

# *St. Mary Byzantine Catholic Elementary School*

## GENERAL INFORMATION

### Daily Schedule:

7:50 A.M. First bell – students enter the building.  
8:00 A.M. Classes begin.  
(Students are tardy if coming into the classroom at this point.)

\*\*\*\*\* ANYONE NOT PREPARED TO BEGIN CLASS AT 8:00 A.M. IS TARDY.

11:10 – 12:20 Lunch/Recess. (Each grade begins and ends at different times within this period in order to accommodate cafeteria and playground needs).

2:30 P.M. Kindergarten Dismissal.  
2:45 P.M. \*\*\*\*\* Dismissal - Grades 1-8  
(Note time change for 2018-2019)

## TENTATIVE School Calendar 2018-2019

<b>2018`</b>	<b>AUGUST 30</b>	<b>First Day of School</b>
		<b>OPEN HOUSE 7:00 p.m.</b>
	September 3	Labor Day; No School
	October 10 & 11	Parent-Teacher Conferences (2:45-7:45)
	October 12	No School; Teacher In-service
	November 21-23	Thanksgiving Holiday – No School
	December 24 – January 4	Christmas Holiday – No School
<b>2019</b>	January 21	Martin Luther King, Jr. Day - No School
	February 18	President’s Day - No School
	March 6 & 7	Parent-Teacher Conferences (2:45-7:00)
	March 8	No School; Teacher In-service
	April 18-26	Easter/Pascha Break – No School
	May 27	Memorial Day - No School
	May 31	Last Day of School; <b>1:00 Dismissal</b>

**This calendar is subject to change.** Please consult the monthly calendar and weekly Wednesday newsletter for revisions. The weekly newsletter will be emailed on Wednesday afternoons to those families who provide their email address in the Gradelock system.

### Calendar:

A monthly calendar outlining important events is issued to our students to be taken home. Information and notices regarding all upcoming events are always sent to you via a weekly newsletter. Newsletters and calendars are available on our website.

School Website: [www.smbyz.org](http://www.smbyz.org).

## MISSION STATEMENT

**We are called to grow in the Gospel values of Jesus in pursuit of spiritual, social, and academic excellence.** *Revised: Fall, 2015*

## BELIEFS STATEMENT

**St. Mary Byzantine Catholic Elementary School strives to prepare our students for life-long learning through a desire to live by Christian moral principles, a commitment to social responsibility, and developing self-discipline. We educate students by providing a strong academic program, extra-curricular activities, service opportunities, and a Byzantine Catholic religious experience. Our philosophy calls students to grow and live in the Gospel values of Jesus. Revised: Fall, 2015**

## PHILOSOPHY OF CATHOLIC EDUCATION SOURCES

WE BELIEVE that a philosophy of Catholic education begins with faith. God, in creating us, gifted us with life, became one of us in Jesus, and in The Person of the Spirit awaits our response to this unconditional love. Jesus remains within the human community witnessing and sharing the Good News in every age and with all people. We return God's love by a sincere response to conscience and by membership in the Church. It is from this perspective that the education ministry of the Catholic community flows.

## CATHOLIC EDUCATION

WE BELIEVE that education, which is Catholic, begins with life in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured and supported by the loving witness of Christian faith communities, the child continues a life-long response to God's love through involvement in the academic, cultural, social, and civic concerns of daily life.

## CATHOLIC SCHOOLS

WE BELIEVE the Catholic school exists to teach the mandate of Jesus: "Love one another as I have loved you." This is the goal of all Catholic education. The school community, in sharing a global vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, physically, culturally and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation for our American heritage. With deep concern for their sisters and brothers, young

people in Catholic day schools form their personal response in truth, peace, justice and love.

**PHILOSOPHY AND GOALS**  
**ST. MARY BYZANTINE CATHOLIC ELEMENTARY SCHOOL**

We believe that St. Mary Byzantine Catholic Elementary School is an expression of the mission to teach entrusted by Jesus to the Church he founded. Through education we strive to prepare our students to hear the message of hope contained in the Gospel, and to base their love and service of God and others upon this message. St. Mary Byzantine Catholic School is committed to providing a safe environment where students are instructed in human knowledge and skills as well as truths and values. Learning and living are integrated in the light of faith as experienced by our Byzantine Catholic traditions in order to permit each student to become a mature and responsible Christian fully utilizing his/her God-given capabilities.

We proclaim the teachings of Christ in order to build a life of faith in each student, to promote a spirit of Christian community in order to strengthen a sense of belonging, and likewise, to lead students to realize the need they have to serve their fellow human beings.

We respect the individuality of each child and accept the responsibility to develop each child's intellectual faculties according to his/her abilities insofar as we are capable of doing so.

**In order to respond to and proclaim the Gospel message, our students should:**

- Develop a sense of religious values and grow in personal prayer life
- Form Christian attitudes
- Develop a love and appreciation of the practices and spirituality of our Byzantine Catholic tradition.

**To foster Christian community, our students should:**

- Become aware of the need for love, understanding and justice
- Appreciate the sacraments and Liturgy as it helps for building a community based on faith
- Develop respect for the worth and dignity of every person
- Acknowledge his/her own rights and responsibilities as well as the rights and responsibilities of others.

**In order to put their understanding of the Gospel message and Christian community into action, our students should:**

- Become capable of actively participating in decision-making on all levels
- Recognize the benefits of giving and sharing.
- Freely offer the use of his/her gifts, abilities and talents to assist others.

**St. Mary Byzantine Catholic School strives to develop the whole student spiritually, academically, physically, socially and emotionally. Our students should:**

- Act on Christian principles that are nourished by the liturgical and sacramental life of the Church;
- Become familiar with the traditions and practices of our Byzantine Catholic church;
- Develop self-discipline;
- Use communication skills in the areas of language arts and reading;
- Use mathematical skills effectively in life situations;
- Be aware of fundamental scientific principles at work in the natural world;
- See the need for a balance between social stability and social change;
- Accept responsibility for personal health habits;
- Cultivate an appreciation for the artistic and emotional expression in art/music

- Develop a sound body through physical exercise and activities; and
- Integrate technology skills

### **STATEMENT OF AFFILIATION**

**ST. MARY BYZANTINE CATHOLIC ELEMENTARY SCHOOL IS AFFILIATED WITH ST. MARY BYZANTINE CATHOLIC CHURCH AS PART OF THE EDUCATIONAL MINISTRIES. THE CHURCH AND SCHOOL BELONG TO THE EPARCHY OF PARMA. THE SCHOOL IS PRESENTLY STAFFED BY THE PASTOR AND LAY TEACHERS.**

### **FACULTY**

All teaching staff hold current State of Ohio License for their respective assignment.  
All teaching staff hold Diocese of Cleveland Religious Certification.  
All faculty & staff are trained in Safe Environment issues.

### **LEARNING OBJECTIVES**

To create St. Mary Byzantine Catholic Elementary School's academic program, it uses the curriculum guides developed by writing teams working with the Diocese of Cleveland Office of Catholic Education. Curriculum guides are based on State of Ohio models and provide the foundation for instruction while supporting high expectations for learner performance. The curriculum includes instructional and performance objectives that guide the teacher in preparing effective unit plans and appropriate learning sessions, with emphasis on proficiency and continuous progress towards the achievement of competencies. The academic program provides a basis for assessing learner progress and the need for intervention. It provides the flexibility to be adapted and/or extended to meet the diverse styles and paces of learners.

### **SHARED RIGHTS AND RESPONSIBILITIES**

The classroom teacher represents authority for many hours of the child's day, and for many years of his/her life. Thoughtless criticism on the part of either parent or teacher in front of the child weakens his/her response to all authority. All of us make mistakes, maturity in handling each other's weaknesses can offer a child his/her greatest lesson in charity and tolerance. If you question a judgment made on the part of a teacher, please do not take your child's part until you have called and heard the entire story, including the teacher's point of view. Telephone calls made with courtesy and sincere interest will always be honored. Anger and impoliteness will not be accepted.

In this same spirit, Parent/Teacher Conferences should be conducted in an atmosphere of openness and sincere dedication to providing for the best interest of the student. Anger and impoliteness will not be accepted as an appropriate means of communication.

## STUDENT RESPONSIBILITIES

The following lists some of the obligations of the students:

1. Pray Always
2. Respect oneself by always striving to be the best version of self.
3. Have respect for the rights and property of others.
4. Be respectful at all times towards teachers, staff, volunteers, visitors and students.
5. Be self-controlled at all times. Do not disrupt school activities.
6. Attend school regularly and be on time.
7. Students need to complete class work and assigned homework on time.
8. Read the student handbook and discuss it with your parents. Know what is expected of you, and follow the rules and regulations. Students will be held accountable for their actions.
9. Students need to have necessary supplies for class and remind parents when supplies need to be replenished.
10. Be clean and well kept and proud of your appearance.

## PARENT RESPONSIBILITIES

1. Pray Always
2. Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions.
3. Teach your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others.
4. Know and understand the rules your child is expected to observe at school and to be aware of the consequences for violations of these rules.
5. Encourage in your child a desire to learn and respect self and others.
6. To do their best, students need to come to school well rested and have a nutritious start to the day.
7. Be sure your child attends school daily and is on time and picked up on time.
8. Make certain that your child is clean and dressed appropriately.
9. Follow the traffic pattern for everyone's safety.
10. All parents must first report to the office upon entering the school and sign-in.
11. Report any strangers seen loitering around the school or en-route to school.
12. Submit absence notes when student returns to school. If there is no note, even if a phone call is made, the student is considered to have an "unexcused" absence.

**In order to keep our records updated and current, we request that parent(s) notify the office or the principal when:**

- There is a change of your home address or phone number,
- There is a change in your marital status or name,
- There is a change in the emergency number where you can be reached or change in the emergency contact person,
- There is a known situation affecting your child's physical, emotional or mental wellbeing so that we may work together in the best interest of your child.

## **ADMISSION AND RE-ADMISSION POLICIES:**

St. Mary Byzantine Catholic Elementary School is financially supported through tuition, fund raising and parish support. Therefore, student admission is open first to children of parish members. After parish registration has taken place, others will be accepted in this order: other Byzantine Catholic students, Roman Catholic students, all others on the basis of space available. No discrimination may be made as to race, creed or nationality among non-parishioners.

Those applying for admission must:

1. Seek involvement in leading a true Christian life by faithfully attending Church.
2. Uphold and follow the school policies outlined in this handbook and any updated policies that may become necessary;
3. Support fundraising activities;
4. Pay the stipulated tuition according to the tuition plan agreed upon.
5. Participate in PTU activities.

*St. Mary Byzantine Catholic Elementary is a private school and admission is on an annual basis.*

The education of your child is a partnership between you and the school. If in the opinion of the administration the partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

## **REGISTRATION:**

### **Initial Enrollment:**

For admission to Kindergarten, a readiness assessment will be given. Even if screening indicates readiness for kindergarten, admission into the school is dependent upon available space and the discretion of the principal.

The student's birth certificate and immunization records must be presented at the initial enrollment. Completing a registration form does not insure a place in our school. Only when the registration fee is paid, is your place secured.

### **Enrollment in Upper Grades:**

Acceptance of students into Grades 1 through 8 will be done on an individual basis according to space available. Each request will be examined as to reasons for transfer, appropriateness of transfer, willingness to adhere to school policies and philosophy. No final decision on admission will be made until all records are received and reviewed. Consideration for enrollment in grades 7 and 8 require an interview with the student and the parent(s).

### **Evaluation:**

If the diagnostic testing done by educational and for medical professionals determines that the student needs services other than those which can be provided, the student will not be permitted to remain at St. Mary School Byzantine Catholic Elementary School.

### **Educating Students With Special Needs:**

All students are encouraged to participate in the Catholic educational experience and nurtured to reach their potential. The feasibility of accepting any child, into St. Mary Byzantine Catholic Elementary School, will be dependent upon the school's ability to meet the child's educational needs. Reasonable accommodations will be made, if feasible, to include a student with a disability into St. Mary Byzantine Catholic Elementary School.

## **ATTENDANCE ISSUES:**

### **Attendance Procedures:**

In the event of student absence, it is the responsibility of the parent or guardian to notify the school. A call to the school (216) 749-7980 must be made by one of the parents on the day of absence, preferably by 8:45 A.M.

Students must be present for 2 hours to be counted a half-day and must be here until 1:30 P.M. for full day credit.

To get the most of the learning experience, students need to be present and on time. When students are absent or tardy, work can be made up when they return, but it is not the same as being there. Some parts of the learning experience cannot be made up. For each day absent students have one day to make-up their work for full credit. Parents are asked to make doctor, dentist, etc. appointments or take vacations on free days and early dismissal days if possible.

### **Acceptable Reasons for Absence:**

Reasons for excused absence from school:

1. Illness (doctor's excuse could be required in some cases).
2. Illness in the immediate family (with limitations).
3. Death in the immediate family.
4. Death outside the immediate family (permission for absence must be obtained from the Office).
5. School is closed by the administration.

**\*\*\*\*\*An absence will be considered unexcused if a note is not brought from home on the day the student returns to school, regardless if the parent has called the school.**

### **Absenteeism:**

30 days - a parent conference will be scheduled (Local authorities may be notified).

The student may be asked to leave the school.

Exceptions will be made for illness documented by a doctor.

### **Truancy:**

The principal will contact the attendance department of the local public school concerning cases of truancy. In cases of chronic or habitual truancy, the Children's Services may be notified.

### **Tardiness:**

Any child who is not ready for class when the bell rings at 8:00 A.M., will be considered tardy. Repeated tardiness is inexcusable and results in lost instruction time. Upon arrival after 8:00 A.M., the students must report to the office and obtain a class admission slip.

Repeated absence and/or tardiness may result in and are not limited to the following disciplinary measures:

**Tardiness per quarter:**                      5 times -                      7 detention

10 times - parent conference (local authorities may be notified).  
25 times - parents may be asked to transfer student to another school.

### **Withdrawal:**

Parents of students who are leaving the school must complete a withdrawal form and a release of records form to withdraw their child, in addition to having an Exit Interview with the Principal. Until this is completed, a student is still registered with our school.

Health record card, and transcripts will be sent with written request from the receiving school and his report card to present to the receiving school. If there is outstanding tuition or other outstanding financial obligation, the report card will not be given.

Any requests for psychological records should be addressed to Psychological Services, Inc., which employs the psychologist.

### **TUITION**

If there is outstanding tuition at the end of the first semester, the student may not return for the second semester until it is paid. Records and transcripts of transferring students who have outstanding tuition, fees or fines will be held until full payment is received.

Students who withdraw before the end of the school year will have their tuition prorated for the time they attended the school. Any overpayment will be refunded at the end of the semester.

Students who are awarded a tuition voucher from the Cleveland Scholarship and Tutoring Program or EdChoice Program during the school year will not be reimbursed for any fundraisers they worked before receiving the voucher.

### **Fees:**

A registration fee is charged per student in addition to the tuition. The registration fee secures your place in the enrollment and is non-refundable.

### **Fines:**

Returned checks will be assessed a \$20.00 fee in addition to the amount of the check. If there is more than one instance of returned checks, you will be requested to pay in cash or with money order. Students who do not return or damage school materials will be fined according to the cost of each item (library books, textbooks, technology equipment).

### **HEALTH/WELLNESS**

#### **Medication Policy:**

St. Mary Byzantine Catholic Elementary School cannot administer medication to a student without prior approval and documentation. The intent of this policy is to provide for the safety of your child. We need to be aware of possible side effects or reactions to the medication. In the event of a serious reaction, we want to be prepared. Your cooperation is needed to insure the well being of your child.

It is hoped that a child's medication schedule can be arranged before and after school and, therefore, taken at home. When it is impossible, the proper forms and required information need to be completed before medication may be dispensed to your child.

School personnel are not to administer medication unless absolutely necessary and shall not administer injections. If a medication, \_\_\_\_\_ prescribed or over the counter (including

cough drops), needs to be administered during school hours, both the attending physician and the parent must complete the respective form annually.

All medication must be sent to school in its original container/packaging.

All medication is to be kept in the school office.

### **Health And Accident Procedures:**

A student should not be sent to school if he/she has a fever or complains of not feeling well. Presence in school under such circumstances is unfair to the child, and also exposes the remaining students and teachers to the illness, especially if it proves to be communicable. If you have cause to believe your child should be sent, please call the school and explain the situation.

If your child is sick or is injured, we will make every effort to notify you immediately. Emergency cards are kept on file for this purpose. It is the responsibility of the parents to see that a sick child is picked up from school soon after notification. **It is also up to the parents to keep the information on the emergency card updated.**

### **Medical Excuses:**

Students who have limitations or restrictions on their school activity need to bring in a medical excuse from the doctor listing the limitations and for how long it is needed.

### **Immunization:**

Each student's health and immunization records must be in compliance with state law. Students not in compliance will not be permitted in school.

## **RELIGIOUS EDUCATION**

In keeping with our intention of developing religious and moral values in accordance with Christian Catholic teachings of the Byzantine Catholic Church, every student participates in daily religion classes that include instruction of safe environment issues. Likewise, in order to make our students more aware of their obligation to show concern for others, they are sometimes asked to give their time and efforts in service for others through various works and projects. They are also called upon to worship at Liturgy on feast days and other special occasions. Each student participates in daily prayer within the classroom community. Opportunities to receive the sacrament of reconciliation are provided at intervals throughout the year and upon request. All students enrolled in our school must participate in our religious instruction program

Parents are also reminded that classroom instruction in religion loses much of its meaning unless it is accompanied by practice and good example at home. Parents are still the primary teachers of their children. We presume that families pray and worship together to give public witness to the faith we possess.

### **Sacramental Program:**

In the Byzantine Catholic Church the Sacraments of Initiation (Baptism, Chrismation and Eucharist) are given together. Therefore, there is no formal First Communion class. Students are still taught the fundamentals in grade two, but receive only the Sacrament of Reconciliation. Those students who have not received the Eucharist, are encouraged to receive in their own parish or make arrangements with the pastor of St. Mary Byzantine Catholic Church.

The same is true for Confirmation. Students are prepared in Religion class to understand the Confirmation or Chrismation they received at Baptism. There is no formal Confirmation class.

**Safe Environment:**

All students receive instruction on personal privacy, Christian formation on sexuality, and issues of abuse through health and religion curriculums.

**ACADEMIC PROGRAM/CURRICULUM**

St. Mary Byzantine Catholic School offers a curriculum geared to meet the needs of our students in today's world. The main emphasis is on basic skills and religious education. To fulfill the State Minimum Standards in the area of curriculum, we use the graded course of study issued by the Diocesan Education Office.

We utilize fully the space we have available which includes nine classrooms, music room, library, computer room, gym/cafeteria. Subject areas include: religion (using the "God With Us" Byzantine Catholic series), reading, language arts (English, Phonics, Spelling, Handwriting), mathematics, social studies, science, art, music, computer, health and physical education.

Textbooks are evaluated and updated frequently in all subject areas. We also have an increasing

**Educational Resources:**

The following supportive services are available to assist in meeting student needs:

- Basic Skills (reading/math) Teacher
- LD (learning disabilities) Tutor
- Speech/Language Pathologist
- Psychological Testing & Counseling
- Nursing Services

**Report Cards:**

Report cards are distributed to the student after each quarter. Kindergarteners receive a progress report the first quarter and a report card the other quarters. **Grading Scale:**

Kindergarten through Grade 3 use the following grading scale:

O	=	93-100	N	=	70-76
S+	=	87-92	U	=	69-0
S	=	79-86			
S-	=	77-78			

Grades 4 – 8 us the following grading scale:

A+	-	98-100	C+	-	82-84
A	-	95-97	C	-	79-81
A-	-	93-94	C-	-	77-78
B+	-	90-92	D+	-	75-76
B	-	87-89	D	-	72-74
B-	-	85-86	D-	-	70-71
			F	-	69-below

**Honor Roll (Gr. 4-8):**

In order to qualify for the Honor Roll, a student must have a report card with an average of "B" with no "C", "D", or "F" grades, and the effort and conduct marks must be either "O" or "S". He/she may not have received more than three demerits or one detention and must give evidence of working to ability, cooperation and respect for self and others.

**Merit Roll (Gr. 4-8):**

In order to qualify for the Merit Roll, a student must have a report card with an average of "C" and effort and conduct marks of "O" or "S". There may be no "D" or "F" grades. Likewise, he/she may not have received more than three demerits or one detention and must give evidence of working to ability, cooperation and respect for self and others.

Honor and Merit Roll are calculated for each individual marking period.

**Promotion and Retention:**

Consistent with the Ohio Revised Code, it is the principal, after consultation with teachers and parents, who makes the final decision as to the promotion of students.

The principal has the right to determine the number of days a student may be absent before retention is advised. This is done on an individual basis after consultation with all pertinent staff, parents and the student taking into consideration the needs and abilities of the student, and the efforts that were expended to assist the student in continuing the learning process while absent from school.

Retention can be considered for the following reasons:

1. Failure in three or more major subjects. Failure in an individual subject is defined as receiving a grade of "F" for more than two quarters. Daily work should consistently show failing marks.
2. Failure to master fundamental skills of reading in the primary grades.

If a student is recommended for retention, the parent will be asked to sign a Retention Contract. A notation shall be placed in the school records when the child has been passed on to another grade without a successful completion of the current grade placement.

If a parent refuses retention, St. Mary Byzantine School may not readmit the student next year.

**Testing Program:**

At various times throughout the year standardized tests will be given as required by educational governing authorities. Parents will be notified in advance.

**Homework:**

Home study is essential. Parents should encourage their children to complete all homework assignments. The purpose of homework is to foster habits of independent work and study, to reinforce learning that has taken place in school, to bring the home and school together, and to relate school learning to out-of-school interests. Home assignments supplement the daily classroom work, and may include routine practice and drill as well as long range assignments and projects. Signed homework notices must accompany missing homework.

When students are absent, homework will be given when they return to school. This gives the teacher an opportunity to explain it first. No schoolwork will be prepared in advance when a family is taking a vacation while school is in session.

There is no reason for a parent to feel that written work must be assigned every day of each subject. Assignments are determined in the light of the day's lesson and often include quiet study, memorization and preparation for tests.

### **Homework Hotline:**

St. Mary has available to you a homework hotline that you can access your child's homework on a daily basis. Also available to you is the School Calendar, Lunch Menu and School Newsletter. Homework is posted each day. Newsletters are posted on Wednesday. School calendar and school menus are usually posted the last week of the month. The website is: [www.smbyz.org](http://www.smbyz.org). Homework information is available through **Gradelock** the homework posted is meant to assist the family and is not meant to be all encompassing. Students are to be responsible for knowing homework prior to leaving school.

### **Parent Conferences:**

Parent/Teacher conferences are scheduled two times a year, during the first and fourth quarters. The teacher or the parent may request individual conferences at any time. A convenient arrangement will be made for such a conference. These conferences should be requested when a problem is first noted. Early mention of difficulties whether between student/student, teacher/student, parent/child or any problem resulting from circumstances in the home, which need to be brought to the attention of a teacher, can prevent the problem from becoming too complicated to resolve. Likewise, a conference may be scheduled just to evaluate progress for parent information.

Teachers welcome contact with parents, but also have multiple responsibilities before and after school. Parents should not expect teachers can always be available before or after school for a meeting. Parents should always call ahead or stop into the office and check on teacher availability.

Inquiries made with courtesy and sincere interest will always be honored. Anger and impoliteness will not be accepted.

### **CODE OF CONDUCT:**

Discipline is essential to education. We insist that children obey the rules and regulations of the school and ask parents to assist us in carrying them out. Parents who feel that its provisions are not in keeping with their own educational and behavioral objectives are free to transfer students to another school of their choice.

Disciplinary action includes, but is not limited to written or verbal warning, demerit(s), detention(s), behavior contracts, suspension, and/or expulsion.

If a student shows disregard for the conduct code by the repetition of actions for which demerits and detentions were originally given, suspension and/or expulsion may result.

Suspension and expulsion are serious matters. The principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor.

The following acts of misconduct by a student on school premises, or at any school sponsored activity, shall constitute sufficient cause for disciplinary actions.

Certain actions which would result in bodily harm to oneself or others, or which show a complete ignoring of the philosophy of our school, must require a strong penalty. These actions include but are not limited to:

- Leaving the school grounds without permission
- Stealing, Cheating
- Destroying or defacing school property

- Fighting and/or assault
- Endangering the health or safety of others
- Insubordination
- Speaking disrespectfully or using abusive language, vulgarity or profanity toward school personnel, volunteers, students or visitors
- Disruption of the school environment at school related or school sponsored activities
- Possession of, sale of or being under the influence of drugs, alcohol, hallucinogens or controlled substances
- Harassment or sexual harassment
- Tobacco – use, attempted use, possession, sale, attempted sale and/or transmission
- Failure to accept correction or discipline

*Code of Conduct continued:*

- Possession or use of weapons or look-alike weapons squirting of shaving cream on others or on property
- Immorality or any acts contrary to Christian principals and the philosophy of our school. Disregard for any of the above will be handled as follows:
- The pupil will be removed from the classroom setting until a conference with the parents and arrangements made regarding the type of suspension.
- The parents and student will come to school to discuss the matter with the teacher, principal and if necessary, the pastor.
- If it were ascertained that the student is guilty of the offense, suspension or expulsion would result. The suspension could be in-school suspension, but outside the classroom. Lost time would have to be made up, and in certain cases, a parent would have to accompany the Student to class for a specified time upon his/her return.
- After suspension, if actions were repeated, expulsion would result.
- In case of impending expulsion, a conference with the parent, student, Principal and teacher would precede the dismissal.
- Persistent truancy

**Detentions And Demerits:**

Students may be given demerits for lesser infractions and detention for more serious or repeated infractions. The following are cause for demerit or detention: tardiness or unexcused absence, failure to adhere to dress code, chewing gum, quarrelling, failure to heed the sound of the bell, pushing or other such conduct, running in hallways, stairs or other in appropriate areas, leaving the cafeteria in disorder (or any action indicating lack of good manners in the cafeteria), talkativeness, loitering, incomplete homework or class work, failure or refusal to do school work, throwing snow, ice, etc. and any other failure to adhere to regulations represented in the handbook. A detention is given for talking or reacting disrespectfully to any school personnel, volunteers or any adults working in the school, improper or unbecoming speech, leaving the classroom without permission, disrupting the learning atmosphere through actions requiring school property and other infractions or rules outlined in the handbook or repetition of actions for which demerits were originally issued.

**Detention Time:**

The teacher issuing the detention or another designated faculty member monitors detention time. The teacher having obtained parental consent will establish the date of the detention. The time will be served as close as possible to the time of the infraction. A detention period runs for 60 minutes. Detention time may be scheduled after school or on a Saturday. During this time the student may be required to do a written assignment, copy parts of the handbook or perform a task suitable to the nature of the infraction. It is the responsibility of the parent to provide for transportation home in the event of a detention.

If the student accumulates one (1) detention and one (1) demerit in a quarter, that student may not be permitted to participate in a field trip or extra curricular activities.

### **School Building Rules:**

In order to provide a safe and conducive learning atmosphere, the following regulations must be observed:

1. Students are not permitted to leave classrooms without permission.
2. Silence must be observed in the halls, and the stairways during school hours and also when going to the library, cafeteria, gym, music or lavatory and during class exchange.
3. Class exchange should begin with the period bell, and be completed and the next class started within two or three minutes.
4. Running, pushing, fighting and other such behavior are never permitted for reasons of safety and respect.
5. Marking or damaging school property is a serious offense. Repairs, replacement and maintenance are costly. Students will be responsible to pay for any damages to school property that occurs as a result of their mischief or carelessness.
6. Students are not allowed to chew gum in the school building, on the school grounds, or during any program sponsored by the school. Gum left on furniture, on floors, and on the grounds destroys school property and is a health hazard. It also makes maintenance difficult.
7. Students are not to use cell phones without permission
8. Students are not permitted in any room unless accompanied by a teacher or authorized adult.

### **Playground Rules:**

In order to assure a safe and orderly recess, the following rules are necessary:

- Each class is to play in the area assigned. When the signal is given at the end of recess, students should stop their activity and proceed to line up quietly.
- Students will lose their recess privileges for pushing, fighting, name-calling and other such unacceptable actions.
- No eating is permitted on the playground.
- Students are under the supervision of a teacher and playground monitor during recess. The teacher and/or playground monitor have the authority

and responsibility for maintaining order. Students are expected to respect the authority.

### MISCELLANEOUS INFORMATION

#### Car Regulations:

##### In the Morning:

Pull into the church parking lot using Biddulph entrance only. Drop off your child/children by the Modular Unit and continue to exit on Stickney Avenue. **DO NOT WAIT AND WATCH YOUR CHILD ENTER THE BUILDING.** This is for drop offs only and traffic needs to flow.

##### At Dismissal:

Students will be dismissed at the State Road exit. Parents may park in the pre-school lot or in the church parking lot. If you park in the church parking lot, pull in only using the Biddulph Road entrance. Exit using the Stickney Avenue exit. Students may not exit by the office doors.

At no time should one park on Biddulph, Stickney or in front of the school. These regulations are to keep the children safe and the streets clear. These regulations are considered so important, that police will be asked to monitor the area and present citations when violations occur.

#### Emergency Closings:

A letter will be sent home to parents outlining the procedure we will follow in case of inclement weather or other such circumstances. Please **DO NOT** call the rectory or principal's home for information. These calls tie up the telephone lines and prevent us from forwarding information.

#### Compressed Day:

There may need to be periodic days when students are dismissed early because of faculty meetings and faculty in-service. Every attempt will be made to give several weeks notice if this needs to occur. Please attempt to make doctor and dental appointments for free days or early dismissal days. On compressed days there is cafeteria service.

If, for some special reason, a child must be dismissed early, a note must be presented to the office and kept by the teacher. Parents coming for their child after requesting early dismissal approval should come to the school office and sign their child out of the building. If someone other than the parent picks up a child, they also must sign out and show identification. No child will be allowed to leave until a parent or authorized adult comes to pick him/her up.

#### School Supplies:

Teachers will give students a list of supplies needed. Students are **not** to use white out, large loose-leaf binders, gel pens, permanent markers or carry scissors from home. Student supplies will need to be replenished throughout the year when notified.

#### Leaving the Premises:

Students may not leave the school grounds at any time during the school day, including lunchtime. Students are not to leave a classroom or assigned area without consent from the teacher unless emergency evacuation.

#### Electronic Devices:

Electronic devices such as, but not limited to cell phones, iPods, radios, CD players, game systems and beepers do not have a place in the classroom. They can be a distraction to the learning process and should be left at home. The school is not liable for lost, stolen, or damaged electronics, including cell phones.

### Phone Calls:

Students are **not permitted** to make phone calls to parents for forgotten books, homework, gym clothes, permission slips, etc. Organization and responsibility for materials is a quality that needs to be developed early in life.

### Cell Phones

If parents request their child to carry a cell phone for safety, a note requesting this privilege may be asked for by the principal. All cell phones are to be given to the homeroom teacher upon arrival and collected by the student at dismissal. No student cell phone use is permitted during the school day, or on the school premises.

### Lunch Program:

St. Mary Byzantine School participates in the National Hot Lunch Program operated by Diocesan Food Service. Meals including milk are served at a stipulated fee. Menus are sent home monthly to inform parents as to the foods offered for that month. Lunch menus are available on the website at: [www.smbyz.org](http://www.smbyz.org). Lunch payments should be made at the beginning of each week (Mondays) in a provided envelope.

Each child receives a five (5) day meal ticket or five (5) day milk ticket. Advance payment by the week is required for all lunch participants. In case of absence, the appropriate amount of money will be credited for the following week's payment. Applications are distributed at the beginning of the school year, and are always available for those who qualify for free or reduced price lunches. Students may bring their own lunch. Milk is available daily.

### Before School Arrival:

The first bell rings at 7:50 A.M. and those arriving before that time should use our Latch Key Program where supervision is provided. No supervision is provided before 7:40 A.M.

Students stay in the playground and line up near the first and second grade classroom side of the **building**. **There is to be no running, playing, shouting or ball playing.**

### After School Pick-Up

Students must be picked-up at dismissal time. If there is an emergency and the adult picking-up the student will be late, a call must be made to the school. *If a student is not picked-up by 3:00 (unless a call was made in advance), the student will be taken to latch-key and the parent will be charged for the service.* Students will not be permitted to go home with another student unless there is written communication from the parent.

### Latch Key:

Before/after school care services are available from 6:30 a.m. to 6:00 p.m. Contact 216-351-8121 for further details.

### Entrances and Exits:

All students should enter school in the morning through the doors at the back of the school building. Access is gained by going through the playground area. At dismissal time, all

students must exit through the State Road doors. Parents waiting for children who walk may wait in front of the building on State Road.

**\*\*\*\* Parents must always check-in at the school office prior to entering the school premises.**

**Visitors:**

Anyone who is not a student or staff member is considered a visitor. **ALL** visitors must report to the school office upon entering the building. The visitor must sign in and obtain a name badge before entering the school area. Upon leaving, the visitor must return to the school office, sign out and return the badge. Parents are welcome to visit the school or classes by previous arrangement. Teachers, children and classes are not to be interrupted by anyone while school is in session without special permission from the principal.

**Pets:**

**NO** pets are to be on school grounds, including school doorways and walkways.

**STUDENT DRESS/UNIFORMS**

We expect all of our students to be neat and clean. Appearance effects attitude, self-esteem, conduct and ultimately school work.

Because of the variance in colors and styles, it is recommended that the uniform be purchased at the uniform company, **Schoolbelles**. This company guarantees their products and will replace any item purchased, if you have a receipt.

The following dress code is to be observed:

**Boys Dress Code:**

**Shirts:** All boys in grades K-8 will wear white light blue, or navy knit shirts with short or long sleeves. Two or three button placket with no emblems or designs of any kind.

**Pants:** **Grades K-7, only plain navy blue** school dress pants or dress cords may be worn. Grade 8 boys may wear khaki. Pants must be worn at the waist with a **belt**, no slouching, no showing of underwear or showing your belly. Kindergarten and first graders do not need to wear a belt if they cannot open/close the buckle. Suggestion for all young boys to use magnetic belts.

**Shoes:** Sturdy school shoes, which support the feet well, are to be worn at all times, but no boots. **Tennis shoes may only be worn on gym days** for convenience. Tennis shoes are to be only **white, blue, or black (NO neon colors or flashing lights. No neon colored laces, laces are to be white or black only)**. **All shoes must be tied.** Please see that all shoes have non-marking soles, **no backless shoes, no shoes with roller blades; dress casual shoes.**

**Socks:** Socks must be crew length or knee-highs. Colors: blue, black, white, grey. **(NO FOOTIES)**

Gym Uniforms: All boys, Grades K-8 will wear white uniform shirts and navy uniform shorts with the SMB lettering, for gym classes. Gym shirts and shorts are available for purchase through the school office. Students not in proper gym uniform will not be permitted to participate in gym class.

Sweater & Sweatshirts: Plain navy sweaters or uniform sweatshirts may be worn for warmth but not to hide slouching pants. The sweaters and sweatshirts must be purchased from the uniform company or school office.

Hair: Hair must be neat and well groomed at all times – away from eyes and not so long that it goes beyond the tops of shirt collar. No tails, skaters cuts or sculptured buzz haircuts or other fads will be permitted. Bowl cuts with one inch shave is acceptable, but those that are mostly shaved with only a cap on top are not acceptable. Hair may not be chemically altered in any way.

Jewelry: Boys may wear one religious medal necklace – no multiples and nothing with questionable or gang related signs. No earrings or body piercing. One wristwatch may be worn; or one religious bracelet. **All jewelry must come off for gym.** NO tattoos are permitted.

### **Girls Dress Code:**

Uniforms: Girls in grades K-3 wear blue plaid jumper and a plain (no frills) white blouse or knit shirt with a collar. Girls in grades 4-8 wear the plaid uniform skirt or skort, plain (no frills) white blouse or white, light blue, or navy knit shirt with a collar. Skirts and uniforms are to be at least **knee length.**

Girls in all grades K-7 may wear plain dress pants or dress cords in **navy only.** Grade 8 girls may wear dress khaki pants.

Undergarments are to be white and tucked in at all times.

Shoes: Sturdy school shoes, which give good support, are to be worn, but no boots or shoes with roller blades; no platform or stack shoes with platform more than one inch with a two inch heel. Tennis shoes may be worn on **gym days only** for convenience. All gym shoes must be laced to the top with the tongue inside. Tennis shoes are to be only **white, blue, or black (no neon colors or flashing lights, No neon laces all laces are to be white or black only).** **NO PLATFORM OR BACKLESS SHOES PERMITTED.** Please see that all shoes have non-marking soles.

Socks: Socks and leotards must be of the colors found in the uniform – solid white, blue or gray only. Socks must be crew or knee-highs.

Gym Uniforms: All girls, Grades K-8 will wear white uniform shirts and navy uniform shorts for gym classes. Gym shirts and shorts are available for purchase through the school office. Students not in proper gym uniform will not be permitted to participate in gym class.

Hair: Hair must be neat and well groomed at all times -- out of the eyes. Hair must not be chemically altered in any way. Hair accessories must be uniform colors and not dangling. No tails, skaters cuts or sculptured buzz haircuts or other fads will be permitted.

Sweater/Sweatshirt: Navy sweater or uniform sweatshirt purchased at the uniform company may be worn for warmth.

Makeup: Makeup shall not be worn to school or in school. This includes no lip gloss or scented lip balm. Necessary lip balm shall not be applied during class.

Jewelry: Girls may wear one religious medal necklace or religious bracelet, ring – no multiples and/or nothing with questionable or gang related signs. Female students may wear one pair of earrings – one in each ear. Earrings must be flat, no dangling or hoops, no upper lobe. No body piercing. One wristwatch may be worn or one religious bracelet.

**All jewelry must come off for gym classes.** If younger students wear jewelry on gym days and the girls cannot take the earrings out themselves, students will not participate in gym. NO tattoos are permitted.

Nails: Girls may wear clear nail polish, but no artificial, sculptured nails or airbrush design.

**NOTE:** The uniform dress code is designed to be uniform. The fads and fancies, bright colors, etc. which may be the fashion of the day do not have a place within the dress code. Please save them for out of school dress. The principal has the final decision as to what is considered appropriate dress and hairstyle. If there is a question, contact the principal before making your purchase.

Parents are responsible to see that children come to school dressed properly. Our dress code is not an optional regulation, but an essential policy, that all students are required to follow.

Disciplinary action for violations of the dress code include but is not limited to written or verbal warning, demerits, detention, parent being called with items needed to correct the violation, suspension and/or expulsion.

**Summer Dress:**

During warmer weather months, students may wear navy blue uniform shorts, knee length/walking style. Gym shorts are only to be worn on gym days.

**Winter Dress:**

Our students go outside for recess daily – weather permitting. Therefore, students should be sent to school with gloves, hats, scarves, warm coats and boots when the weather so dictates. Students may not remain indoors unless a note from parents indicate the reason.

**Special Dress Days:**

Certain holy days and special occasions will be designated as “Special Dress Days.” For these days, special dress code guidelines will be given ahead of time. In any event, neatness and cleanliness are always the most important rules to follow. At all times shirts/blouses must have sleeves (no tank tops or bare shoulders); skirts must be knee length; shorts must be knee length; shoes must have backs.

### **EMERGENCY PROCEDURES**

#### **Searches:**

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

The search of 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 any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

#### **Fire and Tornado Drills:**

Fire drills are held once a month to insure the safety of the students. Silence and self-discipline are necessary to insure order in exiting the building. Tornado drills are also conducted for the same purpose and demand the same order.

#### **Emergency Drills:**

Other emergency drills, such as Rapid Dismissal drill or Lock out are conducted on as needed basis as it pertains to our overall Crisis Management Plan.

In the event an emergency situation occurs which warrants parent contact; calls will be made according to the order stated on student information card completed by the parent (beginning with house line). Each classroom has a parent emergency phone caller to assist the school in a timely manner. It is critical emergency information is kept up to date by the parents.

### **EXTRA ACTIVITIES:**

Our students have the opportunity to become involved in the following:

Band	Horizons Newspaper	Karate Club
Science Fair	Young Authors	Altar Boys
Knitting Club	Spring & Christmas Concert	Yearbook Club
Choir	Art Club	

Academic standards of no failing grades need to be maintained for participation in extra curricular activities.

#### **Volunteers (including parents)**

Volunteers to the school are always welcome and needed to provide the best opportunities for our students. However, to provide a safe environment for our children, all regular volunteers (including parents) must complete a background check and participate in volunteer training

**P.T.U. (Parent/Teacher Unit):**

The Parent/Teacher Unit is an organization specifically designed to improve and increase home-school communication and understanding as well as to help meet the financial responsibilities of the school. We place strong emphasis on parent participation.

The PTU will meet four times during the school year usually at 7:00 P.M. unless otherwise informed. Members will need to attend two of the four meetings to be eligible to vote. The cooperation of all parents leads to a more unified school atmosphere, better understanding of the problems, needs and strengths of our school, and an equality in sharing the success and responsibilities of our school.

No parent when assisting with projects/ activities for the school should make purchases in the name of the school without prior permission from the administration.

**APPENDIX**

**Sexual Harassment**

The administration and staff of St. Mary Byzantine School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. St. Mary Byzantine School will not tolerate harassment of any type and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of peer sexual harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.

**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. This complaint shall be as specific as possible regarding details. If the complaint is made by an employee, it 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 complainant(s), witness(es), or individual(s) 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 witness 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 investigation 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 the 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 re-occurrence of the harassment.

**Harassment:**

The Pastor, administration and staff of St. Mary Byzantine School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. St. Mary Byzantine School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of harassment include but are not limited to verbal or written taunting, bullying, other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

**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 facts (e.g., what occurred, when, where, by whom, against whom, names of witnesses). It is the responsibility of the principal to investigate promptly all claims of harassment and to take action as deemed appropriate.

Information regarding an investigation of 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 harassment complaint, assisted or participated in a harassment investigation, proceeding or hearing regarding a harassment claim or because they have opposed language or conduct that violates this policy.

All complaints are to be taken seriously and shall be investigated.

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

### **STUDENT THREATS**

Student threats have been on the increase in recent years. Below are the policies and procedures of dealing with student threats.

- A. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- B. Whoever hears the threat should report it immediately to the principal.
- C. Police should be notified immediately.
- D. The student should be kept in the principal's office under supervision until the police arrive.
- E. The parent/guardian of the student who has made the threat shall be notified immediately.
- F. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- G. The student should be suspended and not be considered for re-admission 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 O.R.C. 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, behavioral concerns, and the name of any known victims or potential victims.

The principal shall receive a written comprehensive detailed evaluation report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health 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 education regarding the re-admission 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 re-admitted to school and shall

provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

- H. Counseling shall be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it determined that such counseling is needed and parental permission is granted.
- I. 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 pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

#### **Procedures for Expulsion as a Result of a Student Threat:**

Expulsion may be immediately utilized in lieu of the implementation of the threats policy. If a decision is made to expel, the following procedures shall also be implemented:

- A. The police shall be notified immediately of the threat.
- B. The parent/guardian of the student who has made the threat shall be notified immediately.
- C. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- D. Counseling shall be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that counseling is needed and parental permission is granted.

#### **Weapons and Look-Alike Policy:**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, our policy expressly prohibits the use, possession, sale or discharge of any weapons or explosive devices in the school, on school grounds, or at school-related activities. This policy shall apply to all students, participants in school programs, teachers, administrators, parents and other personnel in the school or parish.

This policy includes, but is not limited to any firearm, weapon, object used as a weapon, knife, deadly weapon, explosive or incendiary device or any look-alike weapons. 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) "An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly

weapon or the person brandishes or displays the object and indicates that it is a deadly weapon." Firearms shall include any loaded or unloaded gun of any caliber or type.

This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator shall immediately contact the police department. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process shall include immediate in or out of school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participating in a community program addressing youth violence, suspension from extra curricular activities and any other conditions deemed appropriate by the administration of the school.

### **Drugs, Hallucinogens and Look-Alikes:**

Controlled substances, alcohol and drug abuse are serious societal problems, which do not respect any group or age, and that 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 common as well as the individual welfare of our pupils. Continuing educational programs for parents, teachers and students convey the message that drugs and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented to all grade levels. Appropriate sanctions are to be imposed on those who violate the provisions of this policy or any local law or statute concerning illegal substances.

For the complete policy guidelines, contact the school office to see the policy in its entirety.

### **Pregnancy Policy:**

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.

Together, these two 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.

Effective school management is directed to the welfare of all the members of the academic community, since the primary purpose of the school is to provide an atmosphere of

learning, and for experience that will contribute to the growth and development of students.

These requirements of effective school management are to be applied to both the male and female individuals involved, though admittedly, these situations will not be exactly the same.

For the complete policy guidelines contact the school office to see the policy in its entirety.

### **AIDS Policy:**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K-8 shall be permitted to attend school in regular classroom settings provided:

1. The health of the 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 school activities.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS, ARC, or other illness caused by HIV.

For the complete policy guidelines, contact the school office to see the policy in its entirety.

### **DOMESTIC RELATIONS**

The following is a summary of the areas of domestic relations law that affect our schools' relationship with parents.

Custody is now "allocation of parental rights and responsibilities for the care of children", "custodial parent" is now "residential parent."

Ohio Revised Code Section 3109.051 (H) and (J) provide that a "non-residential" parent is entitled to access records and student activities under the same terms and conditions as the "residential" parent unless there is a court order limiting that access. If access is limited in any way, it is the residential parent's responsibility to provide a copy of any limiting order.

"Records" for this discussion, are intended to include official transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions. It does not include daily work, papers or routine communications sent through the children to the home of residence. In these cases, the residential parent is responsible for transferring this information.

### **Child Custody:**

St. Mary School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reasons we find 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. St. Mary School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating

regarding the child and that all information is shared by and between the parents. 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 has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on the child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. St. Mary School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the residential parent of this fact. A copy of the entire decree bearing the case number and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, the school communications will be sent home to the residential parent. Residential parents should understand, however, that unless the divorce decree specifically limits the non-residential parent's right to access to records, the non-residential parent has the 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-residential parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the children to the home or residence. In these cases the residential parent is asked to cooperate with the school and share this information directly to non-residential parent. This avoids time consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-residential parent has the right to attend any school activity of their child, which includes sport activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that it will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled "jointly" if both parents are to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents and further reviewed by St. Mary 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 and excessive demands on the teacher's time.

Visitation should be 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 re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

## GANG POLICY

### **Youth Gangs and Gang-Related Activity are Prohibited:**

A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or anti-social behavior, violation of school rules, establishment of territory or “turf”, or any action that threatens the safety or welfare of others or substantially disrupts the orderly operation of the school.

Gang and gang activities can include but are not limited to the following: recruitment, initiation – a manner of grooming; hair style and/or wearing of clothes; jewelry; head coverings or accessories by which virtue of color, arrangement, trademark or other attribute denote membership in a gang; displaying gang markings or slogans on school or personal property or clothing; gang tattoos; literature that indicates gang membership; fighting, assault, hazing; extortion; establishing turf; use of hand signals; gang vocabulary and nicknames; possession of beepers, pagers, cellular phones or electronic equipment; possession of weapons and explosive materials; possession, use or sale of alcohol, drugs, drug paraphernalia; attendance at functions sponsored by gang or known gang members; association with or conviction of crimes with known gang members, or any other action directly resulting from membership, interest in, promotion or furtherance of a gang.

### **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 consequence as defined in the School Handbook.
3. The right of school authorities to search student desks, and upon request, personal property, if suspicion of gang involvement exists.
4. Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in evening or on weekends, whether held on parish property or at other public facilities.
5. Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
6. Insistence on parent cooperation is not permitting children to host/attend unsupervised parties or activities.

For further information on our Gang Policy and the consequences, contact the School Office to see the policy in its entirety.

## **SCHOOL FOOD ALLERGY GUIDELINES**

### **Parent Responsibilities**

- A. Provide the school with up-to-date information regarding child’s allergy as soon as possible.

- B. Participate in developing an Allergy Action Plan with child's doctor to be sent to the school nurse/health aide.
- C. Provide appropriate medical documentation and medication to the school nurse/health aide including the Allergy Action Plan and a current photo for proper identification.
- D. Communicate concerns to the school as those concerns arise.

**Student Responsibilities:**

- A. Take as much responsibility as possible for avoiding allergens.
- B. Avoid trading or sharing foods.
- C. Wash hands before **and** after eating.
- D. Learn to recognize symptoms of an allergic reaction.
- E. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- F. Develop a relationship with the school nurse/health aide or another trusted adult in the school to assist in identifying issues related to the management of the allergy in school.

**Administrator Responsibilities:**

- A. Include in the school's Emergency Response Plan a written plan outlining emergency procedures for managing life-threatening allergic reactions.
- B. Support faculty, staff, and parents in implementing all aspects of the life-threatening allergy program.
- C. Provide training, education, and practice for faculty and staff in:
  1. The signs of anaphylaxis.
  2. The correct use of an epinephrine auto-injector (EpiPen).
  3. Activation of Emergency Medical Response (911).
  4. Policy and procedure review of the beginning of each school year.
- D. Provide emergency communication devices (intercom, walkie-talkie) for all school activities.
- E. Inform parent/guardian if any student experiences an allergic reaction for the first time at school. Subsequent reactions will also be reported to parents.
- F. Make sure a written contingency and back up plan is in place in case of a substitute teacher or substitute nurse/health aide.
- G. Ensure that a students placed in a classroom where the teacher is trained to administer an EpiPen, if needed.
- H. Communicate school policy to organizations using the school facility.
- I. Place visual reminders of life-threatening allergies throughout the school building.
- J. Provide an allergy "safe" table within the cafeteria.

**Nurse/Health Aide Responsibilities**

- A. Provide appropriate forms for parents and physicians once parental notification of life-threatening allergies has been received.
- B. Compile a Medical Concerns List and disseminate to administration and staff.
- C. Initiate the process of developing an Allergy Action Plan by providing and collecting the necessary paperwork.
- D. Follow and carry out Allergy Action Plan.
- E. Educate appropriate staff, paraprofessionals and volunteers on student's Allergy Action Plan.
- F. Have available all Allergy Action Plans in the clinic.
- G. Make modifications, as needed, in Allergy Action Plans of specific students.

**Food Allergy Continued:**

**Teacher Responsibilities:**

- A. Receive, read and carry out the Allergy Action Plan for students under teachers' care.
- B. Receive training and education in:
  - 1. The signs of anaphylaxis.
  - 2. The correct use of the epinephrine auto-injector (EpiPen).
  - 3. Activation of Emergency Medical Response (911).
  - 4. Policy and procedure review at the beginning of each school year.
- C. Do not question or hesitate to act if student reports signs of allergic reaction.
- D. Leave information, including a copy of the Allergy Action Plan,
- E. Inform classroom students about safe eating procedures within the classroom.
- F. Follow written field trip policy concerning life-threatening allergies.

**Other:****A. Cafeteria Responsibilities:**

- 1. Communicate monthly menu.
- 2. Provide ingredient listing and number for information on ingredients.

**B. Extended Day Responsibilities:**

- 1. Be consistent with the school policies and procedures regarding life threatening allergies.
- 2. Be provided with a list of students with life-threatening allergies.

**C. Playground Volunteer Responsibilities:**

- 1. Receive training in the signs of anaphylaxis, the correct use of the EpiPen, and policy and procedures, and activation of Emergency Medical Response (911).
- 2. Recognize students with life-threatening allergies through the use of pictures.
- 3. Alert the school nurse/health aide when students show signs of allergic reaction.
- 4. Act immediately if student reactions are life threatening.

**Snack/Birthday Treats:**

- A. Staff will follow the snack policy as written in the school handbook (fruits, vegetables, cheese or yogurt are acceptable morning snacks).
- B. Treats given to classes from groups and organizations will be agreed upon collaboratively between the group and the administration. Groups will be informed of students with allergies and their room numbers.
- C. Parents will receive notification of food being provided in order to send in special snacks if needed.

**Student**  
**Acceptable Use Policy**  
**St. Mary Byzantine Catholic Elementary School**  
**Diocese of Cleveland**

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

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

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

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

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

**Access to communication system:** Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

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

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

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

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

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

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

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

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

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

- a. Internet access is filtered by St. Mary Byzantine Catholic Elementary School on personal telecommunication devices in the same manner as St. Mary Byzantine Catholic Elementary School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- d. Each student is responsible for his/her own device; set-up,, maintenance, charging, and security. Staff members will not store student devices at any time, not will an staff diagnose, repair, or work on a student's personal telecommunication device.
- e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines occur during the school day.

**Subject to Monitoring:** All St. Mary Byzantine Elementary School network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. St. Mary Byzantine Catholic Elementary 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 St. Mary Byzantine Catholic Elementary School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

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

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

**Agreement form:** In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Mary Byzantine Catholic Elementary 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.

*St. Mary Byzantine Catholic Elementary School*  
*2018-2019 School Year*

RETURN THIS PAGE TO SCHOOL OFFICE COMPLETELY FILLED OUT AND **SIGNED FOR EACH STUDENT**

**I have read the 2018-2019 Handbook and understand its contents.**

\_\_\_\_\_

Print Student 's Name Grade

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent/Guardian Signature Date

**Acceptable Use Policy USER AGREEMENT/PARENT PERMISSION FORM**  
**Both Signatures Required**

**Student Signature Section:**

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

User Name (print)\_\_\_\_\_ School: **St. Mary Byzantine Catholic Elementary**

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

**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 St. Mary Byzantine Catholic Elementary School's information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that St. Mary Byzantine Catholic school's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold St. Mary Byzantine Catholic School responsible for materials acquired on the network.

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

Date\_\_\_\_\_

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

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