

**ST. BENEDICT CATHOLIC SCHOOL
FAMILY HANDBOOK**

WELCOME

Welcome to St. Benedict Catholic School! This school has been created through the collaborative efforts of Our Lady of Lourdes and Little Flower Parishes in order to provide the highest quality Catholic education to the children entrusted to us. As parents and guardians, you are integral to the academic success of your children and to the well-being of this school community. We value and cherish this partnership.

INTRODUCTION

This handbook is designed to give you and your children some helpful information regarding St. Benedict Catholic School. We hope that you will read it carefully. Through it we hope to establish the harmonious cooperation and unity of spirit so necessary in forming the Christian prepared to face and transform today's world. Please place this book in a convenient location for quick and easy reference. It is also posted on our website: www.saintbenedicttoledo.org.

All parents and students agree, by virtue of their enrollment at St. Benedict Catholic School, to abide by all the policies and procedures contained in this handbook.

The education of a student is a partnership between student, parent, and the school. Just as the parent has a right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

VISION (created by Implementation Team 11/2009)

St. Benedict Catholic School will become the Catholic School of choice to which parents send their children for spiritual formation and education. Our school with its enhanced spiritual, academic, cultural, and extra-curricular programs will be chosen by parents for its superior offerings. Our students will be positioned for future success. Members of both Our Lady of Lourdes parish and Little Flower Parish communities will enthusiastically support this ministry and celebrate its growth. We will hold ourselves to the highest standards of Catholic Education in the Diocese of Toledo

MISSION STATEMENT

United in community, in partnership with families, and guided by the message of St. Benedict God calls us to LIVE, LEARN AND LOVE.

PHILOSOPHY –

Philosophy of St. Benedict Catholic School

St. Benedict Catholic School exists to assist the parents, who are the primary educators of their children, in their mission to educate and direct the spiritual and intellectual development of their child.

We accept the responsibility to cooperate with the Church, the parents, to guide, inspire, instruct and morally form the children entrusted to us.

In order to fulfill that responsibility, we shall maintain a staff of qualified, certified people, dedicated to and motivated by this common purpose---to help the child develop and maintain sound moral, mental, and physical health.

We are committed to provide the students an experience of integrating learning and living a life of Faith so that this integration can be played out in a life of commitment to their community, their Church and themselves.

We are committed to instilling in the children entrusted to us a solid foundation in the Gospel values upon which we're commanded by Jesus to base our lives.

We recognize that we are dedicated to three essential elements of our teaching ministry—the message revealed by God, sharing the life of the Spirit in community and service to the entire community and world.

ACADEMICS

Curriculum

The curriculum for St. Benedict Catholic School is based on the Courses of Study issued by the Diocese of Toledo. Catholic Schools Office coordinates the writing of K-12 courses of study by elementary and secondary teachers on a regular basis. The courses of students are in compliance with the Ohio Standards and with section 3316.60 of the Ohio Revised Code. The Courses of Study prescribe the concepts to be taught at each grade level for each subject and provide continuity of education from grade level to grade level within our diocesan schools.

Concerts and musical performances

Concerts and other musical performances throughout the year use class time for preparation and therefore become part of the basis for calculating grades. Students who do not participate in the concert performance for any reason other than illness will receive a reduction in grade. All concerts and musical performances are included on the yearly calendar to help eliminate scheduling conflicts.

Homework

Homework assignments should be definite, flexible and planned according to the needs and abilities of the students. In general, homework should:

1. Help the students develop independent study habits.
2. Reinforce learning that has taken place at school
3. Bring home and school closer together by allowing parents to see what their students have studied during the day.
4. Help the students develop time management skills that are critical to future success.

Each classroom will have an erasable board to display the daily assignments.

Students are allowed one day for each day of absence to complete work missed during the absence.

Assignment Format

Teachers will instruct students about the headings to be used on assignments.

Integrity in Learning

Academic integrity is one of the guiding principles at St. Benedict Catholic School. Consequently, any form of cheating, including plagiarism, may result in severe consequences.

Plagiarism is any presentation of another's work, ideas, or words as one's own without acknowledging the source in standard formats such as bibliography or appropriate citations. Forms of plagiarism include:

- Copying information word-for-word in whole or in part, without using quotation marks and without acknowledging sources
- Paraphrasing material or using another's ideas without acknowledging sources
- Using another's creative work such as art, music, or photography without permission or acknowledgment
- Fabricating or deliberately giving incorrect information about sources
- Electronic copying and pasting

This policy is predicated on the fact that ideas and words are intellectual property, which is protected by United States copyright law. Intellectual theft, therefore, is illegal as well as unethical.

Teachers will educate students about the appropriate ways to cite references. Should a student be in violation of the Academic Integrity Policy, the teacher will respond to the situation in a manner appropriate for the grade level of the student. Parents may be called in for a conference and students will be responsible for re-doing the assignment.

All students will be held responsible for compliance with the ACCEPTABLE USE POLICY FOR INTERNET AND RELATED TECHNOLOGY.

Student Services

The State of Ohio provides funds through the Auxiliary Services Program for textbooks and personnel services. The following services are provided to students at St. Benedict Catholic School through this resource:

Remedial Reading and Mathematics Teacher
School Nurse

Nurse

A school nurse is available two days a week through ASP funds. The school nurse reviews and maintains health records for students, checks immunization records, provides screening for hearing,

vision, blood pressure, scoliosis, identifies communicable diseases, and cares for students when they become ill or emergencies arise.

Reading/Math Specialist

A Reading/Math specialist is on staff through ASP funds. This person provides specialized help to those students who experience difficulty mastering the grade level objectives in the course of study. Groups are kept small and instruction is individualized.

Psychologist

The services of a psychologist are available through the Sophia Counseling Center on a per student need. These services are available for Multi-factored assessments only, not counseling services.

Student Records

Parents' viewing of records

Parents have the right to view their student's record. St. Benedict Catholic School requires a 24-hour notice and the request must be in writing. Records may not be removed from the school offices. Unless there is a court order to the contrary, non-custodial parents have the same right to view records.

Right to Information

Full rights of access to information is given to either parents (natural or adoptive) unless there is evidence of a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

It is the responsibility of parents to make known to the school by providing copies of legal documentation that identifies the person(s) who has the right to records and information.

Student Records and Files

A cumulative record is maintained for each student enrolled in the school. This record contains yearly educational data including standardized test scores, reports of special services received, along with student grades. These files are locked and are available only to certified members of the staff, parents of students, and other authorized persons and agencies. Health records folders are maintained separately from the child's academic record. Folders contain all health information and records of all immunizations requested by law and are kept in the school clinic.

Student files are sent to the child's receiving school of transfer only upon written request of the receiving school. Payment of all monies owed to St. Benedict Catholic School must be made before records will be released. The only exceptions are the ISP and health records.

In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order stating otherwise because both parents, by law, have the right to view their child's records.

The following are persons or agencies that have a right to a student's educational data without a parent's consent:

- a. All certified members of the staff who may have legitimate educational interests may use educational data
- b. School officials of other schools who have legitimate educational interests
- c. Financial aid officers
- d. Those processing a subpoena for such data
- e. Accrediting organizations
- f. Legitimate researchers, as determined by the judgment of the principal or superintendent
- g. Law enforcement officers who are conducting an investigation to determine whether the student may be a 'missing child'
- h. Court attorneys conducting an investigation regarding the student

A permanent record card is kept indefinitely by the school. A cumulative file of educational data for each student enrolled in the school is also maintained in the school office. The cumulative file contains: copy of the child's birth certificate and social security card, student photo, all standardized test scores, and report cards. A separate file is maintained for reports of all special services (i.e. speech therapy, psychological testing, Minor Adjustment Plan [MAP], Individual Service Plan [ISP]).

Teaching Methods

Teaching method is a matter of teacher discretion. It is understood that teachers seek the most effective means of teaching/re-teaching important concepts. Because of the commitment St. Benedict Catholic School makes to meet the individual needs of students, small group teaching and thematic integration are utilized as often as possible.

In addition, utilization of research based teaching techniques and integration of the lifelong guidelines and lifeskills are part of our philosophy of teaching.

Technology

The use of the Internet and related technologies is a privilege. Inappropriate use may result in loss of this privilege. Unacceptable use includes, but is not limited to: transmission of materials in violation of any Federal or State regulation, copyrighted material, threatening, violent or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and

communications, flame letters, etc. Students who use the Internet to harm or destroy the reputation of another student or the school—either at school or at home—will be disciplined accordingly.

St. Benedict Catholic School uses a technology protection measure that blocks or filters access to some World Wide Web sites that are not in accordance with the policy of the school. This measure protects against Internet access by adults and minors to visual depictions that are obscene contain child pornography, harmful to minors. To ensure enforcement of the policy, St. Benedict Catholic School will monitor use of technology resources through direct supervision, monitoring Internet use history or various software and hardware tools.

No students may bring a disk, CD, or flash drive from home or any outside source nor may students take their school-issued disk home and bring it back. The transmission of viruses is the obvious reason. Students who violate this policy will have the disk, etc. confiscated, no work on the disk will be accepted and parents will need to pick up the disk or it will be destroyed.

Students are required to abide by all terms of the school's Computer Network and Internet Acceptable Use Policy. A copy of the policy is found in the back of this handbook.

Textbooks

Teachers select appropriate materials needed to convey the content assigned in each grade level's curriculum, often combining resources. Choices of materials are based on the courses of study and guided by the theory of research based learning.

Textbooks, along with science and math materials, are purchased with Auxiliary funds from the State of Ohio. Materials purchased with these funds are stamped Toledo Public Schools for purposes of identification. No materials or equipment marked Toledo Public Schools may be used for religious purposes.

Books kept in the student's desk/locker and carried home on a regular basis should be covered.. Religion books should be handed in the same careful way as other texts.

ACADEMIC ASSESSMENT

Academic Honors: Students in grades 3-8 will be eligible for Academic honors which will be awarded at quarterly honor assemblies. These assemblies will be announced on the monthly calendars.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for all students during the month of November--shortly after the end of the first quarter of school. These conferences allow both parents and teacher to share information about the student and evaluate his/her progress. They also provide parents with a better understanding of the education program. These dates are noted on the yearly calendar.

Other conferences are by request of either the teacher or parent. Teachers will confer with parents as soon as possible when a student's performance and/or attitude become unsatisfactory or show marked or

sudden deterioration. Parents may also request a conference at any time. To schedule a conference, parents should send a note to the teacher or leave a voice mail or e-mail message. The teacher will respond as soon as possible. Parents should not expect to confer with a teacher before or after school without an appointment.

Promotion Policy

The Ohio Code gives to the superintendent the right to assign pupils to levels. In the Diocese of Toledo the principal does this. The classroom teacher, in consultation with parents and principal, is the one charged with the responsibility of promotion.

In the event that a student's ability to succeed in the next grade level is seriously in question, parents will be consulted in reasonable time, generally by the end of the third quarter, prior to the decision to retain a child. The school staff will work closely with the parents in a series of conferences to determine the best situation for the student.

If the school agrees to placement, rather than retention, based on the parent's written request not to retain, the child will be placed, rather than promoted. The school record will reflect placement, not promotion.

The following information will be reviewed prior to a decision or recommendation:

- Individual classroom performance
- Student attendance
- Individual and/or standardized test results
- Past history of promotions and/or retentions

Student Evaluation :

Immediate feedback is one essential element of brain-compatible learning. Teachers give verbal, non-verbal and written evaluations to their students on a daily basis.

St. Benedict School uses Engrade—an online grading system. This provides constant, consistent communication with parents/guardians on the progress of their child. Teachers will update the grades on Engrade at least once per week. Please check on your child's progress and communicate with the teacher when you have questions or concerns and the teachers will do the same.

Report cards are one indicator of a student's progress and achievement in basic skills, maturation, and social and civic development. They are issued at the end of each quarter. Please check the monthly calendar for the exact date of distribution. After conversation with your child about his/her performance during the quarter, please sign and return the report card to your child's teacher within one week of receipt.

Testing

St. Benedict Catholic School participates in the standardized testing program used by the Diocese of Toledo. Currently, this is Scantron testing for Grades 3-5-7 in both Fall and Spring. Information regarding this program will be communicated annually to parents.

A competency test in writing, as mandated by the Ohio State Department of Education, is administered annually in the spring to students in grades 3, 5, and 7. While this test provides a score for each student based on a rubric developed by the Diocese of Toledo, the primary purpose of this assessment is to help us as a school staff evaluate the effectiveness of our instruction in the writing process.

The Assessment of Catechesis Religious Education (ACRE) test prepared by the National Catholic Education Association (NCEA) is administered in October of each year to students in grades 5 and 8. This test assesses students' faith knowledge as well as affective beliefs related to their faith life.

Students who have been awarded the EdChoice Scholarships are required to take the Ohio Achievement Tests mandated for their particular grade level.

ADMISSIONS AND WITHDRAWALS

Admissions Policy

At the time of a child's initial enrollment, the person responsible for the child shall provide the child's original birth certificate, completed health records, and written evidence that meets or exceeds the minimum immunization requirement. **No student shall be permitted to remain in school for more than one month without written evidence of immunization.**

In the case of a child who does not reside with both parents, the person responsible shall provide the school with court documents that outline legal custody of the child.

If the child is a baptized Catholic, the responsible party shall also provide a baptismal certificate.

Age Requirement

A child must be five years old by September 30 in order to be enrolled in kindergarten. To enroll a child who turns five years old between September 30 and December 31, a recognized early entrance test must be given before admission.

A child must show evidence of prior achievement in a recognized kindergarten program before he/she may be admitted to first grade.

Non-Discrimination Policy

St. Benedict Catholic School abides by the Non-Discrimination Policy established by the Toledo Diocesan Bishop's Education Council. St. Benedict Catholic School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs, athletics, and extra curricular activities. The school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation.

St. Benedict Catholic School does not discriminate on the basis of race, color, sex, age, or ethnic origin in the hiring of its certified or non-certified personnel.

Registration

Registration begins in February. Forms to be completed are sent home; directions are on all forms. All fees must be current before registration is accepted. Registration will be considered complete when the following criteria are met:

- ✓ \$75.00 registration is paid and \$75 Student Services Fee is paid.
- ✓ All forms have been completed and turned in
- ✓ Tuition has been paid or arrangements have been made through FACTS

For new students entering our school, the following items are required:

1. Documentation

- (a) Birth Certificate
- (b) Baptismal Certificate for those children who are Roman Catholic; certificate for First Reconciliation, First Communion, and Confirmation, if the child has already received any or all of these sacraments.
- (c) Immunization Record – All children accepted into our school are required to have proper immunizations in accordance with established regulations from the State of Ohio.

2. Release of Records

The parent/guardian will be given a Release of Records Form to complete, indicating the name and address of the last school attended by the student. The school secretary will contact the previous school to request the transfer of student records to St. Benedict Catholic School.

Withdrawals

Parents of a student transferring to another school need to notify the principal.

When withdrawing your child from St. Benedict Catholic School:

- ✓ Request a release of records from your child's new school
- ✓ Make sure any outstanding fees are paid to St. Benedict Catholic School; files are forwarded only if no money is owed.
- ✓ Make sure your child has returned all library books and textbooks

ATHLETICS

CYO Sports

St. Benedict Catholic School offers sports in conjunction with the Catholic Youth Organization (CYO) in the Diocese of Toledo:

It should be noted that each sport will be offered dependent on student interest and availability of volunteer coaches. Coaches are required to hold certification through the CYO office. Additionally

each must attend the diocesan workshop “To Protect and To Heal” and must also have proof that he/she has successfully completed the Ohio Criminal Background Check.

Sign up times for sports will be announced through St. Benedict Catholic School communications and through bulletin announcements in both St. Benedict Catholic School and Little Flower Parishes.

ATTENDANCE

Promptness and regular attendance help the child develop needed lifeskills and academic growth. Parents and guardians have the responsibility to see that their child is in attendance during all school calendar days. Illness and family emergencies are the exception.

State law requires that all children of elementary school age attend school regularly. A child can never truly make up a day that he/she has missed even though all written assignments are made up. Written work is only a partial reflection of the classroom instruction.

Absences of more than 15 days per quarter for MAY jeopardize promotion to the next grade. Attendance records will be forwarded to the high school upon graduation or elementary school in the event of a transfer.

When a child is absent from school for any reason, it is the responsibility of a parent or guardian, to call the school office (**419-536-1194**) by 8:30 am to report the reason for the absence. If no call is received, the school is required by law to contact the **parent or guardian** to obtain the reason for the absence. Please do not send another child in to report an absence. The school does have voice mail 24 hours a day and messages can be left at any time of the day or night. (**419-536-1194**). **Please do not use e-mail for notification of an absence.**

State school laws provide that a student may be kept from school for the following reasons: ---
personal illness

---death of a relative

---URGENT medical or dental appointments

Please note that the excused absence list does not mention family vacations. A special form must be completed for these personal convenience absences and these are strongly discouraged. Students are held responsible to make up the work upon return if a school vacation is taken. Work is not given out prior to the vacation. A copy of the personal convenience form is included in the back of this handbook and is also posted on the school’s webpage. An individual form for each child per vacation is required.

Upon their return, students are responsible to see the teacher immediately for missed homework, class work, quizzes and tests.

Release of a student during the school day

Whenever possible, appointments should be scheduled outside of regular school hours. If it is necessary for a child to be dismissed before the end of the school day, parents or persons picking up the student must come into the building and sign the student out. When returning to school after the appointment, the student must report to the office and obtain an admittance slip.

Parents must provide written notification or communicate via a phone call to the school office when early dismissal is required for a student. The written request will be signed by the principal and teachers will be notified in order to allow the student to be ready at the requested time.

Tardiness

Promptness is an essential lifeskill for students to develop.

Students arriving after 8:00 a.m. are considered tardy and should report to the office to receive an admittance slip. However, students arriving on a late bus are not considered tardy.

Students arriving after 9:40 a.m. will be considered absent for one half day. Students leaving before 1:15 p.m. will be considered absent for one half day.

Truancy

A student is truant if he/she stays away from school without permission of the school. Any student who is considered truant forfeits the right to make up the work missed during the truancy. Notification will be made to authorities of possible educational neglect on the part of the parents/guardians.

Child protection issues related to attendance

In order to insure the child's safety, parents of preschools and those utilizing Extended Care are required to designate, in writing, how and to whom a child may be dismissed. A form will be provided for parents.

If parents plan to be out of town for an extended length of time, the school must be informed of arrangements for the child's care and must know the person(s) named to accept responsibility in case of accident or injury.

The general rule is that students are not permitted to leave the school building or grounds during school hours. Students will **ONLY** be released to parents or persons authorized by the parents. Under **NO** circumstances shall a child be released to an unidentified person.

Any child from the **same school district** (e.g. Toledo) who wants to ride home with another child from the same school district cannot do so without a **note from both sets of parents** and an authorization form from the school office.

DISCIPLINE

Introduction

One purpose of St. Benedict Catholic School is to aid parents in the religious formation of their children. To accomplish this purpose and to maintain an atmosphere where learning can take place, school personnel must expect certain behaviors and attitudes from the student.

St. Benedict Catholic School students are expected to be obedient, respectful, and courteous to all parents, volunteers, teachers, members of the staff, and to each other. Teachers should expect to hold

any student they encounter accountable for his/her behavior. The enforcement of the discipline plan and dress code is the responsibility of every member of the staff.

Discipline must be viewed from a healthy, positive perspective. With students, faculty, parents, and administration working in close cooperation, the final end of all efforts will be realized as our students become mature and responsible Christians. St. Benedict Catholic School staff realizes that positive reinforcement changes behavior; therefore, positive feedback is the primary method of discipline. Teachers are expected to let the students know their cooperation is appreciated.

The rules and standards set forth in this student discipline code apply to conduct on school premises or on school busses or involving school property, conduct off school premises which directly affect other students or the school, and conduct at school functions of any kind. Any conduct, which causes or creates a likelihood of disruption or interference with the health, safety or well being, or the rights of other students, will not be tolerated.

The discipline code applies to all students attending St. Benedict Catholic School; however, the age and grade of a student in question will be considered when consequences to inappropriate behavior are being determined. The Superintendent of St. Benedict School is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

A copy of the Discipline Code is provided at the back of this book.

Lifelong Guidelines and Lifeskills

St. Benedict Catholic School strives to cultivate in the students Catholic Christian values. These values are witnessed through the practice of the five Lifelong Guidelines and the seventeen Lifeskills. They serve as the foundation of the discipline code. The goal is that students make decisions and choices of behavior based on these values. A list is displayed prominently in each classroom.

The following Lifelong Guidelines and Lifeskills will be taught and enforced:

Lifelong Guidelines:

Trustworthiness – To act in a manner that makes one worthy of confidence

Truthfulness – To be honest about things and feelings with oneself and others

Active Listening – To listen with the intention of understanding what the speaker intends to communicate

No Put-Downs – To never use words, actions and/or body language that degrade, humiliate, or dishonor others

Personal Best – To do one's best given the circumstances and available resources

Lifeskills:

Caring - To feel and show concern for others

Common Sense - To use good judgment

Cooperation - To work together toward a common goal or purpose

Courage - To act according to one's beliefs

Curiosity – To have a desire to investigate and seek understanding of one's world

Effort - To do your best

Flexibility - To be willing to alter plans when necessary

Friendship - To make and keep a friend through mutual trust and caring
Initiative -To do something because it needs to be done
Integrity - To act according to a sense of what's right and wrong
Mutual Respect - To treat others as you want to be treated
Organization - To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use
Patience - To wait calmly for someone or something
Perseverance - To keep at it
Pride – To have a sense of satisfaction from doing your personal best
Problem-Solving - To create solutions in difficult situations and everyday problems
Resourcefulness - To respond to challenges and opportunities in innovative and creative ways
Responsibility - To respond when appropriate, to be accountable for your actions
Sense of Humor - To laugh and be playful without harming others

Corporal Punishment

Corporal punishment is not allowable according to Ohio Law and therefore is not part of our discipline policy.

Gang Policy

When teachers or other school authorities become aware that any student enrolled at St. Benedict Catholic School might have associations with gangs that are involved in any disruptive, immoral or illegal violent behaviors, that student's parents will be notified, as will the Toledo Police Department Gang Task Force. A parent, teacher, principal conference will be required at that point.

Any **proven** gang related criminal activity may result in immediate expulsion.

A student's association in the above mentioned type of gang may be determined in many ways, including, but not limited to—dress and items of clothing, signals, handshakes, vernacular, graffiti, and other paraphernalia found on one's person, notebooks, book covers, desks, etc.

Possible association can be made through word of mouth and will be investigated by administration and faculty.

These policies apply to all students while they are on school property, coming to or going home from school, or at school related events off the school property (e.g. school sponsored sports activities and practices, parish and school events, school meetings, school performances, science fair, academic competitions, etc.) and other activities where students are representing St. Benedict Catholic School.

Gum

Chewing gum is not permitted in the school or on the property during school hours or Extended Care program hours of operation.

Harassment, Bullying, and Abuse

Consistent with the Code of Conduct, students are expected to avoid harassing, bullying, or abusive behavior. Harassment or bullying occurs when the participants are of similar ages. Abuse occurs when the age, maturity, or developmental differences among the participants are significant. The following behaviors, whether in school or at any school-related event, may be deemed harassment, bullying, or abuse:

- 1) Name calling
- 2) Hitting, punching, or kicking
- 3) Threatening bodily harm
- 4) Deliberately ignoring or excluding
- 5) Distributing threatening or hurtful notes, including electronic communications
- 6) Excessive Teasing
- 7) Rumor or scandal mongering
- 8) Interfering with personal property
- 9) Sexual innuendo or harassment
- 10) Any unwelcome physical contact

Students are encouraged to report incidents of harassment, bullying, or abuse promptly in order that appropriate disciplinary action can be taken.

Students who have been suspended or expelled are not permitted to participate in school-sponsored extra-curricular activities.

The following violations can result in immediate removal, suspension, or expulsion:

- ***Physical Attack.*** A student will not commit, or attempt to commit assault, battery, harassment, intimidation, coercion, or threat to do harm to any student, employee, or other person.
- ***Dangerous Weapons, Instruments, and Objects.*** A student will not possess, use, transmit, or conceal any object, which might be considered a dangerous weapon or instrument capable of harming another person or property.
- ***Narcotics, Alcoholic Beverages, and Drugs.*** A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, nonprescription drug, narcotic, or any substance which causes physical or mental change, or any substance intended to look like an alcoholic beverage, non-prescription drug, or narcotic.
- ***Smoking and Tobacco.*** A student will not be permitted to possess, use, and/or sell cigarettes or chew tobacco in the school building or on school grounds.
- ***Threats and Violence.*** The school has a no-tolerance policy for violence or threats of violence. We strive to maintain a safe environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening, or hostile behaviors, physical assault or abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto the school property, or any other acts, which are inappropriate. In addition, bizarre or offensive comments and/or behavior

regarding violent events are not tolerated. There may be no warnings issued for physical violence. The first offense will require a call home and a parent coming to school to remove the child.

Students who feel subjected to any of the behaviors listed above should immediately report the incident to a person of authority. Complaints will receive attention and the situation will be investigated. Based upon the results of the inquiry, or direct observation, disciplinary action, up to and including expulsion, will be taken against the offender, if the administration feels it is appropriate. Law enforcement authorities will be involved as needed.

- **Sexual Misconduct.** *The degree of sexual misconduct will determine a consequence of suspension or an expulsion.*

Search

For the safety and protection of all students within our care, all staff members have the authority to conduct a search if reasonable grounds exist for suspecting that a search will turn up evidence that a student has committed or is committing a violation of school rules, the principal may search the personal effects of the student and student's person. Anything brought onto school premises by a student is subject to search.

DRESS CODE

Uniform Policy – can be found at the back of this book.

Non-uniform Days – Proper Attire

There are days periodically throughout the year that students are permitted to be out of uniform for a variety of reasons. Proper attire for these days includes:

- Clean, hemmed jeans in good repair with no holes and appropriate fit
- Any color solid or print shirt - The shirt must have sleeves, full coverage of chest, back, and midriff and no writing.
- St. Benedict Spirit apparel
- Gym shoes or school shoes with appropriate school socks

Students may wear their school uniform if they choose.

FAITH EXPERIENCES

A basic reason for the existence of a Catholic school is to teach the students about God. The formal study of the Catholic religion is an integral part of Catholic education. Religion, as part of the curriculum, is the greatest single factor in the formation of character. Loyalty to God and country and respect for dignity and rights of all are essential elements instilled through the teaching of religion. It is the aim of St. Benedict Catholic School to aid students in not only learning about the Catholic religion, but in living it. It is, therefore, essential that every member of this school community participate in religion classes.

Students of other faiths

Students of other faiths enrolled at St. Benedict Catholic School are expected to participate in religion class and to attend and participate in liturgies. Participation in sacraments is governed by the guidelines of the Roman Catholic Church. Our school respects the individual religious beliefs of those who are not Roman Catholic.

Opportunities for Prayer and Worship

The school day begins and ends with prayer. Formal prayer as well as spontaneous prayer will be shared. Students will say the “Blessing before Meals” at lunch time.

During the season of Advent, all students gather one day a week for the lighting of the Advent wreath and prayer in church. Similar gatherings may be held during the season of Lent and during the month of May.

A basic reason for the existence of a Catholic school is the passing on of the faith. An important part of this faith is our obligation to offer worship. The children at St. Benedict Catholic School have the opportunity to worship weekly at school Masses. Classes alternate planning the Eucharistic liturgies throughout the year. Parents are invited to join in these special celebrations. Paraliturgies and Penance Services provide additional opportunities for spiritual growth.

Reconciliation

Periodically throughout the school year, students will have the opportunity to receive the sacrament of Reconciliation.

Sacramental Preparation

Sacramental preparation will take place through Religion classes at St. Benedict Catholic School. Celebration of the Sacrament of Eucharist will take place in the home parish of the child. Confirmation will take place as a group at the Cathedral.

Parents are the initial and most important educators of their children - most especially in the area of faith and the Catholic Church. Parents are requested to participate in the sacramental preparation programs in order to evaluate the readiness of their child for the sacraments. St. Benedict Catholic School includes lessons in the religion curriculum at Grades 2, and 8 to aid parents in the preparation of their children to receive the sacraments. Our 2nd grade students prepare for and receive First Reconciliation and First Eucharist. Confirmation is scheduled on a yearly basis for our 8th grade students.

Sunday Worship

In keeping with the third commandment of God, “Remember to keep holy the Lord’s Day,” parents are reminded to worship with their children **each weekend** with their church community.

Stewardship

The concept of stewardship involves giving our time, talent, and treasure for the good of God’s people. Our school children are encouraged to be mindful of the needs of people, not only in our local areas, but throughout the world. Children are taught to pray and to offer monetary and material contributions throughout the year. Parents are asked to support these efforts according to your means.

Students are encouraged to make a weekly offering when worshipping with their families each weekend with their faith community.

GENERAL SCHOOL INFORMATION

Arrival and Dismissal Procedures :

Arrival

All students may be dropped off at the main gym doors beginning at 7:00 a.m. No other school doors will be open at that time. Students will remain in the gym under direct supervision until the 7:50 bell. Students will then be directed to their classroom to prepare to begin the school day.

Dismissal

Our school day ends at 2:25. We will dismiss car students from the gym. Announcements and prayer will be said at 2:20 and then all teachers and students will go to the gym. Students riding the bus will dismiss at the Olimphia Road door where the busses will be parked. **WE ASK THAT PARENTS WHO ARE PICKING UP THEIR CHILD BY CAR PARK IN THE CHURCH PARKING LOT USING THE SPACES IN THE MIDDLE. PLEASE HELP US PROTECT YOUR CHILDREN BY FOLLOWING THIS PROCEDURE. An area will be marked with traffic cones that is a safe zone to wait in to pick up your child.**

Any student not picked up by 2:30 when all busses have been called will report to Extended Care and parents will be billed \$2.50 per hour for the time that they are there. **STUDENTS WILL NOT, FOR REASONS OF SAFETY AND SECURITY, BE PERMITTED TO WAIT FOR PARENTS IN THE PARKING LOTS, IN THE GYM, OR BY THE EXIT DOORS AFTER 2:30**

Birthdays, Invitations, and Parties

At St. Benedict Catholic School student birthdays are non-uniform days. Students may celebrate by not wearing their uniform for their special day. Please see the guidelines for appropriate dress on non-uniform days. Students may dress up for their birthday also---uniforms are always appropriate.

Student birthdays will be announced as part of the morning announcements on their day or the day closest to that day. June, July, and August birthdays are celebrated in the months of January (June), February (July), and March (August) and will be announced on the day during those months; ½ birthdays for K-8 only.

If a student wants to bring a birthday treat to share on that special day, simple treats are fine as long as ALL members of the class receive one. It is the discretion of the teacher regarding when these are passed out.

Please do not send balloons, flowers, etc. to your child at school. Such items cannot be transported home effectively and safely.

Invitations

As a Catholic school, we strive to include ALL students in our activities. Parents who want invitations to a party to be given out at school must speak with the teacher prior to giving the invitations out.

Invitations can only be given to the entire class or to all the girls or all the boys in the class. Invitations cannot be given to only a few of the students at school while the others are not invited. This is in direct conflict with the spirit of Christian charity.

If the parent chooses not to include the entire group, we ask that invitations not be given out at school. The school office does not give out lists of addresses and/or phone numbers of families who have opted not to be included in the school directory.

Parties

Parties for special occasions such as Halloween, Christmas, and Valentine's Day are organized by the parents and teachers and should be simple in nature.

Parties for the teacher must be done with prior approval of the principal and consent from the teacher.

Class Size

The Board of Trustees of St. Benedict Catholic may approve the creation of an additional class at a specific grade level should enrollment support that need. Every effort will be made to accommodate every family who wishes to have their children attend St. Benedict Catholic School. We will provide adequate and flexible staffing (certified teachers, teachers' aides) and scheduling to meet the educational needs of the children entrusted to our care.

Communication

Most notices will be sent home in the Thursday Envelope with your OLDEST child or electronically, if you have requested. Please encourage them to bring the notices to you in a timely fashion. Please check and read the contents carefully. **We encourage all families to receive notices electronically if possible.**

On or near the first of each month, a calendar of activities for that month is published. Please keep it for reference for the month. This should help you to remember hot lunches, special programs, field trips, free days, vacations, etc. This calendar is also posted on the website for your convenience.

Each Thursday the principal will include her "Thursday Thoughts". Please read these each week since they contain important announcements and information. These should also be kept for future reference and can be found on our website.

Questions/Concerns

From time to time, questions or concerns may arise regarding school and you will need to contact your child's teacher. If and when they do, please follow this procedure.

- 1) Contact the teacher. The teacher is the most apt to have the information a parent needs and can best handle the situation. Please call the school office (536-1194) and leave a message on the teacher's voice mail or send an e-mail. The teacher will respond at his/her earliest convenience. Teachers cannot be disturbed for either personal conferences or phone calls during instructional

time. Home phone numbers or addresses of teachers are not given out by the school or parish office. If a teacher wishes to be reached at home, he/she will make that information available.

- 2) If the problem is not resolved, contact the principal. This also can be done via e-mail, a note, or a phone call to the school.
- 3) If the problem is not solved at this point, contact the local superintendent, Father Joe Steinbauer.

Following the chain of authority shows respect for all involved.

Daily Schedule

The school day is from 8:05-2:30 for students in grades K-8. **Students need to arrive in time to allow them to be in their seats, organized and ready to begin the day at 8:00.**

Each day begins with prayer together and announcements from the office. We would ask that everyone, including visiting parents and other adults, respect our right to pray together to begin the day by following our lead and joining with us to pray or remaining silent during this prayerful time.

Before and After School Extended Care Program

Before and after school child care is available to students of St. Benedict Catholic School in grades K – 8, from 7:00 until the 7:50 bell and from 2:30 – 6:00 p.m.

There is a \$2.50 per hour charge for the AFTERSCHOOL program/

This service provides the opportunity for a change of clothes from uniform to play clothes, along with games and recreation, snack time, and a quiet time set aside for homework completion. It provides attention and security in a Christian environment. Parents are billed on a weekly basis.

There is no morning Extended Care on days beginning with a school delay and none at all on snow days.

Records are kept daily and invoices for the services are sent **each** week in the Thursday envelopes from the Business Office. **Payment for these invoices should be returned in the Thursday envelope the next day. There is a \$5.00 late fee charged for every week that a payment is late.**

Families who owe for more than 2 weeks of Extended Care services will be asked to refrain from using the program until the account is current. If there are outstanding balances at the end of a quarter, the student's report card may be withheld until the account is current.

After 2:30 you can reach Extended Care at the following phone number—536-0744. Extended Care will be held in Room 8 after school.

We ask that you contact the Extended Care Staff if someone other than yourself or a person identified on your child's approved "pick up list" will be picking up your child from Extended Care.

The first day that child your attends the program you will be given a special set of registration and emergency information forms and regulations that should be completed immediately so that information

is accessible and accurate. No student may return to EDC until forms are completed and returned. This is for the continued safety of your child.

Information Center/Library

St. Benedict Catholic School Information Center/Library is an integral part of the school program. Its main purpose is to serve the students attending the school by providing reference books, audio-visual materials and good reading. It is not meant to be in competition with the local public library, but to supplement services.

The Information Center follows a flexible schedule with students visiting it either with their whole class or in smaller groups. In addition to selecting books to read, children may use the information center facilities for research work.

Quiet is observed in the information center in consideration of the others who want to think and work. Children will be instructed in the other rules of the information center during their first visits of the year.

Fines are levied for late, damaged, or lost books. **These must be paid before a report card is given out at the end of the quarter.**

Lost and Found

Articles that are lost are turned into the office. Several times through the year, these items are displayed near the office so they can be claimed. If, after an appropriate length of time, the article is not claimed, it will be donated to charity. Please take time to write your child's name all are articles of clothing and personal items.

Lunch and Milk Program

Students eat their lunches in the gym. Students must bring their own lunches or purchase in advance the hot lunches that will be served. Milk may be ordered and purchased for a period of nine weeks at a time and is not sold on a daily basis. Due to the fluctuating cost of milk, we will post the cost of milk each quarter. Milk fees should be directed to the office and an accurate record will be kept there. All quarterly milk payments must be made by the due date listed on the monthly calendar for your child to receive or continue to receive milk.

Eating healthy, well-balanced lunches is expected. Please minimize candy, sweets and junk food. Students are encouraged to finish their lunches. **Carbonated beverages of any kind are not allowed.**

Lunches brought to school are to be left in the school office and will be delivered at the beginning of the lunch period in the gym. Lunches will not be delivered to the child's classroom.

In order to maintain an orderly and relaxed lunch period, the following procedures will be observed:

1. Students will pray after being seated at the lunch tables – first lunch only (5-8)—second lunch prays in room. (K-4)
2. Students will remain seated while eating and until their table is dismissed.
3. Good table manners will be observed.
4. Students remain in the lunchroom until they are dismissed for outdoor recess – weather permitting.

5. At all times, students are to respect the lunchroom supervisors.

St. Benedict Catholic School has a hot lunch program, which supports student and school activities. Students may buy their lunch by pre-ordering, or bring their lunch from home. They may bring drinks or purchase them at school. We offer white and chocolate milk. The monthly lunch schedule will be posted on the St. Benedict Catholic School web page.

Money and Returned Checks

When sending money for anything with your child, **please** be sure that it is in an envelope, clearly marked with its purpose, the child's name, room number, and the enclosed amount.

Any check written to the school and returned to us for any reason by the bank will be then returned to the family issuing it. The school policy is that the check is **not** re-submitted to the bank. The amount of the check, in addition to a \$20 fee for the handling of the check, will then be due directly to the school.

In the event that returned checks become a serious problem, we will require **all** payments to be made either by money order, cash, or bank check.

Parent-Teacher Organization

The purpose of the PTO is two fold. Fundraising efforts support academic programs. Social activities are planned and scheduled for parents, students, faculty and staff throughout the year. The main focus of these activities is to enhance the sense of family and community.

All parents are encouraged to become active members of the PTO. This is not a policy-making group but it provides valuable services to the school and the school children. PTO meetings and various activities are announced on the monthly school calendar, fliers in the Thursday envelopes, email transmission, and are posted on the St. Benedict Catholic School web page.

Athletic Boosters

The Athletic Booster Organization sponsors sports teams for all grade levels and activities throughout the school year .

School Calendar

The yearly school calendar is issued prior to the start of the upcoming academic year. The calendar is posted on the St. Benedict Catholic School web page and is in compliance with the Ohio Code related to the number of student days, parent teacher conferences, and faculty in-service days.

School Web Site

The school's web site is www.saintbenedicttoledo.org. The site is updated on a regular basis and parents are asked to check it frequently to keep apprised of school activities.

GOVERNANCE

The Bishop of Toledo delegates the authority to operate Saint Benedict Catholic School to the Saint Benedict Catholic School Board of Trustees, subject to the policies and procedures of the Diocese of Toledo.

Pastors will alternate the responsibility of acting as Saint Benedict Catholic School Superintendent bi-annually. Since the Superintendent is a local pastor, he is responsible to the Bishop. The pastor of Little Flower Parish, Father Joseph Steinbauer, will be the superintendent for the 2011-2012 school year.

The Board is composed of the Pastors of Our Lady of Lourdes and Little Flower of Jesus Parishes and ten (10) other members appointed by the Pastors for a two-year period. In addition, the Principal of Saint Benedict Catholic School is an ex-officio, non-voting member of the Board. After the initial two-year term, the Pastors of Our Lady of Lourdes and Little Flower of Jesus continue as board members and the remaining board members will be given terms of one, two, or three years. Incoming Board members will fill a three-year term and may serve two consecutive terms.

The Board of Trustees will communicate regularly with the school community regarding its goals and activities on behalf of the school.

HEALTH/MEDICAL

Administration of Medication

It is diocesan policy to discourage the taking of any oral medication during the school day. In a case of unique circumstances which would require administration of prescribed medication to students, the cooperation of physicians, parents, and school personnel in overseeing the administration is necessary. We are governed by strict regulations by the State of Ohio in this regard. When a student is so ill that oral medication is temporarily required, parents/guardians should consider keeping the student at home until the need for medication is eliminated. In those special cases where a student is directed by his/her doctor to take prescribed oral medication during the regular school day, and a parent cannot come to school to dispense it, the following rules must apply.

To dispense prescription medication it is necessary to have:

- the physician's and parent's written request using the authorization form which can be obtained in the school office. A copy is provided in the back of this handbook and is also posted on the school's web page. This form may be faxed to the school office at 419.531.5140. When taking an ill child to the physician, it may be advisable to take along an authorization form in case the doctor wishes to have the child medicated during school hours.
- the medication in the original prescription container.
- specific information concerning school dispensing (i.e. dosage, date/s, time, side effects, etc. must be indicated on the physician and parental forms)

Failure to secure physician/parent permission before dispensing medication could be interpreted as practicing medicine and is therefore prohibited by law.

The medication will be locked securely in the school office until the proper time for distribution. Under no circumstances should a student retain any medication on their person during the school day to self-medicate. The only exception is an asthma inhaler and again there must be the proper documentation from the prescribing physician. We do ask that the students who self-administer asthma inhalers report to the office so that the accurate time of the administration can be logged for documentation.

Over-the-counter medications can be dispensed for a one-time or short-term dose if absolutely necessary with a written parental request form. These medications (pain relievers, allergy or cold preparations) will need to be brought in by the parent.

- Exact dates, times, and dosage will need to be specifically noted.
- If a child is known to need these medications as necessary on a regular basis, a physician's form giving the school personnel permission for dispensing is needed.
- Even over-the-counter medication must be labeled with the child's name, age, and grade.
- Medications will be safely locked in the nurse's office and returned when no longer needed or at the end of the school year.

Only in cases of emergency (i.e. severe allergic reaction or extremely high fever), will a verbal (phone) authorization for medication be accepted.

In the event that a child taking medication is away from the building, the medication will be entrusted to the teacher for proper handling and administering. If a physician has prescribed medication on a regular basis, it is important that this medication be administered even if the child is away from the school building.

Acquired Immune Deficiency Syndrome

Children with AIDS shall be allowed to attend school in a regular classroom setting according to the guidelines set forth in the Toledo Diocesan General Policy on AIDS.

Contagious Disease

If a student has a contagious disease, including a cold/cough or fever, the student should be kept home. Giving medication to reduce the fever before school, enabling the child to come to school, does not make the child non-contagious. It merely makes him/her more comfortable.

Any time a student is suspected of having a contagious disease, the student is isolated in a safe location within the school building. Parents are notified immediately. If parents cannot be reached, the school will follow the directive written by parents on the child's Emergency Medical Form.

In case of contagious disease, parents are to consult with their family physician to determine when it is permissible for the child to return to school. Parents are asked to inform the school at the outbreak of a communicable disease

If a child is absent from school due to illness, he/she may not participate in other school related events on that day. A student's health is very important and takes priority over other events.

Emergency Illness or Injury during the School Day

Should a child become ill during the school day, every effort will be made to contact the child's parent/guardian. If we are unable to reach the parent/guardian, the authorized person(s) on the Emergency Medical Form will be contacted.

Any child who leaves during the school day must be signed out in the office.

Students sometimes receive minor injuries while they are at school. Many times these injuries can be handled with ordinary First Aid measures. If there are injuries that require more attention, or require the

attention of a physician or close monitoring, the student's parent will be informed of the injury, the extent of it, what course of action is recommended and what the assessment of the injury is. Parents may be asked to come to the school to pick up the student in those cases.

Emergency Medical Authorization Forms

Each school is required by law to provide an Emergency Medical Authorization form to the parent/guardian of every child in the school. Part I or Part II must be completed, signed and returned to the school. Any new information, such as changes in phone numbers, emergency contacts, place of employment, etc. needs to be reported to the school office as soon as possible. These forms will help the school staff make decisions concerning medical emergencies in the event that the parent/guardian cannot be reached at the time of emergency.

A copy of the Emergency Medical Authorization Form is posted on the school's web page.

EACH year you receive 1 copy PER CHILD of our Emergency Medical authorization form. We are required to have this information on file and correct for each child. We require that you complete a copy **each year**—one of these copies remains in the school office for information regarding emergency contacts etc. and another accompanies your child whenever they leave the building for field trips etc. Students who have missing or incomplete information will be excluded from school after a set date until this information is complete. **THIS IS FOR THE SAFETY AND PROTECTION OF YOUR CHILDREN.**

Health Records

Physical and dental examination forms and immunization records are required to be kept on file at school. Students must have all the required immunizations recorded on their health forms or face exclusion from school until such time as they are complete. Upon request, health records will be transferred from a previous school.

All students must be in compliance with the immunization requirements set up by the State in the Ohio Revised Code. The school nurse keeps record of students' immunization dates on file. Physical Examination forms required for preschool and kindergarten must be signed by the physician and include the month, day, and year of all immunizations. Children without required immunizations are not permitted to attend school. The nurse will notify parents when a child is lacking any of the immunizations required by law.

- a. Four or more DPT shots (one after age 4)
- b. Three or more Oral Polio vaccine
- c. One MMR (MEASLES, MUMPS, RUBELLA) after age 1 and before Kdg.
- d. Three doses of Hepatitis B immunization.
- e. Two does of varicella (chicken pox) before Kdg.

If there is some pertinent information regarding the health of a child (allergies, diabetes, fainting, hearing, etc.), parents are asked to inform the school so that we may properly respond as the need arises.

Students whose parents present a written statement that any or all immunizations are objectionable for religious reasons or other reasons of ‘good cause’ may be exempt from the Code.

SAFETY

Bicycles, Roller Blades, Skateboards

Any student riding a bicycle to school shall provide written permission from parents to do so. Students must park and **lock** the bicycle in the area provided for that purpose. Skateboards, roller blades and shoes with “wheels” in them are not permitted on the school grounds.

Child Abuse Regulations

Teachers have a grave responsibility to report any suspicion of neglect or abuse. When suspected child abuse or neglect is reported, the Children’s Protective Services (CPS) Agency begins investigations to determine if the circumstances as described pose an immediate threat of harm to the child’s health and well being. Rules further require the CPS worker to make face-to-face contact and interview the alleged child victim. A frequent practice has been to interview the child during school hours and on school property. The rationale is that this permits interview of the child in a non-threatening environment without influence of the alleged perpetrator.

St. Benedict Catholic School supports an opinion issued by the Ohio Attorney General (OAG op. No. 82-039) which supports the right of a board of education to require, by rule adopted pursuant to Section 3313.20, that an investigator from a public children’s service agency obtain parental consent or permit a school official to be present before allowing the interview of an alleged child victim. If the caseworker does not wish to conduct the interview in the presence of school personnel, the worker may opt to interview the pupil during non-school hours or to obtain documentation necessary to remove the child from the school premises.

Crisis and Site Emergency Plan

Being prepared for all forms of school emergencies both natural and human related is imperative.

- a. All parents, volunteers, and guests must check into the school office upon entering the building, identify themselves, prior to visiting any classroom or making contact with any child.
- b. Enter the building via the main door nearest the office and identify yourself and be buzzed in
- c. An “Emergency Team” composed of five school personnel has been established to take the lead in addressing a crisis.
- d. In the event that it would be necessary for the students to evacuate the building, they would move to Hawkins School on Bancroft.
- e. Each teacher is responsible to carry emergency forms including phone numbers in the event of an evacuation.

f. A copy of the school's floor plan is on file with both the Toledo Police and Fire Departments.

Field Trips: Drivers and Permission Forms

As part of the educational services of the school, children often participate in field trips. Field trips are a privilege and students may be denied participation if they fail to meet academic or behavioral requirements.

Permission slips are sent home for parent signature. Students who fail to submit the form provided by the school will not be allowed to participate. Phone calls are not acceptable in lieu of submission of the signed field trip permission form. The signed official permission slip may be faxed to the school office—419-531-5140. A blank copy of the official permission slip is included in the back of this handbook and on our website and may be copied as necessary.

Unless the field trip activity requires different clothes, students are expected to wear proper St. Benedict Catholic School uniforms and behave in a manner to bring respect and credit to the uniform and the School.

Children not currently enrolled at St. Benedict Catholic School are prohibited from participating in any field trip.

All drivers and students being transported on a field trip **must be wearing a seatbelt or in the LEGAL type of child seat (car seat/booster seat) required for a child of a particular age.** Children **may not** be doubled up in a seatbelt at any time. **All laws regarding car seats and booster seats for children will be strictly followed. Students not in appropriate legal car restraints will not be able to attend the field trip.**

CAR SEAT REQUIREMENTS –Ohio Law: ANY child under 4 must ride in a car seat fashioned with a seat belt. Additionally State law requires any child weighing 40 pounds or less to ride in a car seat as well.

BOOSTER SEAT: Children between the ages of 4 and through age 7 must sit in a booster seat equipped with a seat belt. This also applies to a child of any age who is shorter than 4 feet 9 inches.

Any adult who drives or supervises on a field trip must have in our files a copy of fingerprinting, background check, and a certificate of completion of Protecting Youth and Those Who Serve Them and the signed diocesan form. In the event these are not complete, another unrelated adult must accompany them.

In order to preserve the safety of the students it may be necessary to cancel, delay the start of, or postpone a field trip at the last minute due to inclement weather or other factors. Please respect the decision of the administration and faculty on this matter---the safety of the students and their families will always be our first consideration.

There will be occasions when we have to limit the number of drivers chosen for a field trip. Many times places have limits due to cost and space. Please understand it is not always our choice.

Fire, Tornado, and Lockdown Drills :

Fire Drills are held throughout the instructional year. The teacher will be the last to leave the room and close the door. The children will file out in silence to their assigned areas. Roll call is taken and the information is relayed to the principal.

New Ohio legislation makes regular tornado drills mandatory for all schools. Tornado drills are held during September, March, April, and May. All children move to assigned places given in September and take the proper tornado drill position: crouched down on their knees with their heads down, and their hands locked behind their heads. Roll call is taken and the information is relayed to the principal.

Ohio law now requires that every school hold lockdown drills during the school year. For one of the drills, personnel from the local police department must be on sight to supervise the drill and to make recommendations for any changes in procedures, if needed.

Evacuation procedures and exits for tornado, fire drills, and other emergencies are posted in each classroom.

Parking

Parking is not permitted at the Olimphia Road entrance to the school building nor on the sidewalk area in front of the church. That area is reserved for the safe arrival and dismissal of the school busses and children. Additionally, no cars may be parked directly near the school building in the south parking lot. Please do not cross the double yellow line across the parking lot near the boiler room. No cars should pull up directly at that door, even when the bike racks have been moved.

We ask that you do not leave any unattended vehicle with the motor running in our parking lots.

Playground

For the safety of all of the children, we have a set of procedures that are to be followed by everyone using the play areas. The principal and playground supervisors are the authorities while on the playground. Discipline problems may be brought to the attention of the principal or classroom teacher and then a proper course of action will be taken.

Failure to comply with the stated procedures will result in appropriate consequences according to the Code of Conduct.

Supervision of Students

Teachers are responsible for supervision of students during the academic day, beginning at 7:50 when students are permitted to go to the classrooms.

The following are items of general concern which teachers will enforce in their classrooms:

- a. Sitting on desks, bookcases, heat vents, and tables is not permitted by students or teachers.
- b. Eating or chewing gum in the classroom is not permitted unless it is authorized by the teacher.
Care and respect for the classroom environment is expected.

- c. Classroom teachers will instruct and direct students in the appropriate procedures related to all aspects of the school day.

All movies viewed in the classroom must have a “G or PG” rating and/or have an educational purpose. In rare cases, a selection may not meet these criteria. In such cases, parents will be notified in writing stating the name of the movie and the purpose for viewing. Parents will be asked to give written permission allowing his/her child to view the movie.

Telephone/Cell Phones

To keep the phone lines open for school business calls and calls of an urgent nature, the following rules are observed:

- Students may use the telephone in **emergency situations only and with the permission of school office personnel**. Students may **NOT** use the telephones in the library, preschool, supply room, teachers’ lounge, or cell phones.
- Students will NOT be given permission to use the phone for forgotten assignments, gym clothes, or to go to another student’s house after school (all transportation arrangements should be taken care of in advance and in writing).

CELL PHONE POLICY—revised 1/20/2011

Cell phones are NOT permitted to be used during the school day and must be in the off position AND TURNED INTO THE TEACHER BY 8:05 IN THE MORNING. Please indicate on the letter included with this handbook the fact that your child has a cell phone and will be bringing it to school.

Cell phones will be stored in plastic bags with the owner name on it. They will remain with the teacher until the end of the school day. Teachers will return the phones to the students at the end of the school day.

Students who do not turn their phones into the teacher will have their phone confiscated and sent to the school office until a parent comes to retrieve it. In addition any student who is found to be using their cell phone, cell phones that ring or vibrate, or another students phone that has not been turned in will have their phone confiscated, sent to the office for parent pick up and will also receive the appropriate number of citations as listed in our current discipline code of conduct.

Cell phones will be kept off until the end of after school activities or Extended Care.

NO CELL PHONE MAY BE USED FOR:

Picture taking, texting, or tweeting during the school day or school activities.

NO harassment of any kind vial cell phone is permitted—this includes texting, tweeting, e-mail, internet postings on social networking websites.

Cell phones may not be used for game playing, gambling, internet or e-mail during the school day or school activities.

THOSE WHO VIOLATE ANY OF THESE RULES MAY FORFEIT THEIR PRIVILEGE OF BRINGING THEM TO SCHOOL AT ALL.

Transportation

St. Benedict Catholic School students may be entitled to transportation through the public school district in which they live. The public school will make the eligibility determination based on location and distance from school.

Public school districts will not transport students from districts other than their own. This includes times when students want to take the bus home with another student.

Visitors

Visitors are always welcome at St. Benedict Catholic School. However, as a courtesy to our teachers and to insure the safety of our children, we require **all** visitors (including parents) to sign in at the school office. The only door that provides entrance to the school is the door nearest the school office.

Arrangements to visit a class must be made with the principal and teacher in advance.

Volunteers

There are many ways in which parents may render valuable assistance to the school. These may include such services as driving for field trips and assisting teachers with classroom parties and activities.

All volunteers who work alone directly with students are required to have on file in the school office the following documentation: Protecting Youth and Those Who Serve Them certificate, proof of fingerprinting and background check, and the signed form required by the Diocese.

STUDENT PREGNANCY POLICY

In the case that a student becomes pregnant, it is the policy of St. Benedict Catholic School that the students will not attend formal classes. Academic work may be completed in any number of settings: private tutor, home schooling, or alternative learning settings. We at the school will help wherever possible with educational choices made by the student's family.

TUITION AND FEES

Private schools are funded and supported through tuition, fund-raising, endowment, and grants. Each school is responsible for the total cost of education. Therefore, each family who chooses Catholic education should consider the payment of tuition a responsibility and a priority.

Tuition is determined each year by the St. Benedict Catholic School Board of Trustees based on the projected per pupil cost and the amount of financial support from both Our Lady of Lourdes and Little Flower parishes. To be eligible for sponsorship from the parishes, families must be registered and make a commitment to worship regularly with the parish community and to contribute time, talent, and treasure in support of the life of the parish. Families who are not registered members of either parish will be charge a tuition rate that is more closely aligned with the full per pupil coast.

Payment options are described in the registration packet. Currently, there are two methods of payment:

- Prepaid – Payment made at the time of registration
- FACTS Management Service – a monthly electronic deduction from your bank account/ Automatic Withdrawal or Tuition Loan from Suburban Federal Credit Union.

Each parish determines its policies for financial assistance. Parents should contact the school principal for information related to other resources of assistance.

WEATHER – SCHOOL DELAYS AND CLOSINGS

Generally St. Benedict Catholic School follows the same procedures as **Toledo Public School** regarding weather-related delays and closings. Any weather-related delays or closings will be announced over the local TV and radio stations under the umbrella statement: Toledo Public and Parochial Schools are delayed or closed. You will not hear St. Benedict Catholic School named individually. Please listen to your TV or radio for this announcement and refrain from calling the school or parish rectories. We receive our information in the same way.

A 2-hour delay means that the building will not be opened until **9:30** with classes beginning at **10:05**. Please do not attempt to drop your students off at the regular time. **No one will be here to supervise the children.** A 2-hour delay will cancel a.m. preschool and will also delay the start of Preschool Extended Care for 2 hours.

Weather-related delays or closings are **not** the responsibility of St. Benedict Catholic School Administration. They are the jurisdiction of the Toledo Public Schools Administration. It may happen that St. Benedict Catholic School is in session at regular time and one or more of the other districts that provide bussing to our school are delayed or closed. In the case of a delay, parents who reside in these districts are asked to provide transportation for their children in the morning. If the public school district is closed, parents will need to provide transportation both in the morning and in the afternoon. Parents are cautioned to consider their safety and that of their children above all else.

DISCLOSURE

The principal/minister of St. Benedict Catholic School reserves the right to amend the handbook, dress code and discipline code for just cause. In the event that this should occur, parents will be notified promptly through a communication in the Thursday envelope.

