



Parent/Student Handbook

*This handbook is effective
August 2020
and
pre-empts all previous handbooks*

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MISSION STATEMENT

Saint Stanislaus School, as part of the Shrine Church of Saint Stanislaus 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

Saint Stanislaus School recognizes that the school is a part of the broader mission of Saint Stanislaus Parish itself. This parish school is supported and enabled by a faith-filled and faithful community to perpetuate the mission of the Catholic Church.

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 in Saint Stanislaus School, by integrating religious truths and values with the entire educational program, Saint Stanislaus School 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

Saint Stanislaus School was fully accredited by the Ohio Catholic School Accrediting Association (OCSAA) in September of 2018.

TEACHER LICENSURE/CERTIFICATION

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

EDUCATIONAL OBJECTIVES

The educational objectives of Saint Stanislaus 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

Saint Stanislaus 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 Pastor and the 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. Students may also be denied admission should parents not be supportive and accepting of our policies. Further, acceptance may be denied when a particular grade level is full. Additionally,

Students are admitted to Saint Stanislaus School in the following order of priority:

FIRST	All children of registered Saint Stanislaus parishioners.
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 agree to adhere to the tenets of our philosophy, policies and procedures, and agree to a time-bound admissions contract.

Students and parents must accept and support the philosophy and policies of Saint Stanislaus School. An Enrollment Agreement is 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. Further, our commitment to be citizens of the United States of America is recognized and celebrated; and, it is expected that all students will participate in all activities related to the same.

Admission and Re-Admission to Saint Stanislaus 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 Pastor and Principal determine 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, New First Grade and New Student Registration

Children attending Kindergarten must be five years of age by September 30th. 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 30th and/or provide evidence of successfully completing Kindergarten in an accredited school. It is expected that Kindergarten and First Grade students will be fully toilet trained prior to entry into our school. Further, *all* students new to the Saint Stanislaus School community are accepted on a probationary status for the first quarter of enrollment.

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)

WITHDRAWAL/TRANSFER/TERMINATION POLICY

A Withdrawal Form is given to the parent at the time of removing a child from our school. This form should be given to the new school the child will be attending. Further, 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 Saint Stanislaus 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 Saint Stanislaus School have been met.*

FINANCE

Tuition

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

Non-Payment of Tuition/Fees

Saint Stanislaus School reserves the right to deny any student entrance to Saint Stanislaus School if the parent/guardian has a delinquent 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.

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 warrant (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 Saint Stanislaus parish (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 pastor.

Re-Registration

As posted in our Admissions Policy, all current students must re-register each school year for enrollment at Saint Stanislaus School. A non-refundable registration fee is due. Applications for re-registration of a current student are due in spring at a date announced by Saint Stanislaus School. Should a parent/guardian fail to re-register a student for the following school year, placement on the school's roster cannot be guaranteed.

In June, on the last day of school, Saint Stanislaus 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 Saint Stanislaus Parish and School.

Saint Stanislaus School reserves the right to deny registration 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 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 refund will be issued if 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.

SCHOOL HOURS

Regular Hours 7:55 a.m. – 2:35 p.m.

Office Hours 7:30 a.m. – 3:30 p.m.

Arrival/Dismissal Procedures

Supervision of students begins at 7:40 a.m. Students gather in their respective areas and remain in that area until the 7:55 a.m. bell. At that time, students will silence

themselves and be led to the classroom by their teachers. *Once a child enters the assigned gathering area, they may not leave the campus.*

Dismissal of students is as follows:

2:25 p.m.	Grades K-2
2:30 p.m.	Grades 3-5
2:35 p.m.	Grades 6-8

Proclamations

For every day that school is in session, Saint Stanislaus School broadcasts the morning prayer and announcements. Each morning, between the 8:05 and 8:15 bells, students stand at their seats and recite the daily prayer (Our Father or Hail Mary), the Pledge of Allegiance, and the Saint Stanislaus School Pledge. Each afternoon, prior to dismissal, students again stand at their seat and recite the afternoon prayer (Act of Contrition). All students are required to participate in ALL prayer/pledge activities.

Faith Formation

As part of the Shrine Church of Saint Stanislaus parish community, Saint Stanislaus School follows the teachings and traditions of the Catholic Faith. Activities related to faith formation include, but are not limited to, weekly masses, quarterly faith retreats, seasonal prayer services, etc. All students are required to participate in ALL faith formation activities.

Absence

Parents must notify the school of a student's absence. Absences are to be called into the school office. The school is required to contact the parent at home or at work if the school has not been informed about the absence. We begin absence telephone calls at 9:00 am each day. Following any absence longer than three days, a child is expected to bring a written excuse, signed by the parents, indicating the date and the reason for the absence.

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 child's progress in school and disrupts the classroom, parents are requested to see that their children cultivate a habit of punctuality.

Students who enter the building after the **8:05 a.m.** bell are considered tardy. These students must report to the office for a tardy slip that is then given to the homeroom teacher.

Significant amounts of tardiness will not be tolerated. Habitual tardiness is grounds for removal from the Saint Stanislaus School roster.

Medical or Dental Appointments

All medical and dental appointments should be made outside school hours. When this is not possible, the student must present a note, signed by the parent, stating the reason for and time of the special dismissal, as well as the name of the designated person to whom the child is to be released. The note is given to the child's teacher, who will forward it to the office.

Before a child can be released from school, the parent or authorized person must come to the 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 child's return in the office. *Due to COVID restrictions, we ask that parents call the main office for early release of students. The child will be brought out to the car and the parent will sign the early release log at that time.*

School Year Vacation Trips

Vacations should 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. The missing days will be considered excused absences. Students are responsible for completing all work that will be missed during the designated days. It is not the practice of Saint Stanislaus School to provide schoolwork that will be covered during the student's absence from school. We will, however, provide material that can be self-directed and is in keeping with the current topics being taught in the classroom.

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 office to sign the Student Sign-Out log.

Crisis and Safety Plan

Saint Stanislaus 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 staff members have a copy of

the Crisis and Safety Plan and are routinely trained in handling procedures of such matters.

Visitors/Volunteers

All visitors or volunteers to the school campus must sign in at the school office and receive the appropriate badge. Visitors and volunteers must also sign out when leaving the campus. Family visits to the classroom are limited to 30 minutes within one school day. While visiting our school, cell phone use in the classrooms and hallways is prohibited.

A volunteer is considered, by definition: any parent, guardian, or adult who, having received prior administrative approval, is present in the school building or classroom(s) for a period of two (2) or more hours per week.

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 regarding sexual abuse and prevention (VIRTUS).

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

Phone Calls

Students are not permitted to call parents during the day, except in an emergency and/or they have been authorized and issued a pass by the homeroom teacher or office personnel. Forgetting lunch, lunch money, gym clothes, or assignments is not an appropriate reason for calling home.

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 on television stations Channels 3,5, 8, and 19. A broadcast email will be sent through the TeacherEase and ClassDojo parent portal. If the CLEVELAND METROPOLITAN SCHOOLS close due to weather, Saint Stanislaus School is also closed. Saint Stanislaus School may decide to close independently, in conjunction with the other Slavic Village schools, or in the case of a campus circumstance (electricity, flood, etc.) Cleveland Central Catholic High School, although on our campus, is a separate entity. CCC may close independently of Saint Stanislaus School. The assumption should not be made that if CCC is closed, so are we.

HOME/SCHOOL COMMUNICATIONS

Weekly Bulletins

Weekly bulletins are sent home from the principal via ClassDojo. These weekly notes contain reminders, alerts, and current areas of issue or concern. These bulletins are the primary method of communicating between the school and home. Monthly calendars are sent home with every child with updates and/or corrections to the school calendar distributed in August. ClassDojo is also used by the principal as a means of providing updates and information as it becomes available. Broadcast emails may also be used when appropriate.

Emergency Messages

In an emergency, a message may be given to a child through the office. Parents are not to call a student out of the classroom or interrupt the teacher during school hours to relay messages to students.

Report Cards

Report Cards provide parents with tangible documentation of their child's growth and development, while promoting mutual understanding and helpfulness between home and school. Report Cards are issued four times a year. The first report cards are presented to the parents at Student-Led Conferences. The remaining quarter reports cards are given to the students to take home. The exception to this would be in the case of a required parent conference to discuss student progress. After the parent has studied the Report Card and discussed it with the student, the parent keeps the yellow copy, signs the white copy, and returns it to the homeroom teacher.

Progress Reports

Parents receive 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. Progress reports should also be signed and returned to the school in a timely manner.

Student Progress Monitoring

By utilizing the parent portal (TeacherEase), parents can view student grades and assignments. Providing the office with your email address allows us to sign you into our parent portal. Grades are required to be entered twice weekly by the teaching staff.

Student Behavior Monitoring

By utilizing the ClassDojo program, parents can view and monitor student behavior. All parents are required to create and maintain an account which also allows access to

communicate with teachers. Behavior infractions are documented as required by instance and frequency.

Contacting Teachers

Teachers can be reached via instant message through the ClassDojo or via email through the TeacherEase Parent Portal. All questions and inquiries will be responded to within 30 hours. Parents may also contact the office during regular school hours. Phone messages will be returned within 24 hours.

Parent Teacher Conferences

Formal conferences are held twice a year. Student led conferences are held after the end of the First Quarter. An optional conference is held in January at the end of the Second Quarter.

Parents may also request a conference with their child's teacher(s) by appointment. Conferences must be made prior to or after regular school hours.

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 Saint Stanislaus School is a K – 8 sequential program in all areas.

Saint Stanislaus School implements the Graded Courses of Study prepared by the Office of Catholic Education in compliance with the Minimum Standards referenced above.

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 Catechetical Formation and 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/Fundraisers

Saint Stanislaus School participates in two or three fundraising activities throughout the year. Student participation is necessary, as our fundraising efforts contribute to the learning environment and resources for our students. Funds raised by these activities are specifically identified and communicated to the parents and community. All students in Grades K-8 are expected to take part in all fundraising opportunities.

Students in Grade 8 are also required to perform service hours as part of the High School application process. Students earn service hours by participating in School or Parish functions. This includes, but is not limited to, the annual Saint Stanislaus Polish Festival.

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. Saint Stanislaus School 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

Saint Stanislaus School administers the AIR TIDE or equivalent 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 Saint Stanislaus School will take the AIR TIDE or equivalent test to provide the school with analysis data.

In addition, students Grade 3 take the Ohio Third Grade Reading Guarantee. Students in Grade 3 must pass this test 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 Fourth Grade.

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.

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 Saint Stanislaus School or 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 Saint Stanislaus 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 Saint Stanislaus School. The IEP will be translated into an Accommodation Plan and services are provided by certified Intervention Specialists on our staff and/or a CMSD Intervention Specialist. CMSD, according to law, is required to maintain the student's Special Education profile, testing, and reports.

Tutoring

Tutoring at Saint Stanislaus Schools takes the form of multiple Study Skills periods during the week. During those periods, students may seek assistance from any of their teachers for remediation, missing work, or project assistance.

HEALTH AND SAFETY

Immunization

A health and immunization record is maintained for each student. Immunizations must be in accordance with state requirements (Sections 3313.671 and 3701.13) for continued admittance. According to Section 3313.671, on October 1st of each school year it is necessary and legal to exclude all pupils from school who do not comply with the immunization requirements.

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 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 with an illness, the child should not return to school until free of symptoms and above-normal temperature for at least 24 hours.

COVID

For COVID specific requirements and protocols, see Appendix D.

Medication

State Law prohibits school personnel from administering any kind of prescribed medication without written parental permission *and* a doctor's authorization. Prescribed medication must be delivered to the school office by a parent/guardian in its original container. All prescribed medication must be taken home by a parent/guardian over extended school holidays and at the end of the school year.

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

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.

Epi Pens/Inhalers

Should a student require the use of an inhaler, they may carry it on them as needed. 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 Saint Stanislaus 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 Saint Stanislaus School who display inappropriate behavior while walking to and from school.*

Busing

Saint Stanislaus 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. Students not eligible for CMSD bus transportation due to routes or age restrictions will be issued an

RTA pass. All busing decisions and arrangements 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 of Saint Stanislaus School who display inappropriate behavior while riding the bus, waiting for the bus, or disembarking from the bus.*

Although a parent may request, by writing a note to the bus driver, that a child ride a bus with a friend, it is permitted only if seating is available. That note must be shown to the school office prior to the end of the school day for approval. Verbal requests will not be honored.

Car Riders

Students are to practice good safety habits when dropped off near the school. 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. This same Christian behavior and respect for rules and authority should be evidenced during the car rider dismissal process. Forman Avenue, not the school parking lot, is the accepted location for student drop-off and pick-up. In the case of siblings attending Cleveland Central Catholic, Saint Stanislaus students will wait on the first floor of the school building until their CCC sibling comes to get them at dismissal.

Custody and Release of Students

Any student that is to be picked up before dismissal must be signed out in the main office. A student will only be released to the custodial parent/guardian or person 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.

CO-CURRICULAR PROGRAM POLICY

The co-curricular program at Saint Stanislaus Parish 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 in the day school and the religious education program of Saint Stanislaus Parish 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 Out of School Suspension, they will be ineligible to participate in the next scheduled competition or performance.

Behavior expected of students participating in Saint Stanislaus's Co-Curricular Program includes:

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

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 policy at Saint Stanislaus School that the Principal (in conjunction with the Athletic Director, classroom teachers and coaches) determines eligibility for co-curricular programs and events. This is done on a weekly basis during the 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 over-all 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.

Each grade level has a Discipline Policy that is presented to the parents and students at the beginning of the school year. Both parents and students sign a statement agreeing to the terms and conditions of the grade level policy. A record of each grade level's policy is available in the Principal's office.

In addition to grade level discipline policies, there is an overall discipline code for Saint Stanislaus 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. Students may not bring pop for lunch or recess snack. Milk is served daily as part of the Hot Lunch program, and children may purchase milk separately from the Hot Lunch program.
3. Lunches from fast food restaurants are not permitted.
4. Running, disrespect, or misbehavior is cause for a child's lunch to be postponed until the behavior is modified.
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
7. Students are expected to clean up after themselves when they are done eating
8. If a student is celebrating a birthday, they may bring in a small treat during lunch. Please be aware of any allergies that other students may have.

Care of Books and 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 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.

Saint Stanislaus School does not assume responsibility for any item brought from home to school. This includes, but is not limited to toys, cameras, cash, etc. *Cell phones and other electronic devices must be turned into the classroom teacher in the morning. We understand that many parents give their child a cell phone for safety reasons. However, any cell phone found on a child during the school day will be confiscated and only returned to a parent or guardian.*

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.

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. Saint Stanislaus School

will investigate any claims of sexting, electronic bullying, etc. and proceed as mandated by local and federal laws, as well as the mission of our school community.

Media Consent Forms

Media consent forms are distributed at the beginning of the year. 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.

Rewards and Consequences

To assist the students in developing responsibility and positive self-esteem, students are told of expectations and the consequences of their choice to either adhere to or ignore these expectations. Each grade level Discipline Policy has rewards and consequences clearly stated.

Frequent and appropriate rewards, both individual and group, are employed to reinforce positive and responsible behavior, and to create a cooperative, supportive atmosphere. The staff of Saint Stanislaus School uses a variety of rewards including verbal praise, recognition bulletin boards, affirmations, and play time.

Academic/Behavior Contracts

An Academic or Behavior Contract places the student on probation at Saint Stanislaus School. These contracts (which may be separate or combined) define what is expected of the student in a prescribed amount of time. An Academic or Behavior Contract is issued to the student in the presence of his/her parents and the Principal. All parties sign and agree to the terms. 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, Saint Stanislaus School has the right to issue another probationary contract, retain the student or not re-enroll the student for the following school year, or immediately remove the child from Saint Stanislaus School.

Suspension/Expulsion

If necessary, *only* the 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 suspension, a Discipline Report will be completed providing the details of the incident and the day(s) of the suspension term. This report may be sent home with a student, given to a parent, or verbally communicated to the parent. 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. A copy will be given to the parents. Reasons for suspension include, but are not limited to,

- Physical contact with another student, **whether initiated or in response**
- Extremely aggressive and harmful behavior to self or others
- Persistent defiance or disrespect of authority or school rules
- 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).
- Possession of chemical products or paraphernalia

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. If this is not possible, the 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
- Students who are given an out-of-school suspension will be given the opportunity to make up missed schoolwork

Expulsion

When in the judgment of the Pastor and/or Principal there is 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 Saint Stanislaus School. Further, physical assault upon a teacher or verbal or written threats to a teacher are grounds for immediate expulsion. Additionally, students in Grade 8 will be removed from our roster should a physical altercation occur. Once the Pastor and/or Principal have made the

determination that a student shall be expelled, the decision is final. We will work within our abilities to help the parent discern where to enroll their child. Lastly, a child may 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 Saint Stanislaus School, even though that behavior may not be specifically stated herein.

COMPLIANCE WITH THE REGULATIONS AND POLICIES LAID DOWN IN THIS HANDBOOK FOR SAINT STANISLAUS SCHOOL WILL BE REQUIRED OF ALL PARENTS AND STUDENTS IN THIS SCHOOL FOR CONTINUED ENROLLMENT.

CHEMICAL POSSESSION/USE/ABUSE

Parents will be notified immediately if a student is found to be under the influence of alcohol or drugs, or if the student is found in possession of alcohol, drugs or drug paraphernalia (this includes tobacco and tobacco related products, vaping etc.) 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 will be held between the Principal and 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 Saint Stanislaus 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

Saint Stanislaus 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, Saint Stanislaus School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment 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.

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

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 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, 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, Saint Stanislaus 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, 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 possess, 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 Web sites 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
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including what, when and where it happened, who was involved, exactly what was said or what the harasser did, witnesses to the harassment, what the student said or did, either at the time or later, how the student felt; and how the harasser responded.

Saint Stanislaus School expects students and/or staff to immediately report incidents of bullying to the 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, 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.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

ADDITIONAL POLICIES

Policies regarding AIDS, sexually transmitted diseases, and pregnancy are available in the school office.

APPENDIX A

PARISH AND SCHOOL INFORMATION

Shrine Church of Saint Stanislaus

3649 East 65th Street
Cleveland, OH 44105

(216) 341-9091
(216) 341-2688 FAX

Rev. Eric Orzech, Pastor
Dan Kane, Finance Manager

Saint Stanislaus Elementary School

6615 Forman Avenue
Cleveland, OH 44105

(216) 883-3307
(216) 883-0514 FAX

Website: www.saintstanislaus.us

Deborah Ann Martin, Principal
Christopher Vassanelli, Assistant Principal
Denise O'Reilly, School Secretary
Judith Fields, School Receptionist

APPENDIX B

GRADING SCALE AND AWARDS

Grading Scale

Superior

A+ 100 – 98

Consistently does superior work in accomplishing goals, objectives and requirements. Thoroughness in daily work and related

A 97 – 95

assignments. Demonstrates ability to work independently and cooperatively. Consistently high test grades.

A- 94 – 93

Above Average

B+ 92 – 90

Usually does above average work in accomplishing goals, objectives, and requirements. Good knowledge and use of skills

B 89 – 87

in subject matter. Thoroughness in daily work and related assignments. Demonstrates ability to work independently and cooperatively. Above average test grades.

B- 86 – 85

Average

C+ 84 - 82

Usually does average work in accomplishing goals, objectives, and requirements. Adequate knowledge and use of skills in subject matter. Completes daily work and related assignments. Demonstrates ability to work independently and cooperatively. Average test grades.

C 81 – 79

C- 78 - 77

Below Average

D+ 76 - 75

Usually does below average work in accomplishing goals, objectives, and requirements. Insufficient knowledge and use of

D 74 - 72

skills in subject matter. Limited effort in daily work and related

D- 71 - 70

assignments. Demonstrates limited ability to work independently and cooperatively. Low test grades.

Failing

F 69 – below

Usually does unsatisfactory work in accomplishing goals, objectives and requirements. Daily and related work below standard. Limited ability to work independently and cooperatively. Unsatisfactory test grades.

O – Outstanding

U – Unsatisfactory

S – Satisfactory

NI – Needs Improvement

O, S, U, and NI may be used for Conduct, Effort, and Content Areas for the Lower Grades.

AWARDS

Academic awards are distributed on a quarterly basis. An Annual Awards Assembly is held on the last of school for annual performance.

Academic Excellence

This award recognizes the student’s effort to achieve an average of 95 percent (3.75 GPA) and above for all major subjects. An F grade in any content area or U notation in effort or conduct disallows a student from receiving this award.

Academic Achievement

This award recognizes the student’s effort to achieve an average of 90 to 94 percent (3.50 - 3.74 GPA) in all major subjects. An F grade in any content area or U notation in effort or conduct disallows a student from receiving this award.

Most Improved

This award is issued at the end of the school year. It indicates a consistent and fervent commitment to academic and social success.

In reviewing the Awards Program with your child(ren), please emphasize the point that God has given each person intelligence and ability. It is each person’s responsibility to develop this ability by studying, using time wisely and putting forth one’s best effort. It is important that students set goals and do their very best to attain these goals. No one can do it for them.

Appendix C
DRESS CODE
August 2020

BOYS

Grades 1-8

Navy blue or black uniform dress slacks. Pants must fit properly, be worn at the waist and a belt must be worn if the pants have loops. No sagging, oversized, jogger-style, or cargo pants.

Short or long sleeved knit shirt with Saint Stanislaus logo (in yellow or grey).

Solid black or brown school shoes are required. No form of athletic wear or athletic wear look-alike is allowed. No boots. No backless shoes.

There are no color restrictions on socks.

Grades 6 – 8

Boys in Grades 6 – 8 must wear a yellow or white dress shirt (no logos) with a dress tie from October 15th through March 15th.

Boys' Options: 1-8

- Navy blue or black walking shorts from August until October 15th and from March 15th until the end of the year. No cargo shorts. Boys choosing the shorts option must wear the Saint Stanislaus School polo from Schoolbelles.
- Black, red, or white V-neck or crew neck sweater, solid in color and free from design or logo. Sweaters are optional year-round, as are sweater vests, following the same color requirement.
- Saint Stanislaus School sweatshirts or hoodies are also an option year-round. No other sweatshirt is permitted as part of the daily uniform.
- Tennis shoes may be worn with walking shorts.

GIRLS

Grades 1-5

Saint Stanislaus School jumper with plain white cotton blouse or white polo-type shirt. No turtlenecks or t-shirts

are permitted. Skirts are to be no higher than one-and-a-half inches above the knee.

Grades 6 - 8

Saint Stanislaus School skirt worn with the short or long sleeved knit shirt with Saint Stanislaus logo (in yellow or grey). Skirts are to be no higher than one-and-a-half inches above the knee. If a shirt is worn under the polo shirt, it must be solid white, and not extend below the uniform shirt.

ALL GIRLS

Solid black or brown school shoes are required. No form of athletic wear or athletic wear look-alike is allowed. No boots. No backless shoes. Heels shall be less than one-and-a-half inches with no platforms styles permitted.

There are no color restrictions on socks. Leggings, however, are not permitted.

Girls' Options: 1-8

- Navy blue or black walking shorts from August until October 15th and from March 15th until the end of the year. Girls in Grades 1 – 8 choosing the shorts option must wear the Saint Stanislaus School polo from Schoolbelles.
- Black, red, or white V-neck or crew neck sweater, solid in color and free from design or logo. Sweaters are optional year-round, as are sweater vests, following the same color requirement.
- Saint Stanislaus School sweatshirts or hoodies are also an option year-round. No other sweatshirt is permitted as part of the daily uniform.
- Tennis shoes may be worn with walking shorts.

Gym uniform (all grades)

The Saint Stanislaus School Gym uniform is a red T-shirt with the Saint Stanislaus School logo and **solid red or black** shorts/sweats (no piping, logos, additional colors, etc.). Capri-type sweats or yoga pants are not permitted. The gym uniform must be purchased from the school. Appropriate tennis shoes are required with the same conditions for sock height and type. On days the students have gym, they may wear their gym uniform all day. When the weather calls for warmer clothing, solid red or black sweat pants may be worn. Sweatshirts must have the Saint Stanislaus School logo on them. Shorts and sweats may also be purchased from the school and they have the Saint Stanislaus logo on them.

Kindergarten

Students may choose to follow the dress code for Grades 1 – 5. Alternatively, they may wear blue or black pants/shorts and a red or white solid polo shirt. Tennis shoes are acceptable for Kindergarten students.

GROOMING AND ACCESSORIES

As the purpose for wearing a uniform is to allow the students to focus on their academic and spiritual growth, there are additional Dress Code practices that must be observed.

- Students will be well groomed at all times. This includes fundamental hygiene, as well as uniforms being clean and in good repair. This further includes that shirts be tucked in at all times and that where belt loops are present, a belt is worn. Belts must be plain and free of ornamentation.
- Hair length for boys shall not exceed one-and-a-half inches on top or sides, and should be above the collar in the back. Bangs shall not be lower than the top of the eyebrows. Braided hairstyles for boys shall also be above the collar. No facial hair is permitted, including moustaches, goatees, or sideburns that extend below the middle ear. Hairstyles shall be conservative. Mohawks, sculpting or shaved decorations are **NOT** permitted. Hair decorations for girls shall not distract from the overall conservative look of the Saint Stanislaus School uniform. No student, male or female, shall be permitted to alter the color of his/her hair in **any** way.
- Jewelry for girls is limited to a watch or bracelet and one small pair of stud earrings. No trendy earrings are allowed. No other piercing or decorations (including bracelets and necklaces) are permitted.
- Boys may wear a watch or bracelet, but may not wear earrings. No other jewelry (including bracelets and necklaces) are permitted.
- Make-up (including tinted lip-gloss) is not permitted. Nail polish or fake/acrylic fingernails may not be worn, even on Dress Down Day, Picture Day, etc.
- Only plain white t-shirts are to be worn under the regular uniform tops.

- **2020 Update: Masks must be worn for students in grades K – 8 until further notice. Masks may not contain inappropriate designs or wording.**

DRESS CODE EXCEPTIONS

On Dress Down Days, children may wear casual attire such as jeans (without holes, frayed hems, etc.) or a sweat suit. Walking shorts that are no more than one-and-a-half inches above the knee can be worn. Skirts and dresses may not be worn more than two inches above the knee. T-shirts may not have slogans or logos that are inappropriate for the school environment. Shirts shall be long enough so that as the child stands, sits, or moves, no flesh is visible between top and bottom. Shoes must not be backless. Students may also wear the school uniform if they wish.

When a parent chooses a school with a uniform policy, it is the responsibility of the parent to see that the student complies with the expectations on a consistent basis. Refusal to adhere to the Dress Code policy is an indication that the parent and/or child refuses to accept our school rules. *Continual disregard for Saint Stanislaus School's Dress Code is grounds for removal from our enrollment.*

THE ADMINISTRATION RESERVES THE RIGHT TO RULE ON ALL QUESTIONS RELATING TO THE AREAS OF DRESS AND GROOMING NOT COVERED BY THIS CODE. THE FINAL DECISION REGARDING DRESS CODE VIOLATIONS RESIDES WITH THE PASTOR AND/OR PRINCIPAL.

Appendix D

SAINT STANISLAUS SCHOOL COVID-19 STUDENT POLICIES

August 2020

Dear Parents, Guardians, and Students,

The welfare and health of the students and staff of Saint Stanislaus School is our highest priority. As a result, and in accordance with the State of Ohio COVID-19 Health and Prevention Guidance for Ohio K-12 Schools, all students will be expected to comply with the following policies and instructions, the purpose of which is to reduce the risk of exposure to COVID-19 and to help prevent its spread. Please read this policy carefully and sign at the end to acknowledge that you have read and understand what is being expected of you and that you understand and assume the risks related to COVID-19 and returning to school.

1. Daily Health Check at Home. Prior to coming to school each and every day, parents shall conduct a health check of their child to assess whether the child is experiencing symptoms of COVID-19. The daily health check shall consist of the following:
 - a. Taking the child's temperature.
 - b. Through discussion with the child and personal observation of the parent, assess if the child is experiencing one or more of the following symptoms:
 - i. Fever of over 100 °F
 - ii. Chills
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body aches
 - vi. Headache
 - vii. Loss of taste or smell

- viii. Sore throat
- ix. Congestion or runny nose
- x. Nausea or vomiting
- xi. Diarrhea

For up to date information about COVID-19 symptoms and for an interactive symptom checker/self-assessment tool, parents and guardians should visit the website of the Center for Disease Control (“CDC”) at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

If the child has a fever of greater than 100°F or is experiencing any other symptom listed above (or as updated from time to time by the School), the child must stay home from school and the parent must notify the school.

Pursuant to Ohio Department of Health guidelines, families, caregivers and staff shall, as soon as possible, notify the school if (i) they have been exposed to COVID-19, (ii) they, or any members of their households, have been diagnosed with or presumed to have COVID-19, or (iii) they are quarantined. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days or as otherwise advised or instructed by the local health department. Students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

For a list of COVID-19 testing facilities, please consult your health care professional or go to <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers/>.

2. Hand Washing & Sanitizing. Students are expected to wash their hands frequently for at least 20 seconds, including if their hands are dirty, before and after eating, after using the restroom, at other appropriate times (e.g., after blowing their nose/coughing/sneezing, and after touching garbage), and as otherwise instructed. Hand sanitizer, provided by the school at various places around the school, should be used by students to supplement hand washing, including when entering the school or entering or exiting a classroom. Parents and guardians should discuss handwashing with their child. For instructions and information about hand washing and sanitizing, parents and guardians should visit the CDC website at <https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>.

3 Social Distancing. Students must practice social distancing whenever possible. Social distancing means:

- a. Maintaining four to six feet of space between oneself and others at all times possible, including in classrooms, hallways, restrooms, cafeteria, and pick-up and drop-off areas.
- b. If maintaining four to six feet of space is not possible, maintaining as much space between oneself and others.
- c. Following all directions and instructions given or posted regarding social distancing.
- d. Follow all floor or other markings indicating the designated flow of traffic in hallways, rooms, and elsewhere.
- e. Avoid when possible sharing items, materials, and spaces with others.
- f. Maintain social distancing if possible on the bus to and from school.

4. Face Masks and Coverings. Students in grades K – 8 will be required to wear face masks or shields throughout the school day as well as when being transported to and from school on the bus unless the student is unable to do so for health, safety, developmental, or practical reasons. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. Parents and guardians are expected to talk with their child about the importance of wearing masks and to instruct the child on the proper wearing of a mask. Parents shall provide masks or shields for their children and ensure they are clean and in good condition.

5. Students who become Sick at School. A student who, while at school, develops a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing) may not remain at school and must be picked up and taken home at the earliest opportunity. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home. In the case of a suspected or confirmed COVID-19 case, the school will call local health department to report the matter and obtain guidance. Any student who has a suspected or confirmed case of COVID-19 may not return to school until such student meets the CDC's criteria for returning to school. Others who may have been potentially exposed will be notified in accordance with the directives or advice of the local health department.

COVID-19 POLICY ACKNOWLEDGEMENT AND ASSUMPTION OF RISK

The related form for COVID Policies is available in the main office and must be on file for each student enrolled at Saint Stanislaus School.

We, the undersigned parent(s) and student(s), acknowledge and agree that, as a student/students at Saint Stanislaus School (“School”) and as parent(s) of that student, entering the school or being on the School’s premises, having personal contact with teachers, classmates, and other School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any School function. The same is true for parent(s) of a student at the School.

By signing below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School functions at the School is the choice of each family, including ours. If student or parent(s) who visit the School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School, attend any School function, or visit the School. Moreover, we acknowledge that while adherence to safety and precautionary measures (which may include social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains despite all efforts to reduce that risk. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School or any School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of communicable diseases such as COVID-19. Specifically, we agree to comply with this policy and all other School rules and requirements relating to communicable diseases such as COVID-19, including rules relating to whether or under what circumstances students, parents, and family members may come to the School or attend School events.