

Ss. Robert and William Catholic School, LLC



Parent-Student Handbook 2026-2027 School Year

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I. 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 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

In partnership with parents and community stakeholders, our mission is to form Saints and Scholars who know, love, and serve Jesus and serve others.

Ss. ROBERT AND WILLIAM CATHOLIC SCHOOL BELIEFS

This 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.

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.
- Students' self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.

Ss. ROBERT AND WILLIAM CATHOLIC SCHOOL CORE VALUES

Ss. Robert and William Catholic School's Core Values represent CARES. These rooted principles serve to guide our school community.

Christ-centered

We are made in God's image and called to reflect God's teaching in our lives through our words and actions.

Accountable

We are made for each other. We are accountable to one another and responsible for the impact of our decisions.

Reimagining

As good as we are, we can always get better, reimagining God's world as it could be, not as it is.

Empowering

We will empower students, staff, and parents to achieve more and to do more good in the world.

Significance

God has created us to be Christ in the world to others. We will pursue our purpose as we live a meaningful and productive life.

ACCREDITATION

Ss. Robert and William Catholic School was fully accredited by the Ohio Catholic School Accrediting Association (OCSAA) in May 2025.

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.

II. 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, EdChoice Expansion, or Cleveland Scholarship agree to abide by the State of Ohio’s scholarship guidelines. SRW agrees to take the EdChoice/Cleveland 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. A 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;
- 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, (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 within a reasonable time frame (usually one week).**
- 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 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 parent/guardian is required to engage with and digitally sign the Parents as Partners 2026 Agreement prior to the start of the 2026-2027 school year. Every NEW family will receive a hard-copy of the Parent-Student Handbook upon request.

*The revised Parent-Student Handbook can be found on the school website: www.srwschool.cc.

III. Admission Policy

ADMISSION AND READMISSION POLICY

Admission and readmission to Ss. Robert & William Catholic School is made annually through formal registration. At initial admission, Catholic students will be asked for 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. Ss. Robert and William School does not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

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.

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 tuition agreement 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 31st of the year they are entering Kindergarten.

Students entering grade one must be six (6) years old by August 31st 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 principal 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 considered but not guaranteed.

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. Notify 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 principal 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.

IV. 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. **The State of Ohio and Ed Choice considers anything above 20 absences as truant and endangers your child's scholarship.**

SCHOOL HOURS

7:45 AM – 2:45 PM

School doors open at 7:00 AM

Breakfast or Open Gym will take place from 7-7:30 AM

Students may enter their homeroom at 7:30 AM

Students must be in their homeroom by 7:45 AM or will be marked tardy

Tardy bell rings at 7:45 AM

At St. 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. 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 principal will contact the attendance department of local public schools concerning cases of truancy. The principal 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 principal
7. High School Visitation (See policy)

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

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 before 8:00 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.

Students should be symptom-free 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.

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 their homeroom no later than 7:45 AM. Students entering after 7:45 AM must report to the office to receive a tardy slip. Excessive tardiness will be addressed on an individual basis.

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, please inform the office and teacher ahead of the actual appointment explaining the reason for dismissal and designating the person who will be transporting the child. 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 principal.
- 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 principal 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.

RAPTOR SYSTEM

SRW utilizes the Raptor, Inc., system to check students in and out. The adult picking up the child must present a valid ID to be scanned into the Raptor system. The adult must already be on the pick-up list for the system to allow an early pick-up.

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 principal or principal's 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 **5 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.

V. Code of Conduct

DISCIPLINE PHILOSOPHY

A cooperative spirit 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 affirming 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 CARES values 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 school/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 professional 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. Refrain from any inappropriate physical contact with another person (including but not limited to physical fighting and inappropriate displays of affection).
15. Will not bring to school nor possess at school any items inappropriate to a school setting including but not limited to real or toy knives or guns, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or similar items.
16. Will, at all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation with regard to the use of social media and electronic communications.
17. 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. At 7:30 AM children may proceed directly to the classrooms.

4. Breakfast is available daily between 7:00 AM-7:35 AM in the Upper Hall.
5. On many days, SRW provides an Open Gym for students between 7:00 and 7:30. The arrival staff will let students know when this is an option. Students may go to breakfast and then Open Gym. If students choose to go straight to Open Gym, they will remain there until homeroom.
6. The tardy bell will ring at 7:45 AM. Students must be in their homeroom at 7:45 AM or will be marked tardy.

CLASSROOM CONDUCT

1. Students should abide by the voice level appropriateness set by their teacher.
2. Students should work quietly during the 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.
3. Students are responsible for keeping the classroom neat.
4. 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, etc. 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. Our regular discipline policies will apply to students not complying with the lunch program rules.
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 push or 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.

5. When getting off equipment make sure there isn't anyone in the way.
6. 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.
7. Sit properly on equipment and do not overcrowd.
8. Ask an adult for help if there is a problem or someone is hurt.

School Playground Safety Rules

1. Students are not permitted on the playground without adult supervision.
2. Leave extra clothes and items not needed in a designated spot away from the playground equipment.
3. Listen to and respect the teachers on duty. Follow their directions the first time they are given.
4. Always get permission from a teacher to enter the school.
5. Only play in the designated areas. If a ball or item goes outside the play area, one student can retrieve the item, with permission of the teacher.
6. 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.
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 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.
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 starts from one side and moves 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.)

- Use this equipment in a designated space away from the large equipment.
- Be careful using this equipment so that it doesn't interfere with others. Try to stay in your own space. Balls are not permitted in the playground area.
- When sharing a ball with others, be sure to take turns and play safely. No rough play allowed!
- If you are using a ball and it goes outside the play area, ask an adult (teacher) for permission to get it.
- **Playground balls or NERF balls only.**

SS. ROBERT & WILLIAM CATHOLIC SCHOOL SCHOOL DISCIPLINE PROCEDURES/PROCESS ~ SRW CARES ~

VERBAL/WRITTEN WARNINGS:

- **Students will receive a verbal or written warning when the behavior warrants an opportunity for redirection and correction**

DEMERITS:

- When verbal warnings fail, or numerous warnings have been given - a demerit will be issued
- The following offenses qualify as DEMERITS
 - Not in the right place at the right time
 - Unacceptable classroom behavior, disruption, not following classroom rules, note passing, etc.
 - Not prepared for class, does not have needed materials or supplies.
 - Gum chewing / eating outside of the lunchroom
 - Unacceptable behavior: church / hallway / cafeteria / bathroom / playground / during safety drills

Three (3) demerit offenses will result in the issuance of a DETENTION NOTICE.

1. The 1st detention within a grading period is a LUNCH detention with the teacher who assigned the detention.
2. The 2nd detention within a grading period is a BEFORE or AFTER school detention from 7:00-7:30 am or 3:00-3:30 pm with the teacher who assigned the detention.
3. The 3rd detention within a grading period is an AFTER SCHOOL detention from 3:00-4:00pm.
4. If behavior continues, the next disciplinary action will result in a conference with the principal and an IN SCHOOL SUSPENSION.

With any suspension a student may be placed on a behavior contract which could lead to extended suspension/expulsion from the school.

DETENTIONS:

- Accumulation of three demerits will result in a detention.
- Major offenses or blatant disregards for school rules result in AUTOMATIC issuance of detentions:
 - 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 the bus stop (bus referrals result in automatic detentions)
 - 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. Cell phones/SMART watches are not permitted to be visible or audible between 7:30am and 3:00pm. (See Acceptable Use Policy)
 - Misbehaviors (not listed above) may result in the issuance of a detention

Serious actions may warrant an automatic detention or suspension/possible expulsion; including but not limited to:

- Forgery
- Physical fighting
- Stealing
- Bullying
- Harassment
- Intimidation
- Threats

BEHAVIOR CONTRACTS:

If/when a student receives more than three (3) detentions within the course of the school year, a conference with the student, parent, teacher(s) and principal may take place. The student may be placed on a behavior contract (see below).

- Any student behavior resulting in a suspension requires a meeting with the principal and the family. Students may be placed on a behavior contract.

ITEMS PROHIBITED IN SCHOOL

Electronic devices and games, cell phones, inappropriate magazines, 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. Students bringing a cell phone to school MUST turn it into the office each day. Parents will be asked to sign a release acknowledging compliance with the cell phone policy.

MINOR INFRACTIONS

A teacher or principal, 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. All building staff (maintenance, support staff, etc.) is to be obeyed in the same way as teachers.

MAJOR INFRACTIONS

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

DISCIPLINE CONSEQUENCES FOR INFRACTIONS

The severity of the infraction will determine the consequence. Demerits and detention notifications will be emailed to parents. **A phone call from the school, usually on the day of the occurrence, will accompany the detention. All detentions are recorded in FACTS Student Management System and emailed home to the parent.** Some circumstances such as the administrative review of video footage may result in a delay of the detention notification and phone call.

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.

SUSPENSION

Any school administrator 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 principal. 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, and the principal will be held to determine the necessary steps to be taken in order for the child to continue at Ss. Robert & William Catholic School.

A phone call from the school, usually on the day of the occurrence, will accompany the suspension. All suspensions are recorded in FACTS Student Management System and emailed home to the parent.

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 and the principal. All parties sign and agree to the terms. If a parent does not agree to the terms, it will result in a mutual separation from SRW. 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 serious discipline/academic/attendance 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.

SOCIAL MEDIA/PHONES

The school cannot supervise all student phone activity. If an incident is occurring involving phones, SRW recommends the parent institute a “phone break” for the child in order to detach from the issue. If a phone issue occurring outside of school is brought to our attention, we must trust the parents to handle the situation in a Christian manner that encourages the formation of Saints and Scholars. ***The school will only get involved if the interaction includes a direct physical threat to another student or member of the school.***

EXPULSION

When, in the judgment of the administration team, 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 principal and/or President 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 principal and/or president. *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. 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.
- 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 sporting 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. Actions that may subject a student to discipline include violations of the Code of Conduct, any action contrary to Catholic teaching or values, whether or not specifically listed in the Code of Conduct, and any action that is an offense against the dignity of another person whether or not specifically listed in the Code of Conduct, all as determined in the sole discretion of school administration. Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

VI. Communications

COMMUNICATION

It is important that the school office receive 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
6. Conference or Meeting Requests with the teacher or principal

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.

PARENTS AS PARTNERS

At the beginning of the school year, parents will be emailed a handbook with a video of highlighted policies for the year. This email and video must be reviewed in addition to the handbook. A short survey will follow the video and the handbook. At the end of the survey, the parent must acknowledge that s/he completed the Parents as Partners requirements. Failure to do so will result in withholding the child's report card until this step is completed.

PARENT ORIENTATION

At the beginning of the school year, a parent orientation is provided in the form of an Orientation Day. This meeting is extremely important as it provides an introduction to the school staff. In addition, classroom teachers will review their philosophy, goals, curriculum, and homework policies, as well as classroom and disciplinary procedures. They will also review preferred methods for parent-teacher communication. **Parents may drop off school supplies at this time.**

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 in the month of March 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 a 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 7:00 AM or 3:00 PM.

NEWSLETTERS AND INFORMATIONAL NOTES

The Warrior Weekly Newsletter and Renweb grade report are issued weekly via e-mail. It is imperative that each family registers an e-mail address with RenWeb, our communication system to receive the Warrior Weekly as well as any other notices sent to parents. A weekly update is sent out on Sundays informing parents of events coming up within the week.

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.

VII. 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: Khaki "classic cut" uniform pants to be worn at the waist
Shorts: Khaki uniform shorts may be worn from August-October and April-May
Shorts are optional.
Shirt: Navy blue polo with emblem (Purchased from Schoolbelles)
Shoes: No crocs, sandals, slides, or slippers (house shoes)
Socks: Students must wear socks
Sweatshirt: SRW navy Crew-neck Sweatshirt (required for gym)
or navy 1/4 zip
(Purchased from Schoolbelles)
(No "hoodie" sweatshirts)

GIRLS' DRESS CODE (Grades K-8)

Dress (K-4): Uniform Jumper – Plaid (jumper no shorter than 2 inches above the knee)
Purchased from Schoolbelles
Skirt (4-8): Uniform skirt/skort –Plaid (Skirt/Skort no shorter than 2 inches above the knee) - Purchased from Schoolbelles

OR

Pants: Khaki "classic cut" uniform pants to be worn at the waist

- Shorts: Khaki uniform shorts may be worn from August-October and April-May (Purchased from Schoolbelles) Shorts are optional
- Shirt: Navy blue polo with emblem (Purchased from Schoolbelles)
- Socks: Students must wear socks or tights
- Tights: Solid color white, navy, grey, or black
- Shoes: No crocs, sandals, slides, or slippers (house shoes). Heels may not exceed 1 inch.
- Sweatshirt: SRW navy Crew-neck Sweatshirt (required for gym) or navy 1/4 zip

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

All PE uniforms pieces are purchased through Schoolbelles

- T-shirt: Gray SRW shirt
- Shorts: Black SRW shorts
- Sweatpants: Black SRW Sweatpants (required November – March)
- Sweatshirt: SRW navy Crew-neck Sweatshirt or 1/4 zip
- Socks: Students must wear socks
- Shoes: Tennis shoes

PE uniforms must be worn on designated gym days. Both the short set (warm weather months, August-October and April-May) and sweat outfits (cold weather months, November-March) are **mandatory**. Students wear the PE uniform to and from school.

CLARIFICATIONS

- Students may wear plain white or black undershirts under the uniform polo/gym shirt. No visible lettering is permitted.
- Students may not wear leggings under the gym shorts on PE days.
- Students may dress down on their birthday. Apparel must still be appropriate following dress down guidelines. If a student's birthday falls on the weekend, students may dress down on the school day nearest their birthday. For summer birthdays, a date will be announced for dress down.
- Students should have well-groomed hair.
- Uniforms should be worn proudly and students should enter and leave the building attired in proper uniform. (Polo 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.
- Khaki uniform shorts purchased through Schoolbelles and French Toast are preferred.
- No shoes with over 1 inch heels, sandals, clogs, crocs, flip flops, slippers, slides or boots, above the ankle, may not be worn as part of the uniform.
- Students are encouraged to 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: 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 dangling earrings are allowed. No other piercing or decorations are permitted. Students wearing jewelry not permitted in this code may be asked to remove it.
- Make-up (mascara, eye shadow, liner, lipstick, etc.) and false eyelashes are not permitted to be worn.
- Girls are permitted to wear nail polish.
- Boys are to be clean-shaven.
- 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 SRW.
- On school-stated dress down days, jeans (with no rips, tears, or holes above the knee and no skin showing above the knee), appropriate-length shorts (fingertip length) or sweatpants may be worn. Skinny jeans (jeggings), leggings, or yoga pants with a shirt that is of mid-thigh length are acceptable. No pajama bottoms or compressed 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.
- Displayed tattoos of any kind are not permitted. Henna may be permitted with prior approval.
- Violations of uniform policies will result in the issue of a dress code warning and/or email/phone call home.
- It is assumed that all other rules inherent to a Dress Code will be followed.

STUDENT BIRTHDAYS

In order to celebrate the specialty of our God-given life, students have the privilege of dressing down on their birthday or the school day nearest their birthday. If the birthday is in the summer, a date will be announced for the summer dress down.

While we discourage edible birthday treats for allergy and health reasons, if a treat is provided, it must be individually wrapped with allergens specified.

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.

COLD WEATHER CLOTHING

Students should be dressed for recess outdoors. This includes a warm coat, hat, gloves,

and boots. Students are encouraged to wear boots or an alternate pair of shoes for recess during inclement weather. **Students will have outdoor recess when the wind chill is 20 degrees or above.**

VIII. Educational Program

RELIGIOUS EDUCATION PROGRAM

Ss. Robert & William Catholic School religious education is part of the fabric of our 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 Grades 7 and 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.
- Remembrances and projects for our sick and homebound parish and community members.
- Food and clothing collections.
- Opportunities for service to others.

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 faith services regularly.

Guidelines for the Reception of the Catholic Sacrament of Baptism

Periodically, throughout the school year, students of Ss. Robert and William express a desire to receive the Sacrament of Baptism. Our staff is eager to share our faith, and preparation for initiation into the Catholic Church holds a primary place in the mission of our parish. Baptism is just the beginning of life in the Catholic faith, and we believe that the consent and involvement of parents/guardians in the initiation process is essential. The following guidelines have been to assist you in making this important decision.

Know that our first desire is to support you in your faith tradition. If your child is requesting baptism and you are currently members in another Christian denomination, we would suggest that you inquire about preparation in that church. If your desire is Catholic initiation:

- Child should be a student in the school for one year
- One parent/guardian must be Catholic.
- Baptism of a child for which neither parent is Catholic would be considered for a 7th or 8th grader.
- Initiation formation would take place on Sunday mornings on the same schedule as SRW Parish School of Religion.
- One parent/guardian must attend sessions with their child.
- In order for a child to be baptized in 2nd grade, they must express that desire in September.

Contact the parish office at 216-731-1515 or Anney Roach at 216-731-1515 x248 for more information.

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 offer resources and support to parents in fulfilling this important role of teacher in these areas.
- To strictly adhere 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. **Operation Keepsake is also presented to Grades 5 through 8. An opt-out form is available.**

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:

EARLY LEARNING CENTER

The ELC is available to infant through Pre-K aged children. Nine and twelve month programming is available.

Primary School

Grades K-2

Lower School

Grades 3-4

Middle School

Grades 5-6

Upper School

Grades 7-8

Digital Devices

iPads are used by students in the Kindergarten classes. Chromebooks are issued to students in Grades 1-6 for use throughout the day. Chromebooks are issued to students in Grades 7-8 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 per family.

“As educational leaders, we must ensure that every decision about curriculum, devices, or policies centers on student health, development, and human connection,”

This means that we:

- Prioritize print reading;
- Limit unstructured use of devices;
- Expand hands-on learning and student collaboration;
- Trim digital components in homework.

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 (reading, English, spelling and handwriting), mathematics, science (including health and safety), social studies, fine arts (music and art), STEM, and physical 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.

COMPUTER EDUCATION

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

IX. Educational Resources

AUXILIARY SERVICES

Ohio Auxiliary Services provides funding to hire a remedial reading and math 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. 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. Such requests may be made by contacting the principal 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.

X. 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 quiet environment. Classwork/homework completion can include written assignments, drill and practice, reading 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. Teachers in turn should offer support and guidance and develop an action plan, if needed, to help the student achieve success.

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

HOMEWORK SUGGESTED TIME ALLOTMENTS

- Grades K – 1 10 – 15 minutes
- Grades 2 – 3 20 – 30 minutes
- Grades 4 – 5 40 – 50 minutes
- Grades 6 – 8 60 – 80 minutes

SUGGESTIONS FOR HELPING WITH HOMEWORK ASSIGNMENTS

Check for work completion. Do not overemphasize accuracy. The teacher will be able to know where the students have knowledge gaps based on homework accuracy. The completion of homework may be graded. The accuracy may not.

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.

Long-Term Assignments:

- If the child is absent on 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.

UPPER SCHOOL

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. An assignment will only be accepted with a reduction in grade after it is scored. Assignments not turned in will receive a grade of “F” and be marked as missing.
- 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

- Kindergarten and Grades 1-3 math, social studies, science, and English/Language Arts grades will reflect a standards-based grade.
- Standards-based report cards provide parents with a separate and accurate view of progress in both academic and behavioral areas.

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

Superior

A+ 98 – 100

A 95 – 97

A- 93 – 94

Above Average

B+ 90 – 92

B 87 – 89

B- 85 – 86

Average

C+ 82 – 84

C 79 – 81

C- 77 – 78

Below Average

D+ 75 – 76

D 72 – 74

D- 70 – 71

Failing

F 0 – 69

Some courses will be assessed on a diocesan O, S, U scale as follows:

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

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* at intervals throughout the year to measure mastery of skills in reading and mathematics (K-8), language arts (Grs. 2-8), and science (Grs. 5 and 8).

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 distributed during parent/teacher conferences in Quarter 1 and emailed to parents via RenWeb for parent review in Quarters 2-4. 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, Conduct, Math, ELA (English & Reading), and Religion.

Point Average

First Honors	3.5 and up
Second Honors	3.0-3.49

***No F's allowed in any subject**

***No U's in 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 a 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 benefit from 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 principal 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:

Primary / 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.

Middle/Upper Schools:

- Failure in two out of five major subjects. The major subjects are Religion, ELA, 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 principal, in consultation with the teacher and parent.” (Secretariat for Education Policy 5116) Consistent with the Ohio Revised Code, it is the principal who makes 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 principal reserves 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 benefit 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."

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.

XI. 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 15th 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 4th birthday, a fourth dose is required).
- B.** Four (4) doses D.P.T. (Diphtheria, Pertussis, Tetanus) (if received before 4th 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 1st birthday and the second dose at least 28 days later).
Two (2) doses German measles (Rubella) vaccine (first dose should be received after the 1st birthday, second dose at least 28 days later).
Two (2) doses mumps vaccine (first dose **must** be received after the 1st birthday and the second dose at least 28 days later).

OR

- E.** 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 1st 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.

SERIOUS INJURY/MEDICAL EMERGENCY

Every incident regarding serious injury or medical emergency that occurs 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 principal, 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 a label attached containing the 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 principal who then gives 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.
2. Dry hands.
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. **SRW utilizes the Raptor, Inc., system to check students in and out. The adult picking up the child must present a valid ID to be scanned into the Raptor system. The adult must already be on the pick-up list for the system to allow an early pick-up.**

Visitors may not drop in to a classroom to visit children during school or during arrival and dismissal without an appointment. This is an interruption to the teacher and to the educational process.

VOLUNTEERS

Volunteers are invaluable resources for Ss. Robert and William Catholic School. 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/>)

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.

XII. 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.

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 day on Thursday. 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 5-8. Students who choose to participate in Choir will lead the singing at all school Masses each Tuesday at 8:30 AM. There is no fee to be a choir member, only the commitment to attend all practices.

PARISH ATHLETIC PROGRAMS

Beginning in the 3rd 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, and volleyball 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. Some sports are open to 1st and 2nd graders.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society begins in Grade 6 for students who maintain honor roll status as well as demonstrate excellence in the areas of scholarship, service, leadership, character, and citizenship. Members of the NJHS 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 NJHS.

XIII. Technology Policies

Our technology philosophy is that technology should be used when the benefit of learning is enhanced. However, we prioritize student-centered, non-technology-based learning to encourage human interaction.

“As educational leaders, we must ensure that every decision about curriculum, devices, or policies centers on student health, development, and human connection,”

This means that we:

- Prioritize print reading;**
- Limit unstructured use of devices;**
- Expand hands-on learning and student collaboration;**
- Trim digital components in homework.**

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

Social Media/Internet: Internet engagement/social media such as, but not limited to Instagram®, X®, Discord®, Facebook®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments or threats regarding the school, the faculty, or the parish. 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 **ALL GRADES** will be required to turn their cell phone into the school office upon entering the school building each morning. Students may not have cell phones in their bookbags, locker, desk, pencil pouches, uniform/coat pockets, etc. 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.

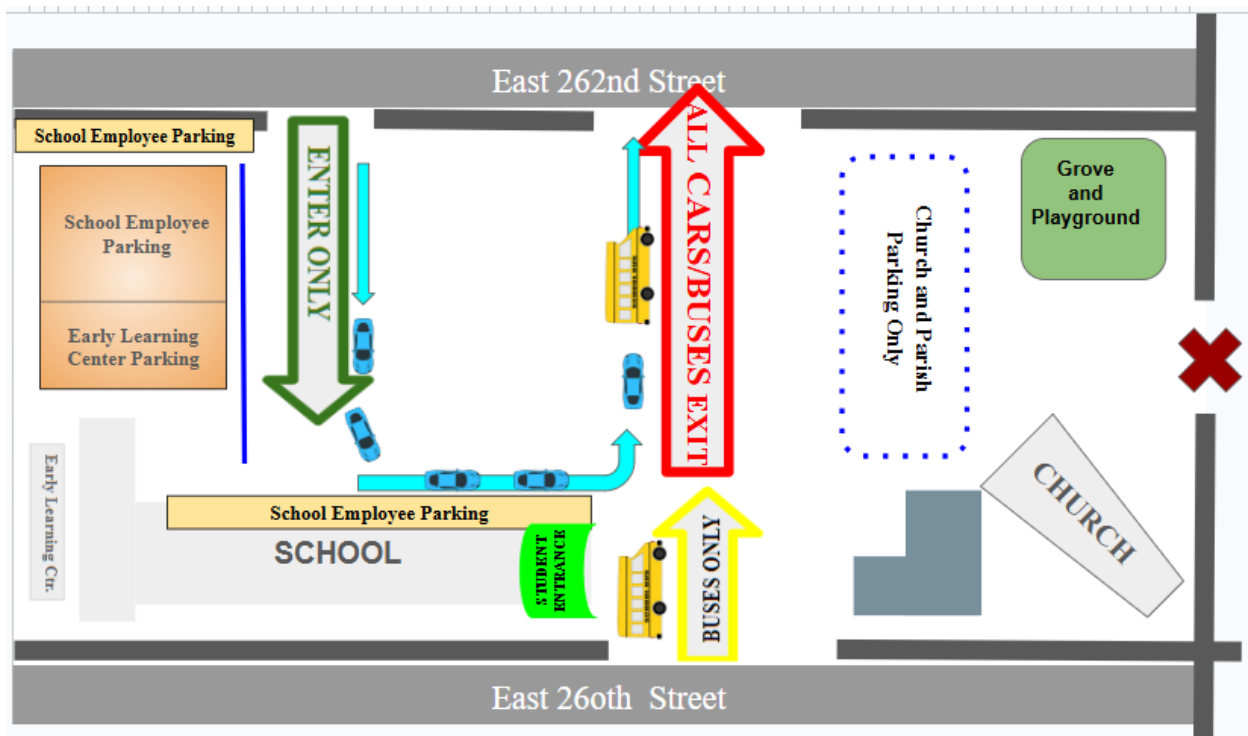
Texting: Students may at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Apple/Smart Watches: Students are not permitted to wear Apple/Smart watches or any other type of watch/device that gives students access to the internet during school hours. If a student has one of these watches/devices with them, they will be required to turn it into the office in the morning. The watch/device may be picked up at the end of the day at dismissal. Students are permitted to wear a regular wristwatch to school.

XIV. Transportation Procedures

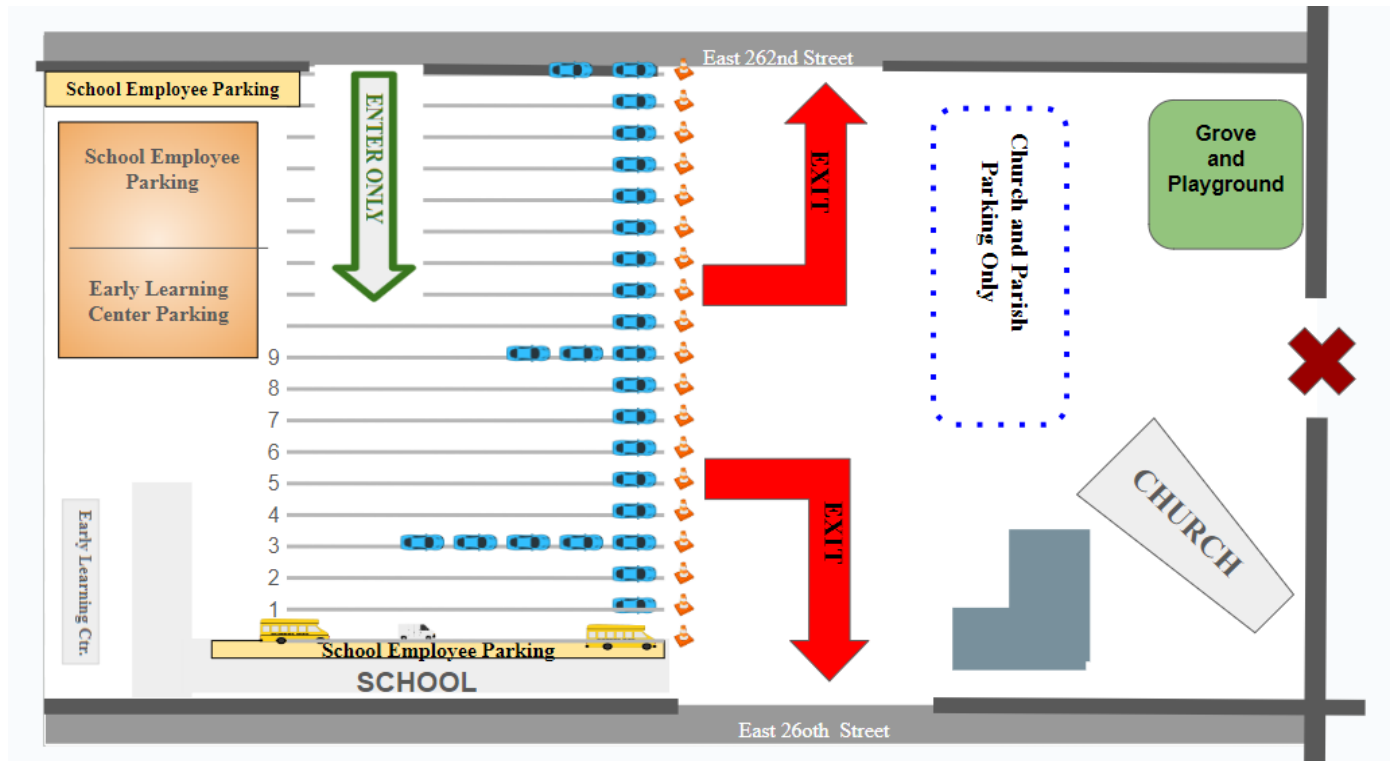
Ss. Robert & William Catholic School

Morning Drop-Off Procedures



1. **All vehicles** will enter the school grounds via the north entrance on E.262nd Street.
2. Families will pull up to the **south entrance** of the school (closest to the church) and stop at the cone. A greeter will assist your student(s) in exiting the vehicle and be welcomed into the school.
3. Cars will **leave via the E.262nd Street** southern exit.
4. Buses/Daycare Vans will enter the school grounds via the E.260th Street entrance and will be directed by our greeter(s) to exit onto E.262nd Street. Buses/Day-Care Vans will be the **ONLY vehicles** permitted to exit on E.260th Street.

Ss. Robert & William Catholic School Dismissal Pick-Up Procedures



1. **Dismissal BEGINS at 2:45 PM.**
2. Every family will receive a **lane number** for pick up. Your students will need to know this number.
3. **All vehicles** will enter the school grounds via the north entrance on E.262nd Street.
4. Vehicles will locate their numbered lane and pull into that **designated numbered line**. Please make sure you are pulling as far up as possible.
5. Buses have a designated lane closest to the school building.
6. Family members should remain near/in their car. Teachers will walk the students out to the cars via the assigned lane.
7. Students whose parents/guardians are not present at their assigned dismissal line will be brought back to the school gym and will need to be picked up after the close of dismissal in the school.
8. Cars will be dismissed once students are safely in the vehicles.
9. There will be **two dismissal exits**. Parking lot attendants will remove cones and direct the car lanes closest to the school out the E.260th Street exit. Cars parked in the lanes closest to E.262nd Street will be directed to use that exit, while cars closest to the building will exit onto 260th Street.
10. Walkers will be dismissed following car riders and buses.
11. Daycare vans will pick up students from E.260th Street.
12. Cars are **only** permitted to park in their designated dismissal lines. Our families are never permitted to park on E. 262nd St. or in the Church parking area.

Students **will not** be dismissed to cars parked anywhere other than their assigned dismissal lines.

USE OF SCHOOL GROUNDS:

1. No student should be in the schoolyard before 7:00 AM unless a special arrangement is made.
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 principal 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 (2:45 PM), unless they are attending the Champions Program, 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 (2:45 PM), the gym will only be available for CYO-sponsored activities and will only be accessible through the north entrance next to the Early Learning Center. In these instances, athletes must always be with the coach responsible for supervising the activity. ***Siblings should not stay with the participating student-athlete as there is no required school supervision available.***

Dismissal time is 2:45 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 picked-up 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 Champions Program if registered and regular charges will apply. If not registered, a phone call to the parent will be made and arrangements need to be made to pick up the child immediately. Simultaneously, Champions registration will be requested at the time of pick-up.

The School 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 crossing guard is provided 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. **A bus referral will result in an automatic detention notice.**

BIKE RIDERS

Students may ride bikes to school. 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 nor e-bikes are permitted.

WALKERS

Parents may choose for their children to walk to school. 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. *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

In the event of a school-wide emergency, there may be the need to dismiss the entire student body prior to the normal dismissal time. 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 262nd 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 260th 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.*

XV. Tuition/Finances

We recognize that an investment in Catholic Education is a serious endeavor. If you have any concerns, please make an appointment with our principal or president 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 Ss. Robert and William School.

TUITION K-8

The tuition for kindergarten through Grade 8 is \$7250.00. Additional costs include school and gym uniforms and school supplies.

NEW FAMILY Registration Fee (Grade K – Grade 8):

One time \$15.00 non-refundable Registration Fee per student, due upon acceptance.

Re-Enrollment:

Re-enrollment opens in January. All re-enrollment information is provided at that time. Families have until March 1st of each school year to re-enroll. There is a \$15.00 re-enrollment fee.

Financial Aid:

Financial Assistance for children in grades K – 8 is available through scholarships from the parish endowment and through the Angel's Scholarship Fund. Any family needing assistance is asked to fill out a financial aid 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. After outside sources of financial aid are exhausted, administration 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.

Fundraising Expectations:

All parents in Kindergarten through grade 8 are expected to participate in four school sponsored fundraisers:

- Participate in the Walk-a-Thon by addressing 10 donation envelopes (FALL)
- Sell (30) 50 Days of Holiday Cash Raffle Tickets (FALL)
- Sell (30) Festival Raffle Tickets (SPRING/SUMMER)
- **Contribute \$10 per family toward Classroom Baskets for the Spring Fling Fundraiser (WINTER)**

Service Hours:

All parents in kindergarten through Grade 8 are encouraged to participate in service hours to the school community:

- **K – 8 Parents** are offered opportunities to volunteer including but not limited to:
 - School fundraisers - Walk-a-Thon & Taste of Nations

- Parent Association - attending monthly meetings, fundraisers, sponsored events/outings
- **7 – 8 Students** must complete service to the school and greater community. Students are required to work 20 volunteer hours or 5 hours per each of the four quarters. Service hours can be completed between June 1, 2025-May 13, 2026.

Payment Options:

<i>Payment Type</i>	<i>Payment Guidelines and Due Date</i>
Ed Choice Scholarship Cleveland Scholarship	● <i>Scholarship covers up to \$6,166 of tuition.</i> ● <i>Parent is responsible for the balance. If the combined Financial Aid Form and Angel Scholarship Form is completed and returned, an additional \$350 scholarship will be awarded.</i> ● <i>The tuition balance will then be \$650 per student. If you pay your complete balance prior to the first day of school, you will receive an additional \$175 off your tuition. <u>Taking advantage of both discount opportunities will allow a family to pay only \$475 per student, as long as the deadlines are met.</u></i> ● <i>Parent is responsible for giving scholarship check endorsing permission to the school. Checks are mailed to the school monthly.</i>
<i>John Peterson Scholarship</i>	● <i>Parent is responsible for obtaining funds and signing over to the school.</i>
<i>One Full Payment by cash/check</i>	● <i>Make checks payable to SRW School.</i> ● <i>Payment due by the first day of school.</i>
<i>One Full Payment by credit/debit card</i>	● <i>Payment due by the first day of school.</i>
<i>Any unpaid tuition balance remaining after the first day of school must be completed by using FACTS or ACH withdrawal process as applicable.</i>	
<i>4 Payments through FACTS*</i>	● <i>\$45 enrollment fee.</i> ● <i>Payments will be made in August, October, January, and March to SRW through FACTS (ACH, Debit, or Credit).</i>

10 Monthly Payments through FACTS*	• \$45 enrollment fee. • Payments will be made on the same date of the month each month and will be set up in FACTS. • Balance must be brought to zero with the final payment due on the Friday before Memorial Day.
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**If you choose to not pay tuition in full prior to the first day of school, you must enroll in FACTS Tuition Management in the next step of the enrollment process. Please note that credit card fees may apply if you choose to pay by credit card.*

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 canceled 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 canceling prior to the end of the second quarter and reduced by 50% if canceling after the second quarter. **Refunds will be received within thirty days (30) of notification.**

DELINQUENT 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 until payment arrangements are made.
2. No records, transfers, or report cards will be forwarded.
3. 8th 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 president.

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 President.*

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.

XVI. Miscellaneous Information

BREAKFAST PROGRAM

Ss. Robert & William Catholic School offers a free breakfast program daily, between 7:00-7:35 a.m. The Federal Government subsidizes the cost of meals. All SRW families are eligible for the free breakfast program.

LUNCH PROGRAM

Ss. Robert & William Catholic School offers a free lunch program daily. The Federal Government subsidizes the cost of meals. All SRW families are eligible for the free lunch program.

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 requested. If temperature or the wind chill is below 20° F, then recess is held indoors.

BEFORE SCHOOL CARE:

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. There is no fee for this service. At 7:30 AM, Open Gym and breakfast will be closed, and students will be sent to their homerooms.

CHAMPIONS AFTER SCHOOL PROGRAM:

Ss. Robert & William Catholic School offers after school childcare to children in Kindergarten through grade eight through a partnership with Champions. After school childcare services commence at the end of the school day (2:45 PM), and last until 6:00 PM.

Champions is a well-established, reputable organization that currently serves many school districts throughout Ohio, including schools within both the Diocese of Columbus and Cincinnati. Before making the decision to partner with Champions, the program was thoroughly researched and approved by our Diocesan leadership to ensure it aligns

with the values and standards of our school and our greater community.

One of the primary benefits of working with Champions is their ability to provide reliable, consistent, and qualified staff. Each employee undergoes rigorous screening, including State and Federal background checks, and receives extensive ongoing training in areas such as child-abuse awareness and recognition, First Aid, and CPR. Champions is deeply committed to ensuring that all personnel are not only well-qualified but also a great fit for Ss. Robert and William School.

A dedicated site manager will be assigned to our school and will serve as the point of contact to ensure the after care program is meeting our unique needs and expectations.

Additionally, scholarships and financial aid are available for families who qualify. These options can be explored during the application process.

If you have any questions about the program or would like to learn more, please feel free to contact either:

- Malika Moore Chandler at Malika.MooreChandler@discoverchampions.com

TEXTBOOKS

If a child loses or destroys a book, payment must be made to cover the full price of replacing the book.

CHROMEBOOKS

Students in Kindergarten are issued an iPad for school use. Students in grades 1-6 are issued a Chromebook for school use. Students in grades 7-8 are issued a Chromebook and carrying case for school and home use. Students receive access to these devices after the Acceptable Use Policy is signed.

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 LUNCHESES, 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 necessary instructions to your child

before he/she leaves for school.

The school uses the Raptor Visitor Management system which requires a photo ID for all visitors to the school.

SEVERE WEATHER

Parents/Guardians will be notified of school closures through the RenWeb Parent Alert system utilizing phone, text, and email notifications. Families who are registered with RenWeb will receive direct communication from the school BEFORE it is listed on media sites. In addition, the school will notify local television stations regarding school closings.

Ss. Robert and William Catholic School will make the autonomous decision to close school if the weather is severe. In the event that Euclid City Schools are closed and Ss. Robert and William Catholic School remains open, bus transportation will not be available. Parents/Guardians will be responsible for providing transportation to and from school. If this is not possible, students will be marked with an excused absence.

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.

XVII. Diocesan Policies

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

Ss. Robert and William Catholic School (the “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 (“Policy”) is intended to minimize the likelihood of such harm by educating the 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 (collectively, “System”) are any configuration of hardware and/or software whether used on or off school property. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software including without limitation video conferencing 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;
- school provided Chromebooks;
- school provided personal digital assistants (“PDAs”), tablets, IPADs and similar devices;
- school issued access to third party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, etc.) and
- new technologies as they become available.

Acceptable Use: Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System 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, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school’s computer resources in accordance with the Student Code of Conduct and may be subject to discipline for misuse of the System.

Access to communication system: Access to the school’s electronic communications system, including the Internet, shall be made available to students for educational and 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.

Access to the School’s computer/network/Internet is a privilege, not a right, and may be revoked at any time.

Scope of Use: The System is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school’s operations and mission, and not in excess or to the exclusion of the student’s studies or school responsibilities.

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 the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- 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 the System 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 and may result in discipline and/or the revocation of access to the System.

Student Access: System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. When student is in a classroom setting on school property, student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

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.
 - d. Decline to record any individual, educational instruction or any portion of communications without prior written consent of teacher or school administration.
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 as appropriate.
- e. Get appropriate pre-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 educational lessons, 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.
- 5. Abide by the Student Code of Conduct in the use of the System at all times.

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 this Policy.

The Use of Video Conferencing: Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Hangouts. Video conferencing is a way that students can communicate with teachers, other students, speakers, others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following, related to use of video conferencing software whether or not on school property during use:

- a) Videoconference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience.

- b) Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.
- c) Students are only permitted to transmit audio/video images using the System when all of the following conditions are met (i) it is under teacher's direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
- d) Students shall not record any portion of a video conferencing session without prior written approval from teacher or school administration.
- e) Students shall not save, share, post or distribute in any way any part of a video conferencing session or any photos or audio recording from a video conferencing session without prior written approval from a teacher or school administration.
- f) All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
- g) Classroom and school rules apply to all remote learning experiences.

The following guidelines must be adhered to by students using a personally owned telecommunication device at school or with the System whether on or off school property:

- a. All personally owned telecommunication devices must be registered with the office prior to use.
- b. Internet access is filtered by the School on personal telecommunication devices in the same manner as School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of any service that bypasses the security filter is considered a violation of the Acceptable Use Policy.
- c. 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.
- d. 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.
- e. 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.
- f. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- g. 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.
- h. An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The 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 the 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.

Students have no expectation of privacy with respect to use of the System whether on or off school property and whether the devices are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.

All computers, Chromebooks, devices, laptops, Chromebooks, tablets, or the like, used by students to access the System, including both school-owned equipment and personally owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.

Consequences for Violation: Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. 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.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the 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. Upon its discretion, the school reserves the right to request student/parent complete additional forms prior to the distribution of any electronic devices.

STUDENT USER AGREEMENT / PARENT PERMISSION FORM
Both Signatures Required

By signing below, I agree and acknowledge that I have read the terms and conditions of the Student Acceptable Use Policy and I understand that it is a violation of the Policy to use the System, on or off of school property, to, among other things:

- Bully, harass, threaten, intimidate or engage in discriminatory or abusive conduct or language, including through the use of social media;
- Access websites or content that are inappropriate for the school environment, including without limitation websites or content that are pornographic or obscene;
- Vandalize or tamper with school equipment and/or System settings;
- Engage in criminal or illegal conduct; and/or
- Violate the Student Code of Conduct.

I also understand that:

- Technological resources are provided for instructional and educational purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities; and
- My access and use of the System whether on or off school property, including without limitation all devices used by me to access the System, whether personally or school-owned, are subject to monitoring and search and that I have no expectation of privacy in my use or accessing of the System.

I agree to abide by the terms and conditions stated in the Student Acceptable Use Policy. I understand that I am responsible for the consequences of inappropriate use of the System, including the Internet, both on and off of school property and those consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and/or 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 the School's information technology resources. I understand that my child will be held responsible for violations of this agreement, that access may be revoked and/or my child may be disciplined for inappropriate use of the System, that my child's use of the System will be monitored, and that all devices used by my child to access the System whether on or off school property and whether the device is school or personally owned, are subject to search. I understand that I am responsible to supervise my child's participation on the System when the child is off school property. I understand that the School's information technology resources are intended for instructional and 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 the School responsible for materials acquired, accessed or viewed 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 principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel in 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 and or Social Media (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 principal 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 principal; and
 - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal 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 principal reserves 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 principal 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 principal's 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 principal 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 principal, 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 principal 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 principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal 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 principal with a copy of this assessment and inform the principal 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 principal and/or President. 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 principal 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 principal 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 principal 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 principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the 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/principal 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 principal, President, 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 principal, who shall be the investigator for sexual harassment complaints.

1. A complaint of sexual harassment is to be made to the principal 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 principal 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 principal 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 principal 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 principal 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 ordinance 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 principal 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 principal and President 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 principal 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 childcare 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 President and/or principal. 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 principal's 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 President and principal will confer with the appropriate persons and consult with the regional superintendent before the President 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 principal (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 principal of any change in the home situation. The principal 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 principal 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 principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access 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 principal, 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 principal 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.

Medical: Pandemic

DEFINITION

A pandemic is an outbreak of disease that can spread easily from person to person. When people do not have natural immunity to a virus, serious illness or death is more likely to occur in any age group. This may be a local or regional or global outbreak.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Close School

Emergency Communication

Medical Response

Mental Health Services

Rapid Assessment

RACIAL AND NONDISCRIMINATORY POLICIES

RACIAL NONDISCRIMINATORY POLICIES

The governing board of the non-public school shall adopt and implement policies of non-discrimination on the basis of race, color, national and ethnic origin. After the policies are adopted, copies of adopted policies must be sent to Nonpublic Educational Options for approval on school letterhead. The adopted racial nondiscriminatory statement must appear in the school's advertisement, policies, handbooks and manual, etc. DEW will verify that the statements are included in handbooks and manuals when they are uploaded into the application. The policies must be sent to DEW at the same time as the Affidavit of Intent Not to Discriminate.

"The governing board of Ss. Robert & William Catholic School, LLC located at 351 E. 260th St. in Euclid, Ohio 44132 has adopted the following racial nondiscriminatory policies."

Ss. Robert & William Catholic School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

"Ss. Robert & William Catholic School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

The adopted racial nondiscriminatory statement must appear in the school's advertisement, policies, handbooks and manuals, etc. DEW will verify that the statements are included in handbooks, manuals, and posted at the school during site visits.

***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.***