

# **ST. ALOYSIUS CATHOLIC SCHOOL**

**“The School Where EVERY Child Succeeds”**

## **PARENT - STUDENT HANDBOOK**

*This handbook is effective*

*August 2021*

*and*

*Preempts all previous handbooks*

*640 Lakeview Rd.*

*Cleveland, OH, 44108*

*216-451-2050 Main Office*

*216-541-1601 Fax*

*[www.staloyusiuscleveland.com](http://www.staloyusiuscleveland.com)*

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**Appendix:** (Handbook copies - Dress Code, Student Acceptable Use Policy, Photo & Media Release, Responsibility for Student Behavior K, and 1-8, Administration of Medication)

**\*PARENT - STUDENT HANDBOOK COMPLIANCE FORM  
\*MANDATORY TO RETURN THIS FORM TO MAIN OFFICE BY THE FIRST DAY OF SCHOOL**

## **MISSION STATEMENT**

St. Aloysius Catholic School, as part of the Church of St. Aloysius parish family, is committed to academic excellence while establishing a strong spiritual identity. Inspired, empowered, and driven by Christ, we are called to serve, challenging young minds and instilling Christian values.

## **PHILOSOPHY**

St. Aloysius Catholic School recognizes that the school is a part of the broader mission of the Parish itself. This parish school is supported and enabled by a faith-filled and faithful community to perpetuate the mission of the Catholic Church. It is our belief that excellence is on purpose, and it is the expectation is that all families will help instill that core belief in their student while enrolled at our school.

We believe that every person is a unique creation of God, is redeemed through Jesus, is filled with the Holy Spirit, and has eternal destiny. We believe that Catholic education begins, as with life, in the heart of the family. Parents, the primary educators, instill and nourish values deeply human, deeply spiritual. With the parents, we are committed to each child's total education: spiritually, physically, intellectually, socially, and emotionally. We believe that by proclaiming, celebrating, and living the message of Jesus, we lead each child to a deeper sense of self-acceptance, and love of God and others. We believe that by integrating religious truths and values with the entire educational program, our children develop a sense of commitment to parish community, to peace and justice, and to the respect for life and the environment of a distinctly Catholic manner.

## **ACCREDITATION**

St. Aloysius Catholic School is fully accredited by the Ohio Catholic School Accrediting Association (OCSAA).

## **TEACHER LICENSURE/CERTIFICATION**

All teachers of St. Aloysius Catholic School are certified by the State of Ohio. Further, teachers are certified by the diocese in religious instruction. Each teacher strives to teach consistently with the philosophy, goals and policies of the Diocese of Cleveland and St. Aloysius Catholic School.

## EDUCATIONAL OBJECTIVES

The educational objectives of St. Aloysius Catholic School are as follows:

- To aid the student in becoming a knowing and loving Christian
- To provide an environment of peace and justice
- To provide opportunities for parent involvement in the development of the spiritual and educational growth of the child
- To provide educational opportunities that focus on academic excellence
- To celebrate the personal dignity of each individual by developing an understanding for others' cultural and religious backgrounds based on the Gospel message of love
- To instill in the child an awareness and appreciation for the spiritual and secular communities in which they live
- To develop a habit of correct judgment in moral situations that will lead to self-discipline
- To empower each child to recognize the significance of membership in the school family in order to become an independent and contributing member of society
- To pursue success on an individual level for every student

## ADMISSION/NON-DISCRIMINATION/CONFIDENTIALITY POLICIES

St. Aloysius Catholic School admits students of any race, creed or color, religion, and national origin through a formal registration process. The implementation of the admissions policies is the responsibility of the Principal and/or Vice-Principal, and all decisions regarding acceptance or denial are final. Students may be denied acceptance when the school is unable to provide for the educational, emotional, or behavioral needs of the students. Further, acceptance may be denied when a particular grade level is full. Additionally, students are admitted to St. Aloysius Catholic School in the following order of priority:

**FIRST:** All children of registered parishioners, provided that the family is supportive of the Church through regular weekly attendance at Mass, and through the Sunday offering according to an honest evaluation of one's ability.

**SECOND:** Students who are in good standing, academically and socially, and whose family and themselves agree to adhere to the tenets of our philosophy, policies and procedures.

**THIRD:** Students who are in questionable standing, academically and socially, and whose family and themselves agreed to adhere to the tenets of our philosophy, policies and procedures, and agree to a time-bound admissions contract.

**Both students and parents MUST accept and support the expectations and policies of St. Aloysius Catholic School.** Registration/ re-registration papers are signed every year that commits the students and parents to support this relationship. *Students of all faiths are required to participate in all religious services/activities provided within the school year, along with regular religion classes taught throughout the week.* Furthermore, our commitment to be citizens of the United States of America is recognized and celebrate; and, it is expected that all students will participate in all activities related to the same. This includes participation in daily prayer, student peace builders pledge, and the Pledge of Allegiance.

Admission and Readmission to St. Aloysius Catholic School occur on an annual school year basis. *Students must re-register every school year. **All prior year financial obligations must be met before a***

**child is considered eligible for re-admission.** Admission for a specific grade level may be temporarily closed with students on a waiting list while the administration determines the need for a second class.

All information, obtained during both the admissions process and during the student's enrollment term, will be bound by the confidentiality of the administration and staff, thus reinforcing the philosophy of respecting the individual child's dignity.

### **Kindergarten and New First Grade Registration**

Children attending Kindergarten must be five years of age by September 30<sup>th</sup>. All children seeking acceptance to Kindergarten will be given a screening test to determine needs and readiness. Children entering First Grade must be six by September 30<sup>th</sup> and/or provide evidence of successfully completing Kindergarten in an accredited school.

### **Required Documentation**

**All new registrants must provide the following documentation prior to being added to the school roster:**

- Birth Certificate
- Baptismal Certificate (if applicable)
- Academic and conduct records from previous schools
- Legal proof of right to register (custody papers) if applicable
- Health and immunization records
- Individual Education Profile or Services Plan (IEP/ISP), if evident
- All required documentation for recipients of the CSP or EdChoice voucher (registration and re-registration)
- All required documentation for recipients of FACTS assistance (registration and re-registration)

### **WITHDRAWAL/TRANSFER/TERMINATION POLICY**

A Withdrawal Form is given to the parent at the time of removing a child from our school. ***A withdrawal can be done by a parent or by the school administration for non-compliance with our school practices, policies, and procedures.*** This form is also used when transferring a child to another school. This form should be given to the new school the child will be attending. Furthermore, if the child is a recipient of a CSP or EdChoice voucher, a transfer request must be completed using the appropriate ODE form and following its deadlines and requirements. Information regarding the termination of a student's enrollment will be kept confidential and may include the following: parent withdrawal, Special Education needs that cannot be met by our school, breaking of an academic or behavioral contract, and any and all discipline violations identified in the Suspension/Expulsion section of this handbook. **Records will not be forwarded to another school unless all financial responsibilities to St. Aloysius Catholic School have been met.**

### **FINANCE**

#### **Tuition**

Tuition costs are reviewed annually by the Principal, Pastor, and the Parish Finance Council. Parents receive tuition payment information as part of the registration/re-registration process each year.

## **Non-Payment of Tuition/Fees**

**St. Aloysius Catholic School reserves the right to deny any student entrance to the school if the parent/guardian has a delinquent tuition account.** This policy will be enforced at the time of re-registration for a new school year, and at the quarterly review of tuition accounts by the Principal.

Account statements are sent home monthly, indicating payment and billing history. Timely tuition/fees payments are necessary for the efficient operation of our school. ***Further parent responsibilities include the signing of the voucher checks (as applicable) within ten days of its being issued.*** Non-compliance with voucher policies jeopardizes voucher status with the Ohio Department of Education.

No registered parishioner of St. Aloysius Catholic School (as defined in the Admission Policy) will be deprived of a Catholic education if a serious financial or personal situation exists. However, it is the family's responsibility to make these exceptional circumstances known to the Principal.

## **Re-Registration**

As posted in our Admissions Policy, all current students must re-register each school year for enrollment at St. Aloysius Catholic School. ***A non-refundable registration fee is due by the First Day of School.*** Please call the Main Office for your registration fee balance. Applications for re-registration of a current student are due in spring at a date announced by the school. Should a parent/guardian fail to re-register a student for the following school year by April 30th, placement on the school's roster will not and cannot be guaranteed for any reason, and all spaces will be filled on a first-come, first-serve basis.

In May each year, on the last day of school, St. Aloysius Catholic School will place students on the roster whose parent/guardian has applied for registration or re-registration, and the student has been accepted for admission for the following school year.

### **A child is not registered and on the roster for the following school year unless:**

1. All registration fees are paid (for each student in the family) and all required paperwork has been completed
2. All past due tuition payments, including late fees (for each student in the family), are paid.
3. The student has demonstrated **acceptable** behavior and academic progress.
4. The parent/guardian has **accepted and supported** the policies and practices of our school. This includes all aspects of our school, including support for policies/procedures/staff.

***This school reserves the right to deny registration or continued enrollment to any student for their family's failure to comply with rules and policies of the school, financially, philosophically, and/or operationally.***

## Acceptable Forms of Payment

Tuition or registration payments may be made in cash, money order, or cashier's check. No personal checks will be accepted.

## Refunds

**Registration fees are not refundable.** If a family is on a monthly payment plan for tuition and fees, and the child is withdrawn prior to the end of the school year, a partial refund will be issued, if one is due.

## ATTENDANCE POLICY

Children between the ages of six and 18 are required by law to attend school, punctually and regularly. Regular school attendance is important for success and also for building habits and attitudes of responsible behavior important for life. Significant absences or tardiness will be addressed through appropriate agencies as required by State law including the Truancy Office or Children and Family Services. ***Please carefully read and understand the expectations below regarding school attendance and student punctuality.***

## SCHOOL HOURS

<b>Regular Hours</b>	<b>7:55 a.m. – 2:35 p.m.</b>
<b>Early Dismissal Hours</b>	<b>7:55 a.m. – 12:00 p.m.</b>
<b>Main Office Hours</b>	<b>7:30 a.m. – 3:00 p.m.</b>

## Arrival/Dismissal Procedures

Supervision of students begins promptly at 7:15 a.m. Once students arrive on campus, they must either report to the cafeteria for breakfast (if eating breakfast) or directly to their homeroom classroom for morning bell work. Once a student enters their homeroom classroom, they may not leave to go to the cafeteria. That decision must be made prior to arriving at school. ***All students must be in their classrooms, ready to learn with their peers, by 7:55 a.m.*** Arriving after the 7:55 a.m. call to order bell, will result in a student tardy being issued. ***Please note, after three late arrivals (student tardy passes), an after-school detention will be issued as a consequence for the flagrant disregard for our daily start time.*** Excuses such as "I overslept" or "It was the parents fault" will not be excusable reasons for repeated late arrivals. When you register your child for our school, the school hours are disclosed upon admission, and are expected to be followed on a daily basis for continued enrollment.

## **Dismissal of students is as follows:**

2:22 p.m.	Bus Riders
2:27 p.m.	Walkers
2:32 p.m.	Car Riders/After-Care

## Absence

Ohio State Bill 321 requires that *parents notify the school the morning of the day of a student's absence. Absences are to be called into the Main Office by 8:30 a.m. on the day of the student absence.* The school is required to contact the parent at home or at work if the school has not been informed about the absence by 8:30 a.m. *Following any absence longer than three days, the student is required to bring a written excuse, signed by the parents, indicating the date and the reason for the absence.* The note will be kept on-file in the Main Office. **Again, ALL student absences MUST be reported to the Main Office BY 8:30 a.m. on the day of the student absence.**

Any student with more than five un-excused absences in any nine-week grading period, will be required to attend Saturday Schools to make-up the lost educational time. **Failure to comply can result in dismissal from our school for flagrant non-compliance with our schools student absence policies.**

Students are responsible for all work missed during an absence. For every day of school missed, the student will have an equal number of days to make up missing work. Teachers are willing to give assistance as needed; however, it is the duty of the student to seek out missing assignments and see that they are completed. Parents and students should bear in mind that although the student can make up missed work, the daily interaction between the students and teacher cannot be recaptured.

## Tardiness

Since tardiness interferes with the student's progress in school and disrupts the classroom learning environment for everyone, all parents are expected to see that their student cultivate a habit of punctuality on a daily basis. ***Just like a daily job, arriving on-time to school is required and expected, or appropriate consequences will be issued to the student.*** It is our schools belief that by enforcing this simple practice, we are setting our students up for success later in life when they hold a daily job and will be held by these same expectations.

***All students must be in their classrooms, ready to learn with their peers, by 7:55 a.m.*** Arriving after the 7:55 a.m. call to order bell, will result in a student tardy being issued. ***Please note, after three late arrivals (student tardy passes), an after-school detention will be issued as a consequence for the flagrant disregard for our daily start time.*** Excuses such as "I overslept" or "It was the parents fault" will not be excusable reasons for repeated late arrivals. When you register your child for our school, the school hours are disclosed upon admission, and are expected to be followed on a daily basis for continued enrollment.

**Excessive and repeated tardiness will not be tolerated in ANY capacity. Habitual tardiness is defined as having more than five late arrivals in any given nine-week grading period.**

**Habitual tardiness is grounds for immediate removal from the St. Aloysius Catholic School roster.**

## Medical or Dental Appointments

All medical and dental appointments are expected to be made for times outside of regular school hours or on days off of school. Please review the school calendar so that these appointments can best be made outside of school time. When this is not possible, the student **MUST** present a note, signed by the parent, stating the reason for the student absence or early dismissal, as well as the name of the designated person



to whom the student is to be released. ***This note is to be given directly to the Main Office by 8:00 a.m. on the day of the appointment or the first day back to school from the appointment.***

Before a student can be released from school, the parent or authorized person must come to the Main Office to sign the Student Sign-Out log. If a student returns to school after an appointment, the parent must sign in the time of the students return in the Main Office.

## **NO EARLY DISMISSAL OR ENTERING THE BUILDING AFTER 1:45 P.M.**

No parent, guardian or visitor will be permitted to enter the building for ANY reason after 1:45 p.m.

This is the time where everyone prepares for dismissal in an orderly and efficient manner. ***With that being said, no student will be permitted to leave or be signed out AFTER 1:45 p.m.*** Proper planning is expected by all parents or guardians. If a student needs to leave early, they must present a note to the Main Office by 8:00 a.m., and they must be signed out by 1:45 p.m. Last minute parent phone calls such as “I am in the area and I will be there in two minutes” or “I need to pick up my child early and have them ready when I get there” or the like, will ***NOT BE ACCEPTED OR TOLERATED.*** There are signs posted on the Main School Doors that display this policy as well. ***THERE ARE NO EXCEPTIONS TO THE ABOVE POLICY!***

After 1:45 p.m., the Main Office will not buzz anyone into the building. If any parent or guardian fails to comply with this policy, the administration will do what is necessary to keep all of the students, faculty, and staff safe. This includes, but is not limited to, calling the appropriate authorities if a parent or guardian fails to comply with the above policy, becomes hostile, or any of the like.

Upon enrolling a student in our school, our daily school schedule, handbooks and school times are disclosed to all parents. Please read, understand, and comply with our policies. Failure to comply can result in the student being removed from the St. Aloysius Catholic School roster.

## **School Year Vacation Trips**

As with student appointments, any vacations are expected to take place in the summer or during the two scheduled breaks during the school year. When this is not possible, parents need to notify the school as soon as possible if the student is going to be absent for an extended period of time. Students are expected and responsible for completing all work that will be missed during the designated days.

It is not the practice of St. Aloysius Catholic School to provide school work that will be covered during the student’s absence from school. We will, however, provide materials that can be self-directed and is in keeping with the current topics being taught in the classroom. This can mean worksheets or other self-guided lessons. All student work is due within three days of the students return to school.

## **Accident or Illness**

In case a child needs to be sent home because of an accident or illness, parents are expected to respond promptly. The Emergency Medical Authorization form should indicate the names of the persons to contact should it be impossible to reach the parent. Before the child can be released from school, the parent or authorized person must come to the Main Office to sign the Early Dismissal Sign-Out log.

## **Crisis and Safety Plan**

St. Aloysius Catholic School routinely conducts fire and tornado drills, as well as classroom lockdown drills. These are done to ensure the safety of our students in the event of any situation that may disrupt the learning environment. All faculty and staff members have a copy of the Crisis and Safety Plan and are routinely trained in handling procedures of such matters. All safety drills are required by all students and expected to be completed in a ***SILENT*** manner. Failure to comply with this expectation, will result in a Saturday School to be issued for non-compliance with this policy.

## **Visitors/Volunteers**

All visitors or volunteers to the school campus must sign in at the Main Office and receive the appropriate identification badge. Visitor's and volunteers must also sign out when leaving the campus.

All volunteers are required by law to submit to fingerprinting and a background check process. Further, all volunteers are also required to complete a training course (VIRTUS).

A volunteer's main responsibility is to assist the teachers and/or staff members as needed, for the purpose of improving the quality of the overall learning environment. **Volunteers are not responsible for any decisions regarding academics and/or student discipline.**

## **Phone Calls**

Students are not permitted to call parents/guardians during the school day (7:55 a.m.– 2:35 p.m.). Forgetting lunch, lunch money, gym clothes, or assignments is not an appropriate reason for calling home and will not be permitted.

All students are expected to come to school knowing how they are going home from school (i.e., bus rider, car rider, etc.). No student is permitted to call home from any school phone (i.e., Nurse Office, Vice-Principals Office, Main Office, etc.) without the Principal, Vice-Principal, or Registrars permission. **NO** other faculty/staff member is permitted to authorize a student phone call home.

Students in violation to the above policies will be issued a Saturday School for non-compliance with this expectation.

## **Severe Weather/Emergency School Closing**

In case of severe weather emergency, the official announcement for school closing may be heard over the local radio and television stations Channels 3,5, 8, and 19. An all-school email will be sent through Grade Link. A school-wide "One-Call" and/or text message will also be sent to all faculty/staff and parents/guardians. If the CLEVELAND METROPOLITAN SCHOOLS close due to weather, St. Aloysius Catholic School is also closed. St. Aloysius Catholic School may decide to close independently, in conjunction with the other schools, or in the case of a campus circumstance (electricity, flood, etc.)

## HOME/SCHOOL COMMUNICATIONS

### Weekly Parent Newsletters (Thursday Every Week)

Weekly parent newsletters are sent home from the Principal via hardcopy and electronic copy to the e-mail on-file in the Main Office. These weekly notes contain reminders, alerts, and current areas of issue or concern. These memos are the primary method of communicating between the school and home. School calendars are sent home with every child with updates and/or corrections to the school calendar distributed in August. Broadcast e-mails are also be used as appropriate.

### ONE-CALL SYSTEM

The Principal and/or Vice-Principal will send out weekly “One-Calls” to all families in order to ensure adequate and frequent communication from the Main Office. Please be sure to notify the Main Office if you have a change in telephone number at any time so that we can update the system. Please program the school telephone number into your phone. If you are unable to answer the “One-Calls”, the system will leave a message that can be listened to by the parent or guardian.

### Emergency Messages

In an emergency, a message may be given to a child through the Main Office. Parents will not be permitted to call a student out of the classroom or interrupt the teacher during school hours to relay messages to students. However, the parent may give a message to the Main Office and we will be sure the student receives the message.

### Report Cards

Report Cards provide parents with tangible documentation of their students growth and development, while promoting mutual understanding and helpfulness between home and school. Report Cards are issued four times a year. All student report cards are published for parents to view on Grade Link.

### Progress Reports

Parents receive Interim Progress Reports approximately four-and-a-half to five weeks preceding report cards. These reports enable the parent, teacher, and student to work together for improvement of grades and/or conduct. All Interim Progress Reports are published on Grade Link for parents to view on Grade Link.

### Student Progress Monitoring

By utilizing the parent portal to Grade Link, parents can view student grades and behavior at any time. This means all grades and assignments are available for viewing 24/7. Login credentials are sent home to all families in August. If login credentials are misplaced, please contact the Main Office for a copy of the login credentials. Grades are required to be entered weekly by the teachers. Behavior logs are created as required by instance and frequency. ***It is the expectation that all parents will view their students Grade Link account to check grades and assignments on a weekly basis.*** By frequently checking grades, this helps to minimize the any concerns/issues related to student grades. If a parent does not check grades frequently, as requested, no complaints can be made about lack of information by the school or teacher. This system was purchased to ensure al parents have access to their students information at all times.

## **Contacting Teachers**

Teachers can be reached via e-mail through the Grade Link. All questions and inquiries will be responded to within 30 hours. Parents may also contact the Main Office during regular school hours to leave a message for the teacher. Phone messages will be returned within 30 hours.

## **Parent-Teacher Conferences**

Formal conferences are held twice a year. The first round of conferences is held in October, and the second round of conferences are held sometime during the second semester (typically January or February).

Parents may also request a conference with their students teacher(s) by appointment. Conferences must be made for before 7:15 a.m. or after 2:45 p.m. on a regular school day. No conferences or teacher meetings will be permitted during the regular school day (7:15 a.m.-2:45 p.m.).

## **INSTRUCTIONAL PROGRAM**

### **Curriculum**

In accordance with the Minimum Standards (3301-35-01(B)), the curriculum is developed by the Curriculum Department of the Office of Catholic Education for use in all elementary schools in the Diocese of Cleveland. The following areas constitute our curriculum: Religion, Language Arts (as Reading, English, Spelling and Handwriting), Mathematics, Science (including Health and Safety), Social Studies, Fine Arts, and Physical Education. The curriculum of St. Aloysius Catholic School is a K-8 sequential program in all areas.

St. Aloysius Catholic School implements the Graded Courses of Study prepared by the Office of Catholic Education in compliance with the Minimum Standards referenced above. Further, the State Standards are also followed.

### **Field Trips**

Field trips can enrich classroom learning and open new areas of interest for the students. Field trips are encouraged in order to use the vast resources of the eight counties of the diocese for one-day trips. "The Office of Catholic Education does not approve of overnight, out-of-town trips for elementary schools. The legal liability far outweighs the educational benefits of such a trip".

Field trips will be well planned and information sent to parents. The proper permission slips must be signed. Permission slips for field trips must be signed by a parent/guardian allowing a child to participate. If on the day of the field trip a child has not returned the signed permission slip, the child will not be allowed to participate in the field trip. A child may not phone home asking permission to participate or to have the parent bring the permission slip to school. Retained students will remain at school, supervised by certified personnel.

### **Service Hours**

Students in Grade 8 are also required to perform service hours as part of the High School application process. Students earn service hours by assisting in the School, Parish, or Hunger Center on our grounds.

## STUDENT EVALUATION

### Standardized Testing

The standardized testing program is designed to provide a systematic means of assessing student mastery of basic skills, and evaluating the academic programs of the school. This utilizes NWEA MAP testing to measure mastery of skills in reading, language, science, social studies, work-study and mathematics, as well as the ability to apply these skills to the solution of new problems.

### State Required Testing

The school administers the AIR TIDE assessments to grades 3-8. The administration of these tests is purely for our analysis and growth and is not part of the proficiency process of the public school district. All students in grades 3-8 enrolled at St. Aloysius Catholic School will take the AIR test to provide the school with analysis data. **All students in grade 3-8 MUST take the state test in order to qualify for state scholarship (CSP, Ed Choice, Ed Choice Expansion, or Jon Peterson).**

In addition, Grade 3 students must pass the Ohio Third Grade Reading Guarantee to be promoted to Grade 4. Should a Third-Grade student not attain a passing score on the Ohio Third Grade Reading Guarantee test, or any of the approved alternative assessments subsequently administered, he/she will be retained as a Third-Grade student for the following school year. When the Ohio Third Grade Reading Guarantee initial standardized assessment is given in the following school year, the student will take the test with the rest of the class. Should the student attain a passing score on that assessment, consideration will be given to a mid-year promotion to Grade 4.

The conditions under which a mid-year promotion *may* occur are as follows:

- Passing score on the Ohio Third Grade Reading Guarantee test
- Minimum grade of C in Reading, per the school's grading scale
- Minimum grade of C for all other core subject matters, per the school's grading scale
- Social/emotional maturity appropriate for being a member of the fourth grade class

Should a student *not* attain a passing score on the first Ohio Third Grade Reading Guarantee test, he/she will remain in Third Grade for the rest of the academic year.

### Promotion

Promotion to the next grade level is based on the satisfactory completion of the respective grade level work, as well as socio-emotional readiness for advancement. All promotions are finalized by the administration after the final report card is issued.

### Retention

Retention is considered in individual cases after thorough discussions between the teacher(s), Principal and parents. Discussion regarding possible retention may occur as early as the end of the second quarter. Retention may be considered for the following reasons:

- Failure in three or more major subjects. The major subjects are Language Arts, Mathematics, Social Studies, Science, and Religion. Failure is defined as receiving a grade of F for more than two quarterly report cards.

- Failure to master fundamental skills of Reading in the primary grades
- Emotional and/or social immaturity

**“The final decision to retain the child is made by the Principal, in consultation with the teacher and parent.”** (Secretariat for Education Policy 5116) Consistent with the Ohio Revised Code, it is the Principal who makes the final decision as to the promotion or retention of a student. The retention decision will be presented to the parent/guardian in writing, and must be accepted in writing by the parent/guardian. Should the parent/guardian disagree (and thereby refuse) the retention decision, this fact should be documented in writing. The Principal has the right to remove a student from the roster the following school year should the parents not agree to the retention decision. Further, the Principal will determine if the student will benefit from retention by remaining at or St. Aloysius Catholic School if success would be better attained at another school.

## EDUCATIONAL RESOURCES

### Auxiliary Services

The services of a school psychologist, nurse, speech and language pathologist, and remedial reading teacher are available through Auxiliary Services Funding.

### Speech, Language, and Hearing Services

All students new to St. Aloysius Catholic School (Grades K-8) are screened for language/speech conditions. Children referred by the professional staff, parents, or physicians are given a threshold-hearing test. For students identified with speech, language or hearing problems, the therapist plans an individualized follow-up program and maintains on-going parent and teacher contact.

### Psychological Testing and Counseling

A school psychologist is available for individual testing and counseling. A parent conference is conducted in order to inform parents of any testing results and to state recommendations. Teachers will be made aware only of the fact that the student has an appointment with the psychologist. Testing results and/or recommendations will not be shared with the teacher unless parental permission is given *and* the knowledge is deemed important for the child’s progress. The Principal will be kept aware of all testing procedures, results and recommendations.

### Intervention Specialists

Students with an ETR/IEP/ISP/504 from a public school district may be accepted for enrollment at St. Aloysius Catholic School. The IEP will be translated into an educational plan and services are provided by certified Intervention Specialists on our staff, PSI Solutions, and/or a CMSD Intervention Specialist. CMSD, according to law, is required to maintain the student's Special Education profile, testing, and reports. ***All applicable service plans MUST be disclosed by the parent for the student upon enrollment to the Main Office.*** Failure to disclose such service plans, will result in the inability to service the student and their plan. There is limited space in the Jon Peterson Program at our school, and by failing to disclose such service plans/accommodations, the program will be filled by other students and closed for the year. ***All parents are expected to be honest and upfront regarding plans when enrolling a student in our K-8 school.*** When applicable, a request for the parent/guardian to apply for a Jon Peterson Scholarship will be made. The student’s educational plan will be serviced by an ODE/Jon Peterson provider.

## HEALTH AND SAFETY

### Immunization

A health and immunization record are maintained for all students. Immunizations must be in accordance with state requirements (Sections 3313.671 and 3701.13) for continued admittance. ***According to Section 3313.671, on the 15<sup>th</sup> day after entrance into the school, it is necessary and legal to exclude all pupils from school who do not comply with the immunization requirements.*** Any student out of compliance will be sent home until the immunization requirement has been met by the student and family.

### Health Checks

Health checks include periodic vision and hearing screening, height and weight measurements, and postural screening. These are conducted by the School Nurse and/or personnel from CMSD. Parents are notified in cases where special medical or clinical help seems appropriate.

### Communicable Diseases

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

**When a child has been home from school with an illness, the child cannot return to school until free of symptoms and a normal temperature for at least 24 hours.**

### Medication

State Law prohibits us from administering any kind of medication to a student without ***written parental permission and doctor's authorization.*** This permission and authorization must be on the school's form. The forms are available in the school office upon request. If it is necessary for the school personnel to administer the medication the following requirements must be met:

- 1. The medication forms must be completed and signed by the parent/guardian and doctor.**
- 2. The medication is to be provided by the parent in the dispenser with the child's name and dosage and medication name clearly marked by the pharmacy/physician.**
- 3. Only the required amount should be sent to school.**

### First Aid

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

## **Epi Pens/Inhalers**

Should a student require the use of an inhaler, they may carry it on them as needed. Parent/guardian must complete medication form before student bring medication to school. If a student has a second inhaler, it may be stored in the Main Office in case of an emergency.

If a student should require the use of an Epi Pen, it will be stored in the Main Office.

## **Food Allergies**

If a student has any food allergies, this must be indicated upon enrollment in St. Aloysius Catholic School. Medical records will be updated and teachers will be notified. If a student chooses to eat the school lunch, the cafeteria staff will provide an alternative, if necessary.

## **STUDENT SAFETY**

### **Walkers**

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

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

No student is permitted to walk through the school driveway off of E. 109<sup>th</sup> Street. All students must walk around the gym, to/from the sidewalk, as they arrive/depart the school premises.

### **Busing**

St. Aloysius Catholic School children are transported by bus under the provisions of the Ohio Fair Bus Law by the public school district in which they live. Determination is made by the Cleveland Metropolitan Schools Transportation Department. Only children eligible for bus service are permitted to ride the buses. The provision of bus transportation is for students who participate in the Cleveland Scholarship Program only. Reimbursement for transportation or RTA tickets are available for students who do not participate in the CSP. All busing decisions and arrangements and payments are made by the Cleveland Metropolitan School District.

Students are to conduct themselves in a Christian manner while riding the bus, waiting for the bus or disembarking from the bus. Students will obey the bus safety regulations as set forth by the CMSD schools. ***Students will lose the privilege of bus transportation for repeated conduct violations. It is within the rights of the administration to reprimand students who display inappropriate behavior while riding the bus, waiting for the bus, or disembarking from the bus.***

All non-Cleveland residents enrollment status will be submitted to their home school district for processing according to state law.



## Car Riders

Students are to practice good safety habits when dropped off near the school. **Parents dropping off students MUST pull all the way into the parking lot, follow the directions of the directing faculty/staff, and are NOT PERMITTED to block the school driveway off of E. 109<sup>th</sup>.** It is the driver's responsibility to prevent students from darting out from behind stopped cars when dropping off in the morning. Drivers should also be conscious of the flow of traffic behind their cars and follow the traffic patterns designated by the school to ensure the safety of all the children. Drivers should model Christian behavior and respect for rules and authority at all-times. This same Christian behavior and respect for rules and authority should be evidenced during the car rider dismissal process.

***All drivers must enter the parking lot at a speed of less than 10mph.*** All drivers need to follow the drop-off/pick-up procedures established by the school on a daily basis. Any parent or guardian who cannot follow the rules or treat the faculty/staff with respect, will be immediately banned from school property. The rules and procedures were established with one thing in mind, and that is keeping everyone safe!

No student is permitted to walk through the school driveway off of E. 109<sup>th</sup> Street. All students must walk around the gym, to/from the sidewalk, as they arrive/depart the school premises.

## Custody and Release of Students

Any student that is to be picked up before dismissal (must be before 1:45 p.m.) must be signed out in the Main Office. A student will only be released to the custodial parent/guardian, unless indicated on the Student Information Card, which is filled out at the beginning of the school year. If someone not on the designated list is to pick up a student, the office would first have to be notified, and a photo ID would need to be provided before the student is released.

Please note that St. Aloysius Catholic School does not and will not get involved in custody disputes between parents about students enrolled in our school. That is the place of the courts. Any paperwork from the courts should be provided to the Main Office by the custodial parent, if applicable.

## CO-CURRICULAR PROGRAM POLICY

The co-curricular program at our school is supportive of the school's goal to educate the whole person. Our program promotes leadership, physical fitness, music and fine arts skills, good sportsmanship, and performance excellence through instruction and competition. All students enrolled in the school are eligible to participate in the co-curricular program. *Please note: If a student is absent from school on the same day in which a practice or event is scheduled, that student may not attend or participate in the scheduled event. Further, if a child has an After-School Detention, or Out of School Suspension, they will be ineligible to participate in the next scheduled practice or competition.*

**Behavior expected of students participating in St. Aloysius Catholic School Co-Curricular Program includes:**

- Evidencing the same conduct as expected in the school environment
- Acting with respect and Christian behavior towards teammates, adults, instructors, coaches, and opposing teams
- Maintaining current grades and positive behavior/attitude

### **Behaviors that are unacceptable include:**

- Use of profane or immoral language
- Willful damage of property or equipment
- Disrespect for coaches, officials or other adults
- Unsportsmanlike conduct during practices or games
- Use of narcotics, illegal drugs, tobacco products, and alcohol
- Possession of firearms, fire-starting items, or weapons

*It is the schools policy that the Principal and/or Vice-Principal determines the eligibility for all co-curricular programs and events. This is done on a weekly basis during the respective season.*

## **DISCIPLINE POLICIES**

### **Philosophy of Discipline**

The philosophy of the school strives to instill in the student a respect for self and for each other. Rules and regulations are necessary to establish a proper atmosphere for the academic process. Firmness and justice in discipline is stressed. Each student has the right to expect and be guaranteed such an environment and every student, in justice, must contribute positively to the overall atmosphere of the learning environment.

Self-discipline is expected. Consideration and courtesy toward others should be a primary focus. Self-discipline is fostered where students understand what is expected of them, and are aware of the consequences of infringing upon the rights of others or disregarding regulations. By assisting the students in attaining self-discipline, an atmosphere conducive to concentration, creative thinking and academic excellence is provided.

There is an overall discipline policy at St. Aloysius Catholic School. It includes policies for the lunchroom, care of books and property, academic and behavior contracts and suspensions and expulsions as defined below.

### **Lunchroom Policy**

1. Students may not go home for lunch.
2. Milk is served daily as part of the Hot Lunch program, and children may purchase milk separately.
3. Lunches from fast food restaurants are not permitted. This includes Door Dash and Uber Eats.
4. Running, disrespect, or misbehavior is cause for a child's lunch to be postponed until the behavior is modified in a positive manner acceptable for lunch.
5. Students are expected to respect and obey the cafeteria workers, as well as the adults who supervise the lunch periods.
6. Students are to remain seated, be courteous and display proper table manners during the lunch period. Once a child has been seated after getting his/her lunch, he/she may not return to the lunch line for any reason, unless permission is obtained by the lunch monitor.
7. Students are expected to clean up after themselves when they are done eating. No exceptions!
8. If a student is celebrating a birthday, they may bring in a small treat to share with the class during Lunch only. Please be aware of any allergies that other students may have.
9. After the lunch period, students are expected to line up in a single file line, in line order.
10. All students must enter the school silently when returning from lunch. This means level zero.

## Care of Books and Personal Property

Since books are expensive both to purchase and maintain from year to year, parents are urged to help their children be responsible for books that are used. Parents are financially responsible for the loss or damage to textbooks and other materials provided for student use during the school year. Also, any damage to any property belonging to the parish, school, or other students is the parents' responsibility to cover the cost of any such damages.

***St. Aloysius Catholic School DOES NOT assume responsibility or liability for any item brought from home to school or from school to home. This includes, but is not limited to cell phones, toys, cameras, cash, tables, watches, etc. If any of these items or the like are brought to school, the student/parent assume any and all responsibility and liability for such items.***

### Student Cell Phone Policy

We understand that many parents give their child a cell phone for safety reasons before/after school hours. ***Absolutely NO CELL PHONES may be used between the hours of 7:55 a.m.-2:35 p.m. This includes to contact parents or guardians.***

Cell phones and other electronic devices **must** be turned into the homeroom teacher in the morning, before the 7:55 a.m. call to order bell. If a student comes into the classroom late, it is the students responsibly to turn in the cell phone to the homeroom teacher as soon as they enter the classroom.

**However, any cell phone found on a student during the school day will be confiscated and held by the Principal or Vice-Principal in the following capacities based on the offense:**

**First Offense: 1 Full Day (Returned to student after 24 hours) (detention issued)**

**Second Offense: 3 Full Days (Parent MUST pick-up) (1 day Out of School Suspension issued)**

**Third Offense: 10 Full Days (Parent MUST pick-up) (3 day Out of School Suspension issued)**

**Fourth Offense: Dismissal from our school (Forced Withdrawal or Expulsion)**

Should a lost item be turned in to the Main Office, it will be held in the Main Office for 5 school days.

### Acceptable Use Policy for Internet Safety

All students will receive a copy of the Acceptable Use for Internet safety. This form is to be reviewed with your child, signed, and returned to the school. A student will not be able to use any computer or browse the internet unless this form is returned. Students who violate the agreement are subject to disciplinary action, including loss of device/internet privilege, and/or suspension/expulsion.

Further, communication via social media, email, or other method will be subjected to the same rules, laws, and regulations as the written or spoken word.

### Media Consent Forms

Media consent forms are included with registration/re-registration papers. This form is used to indicate if you do not wish for your child to be photographed, or their likeness used for school/parish publications or promotions.

## Permission Forms

In the event of a field trip or extracurricular activity, a permission slip will be required. All permission slips must be signed and returned before a student can participate. For field trips, students who do not return the permission slip will not be allowed to travel with their class and will remain at school.

Permission slips are needed any time a student or class leaves school grounds.

## Rewards and Consequences

To assist the students in developing responsibility and positive self-esteem, students are held to expectations and the consequences of their choice to either adhere to or ignore these expectations.

Frequent and appropriate rewards, both individual and group, are employed to reinforce positive and responsible behavior, and to create a cooperative, supportive atmosphere. The faculty and staff use a variety of rewards including verbal praise, recognition bulletin boards, positive affirmations, and reward field trips. Most reward field trips are held after-school hours on a Friday evening.

## Academic/Behavior Contracts

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

## Suspension/Expulsion

If necessary, *only* the Principal or Vice-Principal (or designee) may suspend a student. Suspension will be used as a disciplinary measure if the behavior of a child is considered undesirable to the learning atmosphere. In the event of a suspension, a Discipline Report will be completed providing the details of the incident and the day(s) of the suspension term. This report will be sent home with a student, given to a parent, or verbally communicated to the parent. The Discipline Report will also be logged in the students Grade Link account and can be viewed by the parent there as well. In the case where verbal notice is given regarding a suspension, the Discipline Report will be sent home with the child. In all cases, parents must sign the original Discipline Report and return it to the Principal or Vice-Principal. A copy will be given to the parents. ***Reasons for suspension include, but are not limited to the following:***

- Physical contact with another student, **whether initiated or in response (5 day minimum)**
- Extremely aggressive and harmful behavior to self or others
- Persistent defiance or disrespect of authority or school rules (including excessive tardiness)
- Threat of physical assault on another pupil
- Malicious destruction or damage of school property or property of other students
- Profanity or abusive language
- Weapons of any style/type onto the property at any time. For this purpose, weapons are defined as guns and knives (real or toy), fire-starting items (including poppers, laser pointers, ammunition, and the like).

When it has been determined that a suspension will occur,

- The child will be removed from the classroom setting and placed in an area supervised by school personnel, and away from other students
- Parents will come to school as soon as possible that day and a conference will be held with the Principal/Vice-Principal. If this is not possible, the Principal/Vice-Principal will hold a telephone conference with the parent.
- The police will be called when deemed necessary
- The pupil will be excluded from school-sponsored co-curricular activities (i.e. Basketball/Track)
- Students who are given an out-of-school suspension will be given the opportunity to make up missed schoolwork (no more than 3 days from the return date to school).

**Please note that fighting of *ANY KIND IS NOT TOLERATED NOR ACCEPTABLE* in any grade K-8. *Fighting results in an immediate suspension (5 day minimum) regardless of the grade the student is in. This includes ANY physical contact, whether initiated or in response (both parties will be suspended).***

**-Please note the suspension is NON-NEGOTIABLE and parent comments such as “I tell my student to fight back” do not excuse the behavior in school and the consequence will be issued. Fighting is NOT the answer in school.**

**-Any student in grades 6<sup>th</sup>-8<sup>th</sup> grade involved in any type of fight will be immediately removed from the school/roster (ZERO TOLERANCE IN THE JUNIOR HIGH). This includes both students, whether initiated or in response to the fight. This policy is strictly enforced beginning the first day of school.**

### **Expulsion**

When in the judgment of the Principal and/or Vice-Principal there is a danger to other students, physical or moral, or when behavior is such that it is not possible to maintain an atmosphere conducive to learning, or when students are unquestionably and grievously disrespectful, students will be expelled from St. Aloysius Catholic School. Further, physical assault upon a teacher or verbal or written threats to a teacher are grounds for immediate expulsion. Once the Principal and/or Vice-Principal have made the determination that a student shall be expelled, the decision is final. We will work within our ability to help the parent discern where to enroll their child. Cooperation and respect from the student/family is an expected must at St. Aloysius Catholic School. This includes when decisions are made for the overall school community and the well-being of St. Aloysius Catholic School.

**Lastly, a child can be removed from the school’s roster if the relationship between the home and school is not conducive to the child’s learning or a productive relationship between the parents, teachers, and administration is deemed not possible.**

### **Elastic Clause**

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

**COMPLIANCE WITH THE REGULATIONS AND POLICIES WITHIN THIS HANDBOOK FOR ST. ALOYSIUS CATHOLIC SCHOOL WILL BE REQUIRED OF ALL PARENTS AND STUDENTS IN THIS SCHOOL FOR CONTINUED ENROLLMENT IN OUR SCHOOL**

## **Pandemic Procedure**

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

### **Functional content areas that may apply:**

- Close School
- Emergency Communication
- Medical Response
- Mental Health Services
- Rapid Assessment

### **Medical Pandemic Procedures**

- The school will decontaminate all surfaces when advised by the County Health Department and follow recommended guidelines regarding the safety of children, staff and families.
- The school administration will close school when required by the County Health Department.
- Adjust school academic hours to ensure state academic hours are met for all students impacted.

**All guidelines outlined by the CDC, ODH and other governing entities will be followed during a pandemic situation.**

## **CHEMICAL POSSESSION/USE/ABUSE**

Parents will be notified immediately if a student is found to have, or be under the influence of alcohol or drugs, or if the student has drug paraphernalia or tobacco/tobacco products in his/her possession while on

school property, on the bus, or during off-campus activities sponsored by the school. If appropriate, the police will be notified. A mandatory conference with parents will be held with the parents. Expulsion is the normal course of action for possession of any of the above.

In the case of chemical use and/or abuse, intervention by trained professionals may be required as a condition for the student to remain at our school. Lack of cooperation by either the student or parents in this matter will result in the student's expulsion. If a student gives evidence of signs of chemical dependency, parents will be contacted by the Principal, and an appropriate course of action will be decided upon. Parents who are aware of chemical dependency or similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

### ***Sexual Harassment***

#### **Purpose**

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

#### **Sexual Harassment Defined**

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse, disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school sponsored activities, obscene or sexually explicit gestures; and any other inappropriate behavior of sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. Allegations of sexual harassment (as defined above) are to be reported to the teacher and Principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

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

- Parent/student/Principal conference
- Written warning/reprimand and parent notification, entered into the student's file
- Behavior/Probation contracts, possibly requiring professional intervention
- Suspension

- Expulsion

### **Sexual Violence**

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the Principal, Pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any “reason to believe” (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when the recipient:

- Is physically touched without his/her consent in a sexual manner; and/or
- Is expressly threatened or perceives a threat of physical harm for purposes of the offender’s sexual gratification; and/or
- Is the victim of sex offenses under Ohio Law

In these cases, the Department of Human Services and the police will be contacted immediately.

## **GANGS**

### **YOUTH GANGS AND GANG-RELATED ACTIVITY ARE PROHIBITED.**

A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

Gang activity includes:

- Recruitment
- Initiation
- A manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories, which by virtue of color, arrangement, trademark, or other attributes denotes membership in a gang
- Displaying of gang markings or slogans on school or personal property or clothing
- Having gang tattoos
- Possessing literature that indicates gang membership
- Fighting
- Establishing turf
- Use of hand signals, gang vocabulary, and nicknames
- Possession of weapons or explosive materials
- Possession of alcohol, drugs, drug paraphernalia
- Attendance at functions sponsored by a gang or known gang members
- Exhibiting behavior fitting police profiles of gang-related drug dealing
- Being arrested or stopped by police with a known gang member
- Helping a known gang member commit a crime
- Any other action directly resulting from membership or interest in a gang

### **Consequences**



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

1. Parents/guardians will be contacted immediately and appropriate intervention initiated
2. A Behavior Contract will be prepared stating the conditions for the student to remain in the school
3. Students may be referred to counseling (personal and/or family)
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county
5. Students may be referred to outside agencies or programs for treatment when the use of drugs or alcohol is involved
6. Students may be referred to the Task Force on Violent Crime
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities
8. Students may be suspended and/or expelled as already outlined in the school discipline policies
9. Parents/students will be held liable and financially responsible for all forms of vandalism

### **Jurisdiction**

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

### **Related Policies**

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

1. Dress code and uniform policy as defined in the school handbook
2. Discipline policies and consequences as defined in the school handbook
3. The right of school authorities to search lockers, student book bags, student desks, and upon request, personal property if suspicion of gang involvement exists. *Note: These items may also be searched for probable cause outside the boundaries of gang-related suspicions.*
4. Policies and procedures relative to scheduling, supervision, and attendance at and participation in school/parish sponsored events, held during the school day, during the evening or on weekends, whether held on parish property or at other public facilities

### **Prevention**

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

## **STUDENT THREATS**

- Any and all student threats to inflict harm to self or others must be taken seriously immediately
- Whoever hears the threat should report it immediately to the Principal or teacher. If the threat appears real and imminent, the threat should be reported to the *certified* staff member who is in the nearest vicinity to the occurrence.
- Police can be notified should the administration decide the severity of the threat warrants such action. The student should be kept in the Principal's office or conference room or other secluded, supervised area until the police arrive.
- The parent/guardian of the student who has made the threat should be notified immediately
- The student should be suspended and not permitted back into school until there has been a psychiatric evaluation and receipt by the Principal of a written statement from a psychiatrist that the student is not/does not pose a danger to self or others.
- Any adult or the parent/guardian of any student(s) who have been verbally mentioned as potential victims or listing in writing as potential victims should be contacted immediately.
- Additionally, should a threat be made, the school should secure counseling for students involved, after obtaining parental permission.

## **WEAPONS**

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

This policy includes, but is not limited to, any firearm, knife, a deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that use air or gas propelled projectile.

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

Disciplinary action may include immediate in-or-out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's continued enrollment at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program.

## **BULLYING/HARASSMENT**

### **Definition**

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

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

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

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

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

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or Principal and/or Vice-Principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or Principal/Vice-Principal including what, when and where it happened, who was involved, exactly what was said or what the harasser did, witnesses to the harassment, what the student said or did, either at the time or later, how the student felt; and how the harasser responded.

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

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