthy of confidence
- ***Truthfulness*** – To be honest about things and feelings with oneself and others
- ***Active Listening*** – To listen with the intention of understanding what the speaker intends to communicate
- ***No Put-Downs*** – To never use words, actions and/or body language that degrade, humiliate, or dishonor others
- ***Personal Best*** – To do one's best given the circumstances and available resources

17 Lifeskills:

- ***Caring*** - To feel and show concern for others
- ***Common Sense*** - To use good judgment
- ***Cooperation*** - To work together toward a common goal or purpose
- ***Courage*** - To act according to one's beliefs
- ***Curiosity*** – To have a desire to investigate and seek understanding of one's world
- ***Effort*** - To do your best
- ***Flexibility*** - To be willing to alter plans when necessary
- ***Friendship*** - To make and keep a friend through mutual trust and caring
- ***Initiative*** -To do something because it needs to be done
- ***Integrity*** - To act according to a sense of what's right and wrong
- ***Mutual Respect*** - To treat others as you want to be treated
- ***Organization*** - To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use

- **Patience** - To wait calmly for someone or something
- **Perseverance** - To keep at it
- **Pride** – To have a sense of satisfaction from doing your personal best
- **Problem-Solving** - To create solutions in difficult situations and everyday problems
- **Resourcefulness** - To respond to challenges and opportunities in innovative and creative ways
- **Responsibility** - To respond when appropriate, to be accountable for your actions
- **Sense of Humor** - To laugh and be playful without harming others.

Corporal Punishment

Corporal punishment is not allowable according to Ohio Law and is not part of our discipline policy.

Gang Policy

When teachers or other school authorities become aware that any student enrolled at St. Benedict Catholic School might have associations with gangs that are involved in any disruptive, immoral or illegal violent behaviors, that student’s parents will be notified, as will the Toledo Police Department Gang Task Force. A parent, teacher, principal conference will be required at that point.

Any *proven* gang related criminal activity may result in immediate expulsion.

A student’s association in the above mentioned type of gang may be determined in many ways, including, but not limited to—dress and items of clothing, signals, handshakes, vernacular, graffiti, and other paraphernalia found on one’s person, notebooks, book covers, desks, etc. Possible association can be made through word of mouth and will be investigated by administration and faculty. These policies apply to all students while they are on school property, coming to or going home from school, or at school related events off the school property (e.g. school sponsored sports activities and practices, parish and school events, school meetings, school performances, science fair, academic competitions, etc.) and other activities where students are representing St. Benedict Catholic School.

Gum

Chewing gum is not permitted in the school or on the property during school hours or Extended Care program hours of operation.

Harassment, Bullying, and Abuse

Consistent with the Code of Conduct, students are expected to avoid harassing, bullying, or abusive behavior. Harassment or bullying occurs when the participants are of similar ages. Abuse occurs when the age, maturity, or developmental differences among the participants are significant. The following behaviors, whether in school or at any school-related event, may be deemed harassment, bullying, or abuse:

- 1) Name calling
- 2) Hitting, punching, or kicking
- 3) Threatening bodily harm
- 4) Deliberately ignoring or excluding
- 5) Distributing threatening or hurtful notes, including electronic communications
- 6) Teasing
- 7) Rumor or scandal mongering
- 8) Interfering with personal property
- 9) Sexual innuendo or harassment
- 10) Any unwelcome physical contact

Students are encouraged to report incidents of harassment, bullying, or abuse promptly to school officials in order that appropriate disciplinary action can be taken.

Removal, Suspension, Expulsion

Students who have been suspended or expelled are **not** permitted to participate in school-sponsored extra-curricular activities---including sports. The following violations can result in immediate removal, suspension, or expulsion:

- ***Physical Attack.*** A student will not commit, or attempt to commit assault, battery, harassment, intimidation, coercion, or threat to do harm to any student, employee, or other person.
- ***Dangerous Weapons, Instruments, and Objects.*** A student will not possess, use, transmit, or conceal any object, which might be considered a dangerous weapon or instrument capable of harming another person or property.
- ***Narcotics, Alcoholic Beverages, and Drugs.*** A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, nonprescription drug, narcotic, or any substance which causes physical or mental change, or any substance intended to look like an alcoholic beverage, non-prescription drug, or narcotic.
- ***Smoking and Tobacco.*** A student will not be permitted to possess, use, and/or sell cigarettes or chew tobacco in the school building or on school grounds.
- ***Threats and Violence.*** The school has a no-tolerance policy for violence or threats of violence. We strive to maintain a safe environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening, or hostile behaviors, physical assault or abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto the school property, or any other acts, which are inappropriate. In addition, bizarre or offensive comments and/or behavior regarding violent events are not tolerated. There may be no warnings issued for physical violence. The first offense will require a call home and a parent coming to school to remove the child.
- ***Sexual Misconduct.*** The degree of sexual misconduct will determine a consequence of suspension or an expulsion.

Students who feel subjected to any of the behaviors listed above should immediately report the incident to a person of authority. Complaints will receive attention and the situation will be investigated. Based upon the results of the inquiry, or direct observation, disciplinary action, up to and including expulsion, will be taken against the offender, if the administration feels it is appropriate. Law enforcement authorities will be involved as needed.

Search

For the safety and protection of all students within our care, all staff members have the authority to conduct a search if reasonable grounds exist for suspecting that a search will turn up evidence that a student has committed or is committing a violation of school rules, the principal may search the personal effects of the student and student's person. Anything brought onto school premises by a student is subject to search.

DRESS CODE

It is the policy of St. Benedict Catholic School that all students K – 8 wear uniforms. School uniforms have a direct bearing on discipline and creation of a desirable atmosphere for learning. Our school uniform fosters unity and pride in being a St. Benedict Catholic School student while focusing on Catholic teachings and academics. Students in Kindergarten through 8th grade are expected to follow the dress code (Preschool students are not required to wear uniforms). Respect for the dress code and neatness in dress sets a tone of serious commitment to a learning environment. Parents/guardians are encouraged to help enforce this dress code. School uniforms can be purchased through our preferred vendor, SchoolBelles, which is located on Monroe St. in the Hobby Lobby Plaza. The St. Benedict Catholic School Dress Code Policy can be found in Appendix D located at the back of this handbook.

Students who disregard the dress code will be removed from the classroom. The Principal and/or School Office will notify parents/guardians. The student will sit in the office until the appropriate uniform is brought to school.

The Principal will determine necessary dress for out of school functions or special occasions.

The Principal shall have the authority to make immediate decisions as to what *is* and *is not* acceptable in the way of dress and grooming.

There may be occasions when the students are not required to wear uniforms, such as field trips, class trips, etc.

Non-Uniform Days (Spirit Days)

There are days periodically throughout the year that students are permitted to be out of uniform for a variety of reasons. Students may always choose to wear traditional school uniform. In an effort to eliminate distractions to the learning environment, students who forget to dress down will not be permitted to call home after the fact. Proper attire for Spirit Day opportunities include:

- Clean, hemmed jeans or other pants in good repair with no holes and appropriate fit (no sweatpants, athletic pants, or gym shorts)
- Leggings may be worn only with a long shirt or dress.
- Any color solid or print shirt - The shirt must have sleeves, full coverage of chest, back, and midriff and no writing.
- Professionally printed St. Benedict shirts and/or sweatshirts
- Gym shoes or school shoes with appropriate school socks

FAITH EXPERIENCES

A basic reason for the existence of a Catholic school is to teach the students about God. The formal study of the Catholic religion is an integral part of Catholic education. Religion, as part of the curriculum, is the greatest single factor in the formation of character. Loyalty to God and country and respect for dignity and rights of all are essential elements instilled through the teaching of religion. It is the aim of St. Benedict Catholic School to aid students in not only learning about the Catholic religion, but in living it. It is, therefore, essential that every member of this school community participate in religion classes. St. Benedict Catholic School follows the Diocese of Toledo Religion Courses of Study for each grade level.

Students of other faiths

Students of other faiths enrolled at St. Benedict Catholic School are required to participate in religion class and to attend and participate in liturgies. Participation in sacraments is governed by the guidelines of the Roman Catholic Church and therefore available to those students and parents who are practicing the Catholic faith. We welcome non-Catholic students to receive blessings during communion distribution at Mass or just speak with a priest during reconciliation services. Our school respects the individual religious beliefs of those who are not Roman Catholic and ask that families of different faiths will likewise respect the teachings of the Catholic Church.

School Prayer

The school day begins and ends with prayer. Formal prayer as well as spontaneous prayer will be shared. Students will say the “Blessing before Meals” at lunch time.

School Mass

A primary reason for the existence of a Catholic school is the passing on of the faith. An important part of this faith is our obligation to offer worship. The children at St. Benedict Catholic School have the opportunity to worship weekly at school Masses. Classes alternate planning the Eucharistic liturgies throughout the year. Parents are invited to join in these special celebrations recognizing that Holy Communion is distributed to those belonging to and practicing the Catholic faith. Paraliturgies and Penance Services provide additional opportunities for spiritual growth.

Reconciliation

Periodically throughout the school year, students will have the opportunity to receive the sacrament of Reconciliation.

Sacramental Preparation

Sacramental preparation will take place through Religion classes at St. Benedict Catholic School as well as the students’ home parish. Celebration of First Eucharist will take place in the child’s home parish. Celebration of Confirmation will take place as a group at the Cathedral.

Parents are the initial and most important educators of their children - most especially in the area of faith and the Catholic Church. Parents are required to participate in the sacramental preparation programs in order to evaluate the readiness of their child for the sacraments. St. Benedict Catholic School includes lessons in the religion curriculum at Grades 2, and 8 to aid parents in the preparation of their children to receive the sacraments. Our 2nd grade students prepare for and receive First Reconciliation and First Eucharist. Confirmation is scheduled on a yearly basis for our 8th grade students.

Sunday Worship

In keeping with the third commandment of God, “Remember to keep holy the Lord’s Day,” parents are reminded to worship with their children **each weekend** with their church community.

Stewardship

The concept of stewardship involves giving our time, talent, and treasure for the good of God’s people. Our school children are encouraged to be mindful of the needs of people, not only in our local areas, but throughout the world. Children are taught to pray and to offer monetary and material contributions throughout the year. Parents are asked to support these efforts according to your means. Students are encouraged to make a weekly offering when worshipping with their families each weekend with their faith community.

Theology of the Body

Included in the Diocese of Toledo Religion Course of Study is formation for chastity and human sexuality. To attain the learning outcomes established for 7th and 8th grades, St. Benedict Catholic School follows a highly recommended curriculum “Theology of the Body for Teens: Middle School Edition” based on the teachings of Pope St. John Paul II. Students take part in instruction during the regular religion class.

GENERAL SCHOOL INFORMATION

Arrival

All students may be dropped off at the Gym doors (north side) beginning at 7:00am. No other school doors will be open at that time. Students will remain in the gym under direct supervision until the 7:40 bell. Students will then be directed to their classroom to prepare to begin the school day.

St. Benedict’s Catholic School locks all exterior doors at 7:55am. Families arriving at this time or later must enter through the Tower door (south side) which has buzzer entry system.

The St. Benedict school day begins at 8:00am with prayer, Pledge of Allegiance, and announcements. Students who are not in their room by 7:55am are considered tardy.

Dismissal

Our school day ends at 2:25. Starting at 2:20pm, the day concludes with prayer and announcements. Depending on mode of transportation, students are released systematically after prayer and announcements. We will dismiss ALL CAR students from the gym. After announcements and prayer, then all teachers and students who go home by car will go to the gym. Students who ride the bus will be dismissed through the Olimphia Doors. Students who attend Extended Care will be escorted to the Extended Day Care room. We ask that parents who are picking up their children park in the church lot using the spaces in the middle.

An area will be marked with traffic cones to designate a *Safe Area*. Students will not be permitted to go directly to the car. In the interest of safety, please come to the *Safe Area* to pick them up.

Any student not picked up by 2:30 when all busses have been called will report to Extended Care and parents will be billed \$3.25 per hour for the time that their child is there. **STUDENTS WILL NOT, FOR REASONS OF SAFETY AND SECURITY, BE PERMITTED TO WAIT FOR PARENTS IN THE PARKING LOTS, IN THE GYM, OR BY THE EXIT DOORS AFTER 2:30.**

Birthdays, Invitations, Parties

Birthdays: At St. Benedict Catholic School student birthdays are non-uniform days. Students may celebrate by not wearing their uniform for their special day. Please see the guidelines for appropriate dress on *Spirit Days*. However, uniforms are always appropriate.

Student birthdays will be announced as part of the morning announcements on their day or the day closest to that day. June, July, and August birthdays are celebrated in the months of January (June), February (July), and March (August) and will be announced on the day during those months; ½ birthdays for K-8 only.

If a student wants to bring a birthday treat to share on that special day, simple treats are fine as long as ALL members of the class receive one. It is the discretion of the teacher regarding when these are passed out.

Please do not send or bring in balloons, flowers, etc. to your child at school. Such items can create a distraction in the classroom and cannot be transported home effectively.

Invitations: As a Catholic school, we strive to include ALL students in our activities. Parents who want invitations to a party to be given out at school must speak with the teacher prior to giving the invitations out. Invitations can only be given to the entire class or to all the girls or all the boys in the class. Invitations cannot be given to only a few of the students at school while the others are not invited.

If the parent chooses not to include the entire group, we ask that invitations not be given out at school. The school office does not give out lists of addresses and/or phone numbers in order to maintain the privacy of parents.

Parties: Parties for special occasions such as Halloween, Christmas, and Valentine's Day are organized by the PTO and/or teachers. Parties for the teacher must be done with prior approval of the principal and consent from the teacher. Teachers are not obligated to organize class parties for special occasions

Class Size

St. Benedict Catholic School utilizes the policy established by the Board of Trustees to guide class size and staffing decisions. Every effort will be made to accommodate every family who wishes to have their children attend St. Benedict Catholic School while ensuring that the individual needs of students can be met. We will provide adequate and flexible staffing (certified teachers, teachers' aides) and scheduling to meet the educational needs of the children entrusted to our care.

Communication

If we have an email address for you we will send most information electronically. Each Thursday there will be an envelope sent home with your oldest child containing anything we could not transmit electronically.

On or near the first of each month, a calendar of activities for that month is published. Please keep it for reference for the month. This should help you to remember hot lunches, special programs, field trips, free days, vacations, etc. This calendar is also posted on the website for your convenience.

Each Thursday the principal will include "Thursday Thoughts" as a weekly newsletter. Please read these each week since they contain important announcements and information. These should also be kept for future reference.

Questions/Concerns

From time to time, questions or concerns may arise regarding school and you will need to contact your child's teacher. If and when they do arise, please follow this procedure.

- 1) Contact the teacher. The teacher is the most apt to have the information a parent needs and can best handle the situation. Please call the school office (536-1194) and leave a message on the teacher's voice mail or send an e-mail. The teacher will respond at his/her earliest convenience. Teachers cannot be disturbed for either personal conferences or phone calls during instructional time. Home phone numbers or addresses of teachers are not given out by the school or parish office. If a teacher wishes to be reached at home, he/she will make that information available.
- 2) If the problem is not resolved, contact the principal. This also can be done via e-mail, a note, or a phone call to the school.
- 3) If the problem is not solved at this point, contact the local superintendent, Rev. David Bruning at Our Lady of Lourdes Parish.

Following the chain of Authority demonstrates respect for all those involved.

Daily Schedule

The school day is from 8:00-2:30 for students in grades K-8. Students need to arrive in time to allow them to be in their seats, organized and ready to begin the day at **7:55**.

Each day begins with closed-circuit prayer together and announcements. We would ask that everyone, including visiting parents and other adults, respect our right to pray together to begin the day by following our lead and joining with us to pray or remaining silent during this prayerful time.

After School Extended Day Care Program

After school child care is available to students of St. Benedict Catholic School in grades PreK – 8, from 2:30-6:00 p.m. This service provides the opportunity for a change of clothes from uniform to play clothes, along with games and recreation, snack time, and a quiet time set aside for homework completion. It provides attention and security in a Christian environment. Parents are billed on a weekly basis at \$3.25 per hour.

Records are kept daily and invoices for the services are sent **each** week in the Thursday envelopes from the Business Office. *Payment for these invoices should be returned in the Thursday envelope the next day.* There is a \$5.00 late fee charged for every week that a payment is late.

Families who owe for more than 2 weeks of Extended Care services will be asked to refrain from using the program until the account is current. If there are outstanding balances at the end of a quarter, the student's report card may be withheld until the account is current.

After 2:30 you can reach Extended Care at the following phone number: 536-0744. Extended Care will be held in Room 5 and sometimes 1 after school. Preschool Extended Day Care will be held primarily in Room 2.

We ask that you inform the School Office and/or the Extended Care Staff if someone other than yourself or a person identified on your child's approved "pick up list" will be picking up your child from Extended Care.

The first day that your child attends the program you will be given a special set of registration and emergency information forms and regulations that should be completed immediately so that information is accessible and accurate. No student may return to EDC until forms are completed and returned. This is for the continued safety of your child.

Information Center/Library

St. Benedict Catholic School Information Center/Library is an integral part of the school program. Its main purpose is to serve the students attending the school by providing reference books, audio-visual materials and good reading. It is not meant to be in competition with the local public library, but to supplement services.

The Information Center follows a flexible schedule with students visiting it either with their whole class or in smaller groups. In addition to selecting books to read, children may use the information center facilities for research work. Quiet is observed in the information center in consideration of the others who want to think and work. Children will be instructed in the other rules of the information center during their first visits of the year.

Fines are levied for late, damaged, or lost books. *These must be paid before a report card is given out at the end of the quarter.*

Lost and Found

Articles that are lost are turned into the office. Several times through the year, these items are displayed near the office so they can be claimed. If, after an appropriate length of time, the article is not claimed, it will be donated to charity. *Please take time to write your child's name all are articles of clothing and personal items.*

Lunch and Milk Program

Students eat their lunches in the gym. Students must bring their own lunches **or** purchase in advance the hot lunches that will be served. Milk may be ordered and purchased for a period of nine weeks at a time and is **not** sold on a daily basis. Due to the fluctuating cost of milk, we will post the cost of milk **each** quarter. Milk fees should be directed to the office and an accurate record will be kept there. All quarterly milk payments must be made by the due date listed on the monthly calendar for your child to receive or continue to receive milk.

Eating healthy, well-balanced lunches is expected. Please minimize candy, sweets and junk food. Students are encouraged to finish their lunches. **Carbonated beverages are not allowed.**

Lunches brought to school late are to be left in the school office and will be delivered at the beginning of the lunch period in the gym. Lunches will not be delivered to the child's classroom.

In order to maintain an orderly and relaxed lunch period, the following procedures will be observed:

1. Students will go to outdoor recess (weather permitting) prior to lunch and then report to the gym at the designated lunch time in an orderly manner.
2. Students will pray before going to the lunchroom
3. Students will remain seated while eating and until their table is dismissed.
4. Good table manners will be observed.
5. At all times, students are to respect the lunchroom supervisors.

St. Benedict Catholic School has a hot lunch program provided through the PTO, which supports student and school activities. Students may buy their lunch by pre-ordering, or bring their lunch from home. They may bring drinks or purchase them at school. We offer white and chocolate milk. The monthly lunch schedule will be posted on the St. Benedict Catholic School web page.

Money and Returned Checks

When sending money for anything with your child, **please** be sure that it is in an envelope, clearly marked with its purpose, the child's name, room number, and the enclosed amount.

Any check written to the school and returned to us for any reason by the bank will be then returned to the family issuing it. The school policy is that the check is **not** re-submitted to the bank. The amount of the check, in addition to a \$20 fee for the handling of the check, will then be due directly to the school.

In the event that returned checks become a serious problem, we will require **all** payments to be made either by money order, cash, or bank check.

Parent-Teacher Organization

The purpose of the PTO is two-fold: Fundraising efforts support academic programs; Social activities are planned and scheduled for parents, students, faculty and staff throughout the year. The main focus of these activities is to enhance the sense of family and community.

All parents are encouraged to become active members of the PTO. This is not a policy-making group but it provides valuable services to the school and the school children. PTO meetings and various activities are announced on the monthly school calendar, fliers in the Thursday envelopes, email transmission, and are posted on the St. Benedict Catholic School web page.

School Calendar

The yearly school calendar is issued prior to the start of the upcoming academic year. The calendar is posted on the St. Benedict Catholic School web page and is in compliance with the Ohio Code related to the number of student days, parent teacher conferences, and faculty in-service days.

School Web Site

The school's web site is www.stbenedicttoledo.com. The site is updated on a regular basis and parents are asked to check it frequently to keep apprised of school activities.

GOVERNANCE

The Bishop of Toledo delegates the authority to operate Saint Benedict Catholic School to the Saint Benedict Catholic School Board of Trustees, subject to the policies and procedures of the Diocese of Toledo.

Pastors will alternate the responsibility of acting as Saint Benedict Catholic School Superintendent bi-annually. Since the Superintendent is a local pastor, he is responsible to the Bishop. The pastor of Our Lady of Lourdes Parish, Rev. David Bruning will be superintendent for the 2018-2019 school year.

The Board is composed of the Pastors of Our Lady of Lourdes and Little Flower of Jesus Parishes and a minimum of six (6) additional members appointed by the Board in consultation with the Pastors for a two-year period. In addition, the Principal of Saint Benedict Catholic School is an ex-officio, non-voting member of the Board. Incoming Board members will fill a three- year term and may serve two consecutive terms. The Board of Trustees will communicate regularly with the school community regarding its goals and activities on behalf of the school.

HEALTH/MEDICAL

Administration of Medication

It is diocesan policy to discourage the taking of any oral medication during the school day. In a case of unique circumstances which would require administration of prescribed medication to students, the cooperation of physicians, parents, and school personnel in overseeing the administration is necessary. We are governed by strict regulations by the State of Ohio in this regard. When a student is so ill that oral medication is temporarily required, parents/guardians should consider keeping the student at home until the need for medication is eliminated. In those special cases where a student is directed by his/her doctor to take prescribed oral medication during the regular school day, and a parent cannot come to school to dispense it, the following rules must apply.

To dispense prescription medication it is necessary to have:

- the physician's and parent's written request using the authorization form which can be obtained in the school office. A copy is provided in the back of this handbook and is also posted on the school's web page. This form may be faxed to the school office at 419.531.5140. When taking a ill child to the physician, it may be advisable to take along an authorization form in case the doctor wishes to have the child medicated during school hours.
- the medication in the original prescription container.
- specific information concerning school dispensing (i.e. dosage, date/s, time, side effects, etc. must be indicated on the physician and parental forms)

Failure to secure physician/parent permission before dispensing medication could be interpreted as practicing medicine and is therefore prohibited by law.

The medication will be locked securely in the school office until the proper time for distribution. Under no circumstances should a student retain any medication on their person during the school day to self-medicate. The only exception is an asthma inhaler and again there must be the proper documentation from the prescribing physician. We do ask that the students who self-administer asthma inhalers report to the office so that the accurate time of the administration can be logged for documentation.

Over-the-counter medications can be dispensed for a one-time or short-term dose if absolutely necessary with a written parental request form. These medications (pain relievers, allergy or cold preparations) will need to be brought in by the parent.

- Exact dates, times, and dosage will need to be specifically noted.
- If a child is known to need these medications as necessary on a regular basis, a physician's form giving the school personnel permission for dispensing is needed.
- Even over-the-counter medication must be labeled with the child's name, age, and grade.
- Medications will be safely locked in the nurse's office and returned when no longer needed or at the end of the school year.

Only in cases of emergency (i.e. severe allergic reaction or extremely high fever), will a verbal (phone) authorization for medication be accepted.

In the event that a child taking medication is away from the building, the medication will be entrusted to the teacher for proper handling and administering. If a physician has prescribed medication on a regular basis, it is important that this medication be administered even if the child is away from the school building.

Acquired Immune Deficiency Syndrome

Children with AIDS shall be allowed to attend school in a regular classroom setting according to the guidelines set forth in the Toledo Diocesan General Policy on AIDS.

Contagious Disease

If a student has a contagious disease, including a cold/cough or fever, the student should be kept home. Giving medication to reduce the fever before school, enabling the child to come to school, does not make the child non-contagious. It merely makes him/her more comfortable.

Any time a student is suspected of having a contagious disease, the student is isolated in a safe location within the school building. Parents are notified immediately. If parents cannot be reached, the school will follow the directive written by parents on the child's Emergency Medical Form.

In case of contagious disease, parents are to consult with their family physician to determine when it is permissible for the child to return to school. Parents are asked to inform the school at the outbreak of a communicable disease

If a child is absent from school due to illness, he/she may not participate in other school related events on that day. A student's health is very important and takes priority over other events.

Emergency Illness or Injury during the School Day

Should a child become ill during the school day, every effort will be made to contact the child's parent/guardian. If we are unable to reach the parent/guardian, the authorized person(s) on the Emergency Medical Form will be contacted.

Any child who leaves during the school day must be signed out in the office.

Students sometimes receive minor injuries while they are at school. Many times these injuries can be handled with ordinary First Aid measures. If there are injuries that require more attention, or require the attention of a physician or close monitoring, the student's parent will be informed of the injury and its extent, what course of action is recommended and what the assessment of the injury is. Parents may be asked to come to the school to pick up the student in those cases.

Emergency Medical Authorization Forms

Each school is required by law to provide an Emergency Medical Authorization form to the parent/guardian of every child in the school. Part I or Part II must be completed, signed and returned to the school. Any new information, such as changes in phone numbers, emergency contacts, place of employment, etc. needs to be reported to the school office as soon as possible. These forms will help the school staff make decisions concerning medical emergencies in the event that the parent/guardian cannot be reached at the time of emergency.

A copy of the Emergency Medical Authorization Form is posted on the school's web page.

EACH year you receive 1 copy PER CHILD of our Emergency Medical authorization form. We are required to have this information on file and correct for each child. We require that you complete one copy each year—one of these copies remains in the school office and the other accompanies your child whenever they leave the building for field trips etc. Students who have missing or incomplete information will be excluded from school after a set date until this information is complete. THIS IS FOR THE SAFETY AND PROTECTION OF YOUR CHILDREN.

Health Records

Physical and dental examination forms and immunization records are required to be kept on file at school. Students must have all the required immunizations recorded on their health forms or face exclusion from school until such time as they are complete. Upon request, health records will be transferred from a previous school.

All students must be in compliance with the immunization requirements set up by the State in the *Ohio Revised Code*. The school nurse keeps record of students' immunization dates on file. Physical Examination forms required for preschool and kindergarten must be signed by the physician and include the month, day, and year of all immunizations. Children without required immunizations are not permitted to attend school. The nurse will notify parents when a child is lacking any of the immunizations required by law.

- a. Four or more DPT shots (one after age 4)
- b. Three or more Oral Polio vaccine
- c. One MMR (MEASLES, MUMPS, RUBELLA) after age 1 and before grade k
- d. Three doses of Hepatitis B immunizations
- e. Two doses of varicella (chicken pox) before K
- f. One meningitis vaccine before 7th grade (New in 2016)

If there is some pertinent information regarding the health of a child (allergies, diabetes, fainting, hearing, etc.), parents are asked to inform the school so that we may properly respond as the need arises.

Students whose parents present a written statement documenting any or all immunizations are objectionable for religious reasons or other reasons of ‘good cause’ may be exempt from the Code.

SAFETY

Walking to and from School

Any student walking to or from school, are required to provide written parent/guardian permission to do so. Any student riding a bicycle to school must also provide written permission from parents to do so. Students must park and lock the bicycle in the area provided for that purpose. Skateboards, roller blades and shoes with “wheels” in them are not permitted on the school grounds.

Child Abuse Regulations

Teachers have a grave responsibility to report any suspicion of neglect or abuse. When suspected child abuse or neglect is reported, the Children’s Protective Services (CPS) Agency begins investigations to determine if the circumstances as described pose an immediate threat of harm to the child’s health and well being. Rules further require the CPS worker to make face-to-face contact and interview the alleged child victim. A frequent practice has been to interview the child during school hours and on school property. The rationale is that this permits interview of the child in a non-threatening environment without influence of the alleged perpetrator.

St. Benedict Catholic School supports an opinion issued by the Ohio Attorney General (OAG op. No. 82-039) which supports the right of a board of education to require, by rule adopted pursuant to Section 3313.20, that an investigator from a public children’s service agency obtain parental consent or permit a school official to be present before allowing the interview of an alleged child victim. If the caseworker does not wish to conduct the interview in the presence of school personnel, the worker may opt to interview the pupil during non-school hours or to obtain documentation necessary to remove the child from the school premises.

Crisis and Site Emergency Plan

Being prepared for all forms of school emergencies both natural and human related is imperative.

- a. All parents, volunteers, and guests must check into the school office upon entering the building, identify themselves, prior to visiting any classroom or making contact with any child.
- b. Enter the building via the main door nearest the office and identify yourself and be buzzed in
- c. An “Emergency Team” composed of five school personnel has been established to take the lead in addressing a crisis.
- d. In the event that it would be necessary for the students to evacuate the building, they would move to Hawkins School on Bancroft.

- e. Each teacher is responsible to carry emergency forms including phone numbers in the event of an evacuation.
- f. A copy of the school's floor plan is on file with both the Toledo Police and Fire Departments.
- g. Several of the St. Benedict School staff have been trained in the A.L.I.C.E. program of response to crisis.

Field Trips: Drivers and Permission Forms

As part of the educational services of the school, children often participate in field trips. Field trips are a privilege and students may be denied participation if they fail to meet academic or behavioral requirements.

Permission slips are sent home for parent signature. Students who fail to submit the form provided by the school will not be allowed to participate. Phone calls are not acceptable in lieu of submission of the signed field trip permission form. The signed official permission slip may be faxed to the school office—419-531-5140. A blank copy of the official permission slip can be obtained from the school office.

Unless the field trip activity requires different clothes, students are expected to wear proper St. Benedict Catholic School uniforms and behave in a manner to bring respect and credit to the uniform and the School.

Children not currently enrolled at St. Benedict Catholic School are prohibited from participating in any field trip.

All drivers and students being transported on a field trip **must be wearing a seatbelt**. Children **may not** be doubled up in a seatbelt at any time. All laws regarding car seats and booster seats for children will be strictly followed. Students not in appropriate legal car restraints will not be able to attend the field trip.
CAR SEAT REQUIREMENT: Ohio Law: ANY child under 4 must ride in a car seat fashioned with a seat belt. Additionally state law requires any child weighing 40 pounds or less to ride in a car seat as well.

BOOSTER SEAT: Children between the ages of 4 and through age 7 must sit in a booster seat equipped with a seat belt. This also applies to a child of any age who is shorter than 4 feet 9 inches.

Any adult who drives or supervises on a field trip **must** have in our files a copy of fingerprinting, background check, and a certificate of completion of Protecting God's Children and the signed diocesan standards form. This information can be located at www.virtusonline.org. In the event these are not complete, another unrelated adult who has met these requirements must accompany them. All drivers must also provide proof of insurance.

In order to preserve the safety of the students it may be necessary to cancel, delay the start of, or postpone a field trip at the last minute due to inclement weather or other factors. Please respect the decision of the administration and faculty on this matter---the safety of the students and their families will always be our first consideration.

There will be occasions when we have to limit the number of drivers chosen for a field trip. Many times places have limits due to cost and space. Please understand it is not always our choice.

Fire, Tornado, and Lockdown Drills

Fire Drills are held throughout the instructional year. The teacher will be the last to leave the room and close the door. The children will file out in silence to their assigned areas. Roll call is taken and the information is relayed to the principal.

New Ohio legislation makes regular tornado drills mandatory for all schools. Tornado drills are held during September, March, April, and May. All children move to assigned places given in September and take the proper tornado drill position: crouched down on their knees with their heads down, and their hands locked behind their heads. Roll call is taken and the information is relayed to the principal.

Evacuation procedures and exits for tornado, fire drills, and other emergencies are posted in each classroom.

Parking

Parking is not permitted at the Olimphia Road entrance to the school building nor on the sidewalk area in front of the church. That area is reserved for the safe arrival and dismissal of the school busses. Additionally, no cars may be parked directly near the school building in the south parking lot.

We ask that you not leave any unattended vehicle with the motor running in our parking lots.

Playground

For the safety of all of the children, we have a set of procedures that are to be followed by everyone using the play areas. The principal and playground supervisors are the authorities while on the playground. Discipline problems may be brought to the attention of the principal or classroom teacher and then a proper course of action will be taken.

Failure to comply with the stated procedures will result in appropriate consequences according to the Code of Conduct.

Supervision of Students

Teachers are responsible for supervision of students during the academic day, beginning at 7:40 when students are permitted to go to the classrooms.

The following are items of general concern which teachers will enforce in their classrooms:

- a. Sitting on desks, bookcases, heat vents, and tables is not permitted by students or teachers.
- b. Unauthorized eating or chewing gum in the classroom is not permitted. Care and respect for the classroom environment is expected.
- c. Classroom teachers will instruct and direct students in the appropriate procedures related to all aspects of the school day.

All movies viewed in the classroom must have a “G or PG” rating and have an educational purpose. In rare cases, a selection may not meet these criteria. In such cases, parents will be notified in writing stating the name of the movie and the purpose for viewing. Parents will be asked to give written permission allowing his/her child to view the movie.

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.

Transportation

St. Benedict Catholic School students may be entitled to transportation through the public school district in which they live. The public school will make the eligibility determination based on location and distance from school.

Public school districts *will not* transport students from districts other than their own. This includes times when students want to take the bus home with another student.

Visitors

Visitors are always welcome at St. Benedict Catholic School. However, as a courtesy to our teachers and to insure the safety of our children, we require **all** visitors (including parents) to sign in at the school office. The only door that provides entrance to the school is the door nearest the school office and that is kept locked. Please ring the bell, identify yourself and be buzzed into the building through the tower wing.

Arrangements to visit a class must be made with the principal and teacher in advance.

Volunteers

As good stewards, we ask that our parents and school families contribute through sharing of time and talent, as well as treasure. There are many ways in which parents and families can give valuable assistance to the school. Each year, families will be given a list of volunteer opportunities and a volunteer form complete. In this way, parents may choose the means to assist the St. Benedict School community that best meet their family circumstances.

All volunteers who work directly with students are required to have on file in the school office the following documentation: Protecting God's Children certificate, proof of fingerprinting and background check, and the signed form required by the Diocese.

STUDENT PREGNANCY POLICY

In the case that a student becomes pregnant, it is the policy of St. Benedict Catholic School that the students will not attend formal classes. Academic work may be completed in any number of settings: private tutor, home schooling, or alternative learning settings. We at the school will help wherever possible with educational choices made by the student's family.

TUITION AND FEES

Private schools are funded and supported through tuition, fund-raising, endowment, and grants. Each school is responsible for the total cost of education. Therefore, each family who chooses Catholic education should consider the payment of tuition a responsibility and a priority.

Tuition is determined each year by the St. Benedict Catholic School Board of Trustees based on the projected per pupil cost and the amount of financial support from both Our Lady of Lourdes and Little Flower parishes. To be eligible for scholarships offered by the parishes, families must be registered and make a commitment to worship regularly with the parish community and to contribute time, talent, and treasure in support of the life of the parish. Families who are not registered members of either parish will be charge a tuition rate that is more closely aligned with the full per pupil cost but may also apply for available scholarships. Each parish determines its policies for financial assistance. Parents should contact the school principal for information related to other resources of assistance.

Payment options are described in the registration packet. Currently, there are two methods of payment:

- Prepaid – Full payment made at the time of registration
- FACTS Management Service – a monthly electronic deduction from your bank account

DELINQUENT TUITION POLICY FOR ST. BENEDICT CATHOLIC SCHOOL

- At first notice of delinquent tuition, a letter from the business office will be sent out.
- After 1 week with no response from the family regarding the certified letter, the family will receive a phone call from their respective business manager.
- Finally, after one week without a response to the prior phone call, the Superintendent will call and inform the family that the children will not be allowed to attend school or any school activity until the tuition bill is caught up.
- At the end of each quarter or school year, grades, transcripts and other records will be withheld and access to grades blocked if all financial obligations are not met. This includes tuition, library fines, textbook damage fees and any and all outstanding co-curricular fees and materials.
- When a student withdraws during the quarter, tuition for the remainder of the year will be retained by the school or collected if the family is utilizing FACTS.

WEATHER – SCHOOL DELAYS AND CLOSINGS

Generally St. Benedict Catholic School follows the same procedures as **Toledo Public School** regarding weather-related delays and closings. Any weather-related delays or closings will be announced over the local TV and radio stations under the umbrella statement: Toledo Public or Toledo Catholic Schools are delayed or closed. You will not hear St. Benedict Catholic School named individually. Please listen to your TV or radio for this announcement and refrain from calling the school or parish rectories. We receive our information in the same way you do.

A 2-hour delay means that the building will not be opened until **9:30** with classes beginning at **10:00am**. Please do not attempt to drop your students off at the regular time. *No one will be here to supervise the children.*

There will be **no** Extended Care on days when the school is closed!

Weather-related delays or closings are **not** the responsibility of St. Benedict Catholic School Administration. They are the jurisdiction of the Toledo Public Schools Administration. It may happen that St. Benedict Catholic School is in session at regular time and one or more of the other districts that provide bussing to our school are delayed or closed. In the case of a delay, parents who reside in these districts are asked to provide transportation for their children in the morning. If the public school district is closed, parents will need to provide transportation both in the morning and in the afternoon. Parents are cautioned to consider their safety and that of their children above all else.

DISCLOSURE

The principal/minister of St. Benedict Catholic School reserves the right to amend the handbook, dress code and discipline code for just cause. In the event that this should occur, parents will be notified promptly through a communication in the Thursday envelope.

We thank you for your attention to the policies and procedures set forth in this handbook.

May God bless you and your family.

St. Benedict, pray for us!



St. Benedict
CATHOLIC SCHOOL

Appendix A

Acceptable Use Policy St. Benedict, Toledo

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; Rome, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At St. Benedict Catholic School, Toledo, students are not allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored in the student’s bookbag or in a specific place as designated by the school. A violation of this policy will be grounds for severe discipline, loss of privilege of use of ANY school related technology up to and including immediate removal of a student.

The following policy applies to school computers, technological devices, and network and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of St. Benedict, Toledo must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this Handbook is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts.

III. Acceptable Uses

An acceptable use is one that is for educational purposes. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/Superintendent and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

A. Safe Communication

- 1) *Personal Information:* When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.
- 2) *Meetings:* Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

B. Netiquette

- 1) *Behavior:* Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

C. Copyrights

- 1) *Honesty:* Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

IV. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of St. Benedict Catholic School, Toledo in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (or Technology Coordinator). Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

A. Recording devices

- 1) *Messaging:* Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
- 2) *Prohibited Areas:* Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) *Sexting:* Students are not permitted to “sext” or transmit other sexually oriented images.
- 4) *Permission:* Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

B. Downloads

- 1) *Games:* Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) *Viruses:* Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

C. Unauthorized Access

- 1) *Bypasses:* Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts:* Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including online school resources such as Powerschool, Edmodo, or Moodle.
- 3) *Mobile Hotspots:* Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.

- 4) *Proper Action to Take:* If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) *Internet Access:* Students are not permitted to connect to the internet through a source other than the school's specified provider. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

D. Other Actions

- 1) *Employees:* Students should not email or post to webpages or blogs images, photos, or video of employees of the school.
This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities:* Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) *Defamation:* Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking:* Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, and Myspace) unless for academic purposes as specified by the supervising teacher.
- 5) *Tampering:* Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 6) *Inappropriate Material:* Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) *Cyberbullying:* Cyberbullying is strictly prohibited.
- 8) *Jailbreaking:* Students are not permitted to "jailbreak" school-provided devices (or do any similar process that wipes clean the hard drive of a device).

V. Content of Policy

A. Review and Revisions

- 1) *Current Policy:* Signed Acceptable Use Policies will be kept on file at (SCHOOL NAME, CITY).
- 2) *Updating the Policy:* Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

Appendix B

Internet Safety Policy St. Benedict, Toledo

The Handbook signature page must be returned as part of the student/staff profile. Please read this document carefully before signing.

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; Rome, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Internet Safety Policy is to provide the school’s approach to Internet safety and security and provides overarching themes for how St. Benedict Catholic School, Toledo will handle these issues rather than presenting a guide for students on the day-to-day operations of the school network, computers, and proper usages (this can be found in the Acceptable Use Policy, which complements this document). St. Benedict Catholic School, Toledo recognizes that students must act responsibly and will hold students accountable for their actions in attempting to uphold the Internet Safety Policy.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of St. Benedict Catholic School, Toledo.

It is the policy of St. Benedict Catholic School, Toledo to:

- 1) Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;
- 2) Prevent unauthorized access and other unlawful online activity;
 - 3) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- 4) Comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to the Internet, all students of St. Benedict Catholic School, Toledo must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this Handbook indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

St. Benedict Catholic School, Toledo reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following “Definitions” section for the sake of clarity.

III. Definitions

- 1) A *user* is defined as any student, faculty, or staff member using the technology resources at St. Benedict Catholic School, Toledo.
- 2) (CIPA) A term *minor* is defined as any individual who has not attained the age of 17.
- 3) (CIPA) The term *harmful to minors* means a picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

IV. Internet Terms and Conditions

A. Safety

- 1) *Promotion of Internet Safety*: To the extent practical, steps shall be taken to promote the safety and security of users of the St. Benedict Catholic School, Toledo online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- 2) *Personal Information*: St. Benedict Catholic School, Toledo encourages minors to be safe and take responsibility for their actions on the Internet. When using the computer network and Internet, minors should not reveal personal information about themselves or any other minors such as home address, phone number, full name, or any other identifying information.

B. System Security

- 1) *System Bypasses*: St. Benedict Catholic School, Toledo treats security on any computer system as a high priority. Users should notify a teacher if a problem or potential bypass of security systems is detected. St. Benedict Catholic School, Toledo strictly forbids students from accessing another individual's account and/or tampering in any way with the personal emails, files, or data belonging to another person.
- 2) *Hacking*: As required by the CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online.

C. Inappropriate Material

- 1) *Final Say*: The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final. These same authorities will be consulted to determine what matter is inappropriate for minors.
- 2) *Material*: St. Benedict Catholic School, Toledo prohibits students from transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyberbullying or illegal materials. Reasonable measures will be enforced to prohibit students from obtaining inappropriate material online.
- 3) *Liability*: St. Benedict Catholic School, Toledo makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Benedict Catholic School, Toledo assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. St. Benedict Catholic School, Toledo specifically denies any responsibility for the accuracy or quality of information obtained through its services.

D. Copyrights

- 1) *Plagiarism*: St. Benedict Catholic School, Toledo's honesty policy applies to the internet as well. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

E. Technology Protection Measures

- 1) *Filters*: To the extent practical, St. Benedict Catholic School, Toledo shall use technology protection measures (or “Internet filters”) to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures while the school computers with Internet access are being used.
- 2) *Research*: Subject to staff supervision, St. Benedict Catholic School, Toledo will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purpose.

F. Privacy

- 1) *Monitoring*: The Computer Teacher (or Technology Coordinator) and administration will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information insuring system integrity and responsible use of the system. A log will be kept of all Internet use by students, faculty, staff, and administration, and all activities will be monitored.
- 2) *Supervision by Staff*: It shall be the responsibility of all members of the St. Benedict Catholic School, Toledo staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

G. Education

- 1) *Age Appropriate Training*: The Technology Director/Computer Teacher (or Technology Coordinator) will provide age-appropriate training for students who use the Internet facilities of St. Benedict Catholic School, Toledo. The training provided will be designed to promote the school’s commitment to:
 - a. The standards and acceptable use of Internet services as set forth in this policy
 - b. Student safety with regard to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while online, on social networking sites, using email, or in chat rooms
 - iii. Cyberbullying awareness and response
 - c. Compliance with the E-rate requirement of the CIPA

H. Content of Policy

- 1) *Current Policy*: Signed Internet Safety Policies will be kept on file at St. Benedict Catholic School, Toledo.
- 2) *Updating the Policy*: This policy may be updated when new or changing technology warrants.

V. Loss of Privileges

Any violation(s) may result in a loss of computer access up to and possibly including suspension or expulsion, as well as legal action. Users are considered subject to all local, state, and federal laws.

Appendix C

Discipline Code St. Benedict, Toledo

We strive to accentuate positive reinforcement for appropriate behaviors. However, there are times when negative behaviors require intervention. To this end we will be using a CITATION SYSTEM.

CITATIONS are notices sent home to apprise parents of a problem with behaviors at school. They are to be signed and returned the next day.

Working together with parents, the faculty can help the student to make better choices in the future.

WHEN A STUDENT HAS RECEIVED 5 CITATIONS IN ANY GIVEN QUARTER THE STUDENT WILL BE REQUIRED TO SERVE A DETENTION ON THURSDAY. Detentions will not be held on other days of the week.

Keeping in mind the age/maturity levels of the children the detentions will be for the following time increments:

Students in K-2 will serve a 30 minute detention

Students in 3-5 will serve a 45 minute detention

Students in 6-8 will serve a 60 minute detention

Detentions will be supervised by teachers on a rotating basis and will be held in the room of the supervising teacher.

The school must know how the students will get home from detentions. Please send a note to the teacher to tell them. Any student not picked up from detention at the appropriate time will be sent to Extended Care for supervision.

The following is a list of behaviors warranting citations and the number of citations that will be given.

1 Citation:

Late to class (more than 2x per week)

Failure to return signed papers

Outside the classroom without permission

Deliberate Disobedience

Violation of the dress code

Chewing gum or candy

Misuse of school property

Excessive talking and/or misbehavior

Unprepared for class

Excessive Tardiness (2x per week)

3 Citations:

Throwing any object
Misbehavior in Church, bus, playground, restroom, lunchroom
Conduct unbecoming a Christian student

5-10 Citations:

Cheating
Verbal Harassment of a student
Lying to any teacher or other adult
Bullying
Forging any document
Disrespect to any school personnel
Stealing
Fighting/Physical entanglements
Damaging school property
Profanity
Forging a parent signature
Deliberate injury to another student
Unauthorized/inappropriate use of cell phone technology
Did not appear for detention

10 Citations:

Possession of matches or other items capable of igniting a fire.
Leaving ground without permission
Physical and sexual harassment
Threat to anyone from the St. Benedict Community.

Students in grades K-5 will have all citations removed at the end of each quarter.
Students in grades 6-8 will have citations removed at the end of the semester.

When a student has accumulated

15 citations in any given quarter a conference will be arranged with parents, principal, and teachers to discuss behaviors and to avoid further problems.

When a student has accumulated **20 citations** in any given quarter the student will be required to serve a **ONE DAY IN SCHOOL SUSPENSION**. This will be supervised by a certified teacher and the parents of the student will pay for the substitute teacher.

A meeting will be held with the teacher, principal, student and parents before the student returns to class. The student must complete all missed work.

Any student who received in excess of 20 citations in a given quarter will be required to meet with the teacher, principal, and superintendent of St. Benedict to discuss along with the parents the continued attendance of the student at St. Benedict Catholic School.

The final recourse of discipline matters resides with the Superintendent of St. Benedict Catholic School.

Appendix D

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 1 st . 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.



St. Benedict
CATHOLIC SCHOOL

*Please complete
and return this page to the school office*

I have reviewed the St. Benedict Family Handbook with my child and agree to abide by all the policies, procedures and expectations of St. Benedict Catholic School.

Family Name (PLEASE PRINT)

Parent/Guardian Signature

Date _____

Student Signature & Grade

Grade _____

Student Signature & Grade

Grade _____

Student Signature & Grade

Grade _____

Student Signature & Grade

Grade _____

