



Parent/Student Handbook

St. Francis de Sales Parish School

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<http://stfparishschool.org/>



Dear Parents and Guardians,

Thank you for your support and cooperation as we prepare for the upcoming school year.

As Catholic school educators, we are called to enrich the spiritual, emotional, and intellectual lives of our students. In the coming school year, we will focus on our mission to serve one another and to live the Gospel message as compassionate, caring Christian Catholics. We look forward to working with you in the education of your child.

To guide us in our unified efforts with families, the following policies and rules have been adopted. These policies and rules help to create an atmosphere for learning and respect for individuals and the educational program. It is our intention that this handbook facilitates responsible procedures that enhance the spiritual, educational and social experiences of all students.

Please pay particular attention to Section 8: Role of Parents on Page 32. It is our expectation that every parent and guardian will partner with us in the fulfillment of our Christ-centered mission. Behavior that undermines our mission will not be tolerated.

As always, we appreciate your help and support. It allows us to do what we do best, which is to provide your children with a quality Catholic Education!

Please take time to review this handbook and to discuss it with your family.

Thank you,

Mrs. Kathryn Dougherty

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SECTION 1: PHILOSOPHICAL FOUNDATION

MISSION STATEMENT

Founded in prayer and action, St. Francis de Sales Parish School is a Roman Catholic community committed to academic excellence, where we learn by working together as self-motivated, critical thinkers, we believe that we are uniquely made in God's image, and we soar by living an authentic Christian life.

PHILOSOPHY & BELIEFS

The faculty and staff of St. Francis de Sales School believe

LEARN

....that each student is wonderfully made in the image and likeness of God and will excel as a responsible, inquisitive steward of their own learning.

BELIEVE

....we are a community rooted in Catholic tradition and Salesian spirituality who strives to strengthen our relationship with Christ and live out the Gospel.

SOAR

....each student will soar in a welcoming, faith-filled environment by serving God, working hard, and collaborating with others.

SECTION 2: ADMISSION

ADMISSION POLICY

The admission policies of St. Francis de Sales School are in keeping with pupil acceptance regulations of the Diocese of Cleveland. Preference in registration/admission is given to families who are registered parishioners of St. Francis de Sales, then cluster parishes or those families having a sibling(s) currently enrolled in the school. A parishioner is a person who is registered, attends Mass every weekend, and who contributes regularly to the support of the parish as is evidenced by the weekly use of the church envelopes. Admission will be open to families from parishes that do not have a Catholic school after the parishioner/sibling registration. Nonresident and non-parishioner children will be considered for admission only if there is room.

In all cases, admissions of students to St. Francis de Sales School will be made only in those cases where the child's needs can be met. Enrollment for all students is for one school year and may be reconsidered for the following year for academic, attendance, and/or behavioral reasons. This determination will be made by the principal and the pastor. Completion of all financial responsibilities must be met or special arrangements with the pastor must be made prior to readmission.

At any time a student may be placed on academic and/or behavior probation. If for any reason the student does not comply with the probation contract, his/her parent(s)/guardian(s) will be asked to withdraw him/her from St. Francis de Sales School. All new students are accepted on a probationary basis for the first interim period or longer if necessary to assess whether or not the school program will best support the student's learning and development.

Applications for New Students K-8:

1. Registration for Kindergarten students occurs during the second semester. Acceptance for enrollment of students transferring from another school to St. Francis de Sales School is not final until a copy of the child's last report card is reviewed and approved, all registration forms and fees are completed and transfer records are received.
2. Children entering Kindergarten must be five years of age by September 30. Children entering First Grade must be six years of age by September 30. Each Kindergarten student will be required to attend a screening which is not an "Entrance Exam", but a tool to determine Kindergarten readiness, and to help the teachers better understand the child. Children must meet the age requirement in order to register and be a part of the screening process.
3. Needed for registration: baptismal certificate, birth certificate, and health records which include immunization records. Students entering grades 1-8 may need an interview with the principal along with their parent/guardian and a copy of their latest report card before being accepted. Some situations may require an interview with the pastor.

Transfer of School Records:

Should you change your place of residence within the parish, please send your new address and telephone number to the school office and to your child(ren)s teacher(s).

If you are transferring your child(ren) to another school you must sign a Release of Information form so that your child(ren)'s records can be sent to their new school. Upon receiving the signed records release form and **when all financial obligations have been met, the records will be mailed directly to the new school.** Records are never given to a parent. Records will be released when all obligations to St. Francis de Sales School are met.

Students transferring into St. Francis de Sales School need to sign a Records Release from their previous school requesting their records are sent to St. Francis de Sales School. In the case where no such form is available, one can be provided to you from St. Francis de Sales School's office.

Application for Scholarship Students:

Application for Students in Need of Specially Designed Instruction and Who May Qualify for the Jon Peterson Special Needs Scholarship:

Students who are in need of Specially Designed Instruction are invited to apply for acceptance to St. Francis de Sales. We require all student records, including ETR's, IEP's, Tutoring Records, or IAT/RTI Notes. Parents of these students may apply for the Jon Peterson Scholarship. Students will be considered for acceptance upon review of all pertinent records and agreement to cover all costs for specialized services not reimbursed under the Jon Peterson Special Needs Scholarship. All scholarship students may expect to receive a quarterly IEP Progress Report completed on the JPSN established dates.

NON-DISCRIMINATION POLICY

Students will be considered for admission regardless of their religion, race, color, national origin, gender, disability, age, ancestry or ethnic background.

SECTION 3: ACADEMICS

REPORT CARDS/INTERIMS

Keeping parents informed of the progress of their child is a vital responsibility of each teacher. Report cards are issued four times each school year. Grades are available anytime through Digital Academy. Interim grades will be calculated by teachers at the midpoint of each quarter for 5-8 accessed through Digital Academy, and progress will be reported through written reports in grades K-4. Report cards will come home electronically at the end of each quarter. Parents/guardians will need to acknowledge receipt of the report card by electronically signing through individual Digital Academy accounts.

Parents are encouraged to contact their child's teacher for a conference whenever a need arises. Please remember, prior notification is required for all conferences and meetings with all school personnel. Teachers may be contacted by calling the school office at 330-644-0638 and leaving a message, or sending an email directly to the teacher. The teacher will then contact you to set up an appointment. Please do **not** call the teachers at home or on their cell phones.

GRADING SCALE

The following grading scale has been approved by the Diocese of Cleveland and is used by St. Francis de Sales School for grades 5-8 in core and specials classes:

A+	= (98-100%)	
A	= (95-97%)	
A-	= (93-94%)	
B+	= (90-92%)	
B	= (87-89%)	O = Outstanding
B-	= (85-86%)	S = Satisfactory
C+	= (82-84%)	U = Unsatisfactory
C	= (79-81%)	N = Needs Improvement
C-	= (77-78%)	
D+	= (75-76%)	
D	= (72-74%)	
D-	= (70-71%)	
F	= (0-69%)	

The following scale has been approved by the Diocese of Cleveland and is used by St. Francis de Sales School to award Honor and Merit roll:

Honor Roll: 3.5-4.0 and Merit Roll: 3.0-3.499

STANDARDS BASED GRADING

Grades K-4 use Standards Based Grading for their core content areas as follows:

ES (Exceeds Standard) - student exceeds demonstration/knowledge of target content

MS (Meets Standard) - student has mastered demonstration/knowledge of target content

AS (Approaching Standard) - student is developing demonstration/knowledge of target content and demonstrates base knowledge of prerequisite content

CA (Concern Area) - student needs assistance to demonstrate partial knowledge of target content or prerequisite content

Blank - standard has not been assessed yet

Grades 3-4 will receive the same standards based grading designations in their specials classes.

Grades K-2 will use the following grading scale for specials classes:

O (93-100%) Outstanding

S+ (87-93%)

S (79-86%) Satisfactory

S- (77-79%)

N (70-76%) Needs improvement

U (0-69%) Unsatisfactory

CURRICULUM AND INSTRUCTION

The goals and objectives of each subject are taken from the Diocesan Graded Course of Study. These courses of study are approved by the State Department of Education of Ohio and are in compliance with the Minimum Standards for Elementary Schools as set by the Ohio Board of Education. The instructional time allowance is followed as proposed by the Ohio Department of Education. Textbooks and educational materials are selected so as to support the Graded Course of Study prepared by the Cleveland Diocesan Education Office. These courses of study are reviewed and updated in a timely manner by the Office of Catholic Education and the State Department of Education of Ohio.

RELIGIOUS EDUCATION PROGRAM

“Be it known to all who enter that Christ is the reason for this school, the unseen, but ever present teacher in its classes, the model of its staff, the inspiration of its students.” This is our aim which we strive to make real in the following ways:

1. Daily religious instruction by certified religion teachers on staff.
2. Preparation of and by the students for participation in liturgies and Para-liturgical services held throughout the school year.
 - a. Daily morning prayer

- b. School Masses
 - c. Prayer services
 - d. Stations of the Cross
 - e. Rosary
 - f. Classroom Retreats
 - g. Sacrament of Reconciliation celebrations especially during Advent and Lent.
 - h. Participation in Advent and Holy Week services.
 - i. Sacramental preparation programs for Reconciliation, First Eucharist and Confirmation.
3. Opportunities for service to our community.
- a. Missions/Special Collections – Occasionally the children will be asked for small donations for a specific purpose. Among those requests are mission collections, canned food drives, and toy collections.
 - b. Remembrances for the sick and elderly
 - c. Service Projects
 - d. Altar Servers

HOMEWORK

Homework is an outgrowth of class work and requires sacrifice and self-discipline on the part of the student. It will supplement and further student learning by reviewing what was covered in class. It can provide practice or an opportunity to use research skills and is an integral part of the learning process.

Time allotment for homework depends on the type of assignment and the age and grade of the student. Individual differences should be considered as well as study habits and atmosphere for study; therefore, students need a quiet place at home to study.

Each grade level has homework policies. Parents will be notified of these policies during the parent information meeting at the start of the school year.

Parent's Role in Regard to Homework:

A student's work should be their own. A parent's role is only supportive by providing a proper setting, necessary materials, and guidance on following the teacher's directives.

ACADEMIC INTEGRITY

Cheating is defined as:

1. Copying work/answers from a source or another person and using it as your own work (including AI- artificial intelligence).
2. Disobeying the Seventh Commandment (You shall not steal).

Any student in junior high (5-8) found cheating on homework, classwork, test, quiz or any assigned work by the teacher, the cheater and the "cheatee" will meet with an administrator where the consequences will be determined after all information has been presented.

Plagiarism is defined as:

1. Taking someone's words or ideas as if they were your own.
2. A piece of writing from a text/internet that has been copied from and presented as being your own work without proper citation. (bibliography and in-text citation)
3. Submitting the same work to multiple teachers. (i.e. Current Events, Science in the News)

Any student in junior high who has plagiarized on homework, classwork, project, written essays or any assigned work by a teacher will meet with an administrator where the consequences will be determined after all information has been presented.

Final decision regarding consequences is at Administrator discretion.

STANDARDIZED TESTING

Standardized tests are given in accordance with the Diocesan recommendations. In the Fall, Winter, and Spring, students K-8 will take the MAP Test. The individual and classroom results in defined categories are considered confidential information. As applicable, parents will receive a printed report of their individual child's test results. Please refer to your child's homeroom teacher for any additional explanation or assistance in reviewing the individual results.

DIGITAL ACADEMY

Saint Francis de Sales utilizes the Digital Academy as a learning management system. Digital Academy is used as a gradebook, an attendance platform, for distribution and collection of forms/handouts, and for student (re)enrollment.

If a user is experiencing difficulty navigating the Digital Academy, he/she may submit a support ticket and a DA customer service representative will respond to the ticket request through email.

A parent/guardian may also add funds to the Digital Academy to pay balances owed to the school, including cafeteria funds. Under the "Finance" tab on the parent portal homepage, click on "Add Funds" to your child(ren)'s account balance. Once money has been added, a parent/guardian may also transfer funds between accounts by clicking on "Transfer Funds".

SECTION 4: STUDENT SERVICES

AUXILIARY SERVICES

Through funds provided by the State of Ohio for students attending non-public schools, the following materials and services may be available in the school building:

- Enrichment/Gifted Teacher
- School Counselor
- School Psychologist
- Health Aide/Nurse
- Speech & Language Pathologist
- Intervention Specialist

The above services are contingent on state funds and may be limited.

SCHOOL COUNSELING PROGRAM

Through a comprehensive and developmentally appropriate school-counseling program, school counselors work as a team member with school staff, parents, other counselors, and the community to create a caring, supportive climate and atmosphere whereby all students can achieve academic success. School counseling programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals and realize full academic potential to become productive, contributing members of the world community.

School counselors help with...

- | | |
|---|--|
| -Academic skills support & planning, | -Organizational, study & test-taking skills |
| -Education in understanding self & others | -Social skills |
| -Coping strategies and Stress management | -Managing and coping with family issues |
| -Peer and friend relationships | -Communication, problem solving, decision making |
| -Conflict resolution | -Career awareness, exploration & planning |
| -Substance abuse education | -Multicultural & diversity awareness |
| -Goal-setting & decision-making | -Transitions between buildings and in life |
| -Growth mindset | -School climate |
| -Leadership development | -Character education |
| -Developing independence | -Feelings recognition and management |
| -Mental health support and instruction | -Development of understanding strengths & weaknesses |

School counselors provide...

- | | |
|---|--|
| -Individual & small group counseling | -Classroom lessons |
| -Individual/family/school crisis intervention | -Peer mediation |
| -Referrals to outside agencies or counselors | -Social/emotional support for students |

Students can see the School Counselor by...

- Bringing a self-referral note to the counselor's office or by giving it to their teacher(s).
- Asking their teacher for permission to see the counselor.
- Having a parent call the school and request to be in touch with the counselor.

SECTION 5: HEALTH & SAFETY

HEALTH SERVICES & INFORMATION

The health and safety of our students and staff is always a top priority. We maintain a regular health clinic that is staffed by a school nurse five days a week (9:00 AM–3:00 PM).

Hearing tests, eye examinations, and scoliosis exams are given periodically. Parents will be notified if attention is needed. Emergency cards and emergency medical authorization forms are kept on file in the office. **It is critical that changes in address or telephone numbers throughout the course of the year are reported to the office immediately.**

Contagious Disease & Illness:

Parents must contact the school immediately when their child has been diagnosed as being contagious, giving the specific diagnosis. This includes COVID-19, strep throat, pink eye, hand, foot and mouth disease, head lice, and all strains of influenza. Following the 24-hour symptom free rule: the student must be free of fever, vomiting, diarrhea, severe cough, and other contagious symptoms for 24 hours *beginning* the time the symptoms end. That means, if your child has a fever, vomiting, diarrhea, severe cough, and other contagious symptoms today, he/she cannot come to school tomorrow.

*If a child has had a throat culture, he/she should be kept home until the results of the culture are known. If a positive result is diagnosed then the child **must** be on an antibiotic for a period of at least 24 hours before returning to school.

Some of our students have compromised immune systems and are especially susceptible to contagious illnesses, so it is important that if your child is sick, he or she stays home. Your cooperation helps us to maintain a safe and healthy environment for all students.

DISMISSAL DUE TO ILLNESS/INJURY

When a child becomes ill or injured during the school day they will be sent to the health clinic for evaluation. Students should not attend school if they have a fever, are vomiting or have diarrhea. Students must be symptom and fever free for 24 hours before returning to school. If a student returns to school before 24 hours have passed where symptoms were not present they will be sent home. If you have questions regarding whether or not your child should return to school please contact [Mrs. Foltz](#).

MEDICINE

The Ohio Legislature has set up definite guidelines and policies concerning the dispensing of medicine to students. If it is necessary for your child to take over-the-counter or prescription medication (including cough drops) during school hours, please request a medication authorization packet from the office. If medication changes, please notify the office immediately. **Students are NOT permitted to possess any medications.**

SAFETY AND WELL-BEING

Reporting Child Abuse or Neglect - Ohio Revised Code, Section 2151.421, requires certain persons, including school personnel, to report all cases of suspected child abuse or neglect. The law also grants these persons immunity from criminal or civil liability as a result of such reports. The Children's Services Board of the Department of Human Services is the investigating agency for child abuse or neglect. St. Francis de Sales School follows the law and cooperates with the Department of Human Services. The phone number for the Child Abuse hotline is 330-379-1880.

EMERGENCY PROCEDURES

The school is required to conduct fire, tornado, and lockdown drills during the course of the year. All students and adults in the building must follow the posted regulations and guidance which will be implemented after consultation with the Summit County Sheriff's Department and Coventry Fire Department. St. Francis de Sales Parish School, in cooperation with the departments listed above, has a Crisis Intervention Plan.

VOLUNTEERING & VIRTUS TRAINING

Volunteers are needed in various programs in the school. We welcome this assistance, as it helps create a closer bond between parents, parishioners, and the school. Volunteers are needed as chaperones on field trips and to assist with other school activities. **All volunteers must report to the school office upon arrival and sign in.** Volunteers are expected and need to follow and support the policies and regulations of the school including student confidentiality while working as a volunteer in the school environment.

Virtus Training:

Virtus is a Cleveland Diocesan sponsored program that leads to a better awareness and prevention of child abuse. In cooperation with the Diocese of Cleveland all school employees must receive Virtus training and be fingerprinted. Please check with the rectory, school, or the parish email and bulletin for information on this training. Parents/guardians/grandparents who would like to volunteer their time with our school children **must** also attend a Virtus "Protecting God's Children" training session and be fingerprinted inclusive of FBI and BCI background checks prior to volunteering.

All visitors to the school MUST sign in at the Central Office and receive a visitor tag before proceeding into the school.

STUDENT RECORDS

Student records are maintained in accordance with the Family Education Rights and Privacy Act (FERPA). FERPA and Ohio law protect all student records other than directory information. Except in limited circumstances, as specifically defined in State and Federal law, the school is prohibited from releasing confidential education records (test scores, psychological reports, behavioral data, disciplinary records, and communications with family or outside service providers) to any outside individual or organization without the prior written consent of the parents. In some instances, we may request that you sign a Release of Information Form that

will allow us to directly communicate with other professionals working with your child to best plan for and guide the success of your child. Copies of these communications do not typically include parents, however if this is something you are interested in you may request this through the administration.

SECTION 6: LOGISTICS

OFFICE HOURS

The secretary will be available in the office from 8:00 A.M. to 3:30 P.M. for any school needs or questions you may have. Phone messages for faculty and staff will be accepted in the office. All messages will be returned within twenty-four hours. If you wish to meet with school faculty or staff, prior notification via phone or email is required.

All visitors, including parents, must report directly to the office and are not allowed to go directly to students' classrooms.

DAILY SCHEDULE

8:00 AM Doors to the school are opened.
8:15 AM Students proceed to homeroom
8:30 AM **Start** - students are tardy if they arrive after this time
3:00 PM **Dismissal** – Students will be dismissed in the following order:

1. **Car Riders & After School Care**–Please follow the parking lot rules and traffic pattern. Children who are car riders should be picked up at 3:00 P.M. If your child(ren) have not been picked up by 3:30 P.M., and you have not notified the office of being late, your child(ren) will be taken to the After Care Program. There is a fee for the use of this program and you will be billed accordingly. Children are not permitted to loiter on School/Church grounds after dismissal to wait for rides. Please be prompt in picking up your children.
2. **Bus Riders**–Teachers and Staff supervise students during entrance and dismissal.

****The school building is not accessible after 3:30 PM for any forgotten school materials.****

Before and After School Care

Before and After School Care will be available with prior registration for an additional fee. The Before and After School Care Program is provided by St. Francis de Sales School for grades PK through 8, from 6:30 AM to 8:00 AM and 3:15 P.M. until 6:00 PM each school day. Please contact the school office for further information.

SCHOOL CLOSINGS

St. Francis de Sales will be closed if Green or Coventry school districts are closed due to inclement weather. School may be closed due to illness at the discretion of the administration. Parents and guardians will be notified through a Digital Academy text message.

ATTENDANCE

Children between the ages of six and eighteen are required by law to attend school punctually and regularly. Regular attendance in school is compulsory according to State Law (Ohio Codes 3321.01 and 3321.03). Irregular attendance is investigated and reported to the proper authorities. Parents and students must accept full responsibility for regular and punctual attendance. Excessive absence and tardiness interferes with the learning process and the student's academic achievement.

REPORTING STUDENT ABSENCE

If a student is absent, parents are to notify the school office by phone to report the absence (330-644-0638). Please call by 9:00 A.M. Parents may call prior to office hours and leave a message on the answering machine to call children off. Please specify the reason for your child's absence and the expected length if known. Notify the office by noon if you would like the student's work to be sent home with another student or picked up. In addition to the call, the student is required to bring a note on the day of return. If a child is not in school, they are not permitted after school activities including sports activities.

MAKE-UP WORK

It is the student's responsibility to make arrangements with their teacher(s) to make-up any assignments they have missed. The student will have the number of days absent plus 1 to complete and turn in make-up work. **Parents are requested not to plan vacations while school is in session, and especially during testing periods.** Teachers are not expected to provide work before a vacation begins.

TARDINESS

Students should arrive at school no later than 8:30 A.M. The tardy time begins at 8:31 A.M. Students are expected to be in their classrooms no later than 8:30 A.M. If a valid reason is given for the tardiness then the tardy will be marked as excused. Some examples of an excused tardy may include, but are not limited to, the following: traffic due to an accident, orthodontist appointment, doctor appointment.

Since tardiness interferes with the child's progress in school and disrupts the classroom teaching, parents are requested to see that their children cultivate the habit of punctuality. Students may be required to stay in at recess time for habitual tardiness to make-up missed work. If the student is experiencing difficulty in academics or social behavior as a result of being tardy, a conference will take place to devise a plan for improvement.

STUDENT DISMISSAL DURING THE SCHOOL DAY

If a student must leave early, it is necessary for the office to have a signed note from the parents stating the reason for the early dismissal. **ALL STUDENTS DISMISSED EARLY MUST BE PICKED UP AND SIGNED OUT IN THE SCHOOL OFFICE BY A PARENT OR A PARENT REPRESENTATIVE.** No parent or parent representative should go to the classroom. No student is permitted to leave the school grounds during the day without the written permission from their parents and approval from the office. All early dismissals must be picked up before 2:45 P.M. in order to avoid dismissal confusion. Please consider this in making your plans.

APPOINTMENTS

Medical and dental appointments should be made outside of school hours if possible. A written note must be presented to the office if the student is to be excused for an appointment during the school day. Students need to be picked up and signed out in the office by the person specified in the note. Late arrivals due to doctors' appointments will be marked as an excused tardy.

FAMILY VACATIONS

Parents are asked to schedule vacations during school breaks. If a vacation has been scheduled during school time, the office and respective teacher(s) need to be given written notification of your child(ren)'s absence from school.

Please make sure students are in school especially during the following times of year: 3 times throughout the school year (Fall, Winter, Spring) for MAPs Testing, and ACRE testing for grades 5 through 8. Please refer to the school calendar for specific dates.

Missed school work will be provided when the student(s) return to school. Students will need to have all missed assignments completed within five days of their return to school after time taken for vacation not specified on the school calendar. **It is the complete responsibility of the student(s) and parent/guardians to contact the teacher(s) upon returning to school, regarding school work missed and to see that assignments and work are made up.** Any assignments not completed in the time specified, will be deducted from the grade. If family vacations are scheduled over the end of the quarter, report cards may be delayed or marked as incomplete until work is completed.

FIELD TRIPS

Field trips are recognized as an important part of an educational program and can provide a valuable addition to the classroom curriculum. Notification of a field trip, fees, and parental permission slips will be sent prior to the field trip date. Permission slips must be signed by the parent or guardian and returned to the school along with the fees in order for the student to participate in the activity. If for any reason a parent is unable to pay the field trip fee please contact the principal.

LUNCHES

A hot lunch and/or milk may be purchased at the school. A lunch menu will be available each month on our website. Soft drinks in cans or bottles are not permitted at lunch time.

TRANSPORTATION

Coventry, Green, Barberton, Springfield, and Manchester will provide bus transportation for all St. Francis de Sales students who reside in their districts. You can obtain pick-up and drop-off schedules and locations by contacting your local school district's bus transportation department.

Courtesy and good conduct is expected of all bus riders. The transportation authorities have the right to suspend misbehaving students from riding the bus.

PARKING LOT PROCEDURES

Drivers must conform to traffic laws and school regulations regarding safety when bringing students to school or picking them up. ***Please follow the traffic pattern maps located on our website by [clicking here](#).***

We ask that when you do pick up your child that you do **not** drive or park in the bus lane to drop off or pick up your child.

FINANCES

Tuition payments and any fees are expected to be paid on time. Delinquency in tuition payments may result in holding the current or last quarter's report card, school records, or the inability to register your child(ren) for the next school year. Delinquency in tuition payments for current 8th grade students will result in holding the transcript for high school application or registration, diploma, or the inability to take part in graduation activities. Any family not making regular payments by the end of the first semester could be asked to enroll their child(ren) in another school.

All financial obligations to the school must be met before a student can be registered for the next school year. If there is a circumstance that prevents a family from being current in their tuition payments, special arrangements need to be made by contacting the Pastor. In order to obtain additional financial aid from the parish a FACTS Grant & Aid Application must be completed and submitted by the deadline.

St. Francis de Sales accepts EdChoice scholarships. Please [click here](#) for more information.

All families who are desiring tuition assistance of any kind must apply for Diocesan Tuition Assistance and Angel Scholarship Fund. Families who do not apply for tuition assistance will not be granted any additional tuition aid.

SECTION 7: BEHAVIORAL EXPECTATIONS & DISCIPLINE

STUDENT CODE OF CONDUCT & DISCIPLINE

The administration, faculty, and staff of St. Francis de Sales are dedicated to enhancing the Roman Catholic faith life of each child in all phases of education. In partnership with parents/guardians, it is our deepest desire that the students know they belong to a family bonded by Christian love and respect, and forever have a home in that family. We expect high standards of conduct, based on and modeling Christian gospel values, of the students at St. Francis de Sales School. Students are expected to strictly abide by these standards of discipline while in school and participating in school-related activities. Parents/guardians are expected to collaborate with school employees on their children's compliance with these standards as well as to support any disciplinary decisions made by the school authorities. School administration will communicate with parents on a case by case basis in regard to code of conduct infractions.

As a responsible member of this family:

- 1. I will respect myself and the rights of others.**
- 2. I will respect both school and private property.**
- 3. I will follow the code of conduct.**

A student that chooses to violate these standards needs to understand and be responsible for the consequences of his/her behavior. Depending upon the severity of the infraction appropriate consequences will be determined by administration.

Demerits:

Demerits are issued by a teacher or staff member. Students are expected to discuss the infraction with their parents/guardian and receive a signature to return to the homeroom teacher the next day. Demerits do carry over from one quarter to the next, but do not carry over from one semester to the next.

Causes for demerits include but are not limited to:

- Failure to observe school rules
- Failure to follow lunchtime rules
- Failure to follow playground rules
- Chewing gum on school property
- Choosing not to follow the acceptable use policy/cell phone policy
- Leaving a classroom/instructional area without permission
- Physical contact with another student dependent on severity
- Foul or inappropriate language
- Disrespectful behavior to any member of the St. Francis de Sales Community depending on severity
- Failure to return a demerit slip signed by a parent/guardian the school day following issuance
- Any other behavior that does not model what is expected of a St. Francis de Sales student

Detentions:

Detentions are given once a student in grades K-4 receives four demerits or four dress code violations or a student in grades 5-8 receives three demerits or three dress code violations (unless determined not appropriate by administration) in a semester, or for a serious offense. A detention will be assigned via Digital Academy and parents will be notified of the infraction as well as the date which the detention will be served. Parents are responsible for the transportation of their child/children going home after serving a detention. Detentions will be served with members of the teaching staff. Students in grades K-4 should report to the office for recess detention and students in grades 5-8 should report to the office to serve after school detention until 4:00pm.

Disciplinary Probation will be discussed with students and their families on an as-needed basis.. The principal will notify the parents/guardians as well as require a meeting to discuss further action. A student placed on disciplinary probation may be suspended from extracurricular activities for a period of time. Detentions accumulate over all four quarters.

Failure to serve a detention and/or participation in extracurricular activities while ineligible as a result of receiving a detention will result in an additional detention being issued immediately.

Detentions will be served for the following:

- Receiving the applicable number of demerits in one semester
- Failure to cease disruptive behavior after receiving a demerit
- Damage to or destruction of textbooks, desktops, lockers, or any other school property (It is understood that students will make restitution to the school/parish and victim.)
- Verbal and physical assault
- Throwing of any object deemed to be potentially dangerous
- Disrespectful behavior to any member of the St. Francis de Sales Community depending on severity
- Lying, cheating, stealing, gambling, plagiarism, or any other deceitful behavior.
- Unauthorized nonattendance of class
- Possession of tobacco products, paraphernalia or the like
- Failure to return detention slip signed by parent/guardian the school day following issuance

Elastic Clause:

Because it is impossible to foresee all problems which may arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit and philosophy of St. Francis de Sales School even though not specified in this handbook.

DRESSCODE

Please [visit our website](#) to review the uniform guidelines.

CLASSROOM POLICIES

Each classroom teacher will have a set system of implementing the school discipline policy. Parents and students are made aware of the specifics at the beginning of each school year during the parent information meeting held during the opening of the school year. Each teacher will establish classroom rules that complement the school philosophy and Code of Conduct.

ELECTRONIC DEVICES

Cell phones must be out-of-sight in book bags and **turned off** between 8:00a and 3:30p. Other electronic devices may be used at the discretion of individual teachers within their classrooms only. If devices are permitted, all content must be Catholic-school appropriate. The parish, school, and transportation providers and all personnel are not responsible for lost, broken or stolen devices.

Violation of these rules will result in the cell phone or electronic device being confiscated and kept by the principal. The phone or device will only be returned to the student's parent/guardian by the school principal.

Note About Social Media

Social media and other online platforms require that users be of a certain age. Students under the age of 13 who have these accounts are doing so in violation of the age restriction policies. That said, **if parents permit their underage children to have access to these accounts, it is the expectation of the school that parents will monitor such use.** Any use of these accounts that becomes disruptive at school, negatively impacts other students or staff members, or is explicit or otherwise improper, or violates the law will be treated as a school disciplinary matter with appropriate consequences. As with student cell phones, the use of school-provided Chromebooks will be carefully regulated to ensure responsible digital citizenship and student safety.

STUDENT DEVICE ACCEPTABLE USE POLICY

The Google Chromebook and any accessories that have been issued to the students are property of St. Francis de Sales Parish School. The Chromebook is on loan to the student and must be used in accordance with the following policies and procedures as well as those outlined in the Technology Acceptable Use Policy for Students:

- Parents/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.
- Parent/ guardians and students should be aware that access to the Internet outside of the school is often unfiltered.
- The School has the right to randomly inspect any Chromebook, application, or peripheral device. This random inspection could be done on site or remotely. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created documents, pictures and all files. The School has the right to review these items for appropriateness and to limit or revoke a student's access to them. In the case of remote access, no notification will precede this type of remote access. However, if it becomes necessary for a school technology official to remotely access the device, the official will

attempt to include two additional school administrators prior to remotely accessing his/her device. The technology official will notify the parents/ guardian of the student after a remote access connection has taken place.

- Each Chromebook is assigned to an individual student. Students should never “swap” or “share” their Chromebook with another student, friend, or sibling.
- Students must have their Chromebooks and chargers with them at school. Students should bring the Chromebook to school fully charged. The fees that students pay each year do not cover the cost to replace a lost or broken charger.
- Use of the Chromebook for anything other than teacher directed or approved activities are prohibited. This includes, but is not limited to, internet or computer games and other entertainment activities, non-school issued email, instant messaging, chat, and other use of the internet not related to school-related research.
- Pornographic, obscene, or vulgar images, sounds, music, language, or materials, including screen-savers, backgrounds, and / or pictures are prohibited. School policy will be followed and enforced.
- Students are not allowed to download or install any software or other materials. School technology staff will perform all approved software installations.
- Chromebooks are not to be used to take pictures or videos without consent of all persons being photographed. Taking photos or videos at school should only be done for instructional purposes as directed by the teacher.
- Students will not use the Chromebook for illegal purposes. Students will not deliberately use the Chromebook to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate school personnel as well as local, state, or federal authorities.
- Appropriate and responsible use is expected of all users. Violation of any policies or procedures will be subject to the appropriate disciplinary action.

ANTI-BULLYING POLICY

St. Francis de Sales School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school’s capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Francis de Sales 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 House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or

humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

St. Francis de Sales School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any technology not on school property.

Definition

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

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 - a. Posting slurs on Websites where students congregate or on Web logs (personal online journals or diaries);
 - b. Sending abusive or threatening instant messages;
 - c. Using camera phones to take embarrassing photographs of students and posting them online; and,
 - d. Using Web sites to circulate gossip and rumors to other students; excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

1. Tell a teacher, counselor or principal; and
2. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- a. What, when and where it happened;
- b. Who was involved;
- c. Exactly what was said or what the harasser did;
- d. Witnesses to the harassment;
- e. What the student said or did, either at the time or later;
- f. How the student felt; and
- g. How the harasser responded.

Complaint Procedure

St. Francis de Sales School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. “A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.” (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended. (See attachments.)

The principal may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form* (see Appendix A). Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form* (see Appendix A). Information received during the investigation is kept confidential to the extent possible.

St. Francis de Sales School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

HARASSMENT

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school program maintains a learning and working environment free of any form of harassment or intimidation of students by any other student, lay employee, religious, or priest. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Substantiated acts of harassment will result in disciplinary action up to and including dismissal. Examples of harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating hostile

conduct jokes, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

St. Francis de Sales is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Francis de Sales expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment Defined

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on the school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing unwanted written or oral communications directed to another of a sexual nature; spreading sexual rumors/ innuendoes; obscene T- shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide a guide as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment as defined above are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following.

- Verbal warning/reprimand and apology to the victim;
- A parent/student/principal conference;
- Written warning/reprimand and parent notification, entered in the student's file;
- Detention or removal from selected school activities and/or extracurricular activities;
- Behavior/probation contracts, possibly requiring professional intervention;
- Suspension;
- Expulsion.

SEXUAL VIOLENCE

Sexual violence is handled separately because of its potential criminal nature. If there is any knowledge or suspicion that an incident of sexual violence occurred involving a child less than eighteen years of age, the principal, or other school authority is required under state law (O.R.C.2151.421) to report the incident. The Department of Human Services, the police, and the Cleveland Diocese will be contacted immediately in these situations.

Generally, sexual harassment should be constructed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or it is the victim of sex offenses under Ohio law. In these cases, the Department of Human Services and the police will be contacted immediately.

THREAT POLICY

St. Francis de Sales has a multidisciplinary Threat Assessment Team (TAT) that follows Comprehensive School Threat Assessment Guidelines (CSTAG). CSTAG ensures that threats are reported and identified, then appropriately assessed and classified, so that we can respond to and manage the situation to keep everyone safe.

Any and all student threats to inflict any harm to self or others will be taken seriously. The individual who hears the threat should report it immediately to school personnel. Means to report include calling or emailing the school administration or using the Safer Ohio School tip line. The parent or guardian of the student who has made the threat will be notified. The parent or guardian of any student(s) who have been verbally mentioned as potential victims or listed in writing as potential victims will be notified.

Violations of this policy may warrant the following:

- 1. Application of Student Code of Conduct.
- 2. Administrative exclusion or suspension of the student until there has been a psychiatric evaluation (at parent expense) and receipt by the school principal of a written statement from a psychiatrist that the student is not/does not pose a danger to self or others.
- 3. Notification of the police. In addition, a student may be placed on a behavior plan, suspended or expelled for any actions that endanger the physical well-being of self or others.

Safer Ohio School Tip Line

The Safer Ohio School Tip Line allows students and adults to anonymously report information about threats to student safety, including bullying. The Safer Ohio School Tip Line can be found here: [Safer Ohio School Tip Line](#).

SUSPENSION AND/OR EXPULSION

The principal has the right to suspend or expel a student from school for repeated violation of school policies or for any single major infraction taking place during the school day, school co-curricular activity, or school sponsored event. If strong corrective measures are needed, the principal may employ suspension. The parents will be immediately notified regarding the reason and duration of the suspension. The pupil will be removed from the classroom setting until a conference is held that day with parents/legal guardians. The pupil will be given the opportunity to present the facts related to the case as he/she sees them. *A suspension is the exclusion of a student from his/her class for a specified time, and can be in-school or out-of-school.* The act of suspension will exclude the student from any field trip occurring during the suspension

The expulsion of a student is a serious matter and will be used only when absolutely necessary. Contact will be made with the designated diocesan personnel (legal office) when contemplating expulsion. Notification of the event will be made to the parent/guardian and pastor by the principal. A conference shall be held with the parent(s)/guardian(s), teacher(s), principal, and pastor before expulsion.

After consultation, the principal and pastor will be the persons responsible for the decision to expel a student. This decision is the right and responsibility of the principal and/or pastor. In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. All matters involved in any disciplinary action are confidential.

*Discipline for any act of misconduct, bullying, aggressive behavior, use of foul language, etc. taking place during a parish sponsored sporting event will be determined by the coach, the parish's athletic association director and board, applying the guidelines set by that association.

Elastic Clause:

Because it is impossible to foresee all problems which may arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit and philosophy of St. Francis de Sales School even though not specified in this handbook.

PLAYGROUND RULES

Students are not allowed to leave the playground at recess or lunch time and will be expected to strictly follow guidance regarding allowable areas and activities. Use of school-provided playground equipment will be allowed when health and safety can be assured. Snowballs, tackling games, and rough play are prohibited on the playground. Students are expected to treat all volunteers with the same respect as all teachers, aides, and school administration.

GANGS

Youth gangs and gang-related activity are prohibited. A gang is defined as any non- school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of

clothing, jewelry, head coverings, or accessories by which virtue of color, arrangement, trademark or other attributes denotes membership in a gang displaying gang markings or slogans on school property, tattoos, literature, fighting, assault, hazing, extortion, hand signals, vocabulary, nicknames, explosive material, alcohol, drugs, or drug paraphernalia, or other functions fitting police profiles of gang related activities. As it is impossible to be all-inclusive, the final decision resides with the principal.

Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken.

- Parents/guardians will be contacted immediately and appropriate intervention initiated;
- A behavior contract will be prepared stating the conditions for the student remaining in the school;
- Student will be referred to counseling (personal and /or family);
- Students shall be referred to the Department of Human Services or other welfare or child care agencies of the respective county;
- Students will be referred to outside agencies or programs for treatment when use of drugs and/or alcohol are involved;
- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or other illegal activities;
- Students shall be suspended and/or expelled as already outlined in the school discipline policies;
- Parents/students will be held liable and financially responsible for all forms of vandalism.

These policies are not all inclusive. The full policy book is on file in the office of the principal.

Jurisdiction

Realizing that gang activity is a community concern; communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school property will be determined in cooperation with the diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

Related Policies

In order to prevent the onset of gang-related activity; the following related policies will be strictly enforced:

- Dress code and uniform policy as defined in the Student/Parent Handbook
- Discipline policies and consequences as defined in the Student Parent Handbook
- The right of school authorities to search lockers, student desks and personal property if suspicion of gang involvement exists.

- Policies and procedures relative to scheduling, supervision and attendance at school-sponsored events, held during the school year, in the evening or on weekends, whether held on school property or other public facilities.
- Policies and procedures established relative to participation in and attendance at school-sponsored functions whether held on school property or at other public facilities;
- Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

WEAPONS

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the St. Francis de Sales Parish School expressly prohibits the use, possession, sale, or discharge of any weapon, dangerous objects which may be used as weapons, or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, teachers, administrators, and other personnel in the school.

This policy includes, but is not limited to, any firearm, knife, item resembling a weapon, deadly weapon, or explosive or incendiary device. A “deadly weapon” is any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon. Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles.

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

Disciplinary action may include immediate in or out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents shall be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school and the Diocese of Cleveland Department of Education, after consultation with the Diocesan Legal Office.

Students are not permitted to bring or to have at school items such as the following: real or toy knives, sharp objects, matches, lighters, skateboards, roller blades, water pistols, real or toy guns, radios, tape recorders, walk-man, video games, beepers, and cell phones.

SEARCH AND SEIZURE

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

The search of students' persons or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for all purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, or any other item, the possession of which is prohibited by law or by school policy.

PREVENTION

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, educational programs and activities will be provided as judged appropriate by St. Francis de Sales School and/or principal. These may include but are not limited to guidance programs, parent education programs, stress/anxiety management programs, suicide prevention programs, social activities that foster positive group identification and behavior, and Catholic based youth ministry activities.

SECTION 8: ROLE OF PARENTS

PARENT RESPONSIBILITIES

The primary responsibility for the education of the children belongs to parents. To ensure an atmosphere for educational success and Catholic Christian growth the following responsibilities are essential:

- Model and support your child(ren)'s practice of the Catholic faith.
- Support school policy and the authority of the administration, teachers, staff, and volunteers by teaching your child(ren), by word and example, respect for the law, for school rules and regulations, and for the rights and property of others.
- Set realistic goals according to your child(ren)'s individual potential.
- Encourage your child(ren) to complete all assignments.
- Expect your child(ren) to obey the regulations and principles of good behavior at all times (Note your child(ren)'s conduct and effort marks).
- Follow the policies and procedures stated in the handbook by knowing and understanding the rules your child(ren) is/are expected to observe at school and be aware of the consequences for violations of these rules.
- Encourage in your child(ren) a desire to learn and a respect for self and others.
- Be sure your child(ren) attend(s) school daily, unless ill, and is/are on time.
- Make certain that your child(ren) is/are clean and dressed appropriately according to school policy.
- Guide your child(ren) from the earliest years to develop socially and acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions.
- Pay all fees on time.
- Attend any parent meetings.
- Monitor your child(ren)'s progress throughout the school year via Gradelink and Thursday Folder and conferences with the teacher as needed.
- Actively support fund-raising events for the benefit of your child(ren) and the support of Catholic education.
- Be responsible in completing volunteer time and talent commitments.
- Support assigned teachers by not requesting a specific teacher for the upcoming school year.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are mandatory at the end of the first grading period. A second semester conference may be scheduled by the teacher and/or parent/guardian. Any other conference necessary to discuss academic or behavior concerns can be arranged as needed. All conferences can be scheduled with the teacher by making an appointment via phone, written request, or e-mail. Parents should always consult a teacher before contacting the principal in all matters pertaining to the student's academic or behavior concerns. If a matter is not then rectified, the teacher and/or parent should consult with the principal for guidance. These conferences help the teacher and parents reach a mutual understanding regarding the students and their progress, strengths, and weaknesses. Conferences cannot be held during regular school

time when the teacher has the responsibility of the students in the classroom. All parental conferences with the teacher, principal, or pastor will be conducted with respect for all parties present.

FAMILY/CUSTODIAL SITUATIONS: RELATIONSHIPS WITH THE SCHOOL

Two-Parent Families

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. The information includes but is not limited to conference appointments, report cards, interim reports, discussions with school personnel, and tuition statements.

Separation

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

Custodial Parent

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records, the non-custodial parent has a right to the same access as the custodial parent. The school will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services. Further, parents should realize that, unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of the child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

Joint Custody

In cases of "joint custody" entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents. *Regarding parent conferences in all custody*

situations: It is preferred and will be the general procedure that one conference appointment be scheduled “jointly” if both parents wish to be present. It is assumed that parents are able to set aside differences and come together on behalf of the child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations. In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher’s time. Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week. If there are questions concerning this restatement of procedure or circumstances you feel necessitate other arrangements, please contact the principal personally.

Parental Conflicts

Under no circumstances will the school become entangled in parental conflicts. It is the expectation of the school that however adversarial their personal relationship may be, parents will reach a common understanding on matters pertaining to the child/school life so as not to cause undue burden upon the child or the school. The school will not be involved in mediating disagreements between parents.

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature

Date

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature

Date