

***Ss. Robert and William  
Catholic School***



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**Parent-Student Handbook  
2019-2020 School Year**

**August 1, 2019**

***IRN 056531***

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# **Mission and Beliefs**

## **DIOCESE OF CLEVELAND OFFICE OF CATHOLIC EDUCATION MISSION**

The Office of Catholic Education is committed to the educational mission of the Catholic Church in the schools of the Diocese of Cleveland. Therefore, our mission is to lead, assist, and support Catholic school communities in providing quality education infused with Gospel values.

## **SS. ROBERT AND WILLIAM CATHOLIC PARISH MISSION**

Ss. Robert and William Catholic Parish is a community founded in a spirit of unity, focused on being on in the Body of Christ. We are rooted in the Scripture and Tradition of the Roman Catholic Church. We seek to be a vibrant, welcoming community that journeys together in our response to God's love by loving God and one another the best way we can.

## **SS. ROBERT AND WILLIAM CATHOLIC SCHOOL MISSION**

To foster student success,  
Ss. Robert and William Catholic School  
provides a nurturing environment  
focusing on faith, academics, and service.  
*Life ~ Love ~ Learning*

## **SS. ROBERT AND WILLIAM CATHOLIC SCHOOL BELIEFS**

This parish school is supported and enabled by a faith-filled and faithful community to perpetuate the mission of the Catholic Church on earth. Working in partnership with the parishes of Ss. Robert & William and St. John of the Cross as well as the parents of our students, we, as a school, endeavor to prepare students to be productive citizens and followers of Christ in the 21<sup>st</sup> Century.

We believe...

- Each student is a child of God and therefore a valued individual with unique physical, social, emotional, spiritual, and intellectual needs.
- Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- Students learn in different ways. Curriculum and instruction should incorporate a variety of learning activities to accommodate differences in learning styles.
- Student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.

**ACCREDITATION**

Ss. Robert and William Catholic School was fully accredited by the Ohio Catholic School Accrediting Association (OCSAA) in May 2018.

**TEACHER LICENSURE/CERTIFICATION**

All teachers of Ss. Robert and William Catholic School are certified by the State of Ohio. Further, teachers of our faith are certified by the Diocese in Religious Instruction. Each teacher strives to teach and act consistently with the philosophy, goals, and policies of the Diocese of Cleveland and Ss. Robert and William Catholic School.

## Parents As Partners

Ss. Robert & William Catholic School is first and foremost a **Catholic** School. As a Catholic School we look to Jesus Christ, the Scriptures, and Traditions of the Catholic Church as our guide. We also believe that every child created in the likeness and image of God can successfully learn and live up to his/her potential through a Catholic Education.

Ss. Robert & William is a “**by acceptance**” school. A student is accepted after a review of academic/behavior records and a meeting with the school principal or his/her representative. Once a student is accepted, Ss. Robert & William asks that each family adheres to the following guidelines to ensure a partnership between home and school exists, allowing each student to be as successful as possible.

Ss. Robert & William Catholic School is a **private** school. Students’ and parents’ rights in a Catholic school are different from those in a public school. Public schools are governed by Constitutional Law since they are government entities, and also certain statutes, which do not apply to Ss. Robert and William. As parents when you enroll your child(ren) in our school you agree to follow our rules, policies, and procedures, and the school accepts tuition payments from you to educate your child(ren). Those children on the EdChoice or EdChoice Expansion Scholarship agree to abide by the State of Ohio’s scholarship guidelines. SRW agrees to take the EdChoice scholarship from the parent, not the State of Ohio.

**At Ss. Robert and William Catholic School, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.** Therefore, it is your right and your duty to become the primary role models for the development of your child’s life--- physically, mentally, spiritually, emotionally, and psychologically. Good example is the strongest teacher.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming. In order to accomplish this, we ask you:

- To support and cooperate with the academic and behavior policies of our school as outlined in the school handbook as well as teacher and administration decisions;
- To set rules, times, and limits so that your child:
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has materials needed for school each day (supplies, lunch, homework, etc.).
- To actively participate in school activities such as Parent-Teacher Conferences;
- To help students care for school property;

- To notify the school with a call by 8:00 AM on the day of an absence and a follow-up with a written note when the student returns to school after an absence;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school on due dates and/or notify the school of any concerns on meeting due dates;
- To complete service expectations and fundraising expectations;
- To inform the school of any special situation regarding the student's well-being, health, and safety;
- To promptly complete and return to school any requested information;
- To read school communications and to show interest in the student's education;
- To support the religious and educational goals of the school;
- To attend Mass (or worship service of family's faith) and teach Christianity by word and example;

Once you have chosen to enter into a partnership with us at Ss. Robert and William Catholic School, we trust you will be loyal to this commitment. During these formative years, (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging the student to reach his/her potential. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **In partnership you can expect the following from the school:**

- The faculty and staff are expected to work hard to help each student to achieve academic growth and success to the best of his/her ability; and to help students grow in social graces that will allow them to be good disciples and citizens and grow in appreciation of service to others.
- As a Catholic school, we believe in the dignity of each person. All interactions among individuals will be approached with a sense of mutual respect.
- Teachers are expected to post homework by 4:00 PM each day and update grades weekly, usually on Mondays. This does not apply to "late" or "make-up" work. Teachers will post those grades when they have time to grade those assignments.
- Staff will contact parents to share significant affirmations and/or concerns that arise. Conferences (either in-person or phone) will be scheduled as needed.
- Staff is expected to work hard to communicate student progress through RenWeb, Progress Reports, and Report Cards.
- The school will use newsletters, emails, social media, and RenWeb to communicate information about school events.

- Teachers are expected to respond to emails and phone calls within 24 hours when received on a school day or within 24 hours of the first school day after a weekend or day(s) off.
- We take the trust parents place in us very seriously. We love our students and want what is best for them. That includes a partnership with parents. Calm, productive discussions/emails/phone calls will lead to positive outcomes.

\*Every **NEW** parent/guardian is required to meet with Fr. John Betters and sign the Parents as Partners **2019** Agreement prior to the start of the **2019-2020** school year. **Every NEW** family will receive a **hard-copy of the** Parent-Student Handbook at the meeting.

\*Families returning to SRW will be required to sign the Parents as Partners **2019** Agreement prior to the start of the **2019-2020** school year. The revised Parent-Student Handbook can be found on the school website: [www.srwschool.cc](http://www.srwschool.cc). Changes from last year's handbook can be found in **RED**.

# **Admission Policy**

## **ADMISSION AND READMISSION POLICY**

Admission and readmission to Ss. Robert & William Catholic School is made annually through formal registration. At initial admission, evidence of active parish membership and presentation of baptismal and birth certificates must be made. If class size prohibits further admissions, the names of applicants in excess will be placed on a waiting list. Families will be notified if there is an opening.

## **NON-DISCRIMINATION**

Ss. Robert and William Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## **ADMISSION OF NEW STUDENTS IN GRADES K-8**

Students who have recently moved into the parish will be considered for admission to grades K-8. Final acceptance will be made after review of school records, assessment, and interview. Grade placement will be determined according to school records, assessment, and interview.

Transfer students should present a transfer form and current report card from the school they previously attended. No registration is final until records are reviewed and approved by administration.

Non-parishioners and non-Catholics may be accepted only if there is room. Active parishioners will be placed on the waiting list ahead of non-parishioners and non-Catholics.

No student (new or returning) will be considered registered until all requirements have been met and Covenant is signed.

At the time of registration, all new students seeking admission to Ss. Robert and William Catholic School must present:

- \*Health Records
- \*Immunization Records
- \*Birth Certificate
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

### **ADMISSION ENTRANCE AGE**

Students entering Kindergarten must be five (5) years old by August 1<sup>st</sup> of the year they are entering Kindergarten.

Students entering grade one must be six (6) years old by September 30<sup>th</sup> of the year in which they are entering the first grade. This is the law in the State of Ohio. In most cases, it has been proven that children who are too young for the grade, no matter how intelligent, develop social and emotional problems even though they may achieve scholastically. Early entrance testing may be requested from the local public school agency.

### **CLASSROOM ASSIGNMENTS**

Students are assigned to classrooms by the principals in consultation with the teachers. Classroom lists are determined in order to provide for an even distribution of learning styles, abilities, overall social mix, academic needs, etc. Requests for specific teachers or classmates are not accepted.

### **TRANSFER TO A NEW SCHOOL**

When students are transferred to a new school for any reason either during the school year or at the end of the year, the following steps must be taken.

1. Send a letter to the school office stating the name and address of the new school, as well as the last date on which the student will be attending Ss. Robert & William Catholic School.
2. The parent must sign a release of information form before the scholastic and health records can be sent to the new school.
3. The report card and the student's personal possessions may be taken home on the last day of attendance.
4. Please make an appointment with the principals shortly before the transfer is made. In the event that the student transfers before the end of the school year, tuition and fees are adjusted on a percentage basis. Academic records are withheld until outstanding bills are paid. Health records will be forwarded to the new school.

# Attendance

## ATTENDANCE AS REQUIRED BY LAW

Children between the ages of five (5) and eighteen (18) are required by law to attend school punctually and regularly. Absentees miss valuable class instruction, discussion, and the continuity of work. Regular attendance is important not only for scholastic progress in school, but also because it builds habits and attitudes of responsible behavior important for life. It is a serious obligation for parents to have their children attend school regularly and on time.

## SCHOOL HOURS

7:45 AM – 2:50 PM  
Before School Care begins at 7:00 AM  
School doors open for all students 7:30 AM  
Tardy bell rings at 7:45 AM

At Ss. Robert and William Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. To monitor the occupants of the building, comply with privacy laws, and to limit the disruption to the learning process, parents are asked to report to the office upon entering the building. Various classes invite parent involvement or visitation on particular occasions.

## ABSENCE

Absence occurs when a student is missing from school for a whole day or for a portion of the day. Absence of whole or partial days prohibits a student from receiving Perfect Attendance for the quarter. Attendance is marked as follows:

- 1.00 = A whole day of school missed
- .50 = A student misses 2 or more hours of school day

The principals will contact the attendance department of local public schools concerning cases of truancy. The principals shall also follow the regulations of the health department concerning readmission of pupils who have had a communicable disease.

## REASONS FOR ABSENCE

According to the State Board of Education Revised Code. 1980.3321.04(C), a student may lawfully be absent from school for the following reasons:

1. Personal illness
2. Critical illness in the family (substantiated by doctor's statement)
3. Death of parent, guardian, grandparent or very close relative
4. Quarantine at home
5. Observance of religious holidays
6. Discretion of principals
7. High School Visitation (See policy)

Family emergency situations must be discussed with and approved by the principals.

## **EXCUSED ABSENCE PROCEDURES**

Teachers keep a careful daily check on all pupil absences and tardiness. WHEN A CHILD IS ABSENT, PARENTS ARE REQUIRED TO CALL THE SCHOOL BETWEEN 6:00 PM AND 7:30 AM. Please state the child's name, grade, room number, and reason for absence. Please call each day your child is absent. If there is no report, the parent will be contacted at home or work. The Missing Person's Act requires that parents/guardians contact the school office in the event of absence or the office personnel must contact the parent at home or at work.

After an absence, a written excuse, signed by the parent or guardian and explaining the reason for the absence, shall be presented to the classroom teacher on the day of the child's return to class. Students should be symptom and fever-free for 24 hours before returning to school. Students who are sent home during the school day with a fever or other flu-like symptoms will not be allowed to return to school the next day as this would not allow for the 24-hour protection to the school community.

## **MAKE-UP WORK FOR EXCUSED ABSENCE**

In the interest of the child's need to recuperate, homework cannot be requested on the first day of an absence. On the second or subsequent day of absence, homework may be requested. The request must be made when you call in to report the absence. Homework can be picked up in the office between 2:30 PM and 3:00 PM. In the case of any absences, the child may receive missed assignments on return. The child will have one day for each day of absence to complete those assignments. See additional Homework information under homework policies (pages 31-32).

## **SCHOOL PROGRAMS**

Periodically in the school setting, various grades will have performances/events to which parents, grandparents, and guardians are invited. Siblings from other grades at SRW may not be excused from class to attend unless the scheduled time coincides with the sibling's lunch/recess period.

## **HIGH SCHOOL VISITATION**

The eighth grade teachers arrange one high school visitation day for all eighth grade students. Students will be excused for one additional day for high school visitation that is arranged by a parent/guardian. Seventh graders are strongly discouraged from visiting high schools during calendared school days. Please plan on taking advantage of the opportunities offered during eighth grade.

## **TARDINESS**

Students must be in the school building no later than 7:45 AM. Students entering after 7:45 AM must report to the office to receive a tardy slip.

After every third tardy in a quarter, a demerit will be issued. If 3 tardy demerits are issued in the same quarter, a detention will be issued. Detentions are held first during the lunch break followed by before/after school. It is the parents' responsibility to arrange for transportation.

### **APPOINTMENTS AND EMERGENCIES REQUIRING EARLY DISMISSAL**

Appointments (medical, dental, and other) which require absence from the school, are discouraged, and are marked against the child's attendance record.

When a medical appointment is necessary, the child is to present an appointment notice or letter from custodial parents/guardians before the day of the actual appointment explaining the reason for dismissal and designating the person who will be transporting the child. It is wise to make any such appointments close to school dismissal. Students are to be picked up at the school office for appointments.

In the case of illness or accident and if the child needs to be sent home, the parents/guardians will be notified and must come to the school to take the child. If the parent or guardians cannot come, they may designate an authorized person to pick up the child from the clinic or school office. Ss. Robert & William Catholic School keeps on file EMERGENCY INFORMATION CARDS on which parents/guardians are to indicate names of persons to contact should it be impossible for the school to reach parents/guardians. No child will be sent home unless it is certain that there is a responsible person at home to take care of him/her.

### **LEAVING THE PREMISES**

- No child is allowed to leave school grounds during the school day without the permission of his/her parents/guardians and the approval of the principals.
- No child who is being excused from school due to illness will be permitted to walk home without being accompanied by an adult.
- A child may be released from school only to his/her parents or other authorized persons.
- In the case of family difficulties (divorce, etc.), the child may be released only to the parent who is the legal guardian, unless prior written authorization has been given.
- The principals shall determine the validity of the claim made by any other person requesting release of a child.
- Students will not be excused from school to go with a stranger nor may they be excused by an unidentified telephone message.

### **ATTENDANCE IN PHYSICAL EDUCATION CLASS**

The State of Ohio requires Physical Education classes. All students are required to participate. If there is a reason a student cannot participate in physical education activities, a written excuse from a parent or guardian shall be presented. This note shall be signed and approved by the principals or principals' designee.

A doctor's note is required for extended excuse from attending Physical Education Class. A statement from a doctor must be presented to the physical education instructor stating the amount of time the child is to be excused and/or what limitations are to be placed on the student's involvement.

## **FAMILY VACATIONS**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. If vacations are taken, parents should give the office and homeroom teacher written notification of the child's impending absence. **AFTER** the vacation, the student should contact the teacher(s) to get missed work. No assignments will be given for students to complete while on vacation. Exceptions to this include long-term projects previously scheduled and standard weekly assignments (for example, spelling, vocabulary units, and math facts). Students are responsible for mastery of material presented during their absence. Work is to be completed within **2 DAYS** of the student's return, unless other arrangements are made with the teacher. It is not the responsibility of the teacher to monitor missed work or to re-teach missed material. This responsibility rests with the student and the parents/guardians.

# **Code of Conduct**

## **DISCIPLINE PHILOSOPHY**

A spirit of quiet and order is needed for a favorable climate of learning. It is a goal at Ss. Robert and William Catholic School to help students develop positive behaviors. Our school exists for the purpose of cooperating with the parents in bringing their children to the fullness of maturity that will enable them to become dedicated Catholics and productive, responsible, self-disciplined, self-motivated citizens of their community and country. Emphasis will be placed on rewarding good behavior and encouraging students to develop a positive attitude toward themselves, each other, and our school. Any student who displays an attitude not in keeping with the school's philosophy will be asked to seek another educational placement.

## **CODE OF CONDUCT**

The following code is in effect at all times in all areas of the parish property:

1. Respond academically to the best of his/her ability.
2. Be courteous in speech and action.
3. Be punctual at all times.
4. Be faithful to prayer and religious obligations.
5. Respond honestly and truthfully in all situations.
6. Respect school property, including books and school equipment.
7. Respect others, including students, teachers, staff members, lunch supervisors, volunteers, and visitors to the school.
8. Be neat and careful about personal appearance, being in complete uniform each day.
9. Be prepared for class with completed assignments and necessary materials.
10. Cooperate with classroom and playground rules.
11. Accept consequences of behavior and show proper respect for authority.
12. Contribute to the spirit of our school by developing a sense of pride concerning personal accomplishments, accomplishments of fellow students, and looking for reasons to be proud of their class and their school.
13. Refrain from disruptive behavior of any kind.
14. Keep physical contact between others to a minimum at all times.
15. Be an example of a Christian witness in our school and community.

## **CONDUCT WHEN ARRIVING AT SCHOOL**

1. Follow the arrival and dismissal procedures.
2. Morning arrival is not playtime.
3. Children arriving to school between 7:00 AM-7:30 AM should report to the gym.
4. At 7:30AM children may proceed directly to the classrooms in silence.
5. The tardy bell will ring at 7:45 AM.

## **CLASSROOM CONDUCT**

1. Voices are to be kept in low tones at all times.
2. Children must remain seated when the teacher is not in the room.
3. Students should work quietly during homeroom period so that teachers can take care of all organizational procedures. Each classroom must have an established policy so that students know what they are required to do during this period.
4. Students are responsible for keeping the classroom neat.
5. Students must follow rules set forth by their classroom teacher.

## **ASSEMBLIES AND ASSEMBLY CONDUCT**

1. All students shall enter the assembly area in good order.
2. Be prepared to be courteous and attentive to speakers and performers, recognizing the efforts of those giving the presentation.
3. Booing, whistling, stamping of feet are inappropriate responses for such gathered assemblies and are causes for disciplinary referral.
4. Students exit assemblies as directed by supervisors.

## **CAFETERIA CONDUCT:**

1. Students enter the cafeteria in an orderly and quiet manner and go to their tables.
2. Courteous behavior is expected in lines. No pushing, shoving, moving ahead of others, etc.
3. Eat quietly.
4. Eat neatly and clean your area.
5. All food must be consumed at the tables. No leftover food is to be consumed on the playground or in the classroom. Students are expected not to waste food.
6. Students will remain seated after eating and may talk quietly until asked to line up.
7. Children will line up quietly and in an orderly way to leave the cafeteria.
8. Students not complying with the lunch program policies will receive a lunchtime conduct report to be signed by the parent or guardian and returned to the school the next day.
9. Children may not go to their classrooms unless requested by their teacher.

## **PLAYGROUND CONDUCT:**

1. Always play safely by being careful and showing courtesy.
2. Never run around or push and pull others while near playground equipment. Keep hands and feet to self. Physical contact and verbal abuse (mean words) are not permitted.
3. Don't go too close to the front or rear of moving equipment; instead, walk out around it.
4. Wear proper clothing. Make sure shoes are tied and never wear clothes that have drawstrings. Necklaces, scarves, drawstrings, and loose clothes could get tangled.
5. When getting off equipment make sure there isn't anyone in the way.
6. Don't play on equipment that is wet because the surface will be slippery.
7. Take turns and get in a line when more than one person wants to use a piece of equipment. By sharing, everyone will get a turn. No holding places or cutting in line.

8. Sit properly on equipment and do not overcrowd.
9. Ask an adult for help if there is a problem or someone is hurt.
10. Never go to a playground by yourself or without letting an adult know.

### School Playground Safety Rules

1. Students are not permitted on the playground without adult supervision.
2. Only go to the playground on an outside day and after the teachers on duty give permission to leave the school building. Walk carefully and don't run.
3. Leave extra clothes and items not needed in a designated spot away from the playground equipment.
4. Listen to and respect the teachers on duty. Follow their directions the first time they are given.
5. Always get permission from a teacher to enter the school.
6. Only play in the designated areas. If something being used goes outside the play area, one student can retrieve the item, with permission of the teacher.
7. After the bell rings, pick up belongings and any small equipment being used. Line up and walk inside the school.

### Slides

1. Keep shoes tied and don't wear any loose strings or clothing on the slide.
2. Be patient and take turns in line before getting on the climbing ladder.
3. Take one step at a time and hold the handrails with both hands when climbing the ladder to the top of the slide. Never climb or run up the slide surface or the frame.
4. Slide down feet first and sitting up, never head first nor on back, knees, or stomach. Go down one at a time with no fancy tricks.
5. Check the bottom of the slide to see if it is clear before sliding down. When reaching the bottom, get off and move away from the end of the slide.
6. On hot days, feel the slide before climbing to the top. If the side is too warm, don't play on it.

### Fireman's Pole

1. Don't slide down if someone is close to the bottom of the pole.
2. Hold on with both hands and wrap legs around the pole when sliding.
3. Slide down carefully and land on two feet with knees slightly bent.

### Climbing Equipment

1. Stay well behind the person in front and beware of swinging feet. Never reach for bars or ropes that are too far away.
2. When dropping from the bars or ropes make sure to have enough room to not hit the equipment and get hurt. Bend knees, land on both feet, and don't touch others.
3. Don't overcrowd the equipment. Everyone start from one side and move in the same direction. When climbing down watch out for those climbing up.
4. Always stay in line, take turns, and never push or try to touch others.

### Small Equipment – (balls, skipping ropes, hoops, etc.)

1. Use this equipment in a designated space away from the large equipment.
2. Be careful using this equipment so that it doesn't interfere with others. Try to stay in own space.
3. When sharing a ball with others, be sure to take turns and play safely. No rough play allowed!
4. If you are using a ball and it goes outside the play area, ask an adult (teacher) for permission to get it.

### **ITEMS PROHIBITED IN SCHOOL**

CDs, iPods or MP3 players, inappropriate magazines, electronic devices and games, cell phones, laser pointers may not be used before or during school, including recess. If these items are used during school, they will be taken, a detention will be issued, and the item will be held in the office for parent pick-up.

### **MINOR INFRACTIONS**

A teacher or principals, according to established and posted guidelines, may handle minor infractions of rules. Any teacher in the building has the authority to correct misconduct at any time. Teacher aides, lunch and yard supervisors, and class volunteers are to be obeyed in the same way as teachers.

### **MAJOR INFRACTIONS**

Major infractions may be referred to the principals. When a child is sent to the principals for disciplinary consequences, it is regarded as a serious matter. There will be a record of the student's visit to the principals.

### **DISCIPLINE CONSEQUENCES FOR INFRACTIONS**

The severity of the infraction will determine the consequence. Demerits will be emailed to parents. Discipline Notices will be emailed and a paper copy will be sent home with students for parent signatures. Signatures indicate parent awareness of the consequence, not agreement nor disagreement.

### **DETENTION**

A student who is issued a detention will be placed in a supervised environment for 30 or 60 minutes during the lunch break, before, or after school on the designated Detention Day during that week.

**Ss. Robert and William Catholic School Detention Notice**

Student Name \_\_\_\_\_ Room \_\_\_\_\_ Date \_\_\_\_\_

Faculty / Staff Name \_\_\_\_\_

Three (3) demerit offenses of the Code of Conduct have been recorded in the current grading period resulting in the issuance of this **Detention Notice**.

- \_\_\_\_\_ Not in the right place at the right time.
- \_\_\_\_\_ Not wearing the designated uniform properly.
- \_\_\_\_\_ Unacceptable classroom behavior; disruption, not following class rules, note writing/passing, etc.
- \_\_\_\_\_ Not prepared for class; does not have needed supplies or materials, missing assignments, etc.
- \_\_\_\_\_ No gum chewing / No eating outside of the lunchroom
- \_\_\_\_\_ Unacceptable behavior: church / hallway / cafeteria / bathroom / playground / during a safety drill
- \_\_\_\_\_ Three (3) recorded tardies

**Major offenses of the Code of Conduct or blatant disregard for school rules result in the AUTOMATIC issuance of a Detention Notice:**

- \_\_\_\_\_ Lack of courteous and respectful behavior with faculty, staff, peers, lunchroom supervisors, or visitors to the school.
- \_\_\_\_\_ Lack of respect and care of church and/or school property.
- \_\_\_\_\_ Inappropriate physical conduct; did not keep hands or feet to self, rough play, inappropriate touching, etc.
- \_\_\_\_\_ Not following safety rules on school grounds, on the bus, at bus stops (A bus referral results in an automatic detention notice).
- \_\_\_\_\_ Dishonesty; Lying / Cheating / Copying / Plagiarism
- \_\_\_\_\_ Inappropriate behaviors; use of obscene/foul language or gestures/inappropriate sexual innuendos, spitting, slamming/throwing objects, etc.
- \_\_\_\_\_ Inappropriate use of technology / cell phone and electronic devices are not permitted to be visible or audible between 7:30 a.m.-3:00 p.m. / violation of Acceptable Use Policy
- \_\_\_\_\_ Misbehaviors (not listed above) may result in the issuance of a detention notice.

**Serious actions may warrant an automatic detention or suspension/possible expulsion, including but not limited to forgery, physical fighting, stealing, bullying, harassment, intimidation, or as noted:**

Comments \_\_\_\_\_  
\_\_\_\_\_.

- \_\_\_\_\_ This is Notice # 1 for this grading period. A **Lunch** Detention will be served on \_\_\_\_\_
- \_\_\_\_\_ This is Notice # 2 for this grading period. Detention must be served either from 7:00-7:30 a.m. OR 3:00-3:30 p.m. on \_\_\_\_\_ in room \_\_\_\_\_. An **"N"**(needs improvement) will be the conduct mark on the next report card.
- \_\_\_\_\_ This is Notice # 3 for this grading period. Detention must be served from 3:00-4:00 p.m. on \_\_\_\_\_ in room \_\_\_\_\_. A **"U"** (unsatisfactory) will be the conduct mark on the next report card.
- \_\_\_\_\_ If a Fourth Notice is issued, the parents will be contacted by the principal to conference for further disciplinary measures. This will result in a behavior contract and/ a suspension /expulsion from school.

**Parent Signature (required)** \_\_\_\_\_

**\*Your signature confirms that you have read and reviewed this Detention Notice.  
Signatures indicate parent awareness of the consequence, not agreement nor disagreement.**

## **SUSPENSION**

The pastor and principals may employ suspension. This will be used as a disciplinary measure if the behavior of a child is considered dangerous or extremely undesirable or if it is destructive to the learning atmosphere.

Out-of-School Suspension: The student is excluded from school for a period of time designated by the principals. The maximum number of days for a suspension will be 10. Beyond 10 days, expulsion will be employed. All classroom work and tests missed during a suspension must be made up. A conference involving the parents or guardian, the child, the principals, and the teacher will be held to determine the necessary steps to be taken in order for the child to continue at Ss. Robert & William Catholic School.

## **ACADEMIC/BEHAVIOR CONTRACTS**

An Academic or Behavior Contract places the student on probation at Ss. Robert and William Catholic School. These contracts (which may be separate or combined) define what is expected of the student in a prescribed amount of time. An Academic or Behavior Contract is issued to the student in the presence of his/her parents, teachers, and the principals. All parties sign and agree to the terms. After the prescribed time period (during which compliance is expected), the probation will be ended. On an individual basis, consequences for not meeting the expectations of the Academic or Behavior Contract will be stated within said contract. Should the academic progress regress or the behavior become evident again, Ss. Robert and William Catholic School has the right to issue another probationary contract, retain the student, or not re-enroll the student for the following school year.

## **PROBATION**

In case of repeated discipline problems, a child may be placed on probation. This step is to be considered a warning to the student that unless there is improvement, he/she will not be invited to register for the next term. Children registering for a new school year under probationary terms may be asked to leave if conduct or cooperation with policy during the new term is unacceptable and problems persist.

## **EXPULSION**

When in the judgment of the pastor and principals there is a danger to other students, (physical or moral), and when behavior is such that it is not possible to maintain a learning atmosphere, students will be asked to withdraw. Expulsion of a student from school is a serious matter and will only be used when absolutely necessary. In some cases, the principals and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principals and/or pastor. *EXPULSION WILL ONLY BE USED AS A LAST RESORT.* Continuous suspension or probation for severe offenses described above may end with the expulsion of a student or the student not being invited to register for the following year. Students detected to be chemically dependent on drugs or alcohol will be dismissed from school unless they enter a program of rehabilitation. Any student bringing drugs, alcohol, hallucinogens, controlled substances, pornographic literature to school can be expelled.

The following may be some but not all reasons for expulsion:

- Threatening, striking, or assaulting an employee or student.
- Incurability and persistent irregular attendance.
- Possession, distribution or use of any illegal drug or alcohol in the school or on school/parish grounds, or during a school sponsored field trip.
- Immoral behavior
- Lack of cooperation/support on the part of parents regarding school discipline procedures and policies.
- Psychological or behavioral problems that make it impossible for a child to operate successfully in a disciplined atmosphere.

*In order to maintain a Christian learning environment, Ss. Robert & William Catholic School firmly and fairly endorses the above discipline code. It is operative on school property, the playground, cafeteria, and at all school-sponsored functions, including sports events, field trips, etc.*

**ELASTIC CLAUSE**

*Because it is impossible to foresee all the problems that may arise, this clause empowers the administration or faculty to take disciplinary action (including, but not limited to, suspension and/or expulsion) for any behavior that violates the spirit and philosophy of Ss. Robert and William Catholic School, even though that behavior may not be specifically stated herein.*

# **Communications**

## **WRITTEN COMMUNICATION**

It is important that the school receive written communication from parents in the following situations:

1. Absence, Tardiness, and/or Early Dismissal
2. Educational Excursions (Field Trips)
3. To explain reasons for being Out of Uniform
4. Change in transportation
5. Physical Education Class Participation Excuses, subject to the approval of the principals
6. Conference or Meeting Requests with the teacher or principals

## **COMMUNICATION WHEN PROBLEMS ARISE**

If a parent has a concern about a specific situation at school, he/she should attempt to solve the difficulty with the staff member involved. For example, if a parent has a **concern or issue directly related to the student's performance or behavior under a teacher's supervision, he/she should discuss the issue first with that teacher.** School Administrators can attend conferences between parents and teachers, if requested.

## **PARENT ORIENTATION/ OPEN HOUSE/ CLASSROOM MEETINGS**

At the beginning of the school year, a parent orientation is provided in the form of a Parent Information Night. This meeting is extremely important as it provides an introduction to the school staff. In addition, classroom teachers will review their philosophy, goals, curriculum, homework policies as well as classroom and disciplinary procedures. They will also review preferred methods for parent-teacher communication.

## **PARENT-TEACHER CONFERENCE**

Parent-Teacher Conferences are held twice a year. The first parent-teacher conference days are held in September and are mandatory. Second conferences are held any time during the week of March 14<sup>th</sup> or at the request of the student's teacher(s) or by the parents. Conferences provide an opportunity for both teacher and parent to share expectations and concerns regarding the students. If a conference is desired at any other time, parents are encouraged to contact the teachers through a written note. The parent can expect response within twenty-four hours. The teacher and parent may be able to follow up on the written note via telephone or e-mail. Some issues are best discussed in person, usually with the student present. If so, such a meeting will be arranged between the parent(s) and teacher(s). Conferences may be scheduled at 7:15 AM or 3:15 PM.

## **NEWSLETTERS AND INFORMATIONAL NOTES**

The Warrior Weekly Newsletter is issued weekly via e-mail. It is imperative that each family registers an e-mail address with RenWeb, our communication system to receive the WW as well as any other notices sent to parents. Paper copies will be provided by written request only.

### **TELEPHONE CALLS**

The telephone number for the school office is **(216) 731-3060**.

1. To leave a message with a teacher during the school day, call the office and ask to be placed in the teacher's voicemail. Teachers are unable to answer calls during the school day. Teachers may also be contacted via their e-mail.
2. Messages you wish to deliver to your child should be limited to emergencies and changes in the dismissal procedure. Please contact the school office by 2:00 PM with any transportation changes.

### **MASS COMMUNICATION:**

RenWeb offers schools the opportunity to contact all parents at one time by phone. Please register your number to ensure receipt of important messages. If you check "Emergency Only" you will only receive messages regarding school closings.

# Dress Code

## DRESS CODE

The school and the parents establish and support the dress code in a spirit of mutual cooperation. It is the right and duty of parents to be sure their children are dressed according to code and it is the right and duty of the school to further support that by monitoring the dress code. Uniforms are to be worn from the first through the last day of school unless directed otherwise by school officials.

## BOYS' DRESS CODE (Grades K-8)

- Pants: Solid navy or khaki "classic cut" uniform pants to be worn at the waist (no jeans or jean style, denim, cords, baggie, over-sized, or cargo style)
- Shirt: Green polo with emblem (Purchased from school) for grades K-8  
White Dress Shirt (short or long sleeves) *with tie* (any color or appropriate pattern). This applies to and is OPTIONAL for boys in the Upper School (Grades 6-8).
- Shoes: Solid black or shades of brown leather tie or loafer dress shoes. No athletic shoes, Boots, crocs, Vans, slippers, Uggs, moccasins, Toms, Sketchers, or skateboard shoes
- Socks: Solid color white, navy, green, black, red (must be visible and above the ankle)
- Optional: Sweater or sweater-vest: (Navy blue, white or red).  
SRWS Crew-neck Sweatshirt (Purchased from school)  
(No "hoodie" sweatshirts)

## GIRLS' DRESS CODE (Grades K-8)

- Dress (K-3): Uniform Jumper (jumper no shorter than 2 inches above the knee) OR  
Skirt (4-8): Uniform skirt/skort (Skirt no shorter than 2 inches above the knee) Skirts may not be rolled.
- OR
- Pants: Solid navy or khaki "classic cut" uniform pants to be worn at the waist (no jeans or jean style, denim, cords, baggie, over-sized, cargo, skinny, or yoga style).
- Shirt: Green polo with emblem (Purchased from school)
- Socks/tights: Solid color white, navy, green, black, red (must be visible and above the ankle)
- Shoes: Solid black or shades of brown leather tie or loafer dress shoes. No athletic shoes, boots, crocs, Vans, slippers, Uggs, moccasins, sandals, slides, open-toed shoes, backless shoes, Toms, Sketchers, or skateboard shoes. Heels may not exceed 1 inch.
- Optional: Sweater or sweater-vest (Navy blue, white, or red)  
SRWS Crew-neck Sweatshirt: (Purchased from the school)  
(No "hoodie" sweatshirts)

## CLOTHING FOR PHYSICAL EDUCATION CLASSES (BOYS & GIRLS GRADES K-8)

**All PE uniforms are available from the school.**

- T-shirt: Red or Green SRW shirt
- Shorts: Black SRW shorts
- Sweatpants: Black SRW Sweatpants (**required** November – March)
- Sweatshirt: Red SRW Crew-neck Sweatshirt (**required** November – March)
- Socks: Solid color white, navy, green, black (must be visible and above the ankle)
- Shoes: Tennis shoes

PE uniforms must be worn on designated gym days. Both the short set (warm weather months) and sweat outfits (cold weather months) are mandatory. Students wear the PE uniform to and from school. PE uniforms must be worn neatly with the gym shirt tucked in at all times.

### **CLARIFICATIONS**

- Students may wear plain white, short-sleeved undershirts under the uniform polo/gym shirt. No visible lettering is permitted.
- Students may not wear leggings under the gym shorts on PE days.
- One day each month will be designated for the students who will celebrate their birthday within that month. On this day, these students may DRESS UP as a birthday treat. These dates will be announced in the Warrior Weekly.
- No unusual or fad haircuts are permitted for either boys or girls. The **student's** natural hair color is to be maintained (no bleaching, streaked, highlighted, **dipped**, or dyed hair). **This applies to artificial braids and/or hair extensions.** Tails, buzz designs, eyebrow designs/shaving, sculptured lines, Mohawks, are not permitted. Boys' hair must be cut above the eyebrows, ears, and collar of the shirt. The decorations that girls wear in their hair (headbands, beads, clips, bows, ribbons, etc.) must match a color in the school uniform.
- Uniforms should be worn proudly and students should enter and leave the building attired in proper uniform. (Shirts tucked in at all times.) The school uniform must always be worn in a manner that is appropriate for the SRW school environment.
- Students should strive for a neat and clean appearance at all times.
- Uniform shorts, although available in stores, are **NOT** part of the SRW uniform.
- School shoes are to be neat and clean. Athletic shoes are not permitted. No shoes with over 1/2 inch heels, sandals, clogs, crocs, flip flops, or boots of any kind may not be worn as part of the uniform. Students must wear boots or an alternate pair of shoes for recess in inclement weather.
- Students should wear boots or an alternate pair of shoes for recess in inclement weather.
- Jewelry is not a part of the uniform. The **ONLY** items that may be worn are: Wristwatches, necklaces worn *inside* of the shirt or blouse, and one small pair of stud earrings, only in the ear lobe. Cartilage piercings are not permitted. No hoops or trendy earrings are allowed. No other piercing or decorations are permitted. Boys may not wear earrings. Students wearing jewelry not permitted in this code will be asked to remove it.
- **Eye make-up (mascara, eye shadow, liner) is not permitted to be worn.**
- Girls are permitted to wear nail polish. **Fake or acrylic nails are not permitted.**
- Boys are to be clean-shaven.
- Blouses and shirts are worn tucked completely into slacks and skirts. No shirts may be tied in knots. No lace, embroidery or trim on shirt collars. The skirt length will be no more than two (2) inches above the knee for all girls. Skirts may not be rolled. This rule applies to ALL students, including those in their last year at SRWS.

- On rare occasions the pastor permits dress down days. **Jeans, appropriate-length shorts, or sweatpants may be worn.** No pajama bottoms, compressed pants, skinny jeans (jeggings), leggings, torn/ripped jeans, or yoga pants may be worn at any time during the school day. No clothing may contain messages or themes inconsistent with the Gospel or traditions of the Catholic Church. Students are not permitted to wear any clothing containing advertisements or references to any tobacco, drug, or alcohol products. Students out of compliance will be required to call a parent to bring whatever is necessary to correct the violation. Students will remain out of class until items are brought to school.
- Tattoos of any kind are not permitted.
- Violations of uniform policies will result in the issue of a demerit.
- It is assumed that all other rules inherent to a Dress Code will be followed.

### **CONDITION OF UNIFORM**

The school uniform must always be worn in a manner that is appropriate for a school environment. All parts of the uniform need to be in good condition. All frayed cuffs, split seams, writing, markings, and holes in the uniform are unacceptable.

### **STUDENT BIRTHDAYS**

In order to celebrate the specialty of our God-given life, students have the privilege of dressing up on the designated “Birthday Celebration Day” each month. This date will be listed in the Warrior Weekly. In addition to the monthly dress up day, students may bring a non-edible treat to school ON their birthdays. Students may bring small items (pencils, stickers, erasers, etc.) to distribute to their classmates. Students with summer birthdays will celebrate on the designated date listed in the Warrior Weekly. In order to avoid hurt feelings Birthday party invitations may be distributed during the school day, provided there is an invitation for

- All students in the class,
- All BOYS in the class, OR
- All GIRLS in the class.

### **WRISTBAND POLICY**

Many students have been wearing the wristbands more as a fashion statement, rather than for what they were intended, to bring about awareness for certain causes. As a result, students may continue to wear 1 per day; however, the wristband must represent a cause. Brand names or fashion wristbands are not acceptable. No Silly Bands.

### **COLD WEATHER CLOTHING**

Students should be dressed for recess outdoors. This includes a warm coat, hat, gloves, and boots. Students should wear boots during inclement weather.

# **Educational Program**

## **RELIGIOUS EDUCATION PROGRAM**

Ss. Robert & William Catholic School religious education program is not just one class each day in religious studies. The religious education program is part of the complete fabric of the school. It has two major goals: religious instruction and religious formation. These goals are achieved through five components of the school's religious education program:

1. Religious study classes
2. Integration of Christian values into all areas of the curriculum
3. Religious practices
4. Apostolic service projects
5. The religious environment of the school

The religious instruction occurs on a daily basis and is the major focus of the curriculum at Ss. Robert & William Catholic School. The National Catechetical Directory is the norm for this instruction along with the curriculum guidelines from the Office of Catholic Education/Office of Catechetical Services. The student body has an opportunity to participate in liturgies, the Sacrament of Reconciliation, and other prayer experiences. The preparation and participation in these liturgies is an important part of your child's religious training. Parents are invited to participate in these liturgies, as they are able.

Prayer is an important part of each day and is encouraged throughout the day. In addition to daily religious lessons that teach the basics of faith, students participate in special projects during liturgical seasons to increase their understanding and love of our Catholic traditions.

Students in grades 2 and 8 may be involved in special sacramental preparation programs: First Reconciliation and First Eucharist for those in Grade 2 and Confirmation for those in Grade 8. Catechesis for the celebration of these special sacraments requires parental involvement.

Students are also given opportunities for service in our community by means of the following:

- Awareness of and contribution to the missions, both home and foreign.
- Remembrances and projects for our sick and homebound parish and community members.
- Food and clothing collections for the poor.
- Opportunities for service to others at hunger centers, hospitals, nursing homes.
- Periodic fundraisers for special need populations.

Religious formation needs to be fostered and supported primarily in the home. The school becomes an extension of the home in the life of a child; and, therefore, we cannot accomplish these religious goals without strong family involvement and support. It is the parents' responsibility to see that children attend Sunday liturgy regularly and to guide your children to the reception of the Sacraments on a regular basis.

Policy & Directive on Teaching the Morality of the Human Body, Human Relationships, and Human Love as well as the Morality and Science of Human Sexuality, Puberty, and Human Reproduction at Ss. Robert & William Catholic School

As a school we believe the following:

- The gift of our bodies and human sexuality is a beautiful and blessed gift from God. He is the author and creator of our bodies and has given us the gift of human sexuality for the good of furthering the human family and mutual love between husband and wife.
- We have a responsibility to center our lives on the moral teachings of the Scriptures and Tradition of Jesus Christ and His Church.
- The first and primary teachers of human sexuality and puberty are the parents/guardians of a child. This is a God-given right and duty.
- The role of the school is to “partner” and assist the parents/guardians in their role as teachers for these important matters.
- The role of the school, in adhering to its Catholicity, is to help the child be formed and taught the morality of our bodies, relationships, and love.

As a school we commit to the following:

- To respecting and encouraging the parents’/guardians’ primary roles as teachers of human sexuality and puberty.
- To offering resources and support to parents in fulfilling this important role of teacher in these areas.
- To strictly adhering to the teachings and directives of the Catholic Church in regard to all teachings on these topics.
- To make ourselves available to our students and families to help them know that if they have any questions and or concerns about puberty or the understanding of human sexuality we are here to help and direct them appropriately to other resources.

In our post-sexual revolution world, we have lost our Christian understanding for the meaning and the purpose of the body. Therefore, in an effort to become more authentic communities of faith in Christ and centers of evangelization in the truth and love of Christ, **we have integrated Saint Pope John Paul II’s catechesis entitled Man and Woman He Created Them: A Theology of the Body (commonly referred to as TOB) into the Diocesan Religion Curriculum.** TOB Standards are written by and used with the permission of The Archdiocese of Cincinnati and are aligned to specific grade levels and progress in age-appropriate fashion.

## **INSTRUCTIONAL PROGRAM**

Ss. Robert & William Catholic School follows the approved graded courses of study in all subject areas, which are determined by the Department of Education of the State of Ohio and the Office of Catholic Education of the Diocese of Cleveland. State guidelines regarding time allotments are followed and textbooks approved by the Diocese are used. Teachers make use of a variety of instructional materials and techniques to teach children. Every teacher and staff member is dedicated to Catholic education.

## **SCHOOL STRUCTURE:**

### **GUARDIAN ANGEL EARLY LEARNING CENTER**

Programing for Baby Angels (Infants 6 weeks/older), Toddler Angels (2 years-3years), Wee Angels (3 year olds), Little Angels (1/2 Day 4 year olds), Junior Angels (All Day 4-5 year olds) with options of a 9 month or 12 month program is available. The GAELC is housed in the Merici Center.

### **Lower School**

Grades K-3

### **Middle School**

Grades 4-5

### **Upper School**

Grades 6-7-8

A departmental structure exists for our Lower, Middle, and Upper Schools. Subject matter is delivered by teachers who each specialize in one (or two) curricular areas. Basic classroom instruction is supplemented in many ways.

### **Co-Curricular Subjects**

Physical Education	Grades K-8
Computer Instruction	Grades K-3
Art	Grades K-8
Music	Grades K-8
Foreign Language	Grades 4-8: Choice of Latin or Spanish (Choice is permanent through Grade 8)

Chromebooks are issued to students in Grades 4-8 for use throughout the day as well as at home. Students are required to charge the Chromebook nightly and bring it to school each day fully charged. An insurance fee is charged.

## **CURRICULUM**

In accordance with the Minimum Standards (3301-35-01(B)), the curriculum is developed by the Curriculum Department of the Office of Catholic Education for use in all elementary schools in the Diocese of Cleveland. The following areas constitute our curriculum: religion, language arts (as reading, English, spelling and handwriting), mathematics, science (including health and safety), social studies, fine arts (music and art), physical education, foreign language, and computer education. The curriculum of Ss. Robert and William Catholic School is a K – 8 sequential program in all areas.

Ss. Robert and William Catholic School implements the Graded Courses of Study prepared by the Office of Catholic Education in compliance with the Minimum Standards referenced above.

## **TEXTBOOKS**

Textbooks are selected by the principals and teachers, from the approved lists prepared by the Office of Catholic Education.

## **EDUCATIONAL PROGRAMS**

All students participate in additional educational programs, such as assemblies, that correspond to curriculum objectives, and co-curricular activities, i.e. Art Show, Science Fair, and Choral Concerts.

## **COMPUTER EDUCATION**

Technology is integrated into all areas of the curriculum, using iPads, Chromebooks, and interactive SmartPanels.

## **PHYSICAL EDUCATION**

Students are scheduled for physical education classes weekly:

**K-3 once weekly**

**4-8 twice weekly**

# **Educational Resources**

## **AUXILIARY SERVICES**

Ohio Auxiliary Services provides funding to hire a remedial reading teacher, school counselor, speech therapist, nurse, health-aide, gifted/challenge teacher, and clerk to coordinate the school programs. A portion of the funding is also used toward the utilities and maintenance of these classrooms and the purchase of some of the textbooks.

Students are screened to determine if they are eligible to participate in the various areas. In addition, parent/guardian and teacher referrals are made. Once parents/guardians realize the need for their child to participate in these services, they must sign a consent form giving permission for the child to participate. If the parents/guardians do not wish the child to participate, they must sign a waiver form that is kept in the child's permanent record file stating that the parents decline the child's participation.

## **SPEECH AND HEARING THERAPY**

The services of a Speech and Hearing Therapist are available through Auxiliary Service Funds. The therapist instructs students at Ss. Robert & William Catholic School in need of therapy after obtaining permission from the parents.

## **PSYCHOLOGICAL TESTING AND COUNSELING**

Ss. Robert & William Catholic School works in conjunction with the Euclid School District for psychological testing. In addition, teachers and/or parents may refer a child for assessments, counseling, consultations, and other related services through the school counselor. Such requests may be made by contacting the principals or in writing addressed to the school counselor.

## **REMEDIAL / INTERVENTION INSTRUCTION**

Individual tutoring by a certified teacher is provided for children with learning disabilities on all grade levels. Individual and small group instruction in reading and math is given to those students who qualify.

# Evaluation

## MONITORING AND EVALUATING ACADEMIC ACHIEVEMENT

Student achievement is monitored on the basis of objectives stated in the Graded Courses of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include, but are not limited to the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, etc.

## CLASSWORK/HOMEWORK

Classwork/homework is designed to provide students with extra practice of basic skills and enrichment of learning. One of the most important aspects of practice is that its objective is to help the student learn to study independently. Assignments that are given in class or for home are not always written. Many assignments will center on studying or reading, which require a time of silence. Classwork/homework completion can include written assignments, drill and practice, reading AR books, studying for assessments, etc.

A reasonable amount of homework is given on weekdays. The following time allotments are suggestions only, as ability and concentration have an impact on the length of time required for an assignment. If your child spends significantly longer than the guideline on a given night and is unable to complete the work, send a note to the teacher explaining the situation and requesting information about what further action needs to be taken.

Kindergarten .....	20 minutes
Grades 1-3 .....	30 to 40 minutes
Grades 4-5 .....	60 to 90 minutes
Grades 6-7-8 .....	20 minutes (per subject)

Homework is not given on weekends or holidays. Long-term projects, regular studying, and free reading are exceptions to this guideline.

## SUGGESTIONS FOR HELPING WITH HOMEWORK ASSIGNMENTS

1. Be interested in your child's school assignments.
2. Provide a good study atmosphere.
3. Show the child that school is his primary concern at this stage of his/her life.
4. Recognize the child's abilities.
5. Help, but don't complete the homework assignment.
6. Insist that your child work neatly.
7. Don't permit your child to copy other students' work.
8. Check your child's work for accuracy and neatness.

## **LOWER AND MIDDLE SCHOOL:**

### **Daily Assignments:**

- All assignments are due to the teacher during the student's scheduled class period. If an assignment is not turned in during the class period, it is late.
- Late assignments will be accepted for reduced credit up to 2 days after the date the assignment was due.

### **Long-Term Assignments:**

- If the child is absent the day a long term or standing assignment is due (ex: spelling), the assignment must be turned in the day the child returns.
- There is not a grace period for long-term or standing assignments.

### **Absent Work:**

- The child will have one day for each day of absence to complete those assignments. For example, if the child is absent on Monday and returns to school on Tuesday, the child will have that day to complete the work and it will be due on Wednesday. If the child is absent on Monday and Tuesday and returns to school on Wednesday, assignments will be due on Friday.
- In addition, when a child is absent, any work that was due on the first day of the child's absence will be due on the first day the child returns to school. For example, if an assignment is given on a Tuesday and the child is present, but then absent on Wednesday, the assignment will be due on the first date the child returns to school. There is not a grace period if the child is present the day the work was assigned.

## **UPPERSCHOOL:**

The Upper School policy for completing homework is as follows:

- Daily assignments or assignments due within a few days must be turned in on the due date to receive maximum credit when scored. **A late assignment will receive a 10% deduction for each day that it is late. Assignments not turned in will receive a grade of 0%.**
- There are no extensions on long-term assignments such as Science Fair projects and research papers, which are completed over several weeks and involve multiple steps. These will be due on the day the student returns from an absence.

**\*Parents will be notified, and a conference may be required, if a student displays a pattern of chronic late and/or missing classwork/homework. An improvement plan will be constructed and implemented to address this behavior which may include interventions that require attendance in the study center, missing recess, utilization of after-school tutoring, etc.**

## **GRADING SCALE**

The following is the Diocesan Grade Scale used for grades K-2.

<b>O</b>	<b>93 – 100</b>	Outstanding	<b>N</b>	<b>70 – 76</b>	Needs Improvement
<b>S+</b>	<b>87 – 92</b>		<b>U</b>	<b>0 – 69</b>	Unsatisfactory
<b>S</b>	<b>79 – 86</b>	Satisfactory			
<b>S-</b>	<b>77 – 78</b>				

The following is the Diocesan Grade Scale used for grades 3-8.

### **Superior**

A+	98 – 100	Consistently does superior work in accomplishing goals, objectives, and requirements. Thoroughness in daily work and related assignments. Demonstrates ability to work independently and cooperatively. Consistently high test grades.
A	95 – 97	
A-	93 – 94	

### **Above Average**

B+	90 – 92	Usually does above average work in accomplishing goals, objectives, and requirements. Good knowledge and use of skills in subject matter. Thoroughness in daily work and related assignments. Demonstrates ability to work independently and cooperatively. Above average test grades.
B	87 – 89	
B-	85 – 86	

### **Average**

C+	82 – 84	Usually does average work in accomplishing goals, objectives, and requirements. Adequate knowledge and use of skills in subject matter. Completes daily work and related assignments. Demonstrates ability to work independently and cooperatively. Average test grades.
C	79 – 81	
C-	77 – 78	

### **Below Average**

D+	75 – 76	Usually does below average work in accomplishing goals, objectives, and requirements. Insufficient knowledge and use of skills in subject matter. Limited effort in daily work and related assignments. Demonstrates limited ability to work independently and cooperatively. Low test grades.
D	72 – 74	
D-	70 – 71	

### **Failing**

F	0 – 69	Usually does unsatisfactory work in accomplishing goals, objectives, and requirements. Daily and related work below standard. Limited ability to work independently and cooperatively. Unsatisfactory test grades.
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## **STANDARDIZED TESTING PROGRAM**

The standardized testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic programs of the school. Students in grades K-8 are given the *MAP (Measure of Adequate Progress) Test, 3 times a year*, to measure mastery of skills in reading and mathematics (K-8), language arts (Grs. 2-8), and science (Grs. 3-8).

Students in grades 3-8 are given the Ohio Achievement Assessments.

In addition, the ACRE (Assessment of Catechesis/Religious Education) is administered to students in grades 5 and 8. These assessments evaluate the effectiveness of our religion curriculum.

## **REPORT CARDS**

Report cards provide parents with tangible evidence of pupil growth and development and promote mutual understanding and helpfulness between home and school. The quarterly report card provides an evaluation of the students' educational progress and social development according to what has been taught and mastered. Test scores, class and homework assignments, projects, class participation are all considered as part of the grade given to the student for a particular subject. Grading reflects student achievement in these areas and not conduct or attitudes. Report cards are to be signed by parents each quarter and returned to the school within one week. The report cards will be distributed in class. Financial obligations for the current year must be fulfilled before records can be transferred.

## **PROGRESS OR INTERIM REPORTS**

Progress or interim reports are generated between report cards to indicate achievement, effort, and conduct at that point and to notify parents when students are in danger of failing a subject or if behavior or other factors are affecting their education. Progress reports are posted to RenWeb for parent review. **Parents are to acknowledge receipt of the progress report by emailing a confirmation to the homeroom teacher.**

**Grade Point Averages:** GPAs are calculated from the grade for each subject in the 6 major fields. Values assigned are as follows:

A+	4	C+	2.33
A	4	C	2
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3	D	1
B-	2.67	D-	0.67

## **HONORS**

In order to determine honors, the grades of the six major subjects are averaged together to get a combined grade average. The subjects used to calculate the grade point average are: Social Studies, Science, Math, English, Religion, and Reading.

### **Honors Grade Point Average**

First Honors	3.5 and up
Second Honors	3.0-3.49

**\*No D's or F's allowed in any subject**

**\*No U's in effort or conduct**

## **CHEATING**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

## **PROMOTION**

Promotion to the next grade level is based on the satisfactory completion of the respective grade level work. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

## **RETENTION**

A child may be retained in a grade level only if it is presumed he/she will profit by it. This is particularly important in the entry-level programs (Kindergarten/Grade 1). Developmental readiness may be determined by testing and teacher observation in consultation with the principals and parents/guardians of the child. By the end of the first semester, parents are made aware of continuing educational problems that may indicate the possibility of the child not successfully completing the requirements of the grade level. Absence is not cause for retention, provided the child can make up the work. A child should not remain more than two years in the same grade and may not be retained more than twice in the elementary grades.

Retention is considered in individual cases after thorough discussions between the teacher(s), administration, and parents. Retention may be considered for the following:

### **Lower School:**

- The child has failed to master fundamental skills of reading in the primary grades.
- The child does not have the developmental readiness (social/emotional readiness and maturity) to be placed in the next grade.
- Failure in two out of five major subjects. The major subjects are Reading, Language Arts, Mathematics, Social Studies, and Science. Failure is defined as receiving a grade of U for more than two quarterly report cards.

#### Middle/Upper Schools:

- Failure in two out of six major subjects. The major subjects are Religion, Reading, English, Mathematics, Social Studies, and Science. Failure is defined as receiving a grade of F for more than two quarterly report cards.

“The final decision to retain the child is made by the principals, in consultation with the teacher and parent.” (Secretariat for Education Policy 5116) Consistent with the Ohio Revised Code, it is the principals who make the final decision as to the promotion or retention of a student. The retention decision will be presented to the parent/guardian in writing, and must be accepted in writing by the parent/guardian. Should the parent/guardian disagree (and thereby refuse) the retention decision, this fact should be documented in writing. Students retained in the Upper School will be asked to enroll in a new school, rather than attend SRWS. The principals reserve the right to not enroll a student for the following school year if the parent/guardian chooses not to have his/her child retained. Should a student not successfully complete the requirements of a particular grade level but it has been determined that retention would not profit the student, a notation shall be placed in the school records as the child is passed on to another grade or high school. On the report card itself, the term "Promoted" shall be replaced with the term "Placed."

#### **ACCELERATION**

Acceleration may be advised if all other avenues of meeting the needs of the student have been exhausted. Acceleration must have the approval of the teacher, principals, parent, and student. The basis of acceleration includes consistent and outstanding intellectual and academic achievement in most major subject areas and superior social maturity.

#### **GRADUATION**

A Graduation ceremony is held for eighth grade. The ceremony is held following Mass. All financial obligations must be met prior to students participating in graduation activities.

#### **ACCESS TO RECORDS**

Any parent/guardian has the right to view his/her child's records. It is the policy of Ss. Robert & William Catholic School that the parent/guardian give a 24-hour written request to do so. This review of records must take place in the school office. Transfer of school records is made through the U.S. mail.

# Health and Safety

## HEALTH

The purpose of our health services program is to protect and maintain each child's health. To assist us in this task, a health-aide is on duty at Ss. Robert & William Catholic School on a daily basis. A registered nurse, certified in school nursing, conducts examinations in the areas of hearing, vision, and posture.

The health-aide will provide immediate care for those who become ill or injured during school hours. This care is not to be intended as a substitute for medical care. State law prohibits nurses and health-aides from practicing medicine, which includes making medical diagnoses of illness and injuries and prescribing medication. This is a physician's responsibility.

The health-aide is a liaison between educational and medical personnel. It is essential that parents keep the health-aide informed about their child's medical condition. A physician's report gives a more complete account of conditions and what measures need to be taken. The parents need to request this report from the physician.

## EMERGENCY RESPONSE PLAN:

At the beginning of each school year, or when a child joins Ss. Robert and William Catholic School, parents are asked to submit a child's medical record, including any medical conditions and medications. A clinic is maintained for first aid and emergencies.

## IMMUNIZATIONS

Records of students' immunizations are kept on file as part of the students' health files. State of Ohio Law requires that any child who does not meet minimum immunization requirements cannot be admitted to school. Documentation of immunization records must be provided. The school health aide will contact you if immunization records are incomplete and advise you of necessary immunizations. Any pupil whose records are incomplete by the 15<sup>th</sup> day of school will not be permitted to remain in school until all immunizations are completed and reported to the school.

The required vaccines are listed:

- A.** Three (3) doses oral polio vaccine (if third dose was received before 4<sup>th</sup> birthday, a fourth dose is required).
- B.** Four (4) doses D.P.T. (Diphtheria, Pertussis, Tetanus) (if received before 4<sup>th</sup> birthday, a fifth dose is required.)
- C.** Three (3) doses of Hepatitis B vaccine before entering Kindergarten.
- D.** Two (2) doses measles (Rubeola) vaccine (first dose must be received after the 1<sup>st</sup> birthday and the second dose at least 28 days later).  
Two (2) doses German measles (Rubella) vaccine (first dose should be received after the 1<sup>st</sup> birthday, second dose at least 28 days later).  
Two (2) doses mumps vaccine (first dose **must** be received after the 1<sup>st</sup> birthday and the second dose at least 28 days later).

**OR**

**D.** Two (2) doses of MMR (Measles (Rubeola), Mumps, and Rubella (German measles)) vaccine are required. The first dose must have been received on or after the 1<sup>st</sup> birthday and the second dose at least 28 days after the first dose.

**F.** Varicella Vaccine (Chickenpox) required before entering Kindergarten

### **VISION SCREENING**

Vision screening is done on students in grades K, 1, 3, 5, 7 and all transfer students. Children recommended by teachers and/or parents may also be screened. All children who wear glasses or have not previously passed a vision test are retested every year. The health-aide will notify parents if their child does not pass the vision screening and needs to be examined by an eye doctor.

### **HEARING SCREENING**

Hearing tests are given to students in grades K, 1, 3, 5, and all transfer students. All children who have not previously passed the hearing test or who have other ear problems are retested every year. Children recommended by teachers and/or parents may also be screened. The nurse will inform parents if their child does not pass the hearing test and needs to be examined by an ear doctor.

### **SCOLIOSIS SCREENING**

Scoliosis is a sideways curvature of the spine in the upper and/or lower back, and it is most commonly found in adolescence. Scoliosis screening is done on students in grades 5, 6, 7, and 8. The physical education teacher may also refer students for this screening. The nurse will inform you if your child does not pass the screening and needs to be seen by your doctor for possible spinal x-rays. Scoliosis in the immature spine can be corrected without surgery; therefore, it is very important to detect scoliosis before the spine is finished growing.

### **PEDICULOSIS (HEAD LICE)**

The main symptom of head lice is unusual or repeated scratching around the back of the neck and ears. The best way to confirm a case of lice is to closely examine the scalp for small, grayish-white eggs, especially at the back of the neck and above the ears. These nits can sometimes be mistaken for dandruff, but they cannot be easily brushed away. Precautionary measures include examining your child's hair on a weekly basis and reminding your children to avoid sharing combs, brushes, hats, scarves, and coats.

Please contact your doctor and the school if you suspect a problem. If a case of head lice is reported, all the children in the class and all siblings will be checked by the health-aide. If a child does have head lice, he/she will be excluded from school until proper treatment is received. Treatment includes shampooing with special lice shampoo and the removal of all nits (eggs) from the hair by using a fine-toothed comb. The child may not return to school until all the nits have been removed. Upon return, the child must report to the nurse's office to be checked by the health aide PRIOR to returning to the classroom.

### **FIRST AID**

Basic first aid will be administered to any student who is injured during the school day. This includes, but is not limited to, bandaging of wounds, taking of temperature, and ice compresses. In the event of an emergency of a serious nature, illness or otherwise, the parent/guardian will be notified immediately. For this reason, up-to-date emergency information is necessary. It is the responsibility of the parent/guardian to keep this information current.

### **ILLNESSES**

To help control the spread of contagious illness, you are asked to keep your child home if he/she appears to be ill. Symptoms such as a cough, sore throat, runny nose, swollen glands, red eyes, vomiting, diarrhea, fever, and unexplained rashes are some good reasons to keep your child at home and then take him or her to a physician for diagnosis. Please do not send your child back to school until he/she is free of symptoms for 24 hours.

### **COMMUNICABLE DISEASE**

When a child has been diagnosed as having a contagious condition (including head lice and strep throat), parents are to notify the school office. A notice will be sent home if students are exposed to communicable diseases. (Please note that if a child has a throat culture, he/she should be kept home until the results of the culture are known.)

**When a child has been sent home with an illness, the child should not return to school until free of symptoms and fever for at least 24 hours.**

If your child is too ill to go out for recess, he/she is too ill to attend school. Please do not send notes requesting that your child stay in for these activities. The only exceptions would be for serious reasons as determined by the parent in conjunction with the physician.

When a child becomes ill or is injured at school, he/she must notify his/her teacher who will give the child permission to go to the clinic. The child will be evaluated by the Health Aide to determine the necessary action. If the child is ill and needs to be sent home, the parent/guardian will be called to take the child home.

A record is kept documenting all visits to the clinic including symptoms and action taken. This record is kept for the duration of the school year.

### **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, the Principals, or the school nurse.

### **MEDICAL INFORMATION**

Parents shall supply the school with any pertinent information necessary if the child has a chronic health problem. **TEACHERS MAY NOT ADMINISTER ANY TYPE OF MEDICATION**, whether prescription or over-the counter.

## **MEDICATION ADMINISTRATION POLICY**

State Law requires that no drug, including any over the counter medications (such as Tylenol, antacids, and cough medicines) be taken at school without written permission from a **physician** and parent. The specific medication forms must be obtained from the school clinic and filled out by the physician and parent prior to bringing the medication to school. These forms are kept on file in the school clinic. A new form must be completed for a change in prescription. These forms are required and must be updated every school year.

Medication must be in the prescription bottle with label attached containing student name, name of the medication, dosage, time administered, and duration. The expiration date of the request and a listing of possible side effects should be supplied. At the appropriate time, the student will return to the clinic and will be observed taking the medication.

**OTC (over-the-counter) medication may be dispensed by school personnel, provided a) the OTC medication is sent to school by the parent in its original package, b) the amount of OTC medication is for one school day only, and c) an accompanying form or letter signed by the parent/guardian is sent along with the medication. It is preferable for the parent/guardian to drop the OTC medication to the school clinic. If that is not possible, the student must bring the OTC medication to the clinic upon arrival at school. OTC medication commonly includes cough drops, aspirin, and cold medicine.**

*With the exception of inhalers, no student may carry medication of any kind on his/her person. (Obviously, the student may carry OTC medications to the clinic). All prescribed medication must be taken home by a parent/guardian over extended school holidays and at the end of the school year.*

It is the parent's responsibility to notify the school of any change in the medicine schedule. Medications are kept in the school clinic and the administration is supervised by the health-aide or a staff member designated by the principals who then give the medication to the child, observes the child taking the medication, records, and stores the medication. The designated school personnel keep a Medication Record and maintain it on file until the end of the current school year. If the child is taken off the medication or no longer needs to receive it at school, the parent shall notify the school Health Aide in writing.

## **ALLERGY POLICY**

Ss. Robert and William Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, procedures for addressing life threatening allergic reactions are in place for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training: In order to minimize the incidence of life threatening allergic reactions, training and education is provided for all staff at the beginning of every school year. The training will be provided to all school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies
- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen)
- Specific steps to follow in the event of an emergency
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen (in the event that a student has a severe allergy, his/her teacher will carry an EpiPen at all times)

Notifications: The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms: Teachers will be familiar with the allergies of students in their classes and respond to emergencies as per the emergency protocol.

- In the event of a suspected allergic reaction the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- Students' food allergies information will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- Hot lunch is available from the cafeteria daily, however, a parent or guardian of a student with food allergies is responsible for communicating with the cafeteria manager to determine food safety or for providing food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **ASTHMA**

This school encourages children with asthma to achieve their potential in all aspects of school life. All staff that comes into contact with children with asthma is provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

Immediate access to rescue inhalers is vital. Children are encouraged to carry their rescue inhaler as soon as the parent, doctor or nurse, and homeroom teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers must be labeled with the child's name by the parent.

### **PERSONAL HYGIENE**

It is important that your child comes to school clean and well groomed. Children should be taught at home, as well as in school, the importance of washing hands after using the lavatory, covering one's mouth and nose with a tissue when sneezing or coughing, not borrowing hats or combs from others, etc. Daily brushing of teeth, caring for hair, cleansing of the body, getting proper sleep, and eating nutritionally sound meals goes a long way in helping students remain healthy and building their self-esteem.

### **BIOHAZARDS**

Ss. Robert & William Catholic School has on file a Biohazard Exposure Control Plan, which deals with safety precautions for dealing with ANY body fluids. Faculty and staff receive in-servicing in this area yearly. As part of the protection, faculty and staff are provided with gloves and appropriate kits for handling ALL body fluids.

Students are to observe the following cleanliness precautions as part of this plan:

1. Wash hands with soap and warm water after using the toilet. Rub hands for at least 15 seconds under running water. Use a paper towel to turn off the water.
2. Dry hands with disposable paper towels. Throw paper towels in the plastic bag-lined containers available.
3. If there is a questionable fluid spill such as vomitus, urine, feces, or blood--**DO NOT TOUCH** and tell an adult immediately

### **CHILD ABUSE LAWS**

Ss. Robert and William Catholic School abides by the Child Abuse laws of the State of Ohio. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **CRISIS PLAN**

Ss. Robert and William Catholic School has a safety plan to address a variety of emergencies. All teachers and staff are aware of the procedure to follow to keep children safe. In the event of an emergency requiring evacuation of the school building, the students will be moved to Ss. Robert and William Catholic Church.

### **EMERGENCY DRILLS**

Ss. Robert and William Catholic School follows state law by conducting required fire, tornado, intruder, and emergency evacuation drills.

## **VISITORS**

School visitors (workers, volunteers, parents, etc.) must come to the main office upon entering the building. For safety and security reasons, each person is required to sign in at the office and obtain a visitor badge to wear during their visit. All visitors are to sign out at the time of departure.

Visitors may not drop in to a classroom to visit children during the day. This is an interruption to the teacher and to the educational process.

## **VOLUNTEERS**

Volunteers are invaluable resources for Ss. Robert and William Catholic Parish. The main responsibility of a volunteer is to assist the administration or teachers.

To comply with the Diocese of Cleveland's policy for the safety of children, all individuals who volunteer in the school must

1. Complete the mandated background check and
2. Complete *Virtus* training. (<http://www.virtus.org/virtus/>)

For safety and security reasons, volunteers are required to sign in at the office and obtain a visitor badge to wear during their visit. All volunteers are to sign out at the time of departure.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

No volunteers, (parents included), may drop in to a classroom to visit children or talk with teachers during the day. This is an interruption to the teacher and to the educational process.

# **Student Organizations**

Students participating in a Student Organization are expected to report to and remain in the location of the meeting or practice. Roaming the building is not permitted.

## **SERVERS**

Boys and Girls from Grades 5-8 are privileged to receive training as servers. Parents and students should consider this a serious responsibility and fulfill their obligations faithfully.

## **STUDENT MINISTRY**

Students in grades 7 and 8 who are interested may apply, and those chosen will be trained in the ministry of Greeters, Ushers, and Money Counters for school Masses.

## **NO PLACE FOR HATE**

No Place for Hate®, a program of the Anti-Defamation League, seeks to provide a model for combating intolerance, bullying, and hatred. It provides a unique opportunity to incorporate new and existing programs with one consistent message and connects a participating school to a larger initiative taking place in the region and in other states. Schools have the opportunity to become designated as No Place for Hate® by completing three steps during the school year. Students in grades 6-8 may participate in the organization.

## **INSTRUMENTAL BAND**

A certified instructor provided by Music Alliance Inc. supports an instrumental music program to interested students in grades 4-8. Private/small group lessons are offered during the school days of Tuesday and Wednesday. Lessons are scheduled on a rotation. Students are responsible to make up missed class work when in lessons. Beginning and advanced band practice is offered during the lunch recess times. Fees for participation in the band program are paid directly to Music Alliance Inc.

## **CHOIR**

Choir is offered to students in grades 6-8. Choir is held on Mondays from 3:00 – 4:00 PM. Students who choose to participate in Choir will lead the singing at the all school Masses each Tuesday at 8:00 AM. There is no fee to be a choir member, only the commitment to attend all practices.

## **DRAMA CLUB**

Drama Club is offered to students in grades 4-8 interested in the theatrical arts. Drama Club will meet on Wednesdays from 3:00-5:00 PM (subject to change when nearing a production date). There is no fee to be a member of the Drama Club.

## **SCHOOL GUARDS**

Sixth Grade students through the affiliation with the Ohio Safety Patrol organization assume part of the responsibility for younger students.

### **PARISH ATHLETIC PROGRAMS**

Beginning in the 4<sup>th</sup> grade, students from Ss. Robert and William or St. John of the Cross Parishes or PSR Programs may participate in cross country, track, football, basketball, volleyball, and baseball teams which are parish sponsored and supported by the Booster Club. These programs instill a cooperative spirit and good sportsmanship in the participants, and foster the growth of school spirit and loyalty among the student body. Also, intramural basketball is available in the 3<sup>rd</sup> grade.

### **SCOUTING PROGRAMS**

Girl Scouts, Cub Scouts, and Boy Scouts have programs available beginning in Kindergarten for girls and 1<sup>st</sup> grade for boys, provided a parent from that grade level has volunteered as leader. Information is passed out in the beginning of the school year.

### **NATIONAL JUNIOR AND ELEMENTARY SOCIETY**

The National Junior Honor Society and National Elementary Honor Society consist of students in both the Middle and Upper Schools who maintain honor roll status as well as demonstrate excellence in the areas of scholarship, service, leadership, character, and citizenship. Members of the NJHS and NEHS work under the direction of a faculty member to initiate service projects that benefit both the school and greater community, plan activities for the student body, and raise awareness/support for social issues. Ss. Robert and William Catholic School maintains membership in the local chapter of both the NJHS and NEHS.

# Technology Policies

Technology Policies: The following policies apply whether the technology is accessed on or off school property.

Blogs: Engagement in social media such as, but not limited to, Vine®, Instagram®, Twitter®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Internet: Ss. Robert and William Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

## CELL PHONE POLICY

Ss. Robert and William Catholic School acknowledges that some students need cell phones after school due to walking home from school, entering a house where no one is home, or attending sport practices or games. Under these circumstances, a student is permitted to bring a cell phone onto school property, however, SRW does not accept responsibility for technology brought onto school property. Students who bring devices to school must abide by the following rules:

1. Phones must be kept in the **OFF** position upon entering school grounds.
2. Students in Grades 4-8 will be required to turn their cell phone into the homeroom teacher upon entering the classroom each morning. Teachers will keep the phones in a lock box and return them at dismissal. Failure to turn a cell phone in during school hours will result in a Detention Notice.
3. Cell phones are not to be used for picture/video taking.
4. No harassment or threatening of persons via the cell phone is permitted.
5. Cell phones may not be used for **calling**, game playing, Internet or e-mail access, text messaging, gambling, or making purchases of any kind.
6. No cell phone is ever permitted in church.

Those who violate any of the rules regarding cell phones will have their phone confiscated and a detention will be issued. Items taken away from students will be released only to the parent(s)/guardian(s). The school reserves the right to search anything brought on school property.

Sexting: The Euclid Police Department will be notified of any incidents involving students in possession or transmission of inappropriate photos on their cell phones or other electronic devices. In addition, students face suspension and/or expulsion from Ss. Robert and William Catholic School.

Texting: Students may at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

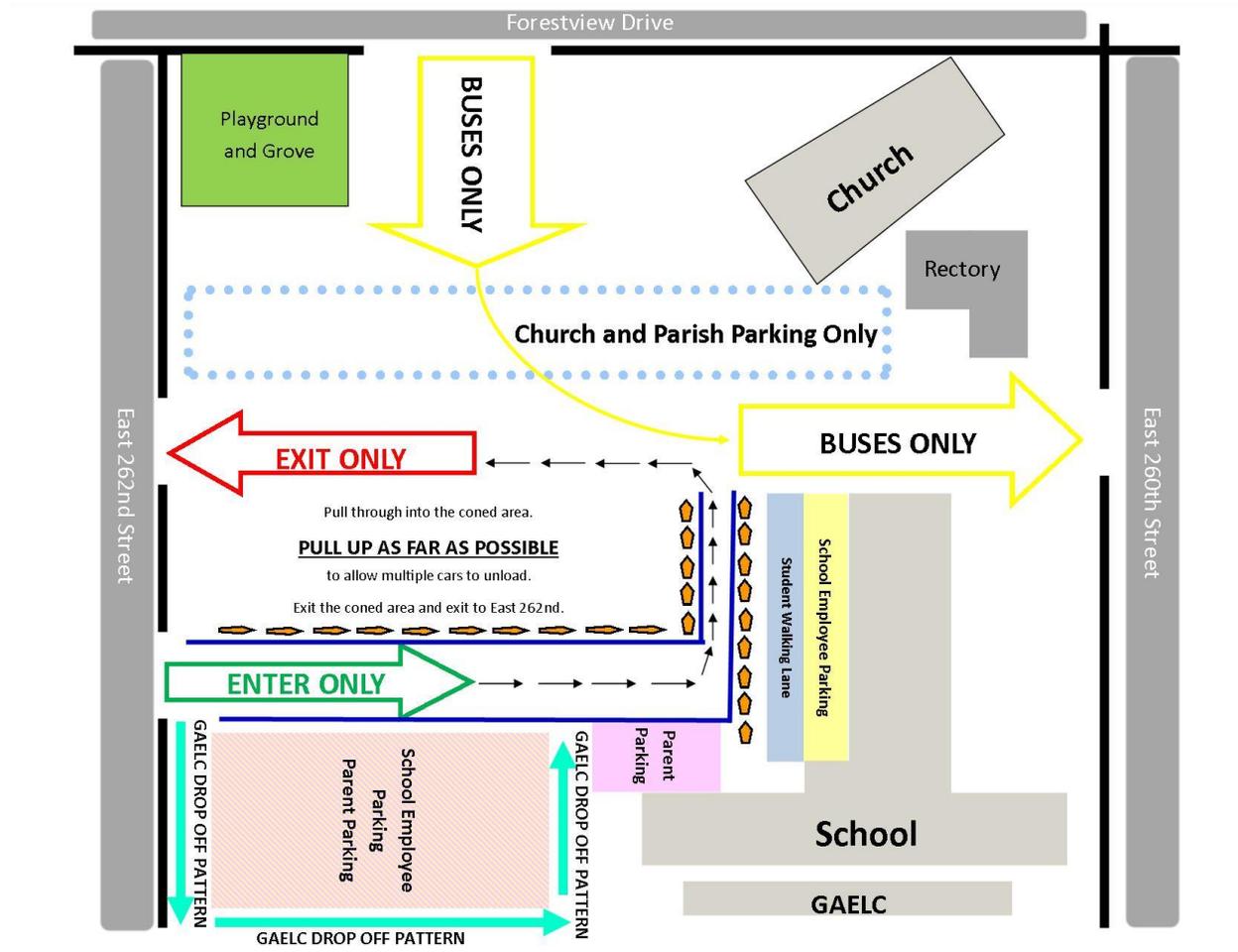
# Transportation Procedures

**ARRIVAL PROCEDURE FOR CAR RIDERS:** See Diagram\*

In the interest of our children's safety and due to the heavy volume of traffic and arrival of school busses, the following AM Arrival Procedure for car riders shall be followed:

1. Enter from East 262<sup>nd</sup> Street ONLY. Use the North drive ENTRANCE ONLY, pull completely through following the blue line; let the children out and exit by the South drive EXIT ONLY to East 262<sup>nd</sup> Street.
2. Parents who find it necessary to keep their children in the car must park in the spaces **on the right of the cones near the gym door entrance.**
3. Please note: The Forestview Avenue entrance will no longer be used by the school community. Please do not enter or exit through this driveway.
4. NO ONE MAY DRIVE THROUGH CONED AREAS.

\*\*\* No parent should get out of cars in the drop off lanes.\*\*\*



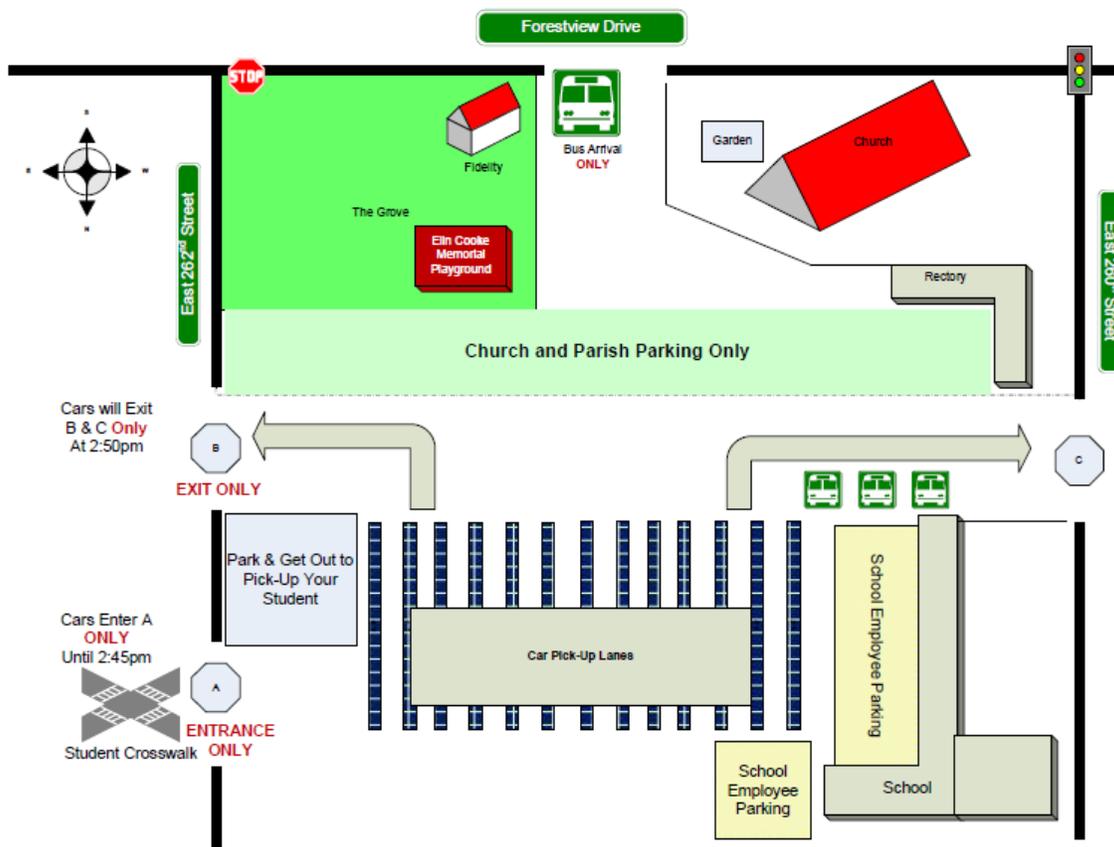
## **DISMISSAL PROCEDURES**

Each August parents are asked to complete paperwork detailing transportation arrangements. If changes are made to these regularly scheduled means, a note to the homeroom teacher or a phone call to the office must be made before 2:00 PM.

### **DISMISSAL PROCEDURE FOR CAR RIDERS:** See Diagram\*

In the interest of the safety of all children, drivers shall strictly abide by the pick-up procedures.

1. All cars will enter the parking lot from the "A" driveway (North drive ENTRANCE ONLY) and park. If the driver needs to stay or go into the building, please park in the spaces between exit A and B. If the driver is coming to pick up children, proceed into aisles 1-10, parking bumper to bumper - facing south toward the church. Drivers may then walk to the pick-up area to wait for children and then immediately return to their cars.
2. Driveway "A" will be closed at 2:55 PM.
3. **NO ONE** may exit the parking areas until all the classes are safely dismissed and all the children are in cars.
4. At approximately 3:00 PM exits "B" and "C" will be opened and cars may proceed out in a single file line. Be considerate and leave when exits open.
5. Aisles 6-10 will exit Driveway "B" ONE ROW AT A TIME.
6. Aisles 1-5 will exit Driveway "C" ONE ROW AT A TIME.



### **USE OF SCHOOL GROUNDS:**

1. No student should be in the schoolyard before 7:00 AM. When they arrive, students should report to the gym.
2. Parents who drop-off/pick-up their children to/from school by car must follow arrival and dismissal policies in this handbook, as well as the directions of the parking lot volunteers.
3. Students are not permitted in the building during recess, and are not to be allowed in any classroom at any time without teacher supervision. Children may remain after school to make up work, serve detentions, etc. with teacher supervision. The principals may decide to bring students into the building early in the case of inclement weather.
4. Students are expected to exit the building each day at dismissal (2:50 PM), unless they are attending the After School Care Program (ASCP), Enrichment, or are working with a teacher. In these instances, they must always be with the adult responsible for supervising the activity.
5. After dismissal (2:50 PM), the gym will only be available for CYO-sponsored activities and will only be accessible through the north entrance next to the Merici Center. In these instances, athletes must always be with the coach responsible for supervising the activity.

Dismissal time 2:50 PM on the majority of school days. The only exception to this is Early Dismissal Days. These dates will be clearly communicated and marked on the monthly calendar distributed at the beginning of each month.

It is expected that all children will be pick-up on from school at the scheduled dismissal time. While we are aware that emergencies arise, chronically late pick-ups are a disruption to the school staff and their after school responsibilities. Any students remaining in the school after dismissal will be taken to the **Home Away From Home Program**. If the student is registered for **Home Away From Home**, the regular charges will be applied. If the student is not registered, the following rates will be charged:

- 3:00-3:30 PM pick-up \$5
- 3:30-4:00 PM pick-up \$10

The School/Parish is not responsible for any student present before the stated arrival times or after dismissal.

### **CONDUCT ON THE WAY TO AND FROM SCHOOL**

The school cannot assume responsibility for the children outside of the school grounds. A safety patrol is maintained for the protection of the children crossing some streets close to school. Parents shall be responsible for a child's conduct on the way to/from school, regardless of the means of transportation. Parents are responsible for damage to public or private property and for any other misconduct that may or may not result in injury or annoyance to others.

## **BUS RIDERS**

While riding the bus, children are under special obligation to conduct themselves properly. Order is essential for safety. The bus driver is in authority and has the responsibility of reporting any dangerous practices to the school office and the Board of Education in the city which provides the bus transportation. Bus privileges can be revoked if a child's behavior is unsafe or disruptive.

## **BIKE RIDERS**

Students in grades 4-8 may ride bikes to school. (Younger students may ride if accompanied by older siblings). Those who live within easy walking distance are asked not to ride. Bicycles may not be ridden in the schoolyard. Bikes shall be locked and parked in the bike racks. A student who abuses the privilege of riding to school will not be permitted to bring a bike to school. No scooters are permitted.

## **WALKERS**

Students are to use the safest route to and from school. Parents are asked to establish this route with their children. Students must cross streets at lights and/or crosswalks and obey the instructions of the crossing guards. If no crossing guard is present, students should follow the rules of pedestrian traffic.

Walkers are to conduct themselves in a Christian manner at all times. Pushing, rough play, running across lawns, and throwing objects or snowballs is forbidden. *It is within the rights of the administration to reprimand students of Ss. Robert and William Catholic School who display inappropriate behavior while walking to and from school.*

## **DISMISSAL IN THE CASE OF A SCHOOL-WIDE EMERGENCY**

On rare occasions, there may be the need to dismiss the entire student body prior to the normal dismissal time. In this event, the following procedure will be followed:

1. The school office will call parents registered with RenWeb.
2. Parents will be advised to pick up their children in the church\*.
3. Enter the school parking lot from East 262<sup>nd</sup> Street and park as you would for Church parking. Use great caution in the parking lot.
4. Parents or guardians should report to the church and will be directed by a school official.
5. The children will be seated in their assigned places for Mass. Parents should look for their child's homeroom teacher who will be with his/her class.
6. Pick up your youngest child first.
7. Parents will be required to sign for the release of their children.
8. Exit the parking lot onto East 260<sup>th</sup> St. using great caution.
9. Teachers must stay until all children have been picked up.

*\*If dismissal will be impossible from the church, then the children will be dismissed from the gym. The same procedure will occur, with the children seated according to their assigned assembly seats. In cooperation with the Euclid School District, an alternate location in emergency situations is Shoreview School. Directions will be issued over RenWeb's Parent Alert.*

# Tuition/Finances

We recognize that an investment in a Catholic Education is a serious endeavor. If you have any concerns, please make an appointment with our principals or pastors who can explore with you the many options for financial assistance. We are committed to being good stewards, but we are willing to meet people where they are and ensure finances are not an issue in choosing to attend SRWS.

## **TUITION K-8**

The tuition for kindergarten through grades eight is **\$4,995** all inclusive. The only additional costs are school and gym uniforms, Chomebook Insurance fee (Grs. 4-8), school supplies, and lunches.

## **GUARDIAN ANGEL EARLY LEARNING CENTER TUITION**

**Baby Angels (6 weeks-23 months):**

**\$11,400 (\$950/month):**

**5 DAYS – Monday-Friday, 7:00 AM-6:00 PM**

**Toddler Angels (18 months -36 months):**

**\$11,400 (\$950/month):**

**5 DAYS – Monday-Friday, 7:00 AM-6:00 PM**

**Wee Angels (3-year old Preschool):**

**\$1,575 (\$175/month) :**

**3 DAYS –( Tuesday/Wednesday/Thursday), 8:00AM-11:00 AM for 9 months**

**OR**

**\$10,200 (\$850/month):**

**5 DAYS - Monday-Friday, 7:00 AM-6:00 PM for 12 months**

**Little Angels (4-year old PreKindergarten Half Day Program):**

**\$2565 (\$285/month) Monday-Friday, 8:00 AM-Noon for 9 months**

**OR**

**\$10,200 (\$850/month): Monday – Friday, 7:00 AM-6:00 PM for 12 months**

**Junior Angels (4- or 5-year old PreKindergarten All Day Program):**

**\$4,760 (\$529/month) Monday-Friday, 8:00 AM-3:00 PM for 9 months**

**OR**

**\$10,200 (\$850/month) Monday-Friday, 7:00 AM-6:00 PM for 12 months**

## **NEW FAMILY Registration Fee (GAELC – Grade 8):**

One time \$100 non-refundable Registration Fee per student, due upon acceptance.

### **Re-Enrollment:**

A re-enrollment meeting is held each year in January. All re-enrollment information is provided at that time. Families have until March 1<sup>st</sup> of each school year to re-enroll. There is a \$25 fee.

### **Financial Aid:**

Financial Assistance for children in grades K – 8 is available through scholarships from the parish endowment and through the Catholic Community Foundation's Catholic Education Endowment Trust. Any family needing assistance is asked to fill out a PSAS (Private School Assistance Service) form. The form must be completed and submitted by March 1 to receive priority. A form filled out after March 1 is subject to limited available funds. Forms are available from the School Office. After outside sources of financial aid are exhausted, the principals and pastors will work with the family on a case-by-case basis to assure that tuition is not an obstacle to pursuing an education at our school. FINANCIAL CONCERNS SHOULD NEVER STOP SOMEONE FROM ATTENDING OUR SCHOOL.

Financial Assistance for children in the Little Angel or Junior Angel classes is available through an Ohio Department of Education need-based Early Childhood Education grant for students who turn 4 by August 1<sup>st</sup>.

### **Fundraising Expectations:**

All parents in **GAELC** through grade 8 are expected to participate in three school sponsored fundraisers:

- Sell \$120 in 50 Days of Holiday Cash Raffle Tickets (FALL)
- Participate in the Walk-a-Thon by addressing 10 donation envelopes (FALL)
- Sell \$120 worth of Festival Raffle Tickets (SPRING)
- Contribute \$5 toward Classroom Baskets for the Taste of Nations Fundraiser (WINTER)

### **Service Hours:**

All parents in preschool through grade 8 are expected to participate in service hours to the school community:

- **GAELC Parents** must complete 12 hours of service to the school community.
- **K – 8 Parents** are required to participate in 12 volunteer hours at the Parish/School Festival in August 2015.
- **K – 6 Parents** must complete an additional 12 hours of service to the school community.
- **6 – 8 Students** must complete service to the school community. Hours become part of students' Religion grades. Students may complete hours early (prior to the required quarter).
  - **Grade 6:**                   **8 hours/year (2/quarter)**
  - **Grades 7-8:**               **20 hours/year (5/quarter)**

### **Payment Options:**

**Option A.** One (1) payment (cash/check) to SRWCS of 100% of tuition, less discount of 3% by July 15 (**this date is strictly enforced**); Credit payment is accepted without the 3% discount; or

**Option B.** Ten (10) payments to SRWCS made through *FACTS* (ACH, Debit, or Credit); or

**Option C.** EdChoice: Parents are responsible for the **\$345** difference between the Tuition and the Scholarship amount. This must be paid by October 15. (Not Available for Preschool)

Parents understand and agree that any failure to pay tuition on time, and in full accordance with the payment option selected above will result in the following possible consequences, at SRW's discretion: No release of your child(s) records and/or transcripts; possibility of losing class placement for the following school year; and limit to your child(s) participation in graduation events. Parents of child(ren) enrolled prior to August 15 may cancel this Agreement without further obligation by advising SRW, in writing, of their cancellation prior to August 15. Cancellation notification must be received by SRW on or before August 15. If enrollment is cancelled after August 15, 25% of the tuition paid is non-refundable. The 75% remaining refund will be prorated from August 15 through January of the following year. After February 1, all tuition paid is forfeited. Diocesan and Parish Financial Aid is forfeited if cancelling prior to the end of the second quarter and reduced by 50% if cancelling after the second quarter. **Refund will be received within thirty days (30) of notification.**

### **FINANCIAL CONCERNS**

We recognize an investment in Catholic Education is a serious endeavor. If you have any concerns, please make an appointment with our principals or pastor who can explore with you the many options for financial assistance. We are committed to being good stewards, but we are willing to meet people where they are and ensure finances are not an issue in choosing to attend SRWS.

### **DELIQUENT TUITION**

In addition to any other remedies provided by law, Ss. Robert & William Catholic School, at its discretion, may enforce any or all of the following for students whose tuition is not current.

1. Registration for the next school year will not be permitted.
2. No records, transfers, or report cards will be forwarded.
3. 8<sup>th</sup> Graders will not be permitted to participate in the graduation ceremony.
4. Students will not be permitted to participate in end-of-the-year activities.
5. If a family has outstanding tuition from the previous school year, their child(ren) will not be permitted to start the new school year unless arrangements were made with the pastor.

Registration and readmission are contingent upon all financial obligations being met. Tuition will be processed in accordance with the tuition option agreement. If you have questions concerning your bill, call Gayle Milo at the school office, (216) 731-3060.

\*Any exceptions to the above policy require the approval of the Pastor.

### **CHECK POLICY**

If a check is returned for insufficient funds, a fee of \$35.00 will be charged. In the event that we receive an NSF check or a check drawn on a closed account, Ss. Robert and William Catholic School reserves the right to require that all future payments be made by a bank check or cash.

### **PARISH ENDOWMENT AND PARENT ASSOCIATION SCHOLARSHIP OPPORTUNITIES:**

Listed below are scholarships available to SRWS Students/Families. A Committee comprised of the Principals, Director of Development/Stewardship, two (2) Teachers and the Chair of the Endowment Board or someone designated by the Chair will review the applications and make recommendations to the Pastor for awards. The awards will be announced at the Catholic Schools Mass on the last Sunday in January. The awards will apply for the next school year. The first four scholarships require applications. All applications are due back to the office by **the designated date in December.**

1. **St. William Pastor/Principals Scholarship for \$500:** This will be awarded to a student in grades K - 2 who show potential leadership skills based on the recommendation of their teachers and application of student/family. This Scholarship is given in honor of the five pastors and many principals of the former St. William Parish & School who offered superb leadership of a Catholic School.
2. **St. William Parish Endowment Founders Scholarship for \$500:** This will be awarded to a student in grades 3 - 5 who does something unique to show themselves as someone willing to take a "stand" and not always "follow the pack" based on the recommendation of their teachers and application of student/family. This Scholarship is given in honor of the many benefactors who funded the St. William Parish Endowment that was inherited by Ss. Robert & William Parish in 2010.
3. **St. William Parish Endowment Benefactors Scholarship for \$500:** This is awarded to a student in grades 6 - 7 who makes a significant contribution to their class and/or school community based on the recommendation of their teachers and application of student/family. This Scholarship is given in honor of Margaret & Frank Kearns, Russell E. Seibert, Edward Paulis, John McGroarty & Carl Baricelli who were memorialized by significant donations to the St. William Parish Endowment that was inherited by Ss. Robert & William Parish in 2010.
4. **Sr. Dorothy Kazel High School Scholarship:** The \$500 scholarship is awarded to an eighth grader who is a registered and active parishioner of Ss. Robert and William Catholic Parish. Sr. Dorothy made the ultimate sacrifice with her life. The scholarship is intended to go to an eighth grader who knows what the word "Sacrifice" means.

5. **Ed Czyzycki Scholarship**: This \$1,000 annual scholarship is given to a 7<sup>th</sup> grade student who exhibits the outstanding practice of the Catholic Faith through charitable deeds.

## **Miscellaneous Information**

### **BREAKFAST PROGRAM**

Ss. Robert & William Catholic School offers a breakfast program daily, between 7:00-7:30 a.m. The Federal Government subsidizes the cost of meals. Families may also apply for free meals or reduced prices if they fall within the income guidelines set forth by the Federal Government. Forms for applying for such assistance are sent home at the beginning of the school year, however, applications can be made at any time should your income level change. Call the office at 731-3060 for proper forms. Students who received free or reduced price meals in the previous year may continue to do so until new forms are processed and eligibility has been determined. Students who do not qualify for free or reduced breakfast may purchase breakfast.

### **LUNCH PROGRAM**

Ss. Robert & William Catholic School offers a hot lunch program daily. The Federal Government subsidizes the cost of meals. Families may also apply for free meals or reduced prices if they fall within the income guidelines set forth by the Federal Government. Forms for applying for such assistance are sent home at the beginning of the school year, however, applications can be made at any time should your income level change. Call the office at 731-3060 for proper forms. Students who received free or reduced price meals in the previous year may continue to do so until new forms are processed and eligibility has been determined. Lunch menus will be sent home monthly for **required** monthly pre-ordering.

Children may carry a lunch from home to school. Lunches should be brought in a brown bag or in a lunch box marked with the child's name and room number. Glass containers of any kind are not permitted. Parents should not bring purchased lunches (such as McDonalds, Burger King, etc.) to school for their children. Students will be required to eat fast-food lunches in the school office.

### **RECESS**

All students participate in either indoor or outdoor recess during the lunch period. Proper outdoor clothing is required. If temperature or the wind chill is below 20° F, then recess is held indoors.

### **BEFORE SCHOOL CARE: (BSC)**

Students may be dropped off beginning at 7:00 AM. They should report directly to the gym or to the Upper Hall if they are having breakfast. Students **MUST** arrive by 7:30 to participate in the breakfast program. At 7:30 AM, all students will be released to their classrooms. There is no fee for this service.

### **Home Away From Home**

Ss. Robert & William Catholic School offers after school childcare to children in Kindergarten through grade eight. After school childcare services commence at the end of the school day (2:50 PM), and last until 6:00 PM. **Home Away From Home** is held in the school's upper hall on days school is in session. Sufficient notice is given to parents should **this program** be cancelled for any reason. Children attending the **HAFH** are given time to complete homework each day and are provided with an afternoon snack.

Home Away From Home will also be available on days when traditional classes are not in session, from 7:00 AM - 6:00 PM. (Specific days will be posted each year.) HAFH will also be available on Calamity Days (snow/cold days), provided the Euclid Police Department has not declared an emergency, prohibiting driving on city streets. If the Calamity Day is due to an emergency at the school building (power outage, not heat, flood, etc.) Home Away from Home will NOT be open. Transportation will be the responsibility of families. Busing will not be provided on scheduled days off of school or on calamity days. In order to participate in Home Away from Home families must pay a registration fee **PRIOR** to using the service.

Children attending **HAFH** are expected to follow the school's code of conduct. The Director of the program reserves the right to resort to expulsion from the program in the event of repeated disruptive and/or dangerous and violent behavior. Furthermore, non-payment of fees may result in exclusion from the program. Direct contact with our **HAFH** can be made by calling: (216) 246-2209

### **TEXTBOOKS**

Every student must own and use a book bag. All books must be covered. Please do not Scotch tape or paste covers to the books. Textbooks purchased with state monies are inventoried and the school must account for them to the Euclid Board of Education, which is the fiscal agent for the State of Ohio. If a child loses or destroys a book, payment must be made to cover the full price of replacing the book.

### **CHROMEBOOKS**

Students in grades 4-8 are issued a Chromebook and carrying case, after the Acceptable Use Policy is signed and the **\$30** insurance fee is paid.

### **LOST AND FOUND**

All student clothing, book bags, books, and materials should be labeled clearly with the students' names and room numbers. A container for lost items is provided in the Upper Hall. Objects of value are brought to the school office. Items that have remained unclaimed at the end of the school year will be donated to St. Vincent DePaul Society.

### **SECURITY SYSTEM**

The only entrance to the school building during school hours (for everyone except staff) will be through the main doors off the parking lot. Parents and authorized visitors will need to press the buzzer and identify themselves. State law requires that all visitors, other than school personnel, report to the school office, where there will be a book to sign in and out of the building. ***PARENTS MAY NOT GO DIRECTLY TO CLASSROOMS TO DELIVER LUNCHES, PAPERS, AND SO FORTH.*** Parents who wish to contact a teacher should send a note to the teacher or make the request at the school office. Teachers are not permitted to leave classrooms while classes are in session either to answer the telephone nor to confer with parents or guardians. The school secretary is not permitted to deliver messages to children during school hours except in cases of extreme emergency. Give the necessary instructions to your child before he/she leaves for school.

### **SEVERE WEATHER**

Please listen to the local radio and television stations regarding school closings. If the announcement is made that EUCLID PUBLIC SCHOOLS are closed, Ss. Robert & William Catholic School is closed. Please do not call the rectory or school for this information since we receive it in the same manner as parents i.e. listening to the radio/television for closing announcements.

If Ss. Robert and William Catholic School decides to close independently, it will use RenWeb's Parent Alert to notify parents.

Families who are registered with RenWeb will receive direct communication from the school BEFORE it is listed on media sites.

### **PARENT ASSOCIATION**

The Parent Association is an organization for parents to get to know each other and to work together for the good of the children. The organization exists to enhance the communication between the school administration, faculty, staff, and parents; to hold fundraisers to assist in the expense of education; and to sponsor special events to promote the spirit of Ss. Robert & William Catholic School. Parents are also encouraged to become involved in other aspects of Parish and School life.

# **Diocesan Policies**

Student Acceptable Use Policy  
Ss. Robert and William School  
Diocese of Cleveland

**Ss. Robert and William School** makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating **Ss. Robert and William School's** students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

**Privilege:** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to communication system:** Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students

who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

**Students Access:** Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.

- c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Get appropriate approval before accessing the network with personal devices.
  - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
- a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
- a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:**

- a. Internet access is filtered by **Ss. Robert and William School** on personal telecommunication devices in the same manner as **Ss. Robert and William School** owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are

- lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
  - d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
  - e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
  - f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
  - g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All **Ss. Robert and William School** network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. **Ss. Robert and William School** reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of **Ss. Robert and William School** for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Consequences for Violation:** Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

**Supervision and Monitoring:** School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this

information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at **Ss. Robert and William School** before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

### **USER AGREEMENT / PARENT PERMISSION FORM**

#### **Both Signatures Required**

#### **Student Signature Section:**

- I have read the terms and conditions of the **Student Acceptable Use Policy**.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print) \_\_\_\_\_ School \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

#### **Parent/Guardian Signature Section:**

As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy** and grant permission for my child to access **Ss. Robert and William School** school's information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that **Ss. Robert and William School** school's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold **Ss. Robert and William School** responsible for materials acquired on the network.

Parent/Guardian Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Anti-Harassment, Intimidation, and Bullying Policy**

Ss. Robert and William Catholic 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 principals 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 Ss. Robert and William Catholic School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with 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 have the effect of:

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

Ss. Robert and William Catholic 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 action whether in the classroom, on school property, to and from school, 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 exhibit 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 behavior 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 “cyber bullying”), such as the following:
  - a. Posting slurs on Websites where students congregate or on Web blogs (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;
  - d. Using Websites to circulate gossip and rumors to other students;
  - e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### ***Procedure for the Alleged Victim***

1. 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 principals to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - a. Tell a teacher, counselor, or principals; and
  - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principals including:
    - What, when, and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

### ***Complaint Procedure***

Ss. Robert and William Catholic School expects students and/or staff to immediately report incidents of bullying to the co-director(s) 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.)

Ss. Robert and William Catholic 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 co-directors or their designee(s) will reasonably and promptly investigate. Upon completion of the investigation, the investigator will share findings and conclusions as to each allegation of harassment and report the findings/conclusions to the co-director(s).

### ***Resolution of the Complaint***

If it is deemed necessary, the principal will make a determination of any appropriate additional steps that may include discipline. 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 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.

## **THREATS OF VIOLENCE**

### **KINDERGARTENER OR FIRST GRADER**

1. Contact the parent/guardian of the child.  
Ask questions about other signs of aggressive or changed behavior on the part of the child.
2. Ask if there are weapons in the home, which are accessible to the child.
3. Parent/guardian should seek counseling for the child.
4. In case of serious threats, the principals reserve the right to implement the steps listed below for Grades 2-8.

### **GRADES 2-8**

- Any and all student threats to inflict harm to self or others must be taken seriously immediately.
- Whoever hears the threat should report it immediately to the principals or teacher. If the threat appears real and imminent, the threat should be reported to the *certified* staff member who is in the nearest vicinity to the occurrence.
- Police should be notified immediately.
- The student should be kept in the principals' office or conference room or other secluded, supervised area until the police arrive.
- The parent/guardian of the student who has made the threat should be notified immediately.
- The student should be suspended and if deemed necessary not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.
- The principals shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principals, copies of any drawings or writings, disciplinary history of the student's behavioral concerns, and the names of any known victims or potential victims. The principals shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principals to the mental health care professional. The evaluation and report shall be made available to the principals who will share them with legal and/or mental health care consultants and administration assisting the principals

in his/her decision regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school. He or she shall provide the principals with a copy of this assessment and inform the principals if therapy, counseling, or treatment will be needed and/or provided.

- Any adult or the parent/guardian of any student(s) who have been verbally mentioned as potential victims or listing in writing as potential victims should be contacted immediately.
- Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principals and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

## **RELEASE**

I \_\_\_\_\_, the parent of \_\_\_\_\_

Age \_\_\_\_\_, a student at Ss. Robert and William Catholic School, Euclid, Ohio, authorize the principals of Ss. Robert and William Catholic School to release school records, discipline records, factual data, and/or testing results regarding my \_\_\_\_\_ (son/daughter/ward) named above, to Dr. \_\_\_\_\_, whose address is: \_\_\_\_\_

The principals of Ss. Robert and William Catholic School are further authorized to discuss and/or provide the above records, data, testing results and/or data with Dr. \_\_\_\_\_.

I further authorize that said data, records, and results may be made available to and discussed with legal counsel and mental health consultants and/or administrative personnel utilized by the principals of Ss. Robert and William Catholic School for the purposes of determining whether my \_\_\_\_\_ (son/daughter/ward) may be readmitted to Ss. Robert and William Catholic School.

Signature \_\_\_\_\_

Parent/Guardian of \_\_\_\_\_

Date \_\_\_\_\_

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

### **PURPOSE**

Ss. Robert & William Catholic School is firmly committed to 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, Ss. Robert & William Catholic School 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**

For the purposes of this policy, sexual harassment includes but is not limited to 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 school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication 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 guidance in regard to what may constitute sexual harassment.

Isolated incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. Allegations of sexual harassment (as deemed above) are to be reported to the teacher and the principals. 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 age 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 the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/principals conference
- Written warning/reprimand and parent notification, entered into 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**

Some acts of sexual harassment are also criminal in nature. If an incident of sexual violence or abuse occurs, the principals, pastor, or other school authority is required under state law to report the incident (O.R.C.2151.421). The Department of Children Services and the police will be contacted immediately if there is any knowledge or suspicion (O.R.C.2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be construed 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
- is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C.2907.03), Rape (O.R.C.2907.020, Importuning (O.R.C.2907.07), Voyeurism (O.R.C.2907.08), Public Decency (P.R.C.2907.09), or Felonious Sexual Penetration(O.R.C.2907.12) as examples.

In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

*In accordance with Diocesan policy, certified teaching staff, volunteers, coaching staff and school/church personnel will participate in VIRTUS training, a program designed to aid in the assistance of identifying, preventing, and addressing sexual abuse and molestation.*

### **PROCEDURES TO FILE A SEXUAL HARASSMENT COMPLAINT**

Students or employees who believe they have experienced sexual harassment shall report such matter to the principals, who shall be the investigator for sexual harassment complaints.

1. A complaint of sexual harassment is to be made to the principals or other designated impartial administrator. The complaint shall be as specific as possible regarding details. Complaints made by school employees shall be in writing.
2. The principals or other impartial designee shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times, and the specific charge of sexual harassment
4. The need for confidentiality shall be stressed.
5. Reprisals will not be tolerated against complainants, witnesses, or individuals involved in the investigation.
6. The principals shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the mandates of the Family Educational Rights and Privacy Act.

## **SEXUAL HARASSMENT INVESTIGATION PROCEDURE**

Upon receiving a complaint from either a student or a school employee, the principals shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complaints are to be taken seriously. It is the responsibility of the principals to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

Parties shall be given an opportunity to present witnesses or other evidence during the investigation.

Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge, or because they have opposed language or conduct that violates this policy. Retaliation will result in discipline.

If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the designated administrator shall immediately notify the local police department. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the mandates of the Family Educational Rights and Privacy Act.

Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

## **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

### **SEARCHES OF SCHOOL PROPERTY**

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.

### **SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY**

The search of a student's person or handbag currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as but not limited to, any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

### **CONDUCTING THE SEARCH**

1. School administrators must always have another school authority present when a search is conducted.
2. If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained until parents are contacted and arrive.
3. Parents should then be informed that the student is risking possible suspension or dismissal for refusing to comply.
4. If a weapon or other dangerous ordnance is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual. See related Weapons, Youth Gangs and Drug Policies.
5. If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.

**DRUGS OR ALCOHOL ABUSE:** Policy Regarding Possession, Sale, Attempted Sale, Transmission, Use or Abuse of Drugs or Alcohol, Hallucinogens, or Other Controlled Substances

Alcohol and drug abuse are serious societal problems, which do not respect any group or age and the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in the Church, we in an effort to provide a drug-free environment, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the general school population as well as the individual welfare of our pupils. Continuing educational programs for parents, teachers and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances.

Parents will be notified immediately if a student is found to have, or be under the influence of, tobacco, alcohol, or drugs, or if the student has drug paraphernalia in his/her possession while on school property, on the bus, or during off-campus activities sponsored by the school. If appropriate, the police will be notified. A mandatory conference with parents will be arranged before the student returns to school.

Intervention by trained professionals may be required as a condition for the student to remain at Ss. Robert and William Catholic School. Lack of cooperation by either the student or parents in this matter will result in the student's suspension or expulsion. If a student gives evidence of signs of chemical dependency, parents will be contacted by the principals and teachers, and an appropriate course of action will be decided upon. Parents who are aware of chemical dependency or similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.

The principals and pastor may impose disciplinary action for violations of any school policy.

### **WEAPONS POLICY**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, Ss. Robert & William Catholic School expressly prohibits the use, possession, sale, or discharge of any weapon or look-a-likes, or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to any weapon, firearm, knife, deadly weapon, or explosive, incendiary device or object, capable of inflicting harm or objects designed to expel air/gas projectiles. As defined by state law, 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 (O.R.C. 2923.11A). 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 principals or other administrator may contact the police department before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

In or out-of-school suspension may occur pending the investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's continued enrollment 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 or parish program.

## **GANGS**

YOUTH GANGS and GANG-RELATED ACTIVITIES 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, but is not limited to:

- recruitment,
- initiation,
- a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang,
- displaying gang markings or slogans on school or personal property or clothing,
- having gang tattoos,
- possessing literature that indicates gang membership,
- fighting, assault, hazing, extortion,
- establishing turf,
- use of hand signals, gang vocabulary and nicknames,
- possession of beepers or cellular phones,
- possession of weapons or explosive materials,
- possession of alcohol, drugs, drug paraphernalia,
- attendance at functions sponsored by a gang or known gang members,
- exhibiting behavior fitting police profiles of gang-related drug dealing,
- being arrested or stopped by police with a known gang member,
- selling or distributing drugs for a known gang member,
- helping a known gang member commit a crime, or
- any other action directly resulting from membership or interest in a gang.

## **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 students to remain in the school
- Students may be referred to counseling (personal and/or family)
- Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county
- Students may be referred to outside agencies or programs for treatment when use of drugs or alcohol is involved
- Students may be referred to the Task Force on Violent Crime

- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities
- Students may 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

### **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/parish property will be determined in cooperation with 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:

1. Dress code and uniform policy as defined in the school handbook
2. Discipline policies and consequences as defined in the school handbook
3. The right of school authorities to search lockers, student book bags, student desks, and upon request, personal property if suspicion of gang involvement exists. *Note: These items may also be searched for probable cause outside the boundaries of gang-related suspicions.*
4. Policies and procedures relative to scheduling, supervision, and attendance at and participation in school/parish sponsored events, held during the school day, during the evening or on weekends, whether held on parish property or at other public facilities
5. 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, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principals. These may include, but are not limited to, guidance programs, and parent education programs, social activities that foster positive group identification and behavior, and parish-based youth ministry activities.

## **PREGNANCY POLICY**

### **Principles:**

Two sets of principles are to be applied in the situation of the adolescent pregnancy in the Catholic school setting. One set of principles applies to the teaching on respect for human life. The second set of principles applies to effective school management.

### **Principles of Respect for Human Life**

These principles apply to the moral teaching of the Catholic Church on the sanctity of the human person. In the situation of student pregnancy, these principles refer to the teaching on the sanctity of human sexuality, the sacrament of marriage, the dignity of the unborn child, and the care that must be extended to the pregnant student and the father.

In applying these principles, the specific topic of premarital sexual activity, while not entirely irrelevant to the episode of the pregnancy, is not to become the focus of attention in dealing with the pregnancy.

The principles on the dignity of human life are directed to the mandate from Jesus in the Gospel, to mercy, kindness and compassion for each person, regardless of the circumstances that may contribute to their state or condition.

These principles are compelling in that the very essence of the church is to be the living presence of a loving God, a presence addressed to individuals in their human condition.

Together, these two sets of principles flow from the call of the Church to respect human life and dignity, and together, these principles provide one part of the framework to resolve the issues presented when a student, male or female, is involved in a pregnancy in the school setting.

*The entire Pregnancy Policy is available for review in the principals' office.*

### **AIDS POLICY REGARDING STUDENTS**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 12 shall be permitted to attend school or parish religious education programs in regular classroom settings, *provided*

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities
2. The child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk
3. The child does not have open sores, skin eruptions or any other condition which prevents his/her control of bodily secretions
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities

At Ss. Robert and William Catholic School, the pastor and principals will confer with the appropriate persons and consult with the regional superintendent before the pastor makes the final decision regarding admission.

Parents and guardians have the obligation to report to the school administration when any child is diagnosed as having AIDS, ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency that causes AIDS, also known as HLTVII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the principals (after consultation with proper authorities) may limit the child's participation in school activities.

A student with AIDS who is excluded from the parish school or the religious program in the parish school shall be provided with an alternate means of catechetical instruction.

### **CUSTODIAL SITUATIONS**

Ss. Robert & William Catholic School is finding an increasing number of families experiencing transitions in parental custodial relationships, making it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. Ss. Robert & William Catholic School personnel will, therefore, send homes 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. This 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 daily care of the child. It is assumed that this information is shared by and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform the principals of any change in the home situation. The principals will communicate this information to the appropriate teacher(s). This information will be treated confidentially. This is so that appropriate support can be given to the child. No change in the issuance of school communications will occur until the appropriate court documentation is present.

In cases of final divorce decrees that state clear custody by one parent, the principals are to be informed by the custodial parent of this fact. A copy of the complete decree bearing the case number, the relation with the school, with the judge's signature, shall be submitted to the principals. 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 to records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, the custodial parents should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child including sports activities and class programs. Parents should keep each other informed as to these activities. It is not the school's responsibility to keep non-custodial parents informed of every activity or event in which his/her child may or may not participate.

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, unless specifically ordered by the court, one copy of communications and information will be sent home with the child to 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 their 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/or misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principals, subject to the approval of both parents, and further reviewed by Ss. Robert & William Catholic School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services.

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 statement of procedures, or circumstances are such that you feel other arrangements may be necessary, parents may contact the principals personally.

## **Wellness Policy**

### **Rationale**

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical and social development of the individual as well as the community. A major theme of Catholic social teaching, Human Dignity and the Value of All Life, carries the responsibility to care for the health and well-being of not only oneself, but of others. The concept of wellness is a core principle supporting both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes call us to Care for God's Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants. Wellness is compatible with limitations. We must be patient with our own limitations and tolerant of the limitations of others. Proper nutrition, health practices and physical activities involve respectful and responsible collaboration. It is expected that students will learn to make choices related to health and fitness based on Christian values. Thus each student will develop as "a healthy person who is respectful of life, practicing good health habits, committed to reaching one's full potential and a good sport." (Profile of a Catholic School Graduate)

### **Statement of Policy**

In accordance with the Diocese of Cleveland, OLGC School is committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and enjoyable physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.

### **Commitment to Nutrition**

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.
- Provide nutrition education programs for students in grades kindergarten through 8 that are interactive and teach skills needed to adopt healthy eating behaviors.
- Encourage increased participation in the available federal Child Nutrition programs (e.g. school lunch and milk programs).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items, whole grains, fresh fruit and vegetables, and reduced-fat dairy products.

- Provide consistent nutrition messages throughout the school including classrooms, cafeteria, and extracurricular activities.
- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.
- Link nutrition education activities to health programs through OLGC Wellness initiatives.
- Promote nutrition education activities involving students, staff, parents, and community.
- Provide school food service staff routine professional development training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive sales and foods of minimal nutritional value.

### **Commitment to Comprehensive Health Education**

Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substance.

### **Commitment to Physical Activity**

- Provide physical education opportunities for all students in grades K-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- Provide recess after the lunch period as scheduling permits.
- Promote school-wide challenges in conjunction with charitable events such as Jump for Heart.
- Encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family functions.
- Provide training to enable teachers and other school and community staff to promote enjoyable, lifelong physical activity among students and staff.
- Encourage wellness initiatives for students, staff and school families.

### **Commitment to Healthy School Environment**

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal relative to healthy lifestyle practices throughout the school setting.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teacher, administrators, and the community at school events, e.g., parent-teacher conferences, open houses, health fairs, book fairs, teacher in-services, sporting and other events.

- Ensure adequate time for students to enjoy eating healthy foods with friends. Following the National Association of State Boards of Education recommendations, every effort will be made to provide students with at least 20 minutes after sitting down to eat lunch.
- Schedule lunchtime as near the middle of the school day as possible, preferably between 11:00 AM and 1:00 PM.
- Make available drinking fountains or other accessible drinking water so that students have access to water at meals and throughout the school day.
- Refrain from using food as a reward or punishment for student behaviors.
- Promote an awareness of mental health impacting overall wellness of students.

### **Commitment to Implementation**

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of the wellness policy in conjunction with the ongoing OCSAA accreditation process.

***DURING THE COURSE OF THE YEAR POLICIES MAY BE  
ADDED, REVISED, OR DELETED BY THE ADMINISTRATION.  
PARENTS AND STUDENTS WILL BE DULY NOTIFIED OF ANY CHANGES.***