



St. Benedict  
CATHOLIC SCHOOL

**FAMILY HANDBOOK  
2026-2027**

5522 Dorr St.  
Toledo, OH 43615  
Phone: (419) 536-1194  
Fax: (419) 531-5140  
Website: [www.stbenedicttoledo.com](http://www.stbenedicttoledo.com)

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

## Table of Contents

|                                                                      |    |
|----------------------------------------------------------------------|----|
| <b>Section 1 Welcome</b>                                             | 6  |
| <b>Section 2 Introduction</b>                                        | 6  |
| <b>Section 3 Vision Statement</b>                                    | 6  |
| <b>Section 4 Mission Statement</b>                                   | 6  |
| <b>Section 5 Belief Statement</b>                                    | 7  |
| <b>Section 6 Philosophy</b>                                          | 7  |
| <b>Section 7 Faith Experiences, Gospel Guidelines and Lifeskills</b> | 8  |
| • Students of other faiths                                           | 8  |
| • School Prayer                                                      | 8  |
| • School Mass                                                        | 8  |
| • Reconciliation                                                     | 8  |
| • Sacramental Preparation                                            | 8  |
| • Sunday Worship                                                     | 8  |
| • Theology of the Body                                               | 9  |
| • Lifeskills and Gospel Guidelines                                   | 9  |
| <b>Section 8 Accreditation</b>                                       | 10 |
| <b>Section 9 General School Information</b>                          |    |
| • Daily Schedule                                                     | 10 |
| • Arrival                                                            | 10 |
| • Dismissal                                                          | 10 |
| • After School Extended Day Program                                  | 10 |
| • Birthdays, Invitations, Parties                                    | 11 |
| • Class Size                                                         | 11 |
| • Communication                                                      | 12 |
| • Questions/Concerns (chain of command)                              | 12 |

|                                  |    |
|----------------------------------|----|
| • Lost and Found.....            | 12 |
| • Lunch and Milk Program.....    | 12 |
| • Money and Returned Checks..... | 12 |
| • PTO.....                       | 13 |

## **Section 10 Academics**

|                                            |    |
|--------------------------------------------|----|
| • Curriculum.....                          | 13 |
| • Concerts and Musical Performances.....   | 13 |
| • Homework.....                            | 13 |
| • Work Missed While Absent.....            | 14 |
| • Integrity in Learning.....               | 14 |
| • Artificial Intelligence (AI) Policy..... | 14 |
| • Student Services.....                    | 15 |
| • Teaching Methods.....                    | 16 |
| • Technology.....                          | 16 |
| • Textbooks and Workbooks.....             | 16 |
| • RTI process.....                         | 16 |

## **Section 11 Student Records**

|                                  |    |
|----------------------------------|----|
| • Right to Information.....      | 17 |
| • Student Records and Files..... | 17 |

## **Section 12 Academic Assessment**

|                                   |    |
|-----------------------------------|----|
| • Academic Honors.....            | 18 |
| • Parent-Teacher Conferences..... | 18 |
| • Promotion Policy.....           | 18 |
| • Student Evaluation.....         | 19 |
| • Testing.....                    | 19 |

## **Section 13 Admissions and Withdrawals**

- Student Age Requirement.....19
- Non-Discrimination Policy.....20
- Registration..... 20
- Withdrawal.....20

## **Section 14 Athletics.....21**

## **Section 15 Attendance**

- Attendance Policy.....21
- Family Vacation.....21
- Release of a Student During the School Day.....21
- Tardiness.....22
- Truancy.....22
- Student Protection Issues Related to Attendance.....22

## **Section 16 Discipline**

- Student Behavior.....22
- Citation Policy.....22
- Demerit System Grades K-8.....23
- Demerit Accumulation Scale.....23
- Updated Policy on Bullying.....23
- Detention/Probation/Suspension/Expulsion.....24
- Parent/Guardian/Adult Behavior.....25
- Searches.....26
- Corporal Punishment.....26
- Gang Policy.....26
- Telephones/Cell Phones.....26

**Section 17 Dress Code**

- Uniform Philosophy/Dress Code.....27
- Girls Uniforms.....28
- Boys Uniforms.....29
- Summer Uniform Options.....30
- Non-uniform Days.....30

**Section 18 School Advisory Council.....30**

**Section 19 Heath/Medical**

- Administration of Medication.....30
- Acquired Immune Deficiency Syndrome.....32
- Contagious Disease.....32
- Emergency Illness or Injury During the School Day.....32
- Emergency Medical Authorization Forms.....32
- Health Records.....32
- Required Immunizations.....33

**Section 20 Safety**

- Walking to and from School.....33
- Student Abuse Regulations.....33
- Crisis and Site Emergency Plan.....33
- Field Trips, Drivers, and Permission Forms.....34
- Fire, Tornado, and Lockdown Drills.....34
- Transportation.....35
- Visitors.....35
- Volunteers.....35

**Section 21 Tuition and Fees.....35**

**Section 22 Weather School Delays and Weather.....36**

Section 23 Policy Statement on Gender Related Issues.....36

Section 24 Disclosure.....37

**St Benedict Catholic School**

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

*Principal – Mrs. Kristen Johnson*

---

**Section 1: WELCOME**

Welcome to St. Benedict Catholic School. This school was 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 students entrusted to us. As parents and guardians, you are integral to the academic success of your students and to the well-being of this school community. We value and cherish this partnership.

**Section 2: INTRODUCTION**

This handbook is designed to give you and your student information regarding St. Benedict Catholic School. Please read it carefully. Keep this handbook in a convenient location for quick and easy reference. It is also posted on our website [www.stbenedicttoledo.org](http://www.stbenedicttoledo.org)

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 student 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.

**Section 3: VISION**

St. Benedict Catholic School will become the Catholic School of choice to which parents send their student for spiritual formation and education. Our school with its 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 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.

**Section 4: MISSION STATEMENT**

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

## **Section 5: BELIEF STATEMENT**

### **Different by Design**

We believe that the existence of our school comes from the strength of our Catholic faith in partnership with our families.

The foundation of our school is rooted in the Catholic Faith and is integrated across the curriculum. We take pride in being different by design and anyone who visits St. Benedict will recognize that distinction.

### **Live**

We believe it is imperative to help students live Gospel values. Through service we promote the personal, emotional and spiritual growth and development of each student. That growth is encouraged through service projects, the study of the spiritual and corporal works of mercy, and the practice of life skills through mentorship.

### **Learn**

We believe it is crucial to teach through the lens of ministry and service. As teacher-ministers it is our blessing and responsibility to help students not only to achieve their academic goals, but to realize their God-given gifts and talents.

### **Love**

We believe that in order for students to be united as a community they must feel love from our teachers, staff, parishes, and their peers. With love we guide the students through obstacles and challenges, both academic and personal. We provide the students the tools and resources they need to persevere through difficulties with compassion and support

## **Section 6: PHILOSOPHY**

St. Benedict Catholic School exists to assist the parents, the primary educators of their students, in their mission to educate and direct the spiritual and intellectual development of their student.

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

We will maintain a staff of qualified, certified educators, dedicated to and motivated by this common purpose--to help the student 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 students 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—living, loving, and learning all that God has revealed to us in Scripture.

## **Section 7: FAITH EXPERIENCES, GOSPEL GUIDELINES AND LIFESKILLS**

Our faith experiences and adherence to the gospel values and life skills are what sets St. Benedict students apart. The formal study of the catholic religion is an integral part of Catholic education. It is, therefore, essential that every member of this school community participates in religion classes. The goal of our school is to form the character of the students with an understanding of human dignity.

### **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**

The existence of a Catholic school is the passing on of the faith. An important part of this faith is our privilege to offer worship. The students 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.

### **Reconciliation**

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

### **Sacramental Preparation**

Parents are the initial and most important educators of their students - 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 student 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 students to receive the sacraments. Our 2<sup>nd</sup> grade students prepare for and receive First Reconciliation and First Eucharist. Confirmation is scheduled on a yearly basis for our 8<sup>th</sup> grade students.

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 student’s home parish. Celebration of Confirmation will take place as a group at Queen of the Most Holy Rosary Cathedral.

### **Sunday Worship**

In keeping with the third commandment of God, “Remember to keep holy the Lord’s Day,” parents are strongly encouraged to worship with their students each weekend with their church 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 7<sup>th</sup> and 8<sup>th</sup> 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.

### **St. Benedict Students will exemplify:**

#### **5 Gospel 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, to keep trying,
- **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

## **Section 8: 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 five years. This process meets the requirements to maintain the school's charter with the State of Ohio.

## **Section 9: GENERAL SCHOOL INFORMATION**

### **Daily Schedule**

The school day is from 7:50-2:30 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 7:50.

Each day begins with prayer together and announcements. We expect everyone, including visiting parents and other adults, to 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.

### **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 7:50am. Families arriving at this time or later must enter through the Tower door (south side) which has a buzzer entry system.

### **Dismissal**

Starting at 2:30pm, the day concludes with prayer and announcements.

Depending on the mode of transportation, students are released systematically after prayer and announcements. We will dismiss ALL CAR students from the gym. Students who ride the bus will be dismissed through Door 13 on the Dorr St. side of the building. Students who attend Extended Care will be escorted to the Extended Day Care room. Parents who are picking up their students park in the church lot using the spaces in the middle and walk to the safe area marked with traffic cones. Students will not be permitted to go directly to the car.

Any student not picked up by 2:35 when all buses have been called will report to Extended Care and parents will be billed for the time that their student uses Extended Care. **FOR REASONS OF SAFETY AND SECURITY, STUDENTS WILL NOT BE PERMITTED TO WAIT FOR PARENTS IN THE PARKING LOTS, IN THE GYM, OR BY THE EXIT DOORS AFTER 2:35pm.**

### **After School Extended Day Care Program (EDP)**

After school student 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 per hour basis. Rates are published on Extended Care paperwork at the beginning of the year.

Records are kept daily and invoices for the services are sent **each** week via email from the Business Office. *Payment for these invoices should be made to the school office or made online.* There is a \$5.00 late fee charged for every week that a payment is late.

Families who owe more than \$200 for Extended Care services will not be permitted to use the program until the account is below that amount. If there are outstanding balances over \$200 at the end of a quarter, the student's report card will be withheld until the account is below that amount.

Please use Door 13 to pick up students from K-8 Extended Day and Door 2 to pick up students from Preschool Extended Day. Ring the doorbell located in the box by the door and an Extended Day employee will buzz you in.

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 student's approved "pick up list" will be picking up your student from Extended Care.

Extended Day forms are part of the enrollment packet and filled out with enrollment papers through FACTS. If you decide to have your student attend EDP, the first day that your student 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.

### **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.

June, July, and August birthdays are celebrated in the months of January (June), February (July), and March (August); ½ birthdays for K-8 only.

Please check with your child's teacher for their individual classroom birthday treat policy for what types of treats are allowed.

**Balloons, flowers, etc. for a student's birthday are not allowed.** 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, invitations will not be given out at school. The school office and the classroom teachers do 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. 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 Directors to guide class size and staffing decisions. Every effort will be made to accommodate every family who wishes to have their students 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 students entrusted to our care.

## Communication

Each Thursday, a newsletter will be sent home via the email listed in your FACTS account. This newsletter will contain information about upcoming events at school. In addition, a monthly calendar is sent home both digitally and in the brown envelope that is sent home periodically with paper copies of documents. The brown envelope will be sent home with the oldest student in the family.

Each teacher will send home communication about their classroom as they deem appropriate. It is up to the discretion of the classroom teacher how and when classroom communication takes place.

## Chain of Command/ Questions and Concerns

**Following the chain of command demonstrates respect for all those involved.**

From time to time, questions or concerns may arise regarding school and you will need to contact your student'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. If you need to contact the classroom teacher about a question or concern, please email them.  
**Teachers will respond when they are able to do so. Please give teachers 24 hours from your email to respond.**
- 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 resolved at this point, contact the local superintendent.

## Lost and Found

*Please take time to write your student's name all are articles of clothing and personal items.*

Lost articles are turned into the office. Several times through the year, these items are displayed in the hallway of the gym to be claimed. Any article of clothing not claimed will be donated to charity.

## Lunch and Milk Program

St. Benedict Catholic School has a hot lunch program provided through the school and 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. Hot lunch is purchased on a monthly basis. Milk is purchased on a quarterly basis.

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 student's classroom.

**Meal delivery services such as but not limited to, DoorDash/UberEats/Grubhub/Postmates/Etc are Prohibited. Parents may NOT use these services to have lunch delivered to school for their child.**

## Money and Returned Checks

When sending money for anything with your student, **please** be sure that it is in an envelope, clearly marked with its purpose, the student'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. Per school policy 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.

If 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. These activities will be designed 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 students. 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.

## **Section 10: ACADEMICS**

### **Curriculum**

The curriculum for St. Benedict Catholic School is based on the Courses of Study developed by the Diocese of Toledo. 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 will be definite, flexible and planned according to the needs and abilities of the student. In general, homework will:

1. Help the student 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 student has studied during the day.
4. Help the student develop time management skills that are critical to future success.

Each classroom will display the daily assignments. Students will be expected to enter those assignments in their student planner.

### **Families play a key role in assisting students to develop positive homework habits by:**

- Being in daily communication with your student regarding homework assignments
- Helping your student establish a homework routine
- Notifying a teacher in writing or email if an emergency made it difficult for your student to complete homework
- Regularly checking FACTS for late or missing work.

Teachers will establish a homework policy within their own classrooms and communicate expectations to students and parents at the beginning of the school year. The policy includes consequences for students who do not complete or turn in assignments when they are due.

### **Work Missed While Absent**

Students will have one day per day absent to complete and turn in all work due to an absence. For example, if a student is absent for three days, they have three school days to complete their absent work. Each teacher will establish their own policy in their classrooms to address the consequences if the absent work is not turned in on time. Please discuss any reason that will make it difficult for your student to complete the work in this time frame with your student's teacher.

### **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

### **AI (Artificial Intelligence) Policy**

#### **Purpose and Philosophy**

At St. Benedict Catholic School, we recognize that technology plays an increasing role in the lives of our students. As a Catholic school, we are committed to nurturing the intellectual, moral, and spiritual development of our students in alignment with our faith. The responsible use of emerging technologies, including Artificial Intelligence (AI), must reflect Catholic teachings on human dignity, truth, and the formation of virtuous habits.

### **General Guidelines**

#### **1. AI is a Tool, Not a Substitute for Learning**

AI must never replace human thinking, creativity, or moral responsibility. Students are expected to engage in authentic learning, guided by the belief that each person is created in the image of God with the capacity to reason and grow.

#### **2. AI Use is Not Permitted Without Explicit Permission**

Students in Grades K–8 may not use AI tools (e.g., ChatGPT, AI-powered writing assistants, image generators, translation tools, etc.) unless under the **direct supervision and guidance of a teacher** for an approved educational purpose.

#### **3. Prohibited Uses of AI**

The following uses of AI are strictly prohibited:

- Using AI to complete homework, writing assignments, or projects without teacher approval.
- Generating inappropriate, misleading, or offensive content.
- Attempting to access or bypass internet filters to use unauthorized AI platforms.
- Submitting AI-generated work as one's own (plagiarism).
- Using AI to deceive, bully, or impersonate others.

#### **4. Permitted Uses of AI (With Supervision Only)**

Teachers may incorporate AI into classroom instruction to:

- Model critical thinking and responsible technology use.
- Support differentiated instruction or provide examples.
- Demonstrate how AI works and discuss its ethical implications.

- Teach media literacy and digital citizenship from a Catholic worldview.
  - Assist students with learning differences in a controlled and transparent manner.
5. **Student Responsibilities**
- Students must be honest about the sources of their work.
  - Students must ask permission before using any AI tool, even for academic support.
  - Students are expected to report inappropriate or accidental use of AI tools to a teacher immediately.
6. **Parental Involvement**
- Parents are encouraged to monitor technology use at home and discuss ethical concerns related to AI.
  - If AI is used at home to support learning, it must be disclosed and approved by the teacher.
7. **Staff Responsibilities**
- Teachers and staff must model the responsible and ethical use of AI technologies.
8. **Disciplinary Consequences**
- Inappropriate or unauthorized use of AI tools will be addressed in accordance with the school's discipline policy. Consequences may include:
- Loss of technology privileges
  - Academic penalties for dishonest work
  - Parent conferences
  - Further disciplinary actions as deemed appropriate

This policy is necessary because ideas and words are intellectual property protected by United States copyright law. Intellectual property 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, for example citations or demerits will be given. 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 (ASP) 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. The school counselor may also assist classes with topics considered developmentally appropriate.

A *Speech Therapist* is at school one day a week. The therapist will screen and provide therapy to students who

are referred and identified through the assessment process.

**These positions are dependent on funding and availability through Toledo Public Schools.**

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

### **Teaching Methods**

Teaching method is a matter of teacher discretion. Teachers seek the most effective means of teaching/re-teaching important concepts to meet the individual needs of students.

### **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 up to and including expulsion.

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 and contain student 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 and Workbooks**

Textbooks are property of St. Benedict School and are for student use. Textbooks should be treated with care. Any textbook returned damaged or beyond normal wear and tear may result in replacement fee to the family.

Workbooks are the property of the student. Students are expected to show proper care for all workbooks. Replacement of lost or severely damaged workbook may result in additional fee to the family.

### **RTI (Response To Intervention) Process**

When a student is struggling academically, there is a process that the school follows to give them the support that they require for learning. This is called our Response To Intervention (RTI) The following tiers are completed in order.

Tier 1- While in a whole group academic setting, if a student needs help, the teacher will give individual help or redirection for each student in their class as needed.

Tier 2- If a student does not respond in a way that is conducive to learning for an extended period of time, the teacher will take the student into a small group or individual setting to reteach the skill or skills to the student. Also, the use of our Title I reading and math tutor will be enacted so the student can learn in a small group setting.

Tier 3- If a student is not responding to individual instruction in both the classroom and with Title I tutoring, it may be necessary to administer testing with our school psychologist with the cooperation of the teacher, Title I tutor, and the parent/guardian of the student.

## **Section 11: 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/guardians of students, and other authorized persons and agencies. Health records folders are maintained separately from the student's academic record. Folders contain all health information and records of all immunizations requested by law and are kept in the Nurse's Office.

Student files are sent to the student'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 student. 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 student'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 to 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 student'
- 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 student'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]).

## **Section 12: ACADEMIC ASSESSMENT**

## **Academic Honors**

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

1<sup>st</sup> Honors = All A's in Core Content Subjects

2<sup>nd</sup> 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.

**Core Content Subjects are Religion, Math, Language Arts, Science, and Social Studies.**

**\*While grades 3-8 use letter grades, grades K-2 use a different grading system. The K-2 system is a skills based system with the letters M-Mastered, P-Progressing, D-Developing, AC-Area of Concern.**

## **Grade 3-8 Grading Scale**

|          |                 |
|----------|-----------------|
| <b>A</b> | <b>100-93</b>   |
| <b>B</b> | <b>92-86</b>    |
| <b>C</b> | <b>85-79</b>    |
| <b>D</b> | <b>78-72</b>    |
| <b>F</b> | <b>71-below</b> |

## **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 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 behavior become unsatisfactory or show marked or sudden deterioration. Parents may also request a conference at any time. To schedule a conference, parents must send a note to the teacher 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 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 student. 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 student 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 regularly .

St. Benedict Catholic School utilizes an online grade reporting system. This provides constant, consistent communication with parents/guardians on the progress of their student. 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 student'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 FACTS, yet reserves the right to employ any online grading report system. You will receive the access code to view FACTS within the first two weeks of school.

Students in **grades 3-8** will receive a midterm report card. This midterm report will be sent home with the student in paper form. It is expected to be signed by the parent/guardian and returned to the student's homeroom teacher.

For the 2026-2027 school year, midterms will be sent home on these dates:

September 17

November 12

February 11

April 22

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.

**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 twice a year to parents.

The Assessment of Religious Knowledge (ARK) test is given in the spring to grades 2-8. This test assesses students' knowledge about their religious education. The school uses this information to design curriculum and goals around students' needs in the ARK areas.

**Section 13: ADMISSIONS AND WITHDRAWALS**

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

**Student Age Requirement**

A student must be five years old by September 30 in order to be enrolled in kindergarten. To enroll a student who turns five years old between September 30 and December 31, a recognized early entrance test must be given before admission. A student 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, disability 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, disability (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, disability 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 January; Registration materials are located in our FACTS portal. Families sign into their FACTS account to begin the registration process each year. Preference is shown to returning students and parishioners of Little Flower Parish. **All fees must be current before registration is accepted. Registration will be considered complete when the following criteria are met:**

- **\$125.00 registration is paid by the due date**
- **All forms have been completed and submitted online 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 students who are Roman Catholic; certificate for First Reconciliation, First Communion, and Confirmation, if the student has already received any or all of these sacraments.
  - c) Immunization Record – All students 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.

## Withdrawal

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 student from St. Benedict Catholic School, families are required to:**

- **Request a release of records from your student's new school**
- **Ensure all fees are paid in full; academic files are forwarded only if no money is owed.**
- **Ensure the return of all library books, textbooks, and Chromebooks.**

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.

## **Section 14: ATHLETICS**

### **CYO Sports**

St. Benedict Catholic School provides an opportunity to participate in sports through affiliation with Little Flower Parish in conjunction with the Catholic Youth Organization (CYO) in the Diocese of Toledo. 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 volunteer must complete "Protecting God's Students," 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 at Little Flower Parish.

## **Section 15: ATTENDANCE**

Parents and guardians are responsible to ensure that their student is in attendance during all school calendar days. Illness and family emergencies are the exception. State law requires that all students of elementary school age attend school regularly. Written work is only a partial reflection of classroom instruction. There is no substitution for missing what takes place in the classroom. Upon their return, students are responsible for speaking with their teacher about missed homework, class work, quizzes and tests. Please see Section 10 **Missed Work While Absent** to determine due dates for absent work. 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. **15 or more absences (excused or unexcused) in one academic year may result in dismissal from St. Benedict School.** Attendance letters will be sent to parents of students who have more than 8 absences by the beginning of the 2<sup>nd</sup> semester. These letters are to inform parents so that they can make school attendance a priority for the remainder of the school year.

Attendance records will be forwarded to the high school upon graduation or elementary school in the event of a transfer.

When a student 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) or email the office ([lwillinger@stbenedicttoledo.org](mailto:lwillinger@stbenedicttoledo.org)) 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 student in to report an absence. The school does have voice mail 24 hours a day and messages can be left at any time. Families who receive the EdChoice Scholarships are required by the State to send in a written note in the event of an absence or the absence will be considered unexcused.

### **Family Vacation**

Such absences are strongly discouraged. A personal convenience form must be completed for these absences. Students are held responsible to make up all work **upon return**. **Teachers are not obligated to offer, organize, or give potentially missed schoolwork to any vacationing student prior to departure.** A copy of the personal convenience form can be obtained from the school office. An individual form for each student 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 student to be dismissed before the end of the school day, parents or persons picking up the student must come into the office and sign the student out. When returning to school after the appointment, the student must report to the office.

Parents must provide written notification or communicate via a phone call or email to the school office when early dismissal is required for a student.

### **Tardiness**

Promptness is an essential life skill for students to develop. Students arriving after 7:50am are considered tardy and should report to the office before heading to class. 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. Tardiness disrupts the learning of others.

**Excessive tardiness will be grounds for student discipline, including but not limited to citation, detention, or expulsion.**

### **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.

### **Student Protection Issues Related to Attendance**

In order to ensure the student's safety, parents of preschoolers and those utilizing Extended Care are required to designate in writing, how and to whom a student may be dismissed. Parents and guardians are obligated to inform the school office and/or the student's teacher if there are changes to pick-up scenarios. A form will be provided for parents documenting to whom a student may be dismissed. 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 will a student 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 student's care and supervision scenarios away from school. The school office and/or the student's teacher must be informed of arrangements for the student's care and the person(s) named to accept responsibility in case of accident or injury.

## **Section 16: DISCIPLINE**

### **Student Behavior**

All who make up the St. Benedict Catholic School community work together to form a Christ-centered climate of respect, self-discipline and responsibility so that students may do their personal best in all areas of learning and classroom behavior. School rules are reviewed with students on a regular basis to remind students and serve as a warning for those who choose to behave in an undesirable way. Students who disregard the rules will have a consequence for their behavior. The age and maturity of the students as well as any special circumstances will be taken into consideration when violations occur. **Regardless, students have a right to learn; teachers have a right to teach; and parents/guardians have the right to expect a safe, respectful environment that is conducive to learning.**

### **Citation Policy**

Students who receive a citation from a teacher for mild to moderate misbehavior or severe behavior will receive a citation that will go home with them to be signed. The teacher will keep a copy of the citation as well and write an email to the parent explaining the citation. An additional copy of the citation will be given to the principal as well as a copy of the email sent to the parent. The principal will keep a file of all citations given to students throughout the school year. *Signing the citation indicates that the parent is aware that the citation was given and does not imply that the parent agrees or disagrees.*

## DEMERIT SYSTEM - GRADES K - 8

We focus on the Gospel Guidelines and the Life Skills in order to help students make good choices. We believe that students are still learning and developing. We know there will be times when some type of correction is needed. Usually this is carried out by the teacher in an informal way. However, demerits may be given in addition to a citation if the behavior warrants. Demerits will be indicated on the written citation form.

### Number of Demerits in relation to Misconduct

- 1 being out of class or late without permission or an excuse
  - 1 consuming food outside the cafeteria without permission
  - 1 misuse of property
  - 1 disruptive and/or inappropriate behavior
  - 1 throwing objects in classroom or school building
  - 1 chewing gum (during, before, and after school hours)
  - 2 disrespect to authority and/or failure to comply with directives
  - 2 profanity/inappropriate language and/or gestures
  - 2 dishonesty – lying, cheating, stealing, plagiarism, or forging a parent's signature
  - 2 destruction of property (reimbursement must also be made)
  - 2 Making offensive drawings, comments, etc.
  - 2 Interfering with personal property; invasion of another's privacy
  - 5 verbal or written harassment/threat of and/or to another student
  - 5 fighting/harassment
- \*\* School reserves the right to adjust the number of demerits given the offense.**

## DEMERIT ACCUMULATION SCALE

5 demerits = a one-hour detention served after school on Thursdays from 2:30pm- 3:30pm supervised by the principal in the office. Any student failing to serve their detention on the assigned date/time will automatically receive an additional detention. If a student fails to serve detention 2 or more times, he/she may be asked to leave St. Benedict Catholic School. If a student earns 10 demerits, in addition to detention, a meeting will be set for the family, administration and teachers to discuss an action plan moving forward(ex. Written probation agreement)

**\*\* Demerits accumulate throughout the year, meaning, at any time a student accumulates 10 or more demerits a meeting will be set for the family, with administration and teachers to create an action plan to determine if he/she can continue their education at St. Benedict Catholic School.**

## Updated Policy on BULLYING (January 2025)

Bullying is unacceptable anywhere within St. Benedict Catholic School and will be handled with the utmost regard to all students and faculty. In an extreme situation, the administration may impose immediate expulsion.

Harassment, intimidation or bullying by any student at St. Benedict Catholic School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward another student or students, including intent to harass, intimidate, injure, threaten, ridicule or humiliate.

Bullying can be categorized as any of the following acts:

- Name-calling; racial or ethnic slurs; teasing; taunting
- Deliberate ignoring or excluding others
- Hitting, punching, kicking, tripping, pushing, pulling, shoving; inappropriate physical touch
- Physical attack: fighting (regardless of who starts the fight)
- Inciting disrespectful behavior; encouraging others to fight
- Threatening harm to anyone; intimidation

- Using foul language; cussing
- Hostile behavior; retaliation
- Making inappropriate sexual comments or gestures; sexual innuendos
- Spreading cruel, offensive or threatening rumors, notes or electronic communications

### **Reporting Harassment, Bullying, etc. and Retaliation**

Students are encouraged to report incidents of harassment, bullying, and other disrespectful, harmful, dishonest, or illegal behavior promptly to school authorities for immediate intervention and investigation so that appropriate disciplinary action may be taken. Retaliation of any kind should also be immediately reported so that it may be disciplined. Behavior deemed inappropriate by the administration, whether at school or school-related events, are serious violations and will carry consequences which may include suspension, expulsion or other appropriate actions as determined by the administration.

### **Detention**

When a student receives five minor citations, a detention will be served. The consequence for a major citation may be a detention. Detentions will be served on Thursdays **with the principal from 2:30-3:30 in the main office.**

### **Probation**

**St. Benedict reserves the right to put a student who has displayed a history of poor behavior on probation. Probation would occur after a meeting with parents, teachers, and administration. A probation agreement would be drafted by the school and signed by the parent. If poor behavior continues while on probation, St. Benedict Catholic School can determine that it is not in the best interest of the school to continue enrollment.**

### **Suspension**

Suspension is a short-term removal from school and/or exclusion from participation in some or all school day activities, and after school activities and athletics because of serious misbehavior. The administration reserves the right to place a student in an alternative school setting for conduct deemed inappropriate and contrary to the expectations of the school. This includes, but is not limited to, physical fighting.

### **Expulsion**

St. Benedict will do all within its power to assure its students the right to just and fair treatment; however, if cooperation is lacking from a student or his/her parent/guardian or if evidence of sufficient and sustained improvement is not demonstrated immediately, the administration may determine that it is not in the best interest of the school or the family to continue enrollment at St. Benedict. Expulsion includes exclusion from all school-related activities and athletics.

At St. Benedict Catholic School, we strive to create a welcoming, respectful, and supportive environment for all students, families, and staff. In alignment with our Catholic values, we expect all parents, guardians, and adults involved in the school community to model appropriate behavior, kindness, and respect at all times. This policy is in place to ensure that our school remains a safe and nurturing space for learning and growth.

### **Expected Behavior**

All parents, guardians, and adults interacting with the school community are expected to:

1. **Demonstrate Respect and Courtesy:** All interactions with school staff, students, and other parents/guardians should reflect mutual respect, courtesy, and understanding. Disrespectful or aggressive behavior, whether in person, by phone, or online, will not be tolerated.
2. **Support the Mission and Values of the School:** Adults are expected to support the academic, moral, and spiritual goals of St. Benedict Catholic School, reinforcing the teachings of the Church and modeling good Christian behavior.
3. **Engage in Constructive Communication:** When addressing concerns or disagreements, parents and guardians should use appropriate channels of communication (e.g., meeting with the teacher or administrator). Negative or disruptive behavior, such as yelling, threatening, or using offensive language, is unacceptable.
4. **Respect the School's Policies:** Parents and guardians should adhere to the rules, policies, and guidelines established by the school, including dress code policies, safety protocols, and event guidelines.
5. **Act in the Best Interest of the Students:** Adults should work collaboratively with school staff to support the academic, emotional, and spiritual development of all students. Any behavior that disrupts the educational experience or puts students in an unsafe or uncomfortable situation will be addressed.

### **Unacceptable Behavior**

In order to maintain a respectful and safe environment, the following behaviors are considered unacceptable and may result in a meeting with the administration or further disciplinary action:

1. **Aggressive or Hostile Behavior:** Any behavior that involves physical aggression, threats of violence, verbal abuse, intimidation, or bullying directed at staff, students, or other parents/guardians.
2. **Disruptive or Disrespectful Communication:** This includes yelling, swearing, or using derogatory language during meetings, phone calls, or other interactions with school staff. Harassment, including unwarranted or repeated communication that disrupts the school's operations, will also not be tolerated.
3. **Failure to Support the School's Mission:** Any behavior that undermines or openly opposes the teachings and values of the Catholic faith, the school's policies, or the well-being of the students.
4. **Failure to Follow School Policies:** Repeated failure to comply with established school policies, including drop-off/pick-up procedures, dress code, or other rules, may be addressed through appropriate actions.
5. **Disrespect for School Property:** Any damage or destruction of school property, as well as any actions that endanger the safety of the students, staff, or community, will result in appropriate consequences.

### **Procedure for Addressing Inappropriate Behavior**

If a parent, guardian, or adult engages in unacceptable behavior, the following steps will be taken:

1. **Initial Discussion:** The principal will have an initial conversation with the adult involved to address the behavior. This discussion will focus on resolving the issue and promoting mutual understanding.
2. **Written Warning:** If the behavior continues or is deemed serious, the school will issue a written warning outlining the specific behavior, its impact, and the expectations moving forward.
3. **Meeting with Administration:** If the behavior does not improve, a meeting will be scheduled with the school's administration (principal and/or pastor) to discuss the situation. During this meeting, a plan will be developed to address the behavior and prevent further incidents.

4. **Termination of Enrollment:** In cases of extreme or repeated behavior that negatively affects the school environment or safety of the students, the administration may determine that it is necessary to withdraw the student/family from St. Benedict Catholic School. This decision will be made after careful consideration.

**Conclusion:** St. Benedict Catholic School is committed to fostering a Christ-centered community built on respect, love, and understanding. We believe that positive and collaborative relationships between families and the school are essential to the success of each student. By adhering to these guidelines, we can maintain an environment that allows all students to thrive academically, spiritually, and socially.

Thank you for your cooperation in ensuring that our school remains a place where all individuals are treated with dignity and respect.

### **Searches**

Anything brought onto school premises by a student is subject to search. 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.

### **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.

No parent should approach a student, who is not their student, 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.

### **Telephone/Cell Phones**

Students may use the school telephone in emergency situations only and with the permission of school office personnel. Students may not use the school telephones in the library, preschool, supply room, teachers' lounge, or cell phones.

Cell phones may not be used during the school day. They must be turned off and turned into the student's classroom basket upon entering the building. Students who are tardy will turn their cell phones in to the main

office to be added to their classroom basket upon arrival.

Students who have a medical need for their phone, for example to monitor blood sugar, etc, may have their phone with the during the school day. However, there must be a signed doctor's note as well as a medical plan written by the school nurse the includes the use of the phone. This plan will include when and where the phone can be used and all teachers, staff, and administration will be aware of this written plan.

Teachers have the authority to collect/confiscate cell phones. They will then be sent to the school office. 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 or another student's cell phone that has not been turned in will have their phone confiscated, sent to the office for parent pick up and will also receive a citation.

1<sup>st</sup> Offense: \$10 Charge and parent/guardian must come retrieve phone in the school office.

2<sup>nd</sup> Offense: \$20 Charge and parent/guardian must come retrieve phone in the school office.

3<sup>rd</sup> Offense: \$30 Charge and a meeting must take place between parent and administrator about student's future at St. Benedict prior to phone being returned.

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 posting to social media during school hours, school activities, or within the school building
- Harassment of any kind...including, but not limited to texting, tweeting, email social media
- Game playing, gambling, or inappropriate Internet interaction
- Repeated refusal to turn in cell phone in the appropriate place with the student's teacher

## **Section 17: DRESS CODE**

### **Uniform Philosophy/Dress Code**

Students in Kindergarten through 8<sup>th</sup> grade are expected to follow the dress code (Preschool students are not required to wear uniforms). 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 uniform is meant to serve several purposes:

- 1) to help our students focus on their education and not their clothes,
- 2) to ensure a look of unity, minimizing differences and making comparisons,
- 3) to promote school pride, build self-confidence and Christian identity.

Students who are in continued violation of the dress code will be issued a minor citation by their homeroom teacher.

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

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

### **GIRLS UNIFORM:**

Plaid jumpers and skirts are preferred. Girls may also wear uniform dress pants, such as those available at Schoolbelles and uniform departments in retail stores.

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JUMPER        | red/black plaid jumper - K-5 - appropriate length = no more than 3” above the knee when kneeling.                                                                                                                                                                                                                                                                                                                                                                                                          |
| SKIRT         | red/black plaid skirt/khaki skirt(Schoolbelles only) - 6-8 - appropriate length = no more than 3 in. 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, black, grey, white, or navy sweaters or sweater vests may be worn. Sweaters may be purchased at any store.<br>Students may wear the official fleece with the St. Benedict “B” embroidered and the official sweatshirt embroidered with the St. Benedict “B”. These may be purchased from Schoolbelles.                                                                                                                                                                                                |
| SLACKS        | 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. <b>Grade K-8 may wear navy blue or black pants. Grades 6-7-8 have the option of khaki pants.</b>                                                                                                                                                                                                        |
| SOCKS         | Solid red, black or white knee socks, anklets, tights and solid-colored leggings (black, navy, grey, white or red) (under skirts/jumpers) are permitted. Socks must be worn with shoes at all times.                                                                                                                                                                                                                                                                                                       |
| SHOES         | Shoes may be dress shoes or athletic shoes. Shoes must be tied. <b>NO DRESS BOOTS OR CROCS.</b>                                                                                                                                                                                                                                                                                                                                                                                                            |
| JEWELRY       | <b>Small pierced earrings and watches are permitted. No jewelry containing spikes is permitted. While there is not a number limit on pieces of jewelry, if jewelry becomes distracting to the learning of the student or those around them, teachers may ask students to remove the jewelry.</b>                                                                                                                                                                                                           |
| MAKE UP       | Girls in grades PK-5 may not wear makeup. Girls in grades 6-8 may wear mascara only.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| NOT PERMITTED | Acrylic or other artificial nails. 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. Hair color should be natural colors. Hair dyed pink, green, blue, etc. is not permitted. 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. Students may not have words or pictures drawn on their bodies.

## **BOYS UNIFORMS**

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PANTS         | Grades K-5 must wear Navy blue or black pants that fit appropriately around the waist (AT the waist) and are appropriate length.<br>Grades 6-7-8 may wear Khaki pants (or Navy blue or black) 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, black, navy or grey sweaters or vests may be worn. Turtlenecks may be worn with sweaters. Students may wear the official fleece with the St. Benedict “B” embroidered and the official sweatshirt embroidered with the St. Benedict “B”. These may be purchased from Schoolbelles.                                                                                                                                                                                                                                                                                                                   |
| SOCKS         | Solid red, black or white dress, crew or athletic socks are permitted. Socks must be worn with shoes at all times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| SHOES         | Dress shoes or athletic shoes may be worn. No boots may be worn. Shoes must be tied.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| HAIR          | Hair must be neatly combed, moderate length and well groomed. Hair should not be so long over the forehead as to obscure vision. If hair is long it must be pulled back and out of the face.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| JEWELRY       | Boys may wear a wristwatch. Students may wear one small stud-style earring in each ear. Earrings must be modest and not distracting in appearance. Clear stud retainers are permitted. Hoop earrings, dangling earrings, gauges, spacers, or oversized styles are not permitted. The administration reserves the right to determine appropriateness for the school environment. No jewelry containing spikes is permitted. While there is not a limit on pieces of jewelry, if jewelry becomes distracting to the learning of the student or those around them, teachers may ask students to remove the jewelry. |
| NOT PERMITTED | Crocs, sandals, and temporary tattoos. Students may not have words or pictures drawn on their bodies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## **Summer Uniform Options**

Students may wear the summer uniform option until September 30<sup>th</sup> in the Fall and beginning on May 1<sup>st</sup> in the spring. Students in Grades K-5 will have the option of wearing BLUE or BLACK 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. Girls may also wear navy or black skorts

purchased in the uniform department at any store.

### **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 (ex. Athletic pants, sweatpants) in good repair with no holes and appropriate fit
- Sweatpants with the St. Benedict logo on it may be worn.
- Leggings may be worn only with a long shirt or dress.
- Any school color (red, black, blue, yellow) solid or print shirt - The shirt must have sleeves, full coverage of chest, back, and midriff and no writing.
- St. Benedict shirts and/or sweatshirts
- Gym shoes or school shoes with appropriate school socks
- Boots may be worn on non-uniform days- CROCS may not be worn

### **Section 18: SCHOOL ADVISORY COUNCIL**

The School Advisory Council serves as a consultative body that supports the Pastor and Principal in advancing the mission of Catholic identity of the school. Council members are appointed by the Pastor, in consultation with the Principal, and are invited to serve based on their commitment to the mission of Catholic education and the professional expertise they bring to the school community. Members provide guidance in areas such as strategic planning, finances, enrollment, marketing, policy, and school advancement while supporting the long-term success of the school. Council members are expected to act as ambassadors for Catholic education, maintain confidentiality, participate in school events and initiatives, and collaborate in a spirit of faith, service, and stewardship.

### **Section 19: 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.

For St. Benedict trained personnel to administer prescription medication to your child at school these guidelines MUST be followed:

- A signed PHYSICIAN ORDER with name of medication, route to be administered, dates to be given, time to be given and any special instructions. This may be a school form or on a form from the MD office. A new form must accompany any dosage changes.
- A parent/guardian must also sign this form.
- A form is valid for one school year ONLY. A new form must be provided at the beginning of each school year.
- Forms are available through the school office.
- All medication must come to school labeled and in original container. Medication should be brought into School Office by a parent and picked up from office by a parent.

No medication will be sent home with a student.

- We DO NOT recommend medication being brought back and forth daily.
- Medication may be given to a teacher before school by a parent and from teacher to parent at the end of the school day.
- A parent may come to school to administer medication to their child during school hours in the event it is needed and no previous paperwork has been provided. NO medication will be administered by school staff without proper paperwork.
- All unused medication needs to be picked up by a parent on or after the last day of school. Arrangements can be made by calling the school office or school clinic. Any medication left at school will be properly discarded.
- Please attempt to administer medication outside of school hours whenever possible.
- If a student needs to carry an inhaler or epi pen on their person, additional paperwork signed by a physician is required.

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 or the nurse's 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 prescribed by a 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.

Trained School personnel will administer the following medications to students when a RELEASE FOR OVER-THE-COUNTER MEDICATION form is on file for the current school year. This form includes: Acetaminophen, Ibuprofen, Triple antibiotic cream, Benadryl anti-itch cream, Aloe Vera lotion and Cough Drops, Throat lozenges, and Antacid (Tums or Children's Pepto). Both Acetaminophen and Ibuprofen dosing is based on child's age. This form is completed and signed by a parent. When applicable a parent will be contacted prior to administration.

- Students are NOT permitted to carry medication on their person at school. All listed above medications are available in the School Clinic. If a student brings in personal cough drops they are to be given to the teacher at the beginning of the school day or kept in the School Nurse's clinic.
- Additional OTC medications that must be given during school hours are subject to a additional TEMPORARY OVER THE COUNTER MEDICATION RELEASE FORM. Some OTC medications may still require a physician signature to be given at school and are subject to a PRESCRIPTION MEDICATION RELEASE FORM. The school reserves the right to determine which OTC medications require this form with a physician order.
- All forms are available in School Office
- NO medication will be administered to a student without proper paperwork in place.

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 student taking medication is away from the building, the medication will be entrusted to the teacher for proper handling and administering.

### **Acquired Immune Deficiency Syndrome**

Students 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 student to come to school, does not make the student 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 student'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 student to return to school. Parents are asked to inform the school at the outbreak of a communicable disease.

**A student must be 24 hours fever free WITHOUT MEDICATION before they may return to school.**

If a student 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**

If a student becomes ill during the school day, every effort will be made to contact the student'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 student 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. 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 student in the school. This form is filled out on FACTS at the time of registration. 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.

### **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. Students without required immunizations are not permitted to attend school. The nurse will notify parents when a student is lacking any of the immunizations required by law.

### **Required immunizations**

- 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 7<sup>th</sup> grade (New in 2016)

If there is some pertinent information regarding the health of a student (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.

## **Section 20: SAFETY**

### **Walking to and from School**

Any student walking to or from school, is 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.

### **Student Abuse Regulations**

Teachers have a serious responsibility to report any concerns of neglect or abuse. When suspected student abuse or neglect is reported, the Students's Protective Services (CPS) Agency begins investigations to determine if the circumstances as described pose an immediate threat of harm to the student's health and well-being. Rules further require the CPS worker to make face-to-face contact and interview the alleged student victim. A frequent practice has been to interview the student during school hours and on school property. This allows the student to be interviewed 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 students' service agency obtain parental consent or permit a school official to be present before allowing the interview of an alleged student victim. If the caseworker does not wish to conduct the interview in the presence of school personnel, the caseworker may opt to interview the pupil during non-school hours or to obtain documentation necessary to remove the student 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 student.
- 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.

### **Field Trips: Drivers and Permission Forms**

As part of the educational services of the school, students often participate in field trips. Field trips are a privilege. 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.

Students 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**. Students **may not** be doubled up in a seatbelt at any time. All laws regarding car seats and booster seats for students 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 student under 4 must ride in a car seat fashioned with a seat belt. Additionally state law requires any student weighing 40 pounds or less to ride in a car seat as well.

**BOOSTER SEAT:** Students 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 student 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 background check and a certificate of completion of Protecting God's Students and the signed diocesan standards form. This information can be located at [www.virtusonline.org](http://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 ensure 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 students 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 students 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.

Lockdown drills are practiced throughout the school year. Procedures are reviewed with students by teachers and staff.

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

### **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**

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 to be allowed entrance into the building.

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.

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

## **Section 21: 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 Directors based on the projected per pupil cost and the amount of financial support from Little Flower parish. 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 charged a tuition rate that is more closely aligned with the full per pupil cost but may also apply for available scholarships. The 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**

Matters involving delinquent tuition or other delinquent fees are managed through the business office. Families will receive email communication for any balances.

## **Section 22: 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 **9:00** with classes beginning at **9:50 am**. Please do not attempt to drop your students off at the regular time. *No one will be here to supervise the students.*

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 students 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 students above all else.

### **Section 23: POLICY STATEMENT ON GENDER RELATED ISSUES**

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated.

For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever. With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings.

For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - What is the specific request of the adult, student and/or parent(s)/guardian?
  - Is the request in keeping with the teaching of the Catholic Church?
  - Is the parish, school or ecclesiastical organization reasonably able to provide for the request?

3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

#### **Section 24: DISCLOSURE**

The principal of St. Benedict Catholic School reserves the right to amend the handbook, dress code and discipline code for any reason at any time. In the event that this should occur, parents will be notified promptly through a communication in the Thursday newsletter/envelope or other normal communication channels.

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!*



# 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 Students’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, student 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 l



*Please complete and return to the school office*

I have reviewed the St. Benedict Family Handbook with my student 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\_\_\_\_\_