



St. Benedict

CATHOLIC SCHOOL

Preschool

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

5522 Dorr Street Toledo, OH 43615
Phone: (419) 536-1194 Fax: (419) 536-5140

Local Superintendent – Fr. David Nuss

Principal – Mrs. Patrice Tscherne

WELCOME

Welcome to St. Benedict Catholic Preschool. 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 Preschool. 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.saintbenedicttoledo.org.

All parents and students agree, by virtue of their enrollment at St. Benedict Catholic Preschool, 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, 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.

Preschool Curriculum: The preschool program at St. Benedict School is academically structured as required by the State of Ohio. Besides a curriculum that is developmentally appropriate for the preschool child, the curriculum also allows for ability levels and different learning styles. Classroom learning centers allow students to manipulate materials and objects allowing for child development of important basic concepts.

Students in the preschool program study religion, motor skills large and fine motor, language arts, technology readiness, social studies, math readiness, science, music, art, library, dramatic play, and physical education., health/safety, free choice centers, social development, small group/table work and multicultural awareness

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.

PHILOSOPHY

St. Benedict Catholic Preschool 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.

LICENSURE

St. Benedict Catholic Preschool is licensed through the Ohio Department of Education. This licensure is reevaluated and renewed through an annual site inspection. The Preschool License along with any written compliance report or corrective action plan are posted in the classroom. Parents may request copies of the program compliance report at any time from the school office.

ACADEMICS

Curriculum

The curriculum is aligned with the Ohio Early Learning and Development Standards and the Diocese of Toledo Preschool Religion Standards. Students participate in developmentally appropriate practices which include but are not limited to Free Choice Centers, Large and Small Group Instruction, Table Work, and Play. There is an emphasis on Kindergarten readiness for the 4 year olds.

- Religion
- Gospel Guidelines and Lifeskills
- Language Arts
- Math
- Science
- Social Studies
- Music/Art
- Social and Emotional Development
- Physical Well Being and Motor Skills
- Multicultural Awareness
- Approaches to Learning

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. All concerts and musical performances are included on the yearly calendar to help eliminate scheduling conflicts.

Student Services

The State of Ohio provides funds through the Auxiliary Services Program for personnel services. The school nurse is provided to students at St. Benedict Catholic Preschool through this resource.

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.

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 11-12 of this handbook) are part of our philosophy of teaching.

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 preschool. This record contains yearly educational data including standardized test scores, reports of special services received, along with student assessments. 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 Preschool 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, 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

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for all students in the fall--shortly after the end of the first quarter of school and in the spring -after the 3rd quarter. 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.

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 Preschool utilizes an online grading report system. This provides constant, consistent communication with parents/guardians on the progress of their child. St. Benedict Catholic Preschool currently uses Gradelink, yet reserves the right to employ any online grading report system.

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. Please check the monthly calendar for the exact date of distribution. After conversation with your child about his/her performance during the quarter.

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 Requirements

It is necessary for your child to:

- Be three or four years old on or before September 30 of the enrolled school year. An official birth certificate is needed for their file.
- Have a physical and dental history form completed and signed in the office on or before the first day of school
- Be toilet trained- no pull-ups
- Have the necessary vaccinations or immunizations and have written proof signed by the physician-in the school office on or before the first day of school
- Have the required forms and fees completed and into the school office

Non-Discrimination Policy

St. Benedict Catholic Preschool does not discriminate on the basis of race, color, sex, age, or ethnic origin in the hiring of its certified or non-certified personnel. St. Benedict Catholic Preschool abides by the Non-Discrimination Policy established by the Toledo Diocesan Bishop's Education Council. St. Benedict Catholic Preschool recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs, and extracurricular activities. The school is not intended to be an alternative to court or administrative agency ordered, or public school 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
- All forms have been completed and turned in
- 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 preschool, the following items are **required**:

1. Documentation
 - a) Birth Certificate
 - b) Baptismal Certificate for those children who are Roman Catholic and have already received this sacrament.
 - 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 Form.

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 Preschool.

St. Benedict Catholic Preschool promotes and encourages students to continue their Catholic elementary education at St. Benedict Catholic School. Kindergarten registration takes place in February of the preceding school year. Because the class fills quickly, preferential registration will be given to current St. Benedict Preschool students prior to the Open House and open registration.

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 Preschool, 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 Preschool; academic files are forwarded only info money is owed.

ATHLETICS

St. Benedict Catholic School does not provide an opportunity for preschool students to participate in sports. However, through affiliation with Little Flower and Our Lady of Lourdes Parishes students enrolled in grades K-8 have opportunities to participate in sports through the Catholic Youth Organization (CYO) of the Diocese of Toledo,

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. A child can never truly make up a day that he/she has missed.

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 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.**

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. 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 learn and develop. Students arriving after 7:55am are considered tardy and should report to the office to receive an admittance slip. 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.

Child Protection Issues Related to Attendance

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

If parents/guardians plan to be out of town for an extended length of time, parents/guardians are responsible for the child's care and supervision scenarios away from school. The school office and/or the child's teacher must be informed of arrangements for the child's care and the person(s) named to accept responsibility in case of accident or injury.

DISCIPLINE

Introduction

One purpose of St. Benedict Catholic Preschool 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.

St. Benedict Catholic Preschool 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 resulting outcome of all efforts will be realized as our students become reflections of Christ, thus self-regulated and responsible individuals. St. Benedict Catholic Preschool 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 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 School community member, will not be tolerated.

The discipline code applies to all students attending St. Benedict Catholic Preschool; 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 Catholic 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 Preschool 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.

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

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. Students may wear good play clothes, keeping in mind that they will be painting and working with other media, so good dressy clothes are discouraged. School shoes should be of good quality. Students will go outside when the weather permits therefore appropriate outerwear, including hats and gloves when needed, should be worn to school. Please send in an extra set of clothing for accidents and spills.

REST TIME

State Licensing Rules direct that all preschool students have a prescribed rest time.

Students shall be provided a cot to rest as follows:

- 4-year-old students, 45 minutes daily
- 3-year-old students, 1 hour daily

Students need to provide pillow and blanket on their first day of school. Students shall take home the pillow and blanket at the end of each week to be cleaned. They will need to be returned on each Monday.

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 Preschool 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 Preschool follows the Diocese of Toledo Religion Courses of Study for each age 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. 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, and a prayer before each snack.

School Mass

A primary reason for the existence of a Catholic school is practicing the faith. An important part of this faith is our obligation to offer worship to God. The children at St. Benedict Catholic Preschool have the opportunity to worship weekly at school Masses. Preschool students will attend several masses throughout the year. Parents will be informed of these times and are invited to join in these special celebrations recognizing that Holy Communion is distributed to those belonging to and practicing the Catholic faith.

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 own 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 church offering when worshipping with their families each weekend with their faith community.

GENERAL SCHOOL INFORMATION

Arrival and Dismissal:

Parents/guardians of preschool students are required to assist their child's arrival and dismissal from the preschool classroom. Parents/guardians are required to walk their child to the preschool room on arrival. At dismissal, parents/guardians are required to enter the school through the "Extended Day" double doors which face Dorr St. Preschool Staff will allow entry where parents/guardians can make their way to the classroom to release their child from the school's supervision and care.

Extended Day Morning Care

- **Preschool Morning-Care** is available to all students. The preschool Morning-Care is held in the preschool classrooms from 7:00 am-7:50 am. There is no charge for Morning-Care. Parents/guardians must enter through the gym and walk their child to the preschool classrooms. Preschool students cannot be dropped off at the gym; parents/guardians must escort their child to the preschool classroom.

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.

Birthdays, Invitations, Parties

Birthdays:

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;

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 balloons, flowers, etc. to your child at school. Such items cannot be transported home effectively and safely.

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 will maintain, at a maximum, a teacher/student ratio of 1:12 as required by the ODE licensing rules. Every effort will be made to accommodate every family who wishes to have their children attend St. Benedict Catholic Preschool 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 for all families. 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, (currently Rev. David Nuss, pastor of Little Flower Catholic Church).

State Contact Information

In the event there is a concern or complaint that cannot be resolved after following the above process, it may be reported to the Department Ombudsman (614) 466-0224 or the Office of Early Learning and School Readiness (877) 644-6338.

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

Daily Schedule

- **Half Day Program**
St. Benedict Catholic Preschool offers a half day option for our three olds.
5 days per week for 3 year olds (8:00 am – 11:00 am)
- **Full Day Program**
The full day preschool program is available for both three and four year olds.
5 days per week for 3 and 4 year olds (8:00 am-2:15 pm)

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

- **Preschool Extended-Care** is available to students from 2:30 pm -6:00 pm. The preschool Extended-Care is held primarily in the preschool classrooms, separate from the K-8 extended day program. This service provides the opportunity for games and recreation, snack time and quiet time. Any student not picked up by 2:30 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.**

Extended Day 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. 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.

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

Parents/guardians of students enrolled in full-day preschool are responsible for providing their child an appropriately nutritious lunch and drink as well as an additional snack. 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. Students eat their lunches in the preschool classroom

Students must bring their own lunches **or** purchase in advance the hot lunches or pizza served 3 days a week. They may bring drinks or purchase white and chocolate milk. Lunches brought to school late are to be left in the school office. Lunches will be delivered to the child's classroom.

St. Benedict Catholic School has a hot lunch program provided through the PTO, with proceeds supporting student and school activities.

Pizza Day

PTO also orders pizza from a local pizzeria on Wednesdays. Pizza order forms are sent home and pizza must be pre-ordered and paid prior to the beginning of the month.

The monthly lunch schedule will be posted on the St. Benedict Catholic School web page.

Milk

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.

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 St. Benedict Catholic 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.org. 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, Reverend David Bruning will be superintendent for the 2019-2020 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 an 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 nurse or 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. Children must be fever free for 24 hours without fever reducing medication before they may return to school.

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 exposed to Covid-19, they will need to quarantine for 14 days. Virtual learning for Preschool can take place during that time.

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.

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

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

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 Preschool 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 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.

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 form. 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” 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.

Transportation

Parents must provide transportation for the preschool students.

Bussing is not provided to preschool students.

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.

TUITION AND FEES

St. Benedict Catholic Preschool is funded totally through tuition. The 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. 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.

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 Preschool follows the same procedures as **Toledo Public School and/or Toledo Catholic Elementary Schools** 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 or see St. Benedict Catholic School named individually. Please listen to your TV or radio for this announcement and refrain from calling the school or parish offices. 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.*

Students in the half day three year old program do not come to school on days the school is delayed. 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. 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

*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_____