

# Parent / Student Handbook 2023-2024

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Dear Parents and Guardians,

Thank you for your support and cooperation as we prepare for the 2023-24 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.

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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## MISSION STATEMENT

St. Francis de Sales Parish School is a Roman Catholic Community founded in prayer and action, where we LEARN by, and BELIEVE in, living an authentic Christian life, and SOAR through our commitment to academic excellence.

## PHILOSOPHY & BELIEFS

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

### **LEARN**

...with a focus on academic excellence, we believe that each student is challenged to be an independent, self-motivated steward of their own learning.

### **BELIEVE**

...rooted in Catholic tradition and Salesian Spirituality, each student strives to live the Gospel message.

### **SOAR**

...each student will SOAR by serving God and others, owning their educational experience, aspiring to be responsible community members, and respecting themselves.

# 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.

## DAILY SCHEDULE

8:00 AM	Doors to the school are opened.
8:15 AM	Students proceed to homeroom
8:30 AM	<b>Start</b> - students are tardy if they arrive after this time
3:00 PM	<b>Dismissal</b> – 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.

\*For your convenience, Before and After School Care will be available with prior registration for an additional fee.

## 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.

## 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 (including COVID-19) at the discretion of the administration after consultation with health professionals, or upon order of the State of Ohio. The One Call Now parent broadcast system will be utilized to notify parents. Parents may also refer to local news channels.

## 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 not 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.

## OFFICE HOURS

The secretary will be available in the office from 8:00 A.M. to 4:00 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 e-mail is required.

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

## 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 parent 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.

### 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. If they are exhibiting any of the COVID-19 symptoms they will be in a separate environment from others to limit exposure. Students with the following symptoms will be sent to the COVID clinic for evaluation and likely removal from school until a professional medical evaluation can be completed:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell Prevention

We realize that there may be situations where these symptoms may not be due to COVID-19 but are not equipped to make a professional diagnosis. In all situations that we cannot rule out COVID-19, parents or other responsible parties will be called and expected to pick the student up within 1 hour. In the case of COVID-19 exposure or diagnosis, students will be allowed to return based on Summit County Health Department guidelines (and 72 hour symptom free). Our priority is maintaining the health of all students and staff so that our school building may remain open.

It is critical that parents are aware of how their children are feeling before sending to school and are aware of the COVID-19 symptoms. We understand that it is not always ideal to keep your children home, however it may be easier than getting a phone call from the school during the school day. If your family has been exposed to COVID-19 or you have a directive from the Health department, please be proactive and keep your children home to minimize



risk for all involved. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus.

If students are not suspected to have COVID-19 symptoms and still are appearing ill and need to go home, the parent or responsible party will also be contacted to pick the child up.

## 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.

## ADMISSION

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.

### **Transfers 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:**

Any student who will need special services must apply to be on the Jon Peterson Scholarship. New students who will qualify for the Jon Peterson Special Needs scholarship are considered when they apply for acceptance to St. Francis de Sales and for the scholarship prior to March 31, or when parents agree to cover the costs for specialized services prior to scholarship reimbursement which would typically be one half year.

## **NON-DISCRIMINATION POLICY**

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

## **FINANCES**

Tuition payments and any fees are expected to be paid on time. Tuition payments are expected to be in full before the first day of school at the school office or through the FACTS program. 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 8<sup>th</sup> 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.

## MARITAL STATUS AND ALLOCATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

St. Francis de Sales has the right to know immediately when there is a current separation, a pending divorce, a shared parenting agreement, a modification of custody status, and/or any other information regarding the child's family situation. Parents are required to provide this information regarding the custody of the children immediately in the form of a valid and current court order or other written notarized documentation that is signed by both parents.

## 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.

## 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. Progress reports are available anytime through Gradelink. Interim grades will be calculated by teachers at the midpoint of each quarter. **Parents/guardians of students with a C- or lower will be notified by the teacher.**

Report cards will come home at the end of each quarter. Parents keep the report cards and sign and return the report card envelope.

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 e-mail 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:

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

## CHEATING POLICY

Cheating is defined as:

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

### **Policy:**

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:**

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 same work to multiple teachers. ( i.e. Current Events, Science in the News)

**Policy:**

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.**

## GRADELINK

St. Francis de Sales has implemented the Gradelink program. This program creates a stronger bond between the parent, the school, and the teachers.

The "Home" base page of Gradelink will communicate school information to you. From this page you will be able to access pages maintained by all of your child(ren)'s teachers. Gradelink will also allow you access to: class activities, grades, homework, school and classroom news.

All families of St. Francis de Sales School will receive authorization codes enabling them to set up their account with Gradelink. Once your account is established you will continue using that account during all of your years here at St. Francis de Sales. Gradelink is offered to our families with no additional charge.

## STANDARDIZED TESTING

Standardized tests are given in accordance with the Diocesan recommendations. In the Fall, Winter, and Spring, students K-8 will take the MAPs 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.

## 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.

## AUXILIARY SERVICES

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

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

The above services are contingent on state funds and may be limited. All auxiliary services are located in the school building.

## SCHOOL COUNSELING SERVICES

Elementary school students are characterized by physical growth, curiosity about their world and an emerging self-identity. 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,  
Education in understanding self & others  
Coping strategies and Stress management  
Peer and friend relationships  
Conflict resolution  
Substance abuse education  
Goal-setting & decision-making  
Growth mindset  
Leadership development  
Developing independence  
Mental health support and instruction

Organizational, study & test-taking skills  
Development of understanding strengths & weaknesses  
Managing and coping with family issues  
Communication, problem-solving, decision-making  
Career awareness, exploration & planning  
Multicultural & diversity awareness  
Transitions between buildings and in life  
School climate  
Character education  
Feelings recognition and management  
Social skills

School counselors provide...

Individual & small group counseling  
Individual/family/school crisis intervention  
Referrals to outside agencies or counselors

Classroom lessons  
Peer mediation  
Social/emotional support for students

Students can see the School Counselor by...

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

# CODE OF CONDUCT AND 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. Dependent 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 two demerits or two dress code violations (unless determined not appropriate by administration) in a semester, or for a serious offense. A detention slip will be signed by a parent/guardian and returned to school the following school day. Parents are responsible for the transportation of their child/children going home after serving a detention. Detentions will be served with administration. 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.



A student who receives 4 detentions will be placed on Disciplinary Probation. 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 7 days. 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 student 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.

## 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.

## 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:

- Parent/ 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 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, mean 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 that a reasonable person under the circumstances should know will the effect of:

1. Causing mental or physical harm to the other student/school personnel including
2. placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
3. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

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 computer 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 attachment). 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 attachment). 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.

# 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: \_\_\_\_\_

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Name of witnesses (if any): \_\_\_\_\_

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

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Any other information: \_\_\_\_\_

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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: \_\_\_\_\_

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Any other information: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 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 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 can arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit, mission, and philosophy of St. Francis de Sales School even though not specified in this code of conduct and discipline. The guiding principle is to insure a safe, nurturing environment conducive to learning.

## 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, as well as social distancing guidelines. Use of school-provided playground equipment will be allowed when health and safety can be assured. **No equipment or toys from home are permitted at school.** 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, aids, and school administration.



# UNIFORM/DRESS CODE POLICY

The school dress code at St. Francis de Sales is designed to promote an atmosphere on campus that is appropriate for a school setting. The type of clothing, hairstyle, and the way the students present themselves has a bearing on their conduct and attitude. These uniform regulations are intended to reduce distractions and to allow students to focus on their academic responsibilities in a manner demonstrating that we are all one community. To be just and fair to each individual, every student must follow the dress code exactly. For the good of the school and the uniform policy, students are expected to wear the school uniform and gym uniform correctly and parents are expected to support these regulations. The school administration will have the final say in the appropriateness of the uniform.

ALL UNIFORMS SHOULD BE MARKED CLEARLY WITH THE STUDENT'S NAME.

## General Guidelines

- Clothing should be neat, clean and comfortable—NO OVERSIZING OR UNDERSIZING.
- Boys hair must be clean, neatly styled, not restricting of ones vision, or distracting in the common order of activities. It must be above the collar, and no lower than half of the student's ears may be covered when the hair is brushed down. Drastic length variations is also not permitted, with the sides and tops being no more than 3 inches in variance.
- Hair styles are not to have tails, buzzed designs, or shaved lines, including into parts. Natural colored highlights are permitted, but not done into designs or patterns.
- Eyebrows are subject to same regulations, including, but not limited to: no shaving, patterns, unnatural colors, or dyed patterns.
- No facial hair is permitted on any students.
- Jewelry: Necklaces, "stud" earrings (two per ear, in the earlobe), ankle chains, and bracelets should be **appropriate for school activities** including recess and P.E. classes. Stud earrings are simple "post" style earrings that do not hang below the earlobe at all. Jewelry should not be excessive or distracting.
- Make-up for middle school (Gr. 6-8) girls only: clear nail polish, clear lipstick, light mascara, and blush--**NO** eye-liner, eye shadow, body paint, glitter, stickers, decals, or tattoos.

## Enforcement

The administration, faculty, and staff have the authority to make decisions based on the appropriateness of dress as it conforms to the dress code.

Violations will be handled as needed. Consequences for violations may range from changing clothes to suspensions from class, to be decided by the administration, faculty, or staff. The administration may grant exceptions from the dress code for a given group, class, or the entire school because of special days, events, and field trips.

\*\*Please make sure any piece of clothing that a student might remove during the course of the day is labeled. With so many similar pieces of clothing, it will be difficult to identify misplaced items.

## St. Francis De Sales Dress Code Details

### SHIRTS (K – 8)

All shirts must be tucked in at all times. PLAIN WHITE UNDERSHIRTS may be worn under uniform shirts.

- **Styles:** Oxfords, polo shirts, and turtlenecks. Oxfords and polo shirts may have long or short-sleeves.
  - o **Colors:** White or Red (All Oxfords must be white)

### **SWEATERS (K – 8) (If wanted)**

All sweaters are to be worn over a uniform shirt.

- **Styles:** Crew neck pullover or cardigan sweater, V-neck vest
  - o **Colors:** Navy Blue or red

### **SWEATSHIRTS (K – 8) (If wanted)**

All sweatshirts are to be worn over a uniform shirt. They may not extend below the hip or wrist.

- o **Colors:** Red or Navy Blue

### **SLACKS**

Hems should rest at the top of shoes and not bunch at the ankles.

- **Styles:** Flat front or pleated pants
  - o **Colors (Gr. K-4):** Navy Blue
  - o **Colors (Gr. 5-8):** Navy Blue or Khaki

### **CROP PANTS FOR GIRLS ONLY (K-8)**

Crop pants for girls may be worn from the first day of school until October 15 and then from Easter to the last day.

- o **Colors (Gr. K-4)** Navy Blue
- o **Colors (Gr. 5-8)** Navy Blue or Khaki

### **JUMPERS (Girls K - 4 only)**

Jumpers must be no shorter than 2" above the knee in length but no longer than the bottom of the knee.

- **Styles:** Schoolbelles or Lowry's V-neck pleated jumper or drop waist jumper
  - o **Colors:** Red/Green Polyester Plaid (Schoolbelles)

### **SKIRTS (Girls 5 - 8 only)**

Skirts must be no shorter than 2" above the knee in length but no longer than the bottom of the knee.

- **Styles:** Schoolbelles or Lowry's pleated skirt
  - o **Colors:** Red/Green Polyester Plaid, Navy Blue, Khaki

### **SHORTS**

Shorts must be at least mid-thigh in length (no more than 2" above the knee but no longer than the top of the knee). (Shorts may be worn from the first day of school until Oct. 15 and from Easter until the last day). Absolutely NO SHORTS on Mass day. Administration has authority to change dates depending on weather conditions.

- **Styles:** Schoolbelles & Lands' End walking shorts
  - o **Colors (Grades K-4):** Navy Blue
  - o **Colors (Grades 5-8):** Navy Blue or Khaki

### **P.E. DRESS**

Athletic shoes must be worn to P.E. class.

Shorts and sweatpants: Red or Navy Blue  
T-shirts: Gray St. Francis de Sales Uniform Shirt

**\*\*Gym clothes are to be worn to school on gym day\*\***

## **MASS ATTIRE**

You are dressed to learn about God and follow Him daily. Your thoughts, words, and actions reflect your journey with Him.

Boys in grades 5 – 8 must wear white dress shirt with ties

Boys in grades K – 4 must wear regular uniform attire.

All girls must wear skirts or jumpers on Mass day. NO CROP PANTS on Mass day.

The items below do not need to be purchased at Schoolbelles, Lands' End, Lowry's or JC Penney's but are available at those locations.

These details apply to all students in grades K – 8.

### **BELTS**

Students must wear belts in belt loops of pants/shorts.

- **Styles:** solid color
  - o **Colors:** Navy, brown, black (leather or fabric)

### **SOCKS / TIGHTS / HOSE**

Socks must be worn at all times.

- **Boys Color:** Navy, white, or black
- **Girls Color (Gr. K-4):** Navy, white, or red socks or tights
- **Girls Color (Gr. 5-8):** Navy, white, or red socks or tights. May wear flesh colored pantyhose.

### **SHOES**

Slipper shoes, sandals, crocs, or heelies are not safe for school activities and may not be worn. Boots may be worn in inclement weather.

- **Styles:** Athletic shoes (only for gym), Dress Shoes (K-8), High heel (no higher than 2") approved for 6th, 7th & 8th grade girls on Mass day or special occasions only.
- **Colors:** Black, brown or navy blue

The uniform dress code is very specific when it states that all students must be in full uniform every day. Please review the dress code with your children. Provide them with the proper uniform and make sure they are wearing it every day. It wastes everyone's time when a student is permitted to come to school in less than a full, proper uniform.

THIS UNIFORM CODE REPLACES ALL OTHER EFFECTIVE SEPTEMBER, 2012

### **Dress Down Days:**

Some "dress down" days have a required theme, such as Indians day. Jeans are permitted, but they cannot be tattered or torn. Low rise or baggy pants are **not** permitted. Shorts, if worn, **must** be of modest length and worn at the waist. Shirts must have sleeves (no straps) and the torso length must be long enough to be tucked into the waistband. Pictures on shirts must be appropriate and not disruptive to the learning environment and cannot promote sex, alcohol, drug use or violence, and should not conflict with our Catholic identity. Nail Polish, hair color, or any extreme hairstyles are **not** permitted.

## **ENFORCEMENT OF UNIFORM CODE**

If a student comes to school in violation of the uniform code, as determined by the school administration, his/her parents will be contact by telephone and asked to bring the proper clothing to school. The student will not be permitted into class until properly attired. Missed class work must be made up. The dress code will be strictly enforced. Adherence to the dress code is expected of all students every day.

Any item not outlined here concerning what constitutes appropriate appearance will be determined by the school administration.

## 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.

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.

## WALKERS

Students must have signed permission from parents or guardians in order to be permitted to walk home. Students should walk with the utmost safety, and be instructed not to take rides or talk with strangers. It is strongly suggested that all students go directly home after school. For the students' safety, we ask that **ALL** students leave the playground area after school.

## BICYCLES

Students may ride bicycles to school provided that they have signed permission from parents or guardians and follow common safety rules.

Bikes are to be walked at all times on school property and at intersections. The school assumes no responsibility for damaged or stolen bikes. We recommend that all students who ride bikes to school lock their bikes.

## HEALTH SERVICES

The health and safety of our students and staff is always a top priority. Please know that our goal is to keep our school open as much as possible through the global COVID-19 crisis, and also to make the necessary safety measures as minimally cumbersome and stressful as possible for all parties involved. To do so, there will be some additional health services provided and some additional health measures required of parents. These are based on consultation with the Summit County Health Department, and will require focused attention, efforts and coordination between administrations, staff, parents and students of St. Francis de Sales. The situation is always evolving and if policies change, those updates will be communicated with you through our school administration.

We will maintain a regular health clinic and a separate COVID clinic on the school campus. These clinics will be staffed by a school nurse five days a week (9a-3p). The remainder of the time the clinic will be staffed by volunteer personnel with medical qualifications.

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.**

**TEMPERATURES:** Students will be checked upon arrival with a no-contact thermometer for a fever greater than 100.0. If this occurs, they will be sent to COVID clinic and parent/responsible party will be called to pick up within one hour.

**MASKS:** Masks will be optional staff throughout the school day when in contact with or close proximity to others. Masks will be optional of all students in the building unless we have a medical excuse from the student's doctor of record prior to that student entering the building. Specific quarterly masking policies will be shared with families via email correspondence.

## 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.**

## CONTAGIOUS DISEASES

**NEW: CONTAGIOUS DISEASES:** 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. All students need to be "fever free" for 24 hours without fever reducing medications when they are ill with a fever that has been medically documented not to be COVID-19. (See below for specific guidelines regarding COVID-19).

## STREP THROAT CULTURES

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 twenty-four hours before returning to school.

## EMERGENCY PROCEDURES

The school is required to conduct fire, tornado, and lockdown drills during the course of the year. Drills may look different to allow for social distancing. 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.

## BEFORE AND AFTER SCHOOL CARE

A Before and After School Care Program is provided by St. Francis de Sales Parish School Employees for grades PK through 8, from 7:00 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.

## 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.

## VIRTUS TRAINING

In cooperation with the Diocese of Cleveland all school employees/volunteers must receive Virtus Training and be fingerprinted. Please check with the rectory, school, or the parish email and bulletin for information on this training.

## “THURSDAY FOLDER” COMMUNICATION

Folders are sent home to each family on Thursdays. These folders contain important information on upcoming events, schedule changes, students work, report cards, etc.

THESE FOLDERS MUST BE RETURNED ON THE FOLLOWING SCHOOL DAY.

## VOLUNTEERING

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. All parents/guardians/grandparents who would like to volunteer their time with our school children, **must** attend a Virtus “Protecting God’s Children” training session and be fingerprinted inclusive of FBI and BCI background checks prior to volunteering. Virtus is a Cleveland Diocesan sponsored program that leads to a better awareness and prevention of child abuse.

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

## CHARTER FOR THE PROTECTION OF CHILDREN & YOUNG

**PEOPLE JULY 9, 2002**

In June, 2002, the Bishops of the United States reaffirmed the words of Pope John Paul II: that sexual abuse of young people is, by every standard, wrong and rightly considered a crime by society; it is an appalling sin in the eyes of God. The Catholic community of St. Francis de Sales, Cuyahoga Falls, Ohio, in union with the Bishop of the Diocese of Cleveland, renews its determination to provide safety and protection for children and young people in our church ministries and school against sexual misconduct by clergy.

We pledge ourselves to act in a way that manifests our accountability to God, to His People, and to one another in this grave matter.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Francis de Sales 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, mid-quarters, discussions with school personnel, and tuition statements.

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 on 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. St. Francis de Sales School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only the appropriate documentation detailed below.

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 first page of the 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 the right to the same access as the custodial parent. St. Francis de Sales 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 you 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.

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 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 to come together on behalf of the child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, 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.

## 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.

- 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.

### **Consequences**

If a student is suspected or identified as being a member of a gang, show 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.

1. 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.
2. Students may be referred to outside agencies of the respective county.
3. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
4. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
5. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
6. Students may be suspended and/or expelled as already outlined in the school discipline policies.
7. Parents/students will be held liable and financially responsible for any 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 thy, 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.

## 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, social activities that foster positive group identification and behavior, and Catholic based youth ministry 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' person 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.

## 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.

### **POLICY REGARDING STUDENT THREATS**

1. Any and all student threats to inflict any harm to self or others will be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal.
3. Police will be notified immediately.
4. Office of Catholic Education will be notified.
5. The student will be kept in the principal's office under supervision until the police arrive.
6. The parent or guardian of the student who has made the threat will be notified immediately.
7. The student will be suspended and not permitted back into school until there has been a psychiatric evaluation and receipt by the school principal of a written statement from the psychiatrist that the student is not/does not pose a danger to self or others.
8. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims will be notified immediately.
9. Additionally, should a threat be made, the school will secure counseling for students involved after obtaining parental permission.

## PARENTAL RESPONSIBILITY

You have chosen to send your child(ren) to St. Francis de Sales Parish School because you would like them to be educated in a Christian environment. This environment is to be a continuation of the Christian upbringing the children have received and are continuing to receive at home. Having chosen this school, it is vital that you support our educational efforts by your cooperation and involvement, and positive affirmation in public. The education of a student is a partnership between parents and the school. We invite parents to collaborate with teachers and administrators in the learning process.

In choosing to partner with St. Francis de Sales Parish school to educate your child(ren), it is imperative that following are understood:

- The efforts of St. Francis de Sales Parish School are dedicated to the love of God and the growth of the Catholic faith in the world. All those engaged in these works do so respecting each person's dignity and in the spirit of charity impressed upon us by Jesus Christ, to love one another.
- The ministry and mission of St. Francis de Sales Parish School, under the leadership of the Pastor and his delegates, are a generous work of the people and ministers of St. Francis de Sales Parish. Families are invited to participate in this educational ministry, no one is entitled to enrollment, and unbecoming behavior or unsatisfactory participation by parents and/or children can be cause for expulsion.
- In the effort to uphold the mission and vision of our school; especially in regard to Christian attitude, cooperation between administration, faculty, and parents, all school policies, rules, and procedures must be respected and followed for the safety, security, and well-being of all of our students and staff.
- While in the building, behavior expected of our students, is expected of our parents, as parents are the first teachers and models for their children. Any disrespectful, gossiping, demeaning, intimidating, or un Christ-like behaviors displayed toward school or parish staff will be handled seriously by the Pastor, result in a meeting with the him and Mrs. Dougherty, and may result in requesting that children be withdrawn immediately from our school.