

## Table of Contents

### SECTION 1 PHILOSOPHIES AND GOALS

- 1.1 Mission Statement
- 1.2 Gospel Guidelines and *Lifeskills*

### SECTION 2 ACADEMICS

- 2.1 Assessment
- 2.2 Class Size
- 2.3 Curriculum
- 2.4 Grading System
- 2.5 Homework Policy
- 2.6 Sickness/Absence Homework Policy:
- 2.7 Incomplete/Missing Homework Policy
- 2.8 Music
- 2.9 Physical Education
- 2.10 Promotion and Retention
- 2.11 Student Records
- 2.12 Textbooks

### SECTION 3 ADMISSIONS/REGISTRATIONS

- 3.1 Policy
- 3.2 Admission Requirements
- 3.3 Student Transfers

### SECTION 4 ATTENDANCE

- 4.1 Procedure
- 4.2 Compulsory Attendance
- 4.3 Early Dismissal Procedure
- 4.5 Personal Convenience Absence
- 4.6 Tardiness

### SECTION 5 COMMUNICATIONS

- 5.1 Address/Telephone Changes
- 5.2 Conferences (Parent/Teacher)
- 5.3 Handbook
- 5.4 Student Party Invitations (Birthday)
- 5.5 Field Trips/Permission Slips
- 5.6 Telephone Procedure
- 5.7 Weekly Thursday Envelope Distribution
- 5.8 Written Parental Notices

### SECTION 6 DAILY SCHEDULE

- 6.1 Schedule for Kindergarten through Grade
- 6.2 Arrival/Dismissal Procedures
- 6.3 Extended Day
- 6.4 Hot Lunch/Pizza Lunch
- 6.5 Hot Lunch/Milk Account

- 6.6 Forgotten Lunches
- 6.7 Lunchroom Behavior
- 6.8 Playground Rules

### SECTION 7 DISCIPLINE CODE

- 7.0 Definitions
- 7.1 Philosophy of Discipline
- 7.2 Student Code of Conduct
- 7.3 Suspension/Expulsion
- 7.4 Search and Seizure
- 7.5 Sexual Harassment

### SECTION 8 GENERAL

- 8.1 AIDS
- 8.2 Computers
- 8.3 Dress Code for St. Louis School
- 8.4 Faith Experiences
- 8.5 Field Trips
- 8.6 Library
- 8.7 Missing Child's Act
- 8.8 PTAA/School Advisory
- 8.9 School Pictures
- 8.10 Toys, Games from home
- 8.11 Valuables
- 8.13 Volunteers
- 8.14 Visitors
- 8.15 Weather

### SECTION 9 HEALTH/MEDICAL

- 9.1 Administration of Medication
- 9.2 Communicable Disease
- 9.3 Emergency Medical Forms
- 9.4 Health Services
- 9.5 Immunizations
- 9.6 Health Records/Immunizations
- 9.7 Medical Procedures

### SECTION 10 SAFETY

- 10.1 Abuse/Neglect
- 10.2 Disaster Drills
- 10.3 Emergency Operation Plan
- 10.4 Fraternalization
- 10.5 Protecting Youth and Those Who Serve Them

### SECTION 11 TRANSPORTATION

- 11.1 Bussing
- 11.2 Bus Discipline

### SECTION 12 BULLYING

# **SECTION 1 PHILOSOPHIES AND GOALS**

## **1.1 Mission Statement**

The mission of St. Louis Catholic School is to prepare students for lives of service and leadership rooted in Catholic values. The school staff promotes a collaborative partnership with parents, parish, and community. Our goal is to empower students with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs.

## **1.2 Gospel Guidelines and Lifeskills**

Our mission at St. Louis is to “teach as Jesus did.” We will work together in the effort to lead our students on their Spiritual and academic journey to Jesus.

Teaching the application of the Gospel Guidelines and Lifeskills school wide creates a powerful brain-compatible learning environment. These skills and guidelines are as follows.

### **Gospel Guidelines**

Truthfulness  
Trustworthiness  
Active Listening  
No Put-Downs  
Personal Best

### **Lifeskills**

Caring  
Common Sense  
Cooperation  
Courage  
Curiosity  
Effort  
Flexibility  
Friendship  
Initiative

Integrity  
Organization  
Patience  
Perseverance  
Pride  
Problem Solving  
Responsibility  
Sense of Humor

# **SECTION 2 ACADEMICS**

## **2.1 Assessment**

Assessment is defined as an exercise, such as a written or oral test, a portfolio, a performance or an experiment, that seeks to measure a student’s skills or knowledge in a subject area. Assessment is used for a multitude of purposes. Assessment results can be used to help improve teaching and learning and to evaluate programs and schools. Assessment is also used to generate the data on which policy decisions are made. Educational assessment is a vital component in innovation, higher standards and educational excellence.

As indicated in O.C.S.A.A. Operating Standard IV, “... schools shall provide for an assessment system that aligns with its courses of study.” In order to comply with that requirement, schools in the Diocese of Toledo, including St. Louis will participate in the following assessments:

- A. All schools administer the “Assessment of Catechesis/Religious Education (A.C.R.E) test in grades 5, 8, and 12. This test is published by the National Catholic Education Association and is given in the fall of the school year.
- B. All elementary schools administer the new map online test which covers material in Language Arts, Reading, Math, and Science.

## **2.2 Class Size**

There is not a Diocesan maximum for the number of pupils per teacher/minister in elementary school. Classes for grades K-6 are determined by the administration, with consideration given to the number registered and recommendations made by the School Advisory Council.

## 2.3 Curriculum

The school curriculum is based upon the Courses of Study issued by the Superintendent of Catholic Schools for the Diocese of Toledo, in cooperation with the Diocesan Educational Consultants and representative faculty members of Diocesan Elementary schools. These said Courses of Study have also been approved by the Ohio State Department of Education. The guidelines prescribe concepts to be taught in each grade; Religion, Mathematics, Science, Health, Social Studies, and Language Arts.

## 2.4 Grading System

**Report Cards:** Report cards are issued at the end of each quarter which consists of either a nine or ten week period. These cards will inform parents of the strengths and weaknesses that their child may have in certain subjects. After reviewing the grade card, parents are asked to sign the grade card and return it to the child's teacher within a week. If parents have any questions regarding a child's progress, they are to contact the child's teacher and set up a conference. If the teacher feels that a conference is needed, he/she will contact the parents. Parents are asked to place two (2) postage stamps on each child's grade card envelope when received in the 3<sup>rd</sup> quarter, so the 4<sup>th</sup> quarter grade card can be mailed in June.

**Mid-Term Reports:** Mid-Term reports are given to each student in grades K-6 approximately five weeks into each quarter. Please make sure that you receive them from your child. The purpose of these reports is to inform you of your child's present progress. Midterm interim reports are issued with the exact percentage denoting the student's average at the time of issue. If you have any questions concerning this report, please contact your child's teacher and set up a conference.

## 2.5 Homework Policy

Homework is an essential part of our educational program. Your child needs additional time reviewing, practicing, researching, reading, and studying in order to understand the concepts and master the skills required for their grade level. The following are roles that both parent and student should play in making homework a positive, effective experience:

Parents do their part to improve homework when they:

1. Cooperate with the school in making homework effective.
2. Provide their children with suitable study conditions (desk, light, books, supplies)
3. Encourage their children, but avoid undue pressure.
4. Are interested in what their children are doing, but do not do the work for them.
5. Understand what the school expects homework to accomplish.

Students may improve their study habits by observing the following principles:

1. Be sure that they clearly understand each assignment.
2. Form the habit of using a certain time and a certain place for the study of each subject.
3. The school assignment notebook should be written in and taken home daily.

The following is a guideline to the amount of homework a student should expect. Please note that homework may vary from day to day. Also, some students may require more or less time than this to complete the assignments

Grades K-2	Up to 30 minutes
Grades 3-6	Up to 60 minutes

## 2.6 Sickness/Absence Homework Policy:

When a student is absent more than 2 days, the parent is asked to call the school and request work be sent to the school office for pick up. If the student has siblings in the school, the homework can be sent home with the sibling. If the student is out for 1-2 days, it is the responsibility of the student to get the work from the teacher when they return to school. A student will receive one (1) day for each day absent to complete and return required assignments.

## **2.7 Incomplete/Missing Homework Policy**

An important goal of St. Louis School and the entire education program is to develop responsibility and self-discipline in our students. When students are not prepared for class or have missing assignments, the learning process is hindered.

When homework is not completed:

1. The student will write the missing assignment in the binder that is kept in the classroom with a reason why it was not done and what they will do in the future.
2. Students will stay in from recess to complete the homework. They will stay in until the work is finished.
3. Once a student has missed homework for 5 days in a quarter, the student will be assigned an after school detention. A new missing assignment sheet is started for each quarter.

## **2.8 Music Programs**

Students are required to participate in a Christmas and Spring Program in order to maintain current music grade.

## **2.9 Physical Education**

The goal of the Physical Education Program is to contribute to the broader goal of education by helping each student reach his or her movement potential by enhancing the development of each child both mentally and physically. The physical education program serves students in grades K-6. Gym shoes must be provided and worn by all students. This is for the safety of the students.

## **2.10 Promotion and Retention**

The Ohio Code gives to the Superintendent the right to assign pupils to levels. Because we are a network and not a system, this is to be done by the principal. Parents will be notified and consulted in the 3<sup>rd</sup> quarter before the decision is made to retain a child.

At St. Louis School, promotion is based upon recommendation of the teacher in accord with the following principles:

1. A pupil is promoted based on his mastery of work on the grade level. Students who have met the educational requirements will be promoted yearly. The requirements are based upon the Ohio Minimum Standards and the Toledo Diocesan Courses of Study.
2. To be promoted a child should have at least a general average of "D" provided he/she has not failed a major subject. These major subjects are Language Arts/Reading, Math, Science, and Social Studies.
3. A student not meeting the minimum requirements may be placed in the next grade, or retained at the current grade level based on the recommendation of the teacher and principal.

The Principal has the right to assign pupils to grade levels. Parents will be notified and consulted in reasonable time prior to the decision to retain a child; however, the right to retain a student at a certain level is dependent on the school's judgment and, therefore, the parents' permission is not required. If the school decides on placement due to parental preference, the Principal-Minister may properly require that the parents request the placement in writing. In such a case the movement to the next grade should be regarded as a transfer and not as a promotion.

## **2.11 Student Records**

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students the right of access to records and the right to request that statements be changed or deleted. Parents wishing to view their child's records must make written request twenty-four hours in advance.

In the absence of a court order to the contrary, St. Louis 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.

On file, in the school office will be a cumulative record for each student enrolled in the school. This record contains yearly educational data. This is sent to the child's receiving school of transfer only upon written consent of parent or guardian and written request of the receiving school.

Reports of all special services received will also be included in this file (i.e., speech therapy, psychological testing, counseling, etc.). These files are in a separate folder attached to the cumulative file and available to all certified members of the staff and any parent of students, or eligible students, over the age of 18 requesting to see or have copies of these records. This request must be made known in writing and is to be on file. Legally, the school has 45 days to produce the records. On file also, is a permanent record card, which is kept indefinitely by the school.

A health record folder is maintained with the child's academic record. Such folder contains all health information and accurate records of all immunizations requested by law. The health record is also forwarded to the receiving school upon transfer and request of records. The school nurse keeps records of students' immunization dates on file. Items in this file include Physical Examinations, immunization records signed by the physician, and any documented health issues provided to the school. All immunization dates must include the month, day, year, and physician signature to be considered acceptable. All files must be complete by October 15<sup>th</sup> of the current school year.

## **2.12 Textbooks**

Each student is responsible for his/her textbooks. Students are expected to treat their books as learning tools. All students are encouraged to carry their textbooks to and from school in some type of bag in order to protect them. A student is fined and asked to pay for any book that is lost, damaged, or destroyed. The classroom teacher will check all books at the end of the school year.

# **SECTION 3 ADMISSIONS/REGISTRATIONS**

## **3.1 Policy**

In accordance with Christian principles, St. Louis recruits and admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities. The school will not discriminate based on race, color, or ethnic origin in administration of its educational policies, or extracurricular activities.

## **3.2 Admission Requirements**

When registering a child for the first time, the person responsible for the child must present the school with a copy of the child's birth certificate, a copy of records from the previous school of attendance, and court custody documentation if applicable. If proper records are not presented, the school principal shall notify the proper law enforcement agency. (Section 3313-672, Ohio Revised Code) as required by law.

All students enrolled at St. Louis School are required to have proper immunizations in accordance with established regulations of the State of Ohio. At the time of registration, the following information is required:

- Birth certificate
- Child custody documentation (if applicable)
- Records from dental examination, physical examination and immunizations

## **Pre School Admission**

For admission to Pre school the child must be three or four years old by August 1 of the academic year. St. Louis School provides two half days for 3 yr olds preschool per week; Tuesday and Thursday.

Three half days for 4 yr. olds preschool per week; Monday, Wednesday and Friday 9:00-11:30 a.m. If there is a 2 hour delay, preschool is held from 1:00-3:00PM.

### **Kindergarten Admission**

For admission to Kindergarten, the child must be five years old by August 1 of the academic year. The State of Ohio mandates Kindergarten. St. Louis provides an all day, five day per week Kindergarten experience. Students are required to attend the Kindergarten screening assessment provided by their home district before entrance, if their home district has one. For entry into First Grade a child must be six (6) by August 1 of the academic year and have attended Kindergarten.

### **3.3 Student Transfers**

Transferring in Students will be accepted or not accepted on a case by case basis. St. Louis School reserves the right not to accept a transfer student who had been previously suspended or expelled, or when class size is negatively affected. The principal, in consultation with the pastor and teachers involved, will make this case by determinations. Parents of transfer student must request of the previous school attended to send health and cumulative records to St. Louis School. Should you change your place of residence within the school district, send your new address and telephone number to the school office. It is the responsibility of the parent to obtain the previous school's records by signing a release of records at either St. Louis School or the previous school. Most schools will mail the records to St. Louis School once the record release is signed and received.

Transferring out When transferring to another school, parents are asked to notify the school office as soon as the decision is made. Parents must complete a request form, which allows the school to release academic and health records to the receiving school. However, no records will be released if a balance on tuition or school fees exists. Your new address and the name and address and phone of the school your child will be attending prior to withdrawal are to be given to the school office. It will be necessary for you to get your child's personal possessions on the last day he/she attends St. Louis School. Tuition fees are non-refundable for families relocating beyond a 25 mile radius of St. Louis School.

## **SECTION 4 ATTENDANCE**

### **4.1 Procedure**

State law requires that all children between five and sixteen years of age attend school regularly. A child can never truly make up a day that he/she has missed although all written assignments are made up. The discussions and instruction that are provided in class are irreplaceable.

If a student is absent, the parents or other person responsible for the child is required to call the school before 9:15 A.M. If no call is received, the school is required by law to contact the parent to obtain the reason for absence. If we cannot reach you by telephone, a written notice will be sent by mail.

A written excuse stating the reason for the absence is required when the student returns to school. This excuse must be signed by the parent(s). On your initial call, please advise the school if you know that your child is going to be absent for more than one day due to illness or other circumstances. This will save repeated calls during the absence. When a student has been ill with fever or vomiting, he/she should be kept home at least 24 hours after the body temperature has returned to normal and vomiting has stopped.

Students may be absent from school up to 12 days per semester or 20 days in one school year. After 12 days a written doctor's excuse will need to be provided. A note will also be sent home to the parents informing them of the excessive absences. Excessive absences may be cause for placement and/or retention in a grade.

Students that are absent the whole school day on ½ in the afternoon due to being sick are not permitted to participate in any after school activities.

### **4.2 Compulsory Attendance**

Ohio Law states that a child shall be in attendance for the full time the school attended is in session, which shall be for not less than thirty-two weeks per school year. Therefore, excessive absences may be cause for placement and/or retention in a grade.

### **4.3 Early Dismissal Procedure**

A written note is required when a student is leaving school early for any reason. Please do not text or phone the teacher on their personal phones. The teacher then forwards the note to the school office. When coming to pick up the child, a parent must come to the office and sign the child out of school. If a child will be late to school because of an appointment, it is necessary to call the school office for accurate attendance purposes. Once a child is on school property, he/she may not leave school grounds without written permission from the parent(s)/guardian and approval from the school principal or designated person.

### **4.5 Personal Convenience Absence**

School attendance is a serious matter. When students will be absent because of vacation during the school year, a Personal Convenience Form must be filled out and signed by the Parent, Student and Principal. It is the responsibility of the parent/guardian and the student to make arrangements with the teacher for a record of assignments during the absence. It is also the responsibility of the parent/guardian to make sure that all assignments are completed by the stipulated deadline.

### **4.6 Tardiness**

A child is counted as tardy if he/she is not present in the classroom by 8:50 A.M. Tardiness due to late buses is always excused. Tardy students are to be signed in at the office.

**Truancy:** Truancy is declared when a student is absent from school without school authorization and written parental consent. Leaving school during the school day, without the approval of the principal, will be treated as truancy. A pattern of truancy will be reported to the county attendance officer.

## **SECTION 5 COMMUNICATIONS**

### **5.1 Address/Telephone Changes**

When a place of residence is changed, please send in a note stating the new address and telephone number to the school office. Please send cell phone, and work telephone number changes to the school office.

### **5.2 Conferences (Parent/Teacher)**

Parent/Teacher conferences are held upon the completion of the first quarter. Every effort is made to schedule your conference in conjunction with other siblings' teachers and at a time convenient for both the teachers and parents. If the assigned time is not convenient for the parents, please call the school office to arrange another time with the teacher. The teacher will call you to reschedule. We feel this conference between parent and teacher is very important and every effort to attend is encouraged.

At the end of the third quarter, a conference day is scheduled. A parent or teacher may request a conference on this day. If a parent wants to schedule a conference at this time, please call the school office. If the teacher needs to talk with a parent at this time, he/she will contact the parents.

Additional conferences are held at the request of the teachers and/or families. If at any time a problem arises concerning school requirements or classroom management, parents are encouraged to contact, in writing, the teacher involved with the situation. Teachers are unable to answer telephone calls when school is in session; however, arrangements for return calls or conferences can be made through the office. If the situation demands further clarification, the principal may be contacted.

It is important that parents feel comfortable about contacting the teacher and/or principal when a question needs to be answered.

### **5.3 Handbook**

New Parent/Student Handbooks are issued at the beginning of the school year. ***The school administration retains the right to amend the handbook for just cause and parents will be given prompt notification in the school newsletter if any changes are made.***

### **5.4 Student Party Invitations (Birthday)**

If a party is held for a student outside of school, it is suggested that invitations be sent to those invited through the postal service. Distribution of invitations during school time is not permitted. The only exception to this procedure is **if all students or all students of the same gender** within the grade are included in the party, then invitations may be given to the children at school.

### **5.5 Field Trips/Permission Slips**

As part of the educational services of the school, students are often taken on field trips. The students will only visit the scheduled activity.

A written permission from the parent must be returned to school before the child is allowed to accompany his/her class on a field trip. The Diocese of Toledo approves the permission slip used by St. Louis School. Verbal permission/telephone calls, will not be accepted. If the parents refuse their child to attend a field trip the student is to remain at home and will be counted absent.

The classroom teacher arranges all field trips in advance with the principal. The school discipline code applies to all students.

Adequate adult supervision must be a part of the planning. Parents who agree to chaperone a field trip are responsible for the students in the group they are assigned. Parents are asked to assure that they have adequate liability insurance. They agree to abide by all traffic laws, have a current driver's license, and they will put every child in a seat belt and or booster seat before driving for a school related activity.

In accordance with the Ohio Revised Code 4511.01 and the National Traffic Motor Vehicle Safety Act, no driver for school field trips shall transport students in a 12-15 passenger vehicle (van). Ohio law mandates that each child under 8 must be in a booster seat unless they are at least 4 feet 9 inches tall. All other children must in a seatbelt, one seat belt per child.

### **5.6 Telephone Procedures**

If it should become necessary to contact any teacher, please leave a message with the school office and the teacher will return the call at his/her earliest convenience. Students are allowed to use the office telephone for emergencies only.

Students are not allowed to have cell phones while in school. If a student needs to have a cell phone for after school purposes it must be left in the school office and it will be returned at the end to the day.

### **5.7 Weekly Thursday Envelope Distribution**

Families are notified of school events by the weekly brown envelopes or email, which includes a school newsletter and community announcements. The newsletter and other flyers are sent home on Thursday in an envelope with the youngest child. The brown envelope needs to be returned on Friday, or by Monday at the latest to be refilled by the next Thursday. Please do not send any correspondence for your child's teacher in the brown envelope. If the envelope is lost or damaged, please replace it with a large 9"x12" envelope from home. Write the family name and all children's names and grades on the front. It may be any color envelope from home.

The school office publishes a school newsletter. This newsletter includes important information on all school activities, dates, and times of events. Most questions you have during a given week are answered in this newsletter. Please refer to this often.

Information for the newsletter must be received by the school office by 12:00pm on Tuesday. Information for the brown envelope must be received by the school office by 12:00pm on Wednesday.

## 5.8 Written Parental Notices

Special written notes from parents are needed for the following reasons:

1. Doctor or dental appointments during the school day.
2. Request to ride home with another student.
3. Absences from class due to illness, or any other reason.
4. Permission to remain indoors during recess due to health considerations.
5. Excuse from Physical Education Class due to illness or injury.

## SECTION 6 DAILY SCHEDULE

### 6.1 Schedule for Kindergarten through Grade 6:

Teachers are expected to be in the classroom by 8:30 a.m.

7:30 a.m.	School doors open for Extended Day
8:45 a.m.	Children enter classrooms
8:50 a.m.	Bell rings. School begins (prayer, and pledge)
12:00-1:00p.m.	Lunch/Recess
3:20 p.m.	Students dismissed from school
3:20 to 6:00p.m.	Extended Day open

Preschool begins at 9:00 am and ends at 11:30 pm on Tuesday and Thursday for 3 yr olds.  
Monday, Wednesday, Friday for 4yr olds.

On 2 hour delay days, preschool meets from 1:00-3:00.

### 6.2 Arrival/Dismissal Procedures

All students enter the school through the front doors. **Any child in Preschool through Grade 6, arriving before 8:45 a.m. must go directly to Extended Day.** Parents will be charged accordingly.

Parents who come to pick up their children after school are asked to come in and wait in the hallway at 3:20 p.m. Children are released to parents on an individual basis.

Children who ride buses are dismissed to the buses by teachers. All other children remaining in school after 3:30 p.m. are sent to Extended Day.

### 6.3 Extended Day

St. Louis School assists parents in providing a safe and happy environment for learning. Another means of responding to the needs of children and parents is the Extended Day Program.

The Extended Day Program functions as an extension of home and school. It provides quality care for children and parents. This program is for preschool as well as school age students of St. Louis School and the area schools.

**Morning session:** Offers quiet group and/or individual activities for St. Louis children from 7:30 a.m. to 8:45 a.m. each morning school is in session. This program is designed for children whose parents find it necessary to bring their children to school earlier than 8:45 a.m. No food is provided. Students may bring breakfast to eat while waiting for school to begin.

**Afternoon sessions:** Offers quiet group and/or individual activities for St. Louis preschool children from 11:30 a.m. to 3:15 p.m.

**After school session:** Offers study and recreational activities for St. Louis and children from 3:15 p.m. to 6:00 p.m. each day school is in session. A daily snack is provided.

Billing is done on a regular basis and must be paid promptly. Cost is \$3.50 per hour per child. You are billed in 15 minute segments. **There is a 1 hour minimum charge.** There is also a \$10.00 registration fee per family. These fees ensure your child a place in the program and helps defray the

costs of snacks, supplies, and the hourly wage of the Extended Day staff. Any parent picking up their child any later than 6:00 P.M. will be fined **\$2.00 per 15 minutes**.

The Extended Day Program can be used daily, several times a week, or on an occasional basis. The program will be in session each day there is school. If school is cancelled, so is Extended Day. If school is delayed, there is no morning session. In cases of early dismissal, Extended Day will be cancelled for the afternoon and after school session.

Attendance is taken each day for safety and security. All school policies, discipline code, administrative procedures, and rules apply to the Extended Day Program. Only those listed, as a pick up person on the child's file will be allowed to leave with that child. All those picking up a child must come into the building to get the child.

An extended day handbook is available to all parents who use the extended day program. Please read the guidelines in this handbook also. More detail is explained. All new students using extended day are given the handbook to read.

#### **6.4 Hot Lunch/Pizza Lunch**

Hot Lunch is offered on Fridays. Students must pack a lunch on other days of the week. Hot Lunches are provided by parent volunteers and are based on nutritional guidelines. In addition to giving daily nutritional needs, the plan is based on teaching correct eating habits and introducing new foods.

Lunch prices are \$2.50.

Menus are sent home monthly with an order form. Please fill out the form and return it to school with payment in a white envelope with the child's name, date, and mark it hot lunch. Grade cards will be held at the end of the year if a balance is due.

Cafeteria courtesy is required. This includes self-control while eating, quiet and orderly conduct, and cleanliness of the eating area. All food must be eaten at the cafeteria table.

#### **6.5 Hot Lunch/Milk Account**

Each family will have a hot lunch/milk account set up in the school office. Families can put money on the account to cover the cost of their children's hot lunch or milk expenses. The school office will notify parents when the account gets below \$3.00. This account is for hot lunch and milk only, parents will need to send in a separate check to pay for extended day.

#### **6.6 Forgotten Lunches**

When a student forgets a lunch the office will call home for parents to bring in a lunch. If a lunch cannot be dropped off a lunch will be provided by the school consisting off:

Peanut butter and jelly sandwich  
A fruit cup or a pudding cup  
Milk

The student will be charged \$1.00

#### **6.7 Lunchroom Behavior**

Students are expected to follow the lunchroom regulations that follow:

1. The lunchroom is monitored each day by the aide.
2. Students are expected to show appropriate table manners.
3. Students should pack their own napkins and utensils.
4. Loud talking, loud noises, and rowdy behavior are unacceptable.
5. Glass bottles or containers are not allowed for safety reasons.
6. Students are expected to leave their table area clean.
7. Refrain from standing while eating.
8. Refrain from throwing food, toys, or other objects
9. A Lights Off signal indicates that there is to be silence in order to listen for directions.
10. The microwave oven is for teacher use only. Students will not be allowed to use the microwave.

## **6.8 Playground Rules**

Students are expected to follow the playground rules that follow:

1. Every child has the right to play.
2. Play for fun. Show kindness, respect and consideration for others on the playground.
3. No spitting, shoving, tripping, or name calling.
4. Do not pick up sticks or stones.
5. Balls that go into the fields or street may only be retrieved by a supervisor.
6. Play in designated area behind the school.
7. Only one student at a time is allowed to use the slide. Students must be sitting down with feet first.
8. Line up immediately when the whistle blows - no more throwing balls or playing games. Wait in line in silence.
9. Refrain from bouncing or throwing balls indoors.
10. Respect and obey instructions given by the supervisor on duty and those posted for proper use of the playground equipment.
11. Return play equipment to the proper area after recess.
12. Return to your seat at the lunch table following recess and quietly remain there until dismissed to afternoon classes.
13. Wear adequate clothing for cold weather days, including hats, gloves and boots.
14. Prohibited are fighting, pushing, shoving, snowball throwing, spitting, bad language, chewing gum, eating candy or food, drinking any liquids, climbing on fences or railings, playing between parked cars, or climbing on any car, football and throwing balls against any buildings.

## **SECTION 7 DISCIPLINE CODE**

### **7.0 Definitions**

The terms "at school," "the school day," and "normal school hours," include the hours in which school and extended day are in session, typically from 7:30 am to 6:00 pm.

### **7.1 Philosophy of Discipline**

Discipline is an important aspect of a child's total development. The purpose of St. Louis School is to assist parents in the formation of Christian children. To accomplish this purpose and to foster an atmosphere where learning can take place for all students, St. Louis School personnel must enforce certain restrictions on all students.

Because students are lifelong learners who are constantly growing and developing, we realize that boundaries, guidelines, and procedures are needed. The Gospel Guidelines and Lifeskills, along with the guidance from Parents and the School provide necessary parameters for all students. Due to the continuous growth of students, we understand that sometimes they will need some type of correction. Often, the teacher will handle this within the classroom as he/she feels is appropriate. On occasion, misbehavior that is more serious will justify the child going to the office. While at school, students are under the care, guidance, leadership and authority of the teacher(s). Each teacher, in conjunction with the principal, is responsible for establishing the rules, procedures, and consequences of misbehavior that will govern his/her classroom or school activity. Some of these consequences will fall under this discipline code. Each teacher will strive to build a learning climate that is fair, just and caring. There is no corporal punishment at St. Louis School. However section 3319.41 gives the school personnel the authority to use reasonable physical force to separate and control students to prevent injury to themselves or others.

### **7.2 Student Code of Conduct**

1. Open defiance of authority
2. Abusive language and or disrespect toward a person in authority
3. Repeated use of profane, indecent or foul language on school property
4. Bringing and or sharing objectionable materials, like books, magazines, CD's, papers, pictures, etc.

5. Serious defacing or destruction of private or school property
6. Fighting with other children
7. Stealing
8. Leaving school premises without proper permission
9. Disregard for classroom policy
10. Disregard for school policy
11. Signing the name of another person with the intention of misleading school personnel
12. Possession, use, transmission, concealment or being under the influence of and dangerous or non-prescribed drug, narcotic, alcoholic beverage or tobacco of any form.
13. Bullying other children.

### Consequences

1 <sup>st</sup> offense	Oral warning by authority
2 <sup>nd</sup>	Parent/Principal/Teacher conference
3 <sup>rd</sup>	In-school suspension (with parent supervision)
4 <sup>th</sup>	One day out of school suspension
5 <sup>th</sup>	Three day out of school suspension
6 <sup>th</sup>	Expulsion

### 7.3 –Suspension/ Expulsion

Suspension must be used only in extreme cases and only after consultation with the principal, parents/guardians, and teacher. In employing suspensions, the principal should follow these guidelines:

1. Determine whether the “In school” or “Out of school suspension” is warranted.
2. “In school” suspension requires the student to report to the office for the school day where he/she must complete all of the daily assignments. Student will remain in the school office.
3. “Out of school” suspension involves the child not reporting to school. Child will receive incompletes for any daily work and homework assigned during the suspension.
4. Within two days, a meeting will be scheduled at which the principal, teacher and parents/guardians and pupil will discuss the problem and seek a solution.
5. Suspension will be as follows:
  - a. First time                      One day suspension
  - b. Second time                    Three day suspension
  - c. Third time                        Parents will be asked to withdraw their child or have the school expel the child.
6. The following are considered serious violations of discipline standards. However, a student may also be suspended or expelled for serious offenses not listed.
  - a. Leaving the school grounds without permission
  - b. Arson or attempted arson
  - c. Assault and/or battery of school employee
  - d. Breaking and entering
  - e. Extortion
  - f. False fire alarm
  - g. Forgery
  - h. Gambling
  - i. Harassment
  - j. Malicious destruction of property
  - k. Open defiance, serious disrespect, and/or serious disruptive behavior directed toward school personnel or students

## **7.4 Search and Seizure**

For the safety and protection of all students within St. Louis School care and custody, certified staff members have the privilege to search for and seize weapons or other dangerous or illegal objects, if they have reasonable grounds to believe that such are in the possession of the pupil, especially where the pupil has no reasonable expectation of privacy; e.g., lockers, coatrooms, desks, coats, books, and book bags. Thus, the policy of St. Louis School is "Anything brought onto the school premises by a student (in a car, in a book bag, on their person) is subject to search."

## **7.5 Sexual Harassment**

There is no place in school where sexual harassment is accepted or tolerated. Students are to treat all fellow students and staff members in a respectful manner. If a student is involved verbally, physically or by gesturing in sexually harassment, that student will be dealt with immediately with the principal.

# **SECTION 8 GENERAL**

## **8.1 AIDS**

In accord with Diocesan Policy, students with AIDS seeking enrollment in a school of the Diocese should be permitted to attend in the least restrictive setting. There is no need for mandatory screening of students entering school at any grade level. Once a student is enrolled, periodic and continuing evaluations should be conducted. The matter of continued attendance of a student with AIDS is a local decision. A student who is excluded from school because of risk to himself or others should be assisted in attaining appropriate educational programs. The identity of a student with AIDS, all health records and other pertinent files shall be kept confidential and to the minimum needed to assure proper care of all students and to detect situations where the potential for transmission may increase. As needed, the principal will refer to the Diocese of Toledo General Policy on AIDS for further details.

## **8.2 Computers**

The educational programs in the Diocese of Toledo require the ethical use of the internet and related technologies by all employees, volunteers and students as set forth below in the Terms, Conditions, and Regulations for the use of internet and related technologies. Access privileges may be revoked, school disciplinary action taken, and appropriate legal action taken for any violations that are unethical. Violations may also constitute a criminal offense.

### Internet terms, conditions, and regulations

The use of the internet and related technologies must be in support of education and research and consistent with the educational objectives of the Diocese of Toledo. Use of other organizations networks or computing resources must comply with the rules appropriate for these networks.

The use of internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, and parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the internet and related technologies due to unacceptable use. All students and staff will sign an Internet Safety Policy and an acceptable use policy annually.

## **8.3 Dress Code for St. Louis School**

All students are expected to dress respectably. The attire should be modest, neat and clean. Parents are asked to cooperate in enforcing the dress code. If a student comes to school in clothing that is inappropriate or distracting and deemed disruptive of the educational process, the student will be asked by the principal to refrain from dressing in such a manner. The principal will discuss with the student the reasons why the clothing is unacceptable and will also send a letter to the parent/guardian notifying them as to the reason why the attire is inappropriate.

- Shorts May be worn from April1-October 1. The principal has the discretion to extend the wearing of shorts due to weather conditions.
- Skirts, culottes and shorts lengths should be as long as finger tips.
- Jeans may be worn but must be clean and in good condition.
- Spaghetti strap sun dresses are not allowed.
- Halter-tops, half shirts, are not allowed.
- Shirts with writing on them may be worn with good taste.
- Pants with writing across the back are not allowed.
- No flip flops or open back sandals.
- Tennis shoes must be worn on Gym days.
- All hair must be clean and neatly combed (No Mohawks).
- St. Louis School sweatshirts and T shirts purchased through the Parent Association may be worn at anytime. Orders are taken in the fall and the spring.
- Mass days are considered a dress-up occasion please dress accordingly.

## 8.4 Faith Experiences

**Liturgy:** A basic reason for the existence of a parish is the worship of God. The school children of St. Louis have the opportunity to worship during weekday Masses. Para liturgies and Penance Services provide additional opportunities for spiritual growth.

**Non-Catholic Participation:** Non-Catholic students enrolled in St. Louis Elementary are expected to attend liturgies. Participation in sacraments is governed by the guidelines of the Church.

All students are expected to be in attendance during religion classes where the respect due to their own consciences and beliefs will be recognized. Religious instruction is part of the daily curriculum. It is based on the guidelines established by the Toledo Diocesan Religion Course of Study.

**Prayer:** The school day begins and ends with prayer. There is a prayer before lunch.

**Sacramental Programs:** Preparation for the sacraments of Reconciliation and Holy Communion is in Grade 2. For each of these programs, parents are required to participate in parent meetings.

## 8.5 Field Trips

Field trips are an important supplement to classroom teaching, enabling students to see the practical application of what they have learned. Because the school is legally responsible for each student's safety while attending class, no student will be permitted to leave for a field trip without the written consent of the parent/guardian. Permission slips will be sent home with the student prior to each trip and must be signed by the parent/guardian and returned to the teacher. Transportation is provided by parent/guardian drivers. Every driver **must** submit a statement of insurance policy having the minimum of \$100, 00/\$300,000 bodily injury and liability insurance coverage. All students transported from and to St. Louis School are expected to be in compliance with Ohio Law and are to be in seatbelts/booster seats. It is mandatory for all volunteers who plan to work with the youth of our school to attend a diocesan seminar titled **Protecting Youth and Those Who Serve Them.** Please call the school office for more information.

## 8.6 Library

St. Louis has a library, which houses a wide selection of books. Classes visit the library once each week. Books are loaned out for two weeks after which the book may be renewed one additional time.

Library volunteers assist children in locating research material and helping, particularly, the younger children, locate books within their reading ability level. Volunteers also help check out books, shelve books, keep the library in order and read to younger children.

Children are encouraged to borrow books from the library and are reminded of the necessity to take proper care of books borrowed. Students must also be responsible to return books on time. Book fines will be charged according to the extent of damage. Examples of damage are: writing or coloring in a book, torn pages/covers, loose pages, broken spines, extremely soiled cover/pages, etc.

If a book is lost, full payment for the book is required. No grade cards will be issued to a student having outstanding debt or books at the end of each quarter.

### **8.7 Missing Children's Act**

The missing children act which is law in Ohio requires that at the time of a child's initial entry to school, the person responsible for the child shall present to the person in charge of admission a copy of the child's birth certificate and copies of records from the school most recently attended. Unless satisfactory records are presented, the school principal shall notify the law enforcement agency in the area in which the child resides of the possibility that the pupil may be a missing child. Section 3313-672 Ohio revised code.

### **8.8 PTAA/School Advisory**

PTAA All parents of students attending St. Louis School are members of the PTAA and are encouraged to volunteer for one or more activities some time during the school year. The Parent Association works closely with the principal and pastor. PTAA holds regular meetings and all parents are welcome to attend. One of the major lifelines of St. Louis School is the time and energy freely given by our volunteer ministers.

School advisory council The School Advisory Council meets once each month. The date/time for each meeting is published in the school newsletter and in the Sunday Parish Bulletin. The council serves as an advisory body to the pastor and principal. The pastor and the principal serve as ex-officio members of the council. The other members are either members of the parish, or are non-parishioners who have a child/children in St. Louis School.

### **8.9 School Pictures**

School pictures are taken in the fall and again in the spring. Parents are under no obligation to purchase any school pictures.

The fall picture is used for inclusion in the classroom composite. If a child is ill on the day of fall picture taking, a retake date is scheduled at a later date.

Procedure for ordering fall pictures is: a package must be ordered and paid for by Picture Day. **No late orders can be accepted.** If you are not satisfied with the pictures, one retake will be taken. No order is necessary to be included in the classroom composite.

For spring pictures, no order is necessary. The company prints one package and you can examine the pictures. If you choose to purchase the pictures, you select the ones you want and pay according to the items you keep. Order sheets and envelopes are included in the package. Payments are made payable to Lifetouch and are collected by the school office.

### **8.10 Toys, Games from home**

Toys, electronic items, game boys, iPods, trading cards of any kind, etc. brought from home are not allowed in school or extended day. The school provides games and activities for all students to enjoy.

### **8.11 Valuables**

Students are prohibited from keeping money or other valuables in the classroom. St. Louis School will not be responsible for the loss of valuables brought to school in violation of this rule. Money collected by the school for milk, field trips, fund-raisers, etc. are to be sealed in a clearly marked envelope and promptly given to the teacher who will in turn send them to the office.

### **8.13 Volunteers**

Parent volunteers are essential to a private school and most could not function successfully without them. We do need parent volunteers for several of our programs. The Parent Association coordinates many of the volunteer needs. Multiple requests for volunteers are sent out during the school year in the Thursday envelope. You may decide at any time to participate in any event held during the

school year. Volunteers are recognized once a year in appreciation for all their contributions to our school.

Volunteers are needed for:

1. Assisting in food preparation for Friday's hot lunch program
2. Transporting students on field trips
3. Assisting students and teachers in the classroom
4. Assist in the library
5. Hosting Holiday classroom parties

The Diocese of Toledo requires volunteers to attend a Protecting Youth workshop. Some volunteers will need to be fingerprinted. Call the office for more information

## 8.14 Visitors

Visitors are always welcome at St. Louis School. All visitors must report directly to the office before entering any other area of the building in accordance with the Missing Children Act. Student guest visits: Permission for student guest attendance in classroom is subject to principal and teacher's discretion.

## 8.15 Weather

St. Louis school follows decisions of Bowling Green Schools as to delays or closings due to inclement weather. If Bowling Green Schools are delayed 2 hours, St. Louis is delayed 2 hours. If Bowling Green Schools cancel, St. Louis is also canceled.

If Patrick Henry Schools delay and Bowling Green School does not, St. Louis has school but bus service for PH students will be delayed. If Patrick Henry cancels schools and Bowling Green School does not, St. Louis has school but there is no bus service for PH students. Parents are asked to transport their child on such days, if possible.

When school is delayed 2 hours on a preschool day, preschool will begin at 1:00 and end at 3:00 pm. If your child is at extended day and school cancels, you will be notified to pick up your child. Please stay tuned to the following radio stations for the announcement. **Please be sure to listen for Bowling Green Schools as we follow whatever they do.**

WKXA	Findlay	100.5 FM	WNDH	Napoleon	103.1FM
WFIN	Findlay	1330 AM	Toledo		TV 11, TV 13

If there is an early dismissal due to inclement weather, please call the school office if you need to make special arrangements for transportation.

**Instant Alert:** St. Louis School uses the Honeywell Instant Alert System to notify parents of school delays, cancellations, upcoming event, etc. It is important that the phone system information is current and up to date. It is the parents' responsibility to update contact information.

## SECTION 9 HEALTH/MEDICAL

### 9.1 Administration of Medication

School policy prohibits any student from keeping medication in his/her possession. Thus, all medication must be turned in at the school office. Before school personnel can be authorized to administer medication to any student, they must have a written request from both parent and physician. **The original medication containers must be labeled with the student name, name of medication, dosage, time of administration, when it was last given, and also if it needs refrigeration. This includes over the counter medication.**

Please do not send in one or two pills in a baggie and expect the school personnel to administer it. School personnel will destroy any medication received in this format. Without a way to identify the medication, school personnel can not administer it. Any time your child needs to take medication (prescription or over the counter) at school, it is suggested a parent talk with the school office before

sending in the medication. We do not stock Tylenol, Advil, Cough drops, Benadryl, or any other over the counter medication. If your child needs this medication during the school day, please send it into the school office in the morning as instructed above.

Children needing inhalers for asthma related illnesses must contact the school office and discuss the procedures for inhaler usage and accessibility.

No pre-school child may be given any kind of medication prescribed or non-prescribed without a Doctor's signature.

## **9.2 Communicable Disease**

The following precautions shall be taken for children suspected of having a communicable disease.

1. The school will notify the parents or guardians when a child has been observed with signs and symptoms of an illness.
2. A child with any of the following signs or symptoms shall be dismissed to his/her parent or guardian.
  - a. Diarrhea (more than one abnormally loose stool within a 24 hour period).
  - b. Severe cough – causing the child to become red or blue in the face or to make a whooping sound.
  - c. Difficulty or rapid breathing
  - d. Yellowish skin or eyes
  - e. Conjunctivitis
  - f. Temperature of 100 degree F
  - g. Untreated infected skin patches
  - h. Unusually dark urine and /or gray or white stool
  - i. Stiff neck
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated from the program, shall be carefully watched for symptoms listed above as well as the following:
  - a. Unusual spots or rashes
  - b. Sore throat or difficulty swallowing
  - c. Elevated temperature
  - d. Vomiting
  - e. Evidence of lice, scabies or other parasitic infestation
4. If your child has been exposed to a communicable disease, a letter will be sent home with all students.
5. A licensed registered nurse is available on call: Mrs. Mary Lou Szabo (419-354-1257) school nurse, Mrs. Joyce Walker (419-669-3741) local nurse.
6. A communicable disease poster is posted in the preschool classroom.
7. If a child is found to have one or more of the above symptoms, he/she will be isolated from the other children.
8. Cot, linens, and blankets used by a child are cleaned and laundered before use by another child.
9. Disinfecting procedures will be implemented.

Following a communicable disease, the child will be able to return to school when the child is relieved of any symptoms as explained on the Communicable Disease Chart.

### 9.3 Emergency Medical Forms

Ohio State Law requires Emergency Care Authorization Forms be filled out at the beginning of each school year and kept on file for each child. Emergency Medical Authorization Forms must be filled out annually by the parent(s)/guardian. These forms must be completed and returned during the first week of school. All forms are included in the first brown envelope of the year.

### 9.4 Health Services

A licensed school nurse funded through the Auxiliary Services Program conducts vision and hearing screenings each year. The nurse is also available for consultation on an as needed basis.

### 9.5 - Immunizations

#### *Kindergarten, Grades 1, 2, 3, 4, 5, 6, 7 and 8*

<u>DPT</u>	4 doses of DPT (Diphtheria, Tetanus, Pertussis) 5 doses if the 4th dose was BEFORE the 4th birthday
<u>Polio</u>	3 doses of Polio (OPV) 4 doses if the 3rd dose was BEFORE the 4th birthday OR if the combination of OPV & IPV was used
<u>MMR</u>	2 doses of MMR (Measles, Mumps, Rubella)
<u>Hepatitis B</u>	3 doses
<u>Varicella</u> (Chicken Pox)	2 vaccine after 1st birthday or documentation of disease by parent/guardian or healthcare provider. <b>(K-1-2)</b>
<u>HIB</u>	3 doses before Kindergarten

Ohio Revised Code (Section 3317.671) requires "exclusion" on the 15th day of school entrance of all pupils who do not meet the above requirements.

Parent/Guardian needs to provide the dates for the immunizations. Immunization records from other schools often are not received by the 15th day of a child's entrance to school.

**Children without the 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.

### 9.6 Health Records/Immunizations

The school nurse keeps records of students' immunization dates on file. Items in this file include Physical Examinations, immunization records signed by the physician, and any documented health issues provided to the school. All immunization dates must include the month, day, year, and physician signature to be considered acceptable. All files must be complete by October 15<sup>th</sup> of the current school year. If not, the student will not be permitted to attend St. Louis School. This is in compliance with the State School Immunization Law.

If there is any pertinent information regarding the health of your child (allergies, diabetes, asthma, hearing, etc.) please inform the school so that we may properly respond when the need arises.

### 9.7 Medical Procedures

Children who become ill during school hours will be sent home only after contact has been made with the parent(s)/guardian. If the parents/guardian cannot be reached, the persons named on the Emergency Medical Authorization Form will then be contacted. Local EMS personnel will be called for serious illnesses/medical emergencies as deemed necessary by the school nurse. In the absence of the school nurse, the principal will make the decision to call EMS. Any child with a temperature of 100 degrees or more and or is vomiting will be sent home for proper care. The parent/guardian will be notified

immediately. The student will be isolated and attended to by a staff member until the parent/guardian arrives. A doctor's excuse is required for re-admittance after a communicable disease absence. **Students must be fever free and have not vomited for 24 hours before returning to school.**

## **SECTION 10 - SAFETY**

### **10.1 Abuse/Neglect**

Under the Ohio Revised Code, any teacher or school authority that knows, or has reason to suspect, that a child has suffered, or faces a threat of suffering, any physical or mental wound, injury, disability or condition of a nature that normally indicates abuse or neglect, must immediately report the information to an appropriate agency.

### **10.2 Disaster Drills**

**Fire Drills:** These drills are conducted each month, weather permitting. Drills are executed promptly, silently, and in an orderly fashion. Students are taught to use their regular exit as well as alternate doors. Each class has an assigned area to report to away from the building. Each teacher must be the last one out of the room. He/she takes the attendance sheet along and verifies that all students are accounted for.

**Tornado Drills:** The directions for the Civil Defense Authority are implemented in the school to ensure the safety of the students in an emergency. Drills are conducted during March-June. The students have assigned areas to take cover and are taught how to best protect themselves.

### **10.3 Emergency Operation Plan**

The safety of your child (ren) is our top priority. As of 11/18/02, under the direction of the Diocese of Toledo, St. Louis School implemented an Emergency Operation Plan, which helps the staff handle any emergency, which could occur during a normal school day. Along with this plan, specific Lockdown and evacuation procedures will be followed. This plan will be updated every school year.

**Lockdown:** Lockdown is a response or procedure designed to protect students, faculty and staff from an internal or external threat, such as a violent person, by excluding or isolating that threat; securing classrooms, and exterior doors. Movement of students and school personnel should be limited; protective cover should be sought.

**Evacuation:** Evacuation is the removal of all students, faculty, and staff from school facilities. Designated areas are preselected and routes to the areas are also pre established.

**Red Alert:** The following procedures have been instituted for Wood County should our geographic area come under a Threat Level RED alert. If this alert happens outside of school time, schools will be closed and all activities cancelled until such time as safety personnel indicate otherwise.

If the alert happens during school time, schools will be secured and students will remain in class until normal dismissal time. All activities will be cancelled. Parents are asked not to call or come to get their children.

### **10.4 Fraternalization**

The relationship between employee and student must always be one of adult to child, governed by the moral standards of the Church, the legal standards of the State of Ohio and common sense. As such, this policy prohibits fraternization not only during school hours and on school grounds, but also at any time or any place. Normally, employees relate with children within the school setting. If there is to be fraternization with students, it will be rare that it will be with a single student. Prior consultation with the administration should take place if the employee is with a student outside the school setting.

## **10.5 Protecting Youth and Those Who Serve Them**

It is the responsibility of local parishes and schools to screen all those who work with our youth whether employed or volunteers to insure that our ministries are truly safe places for youth.

It is mandatory for all volunteers who plan to work with the youth of our school to take an online course called Shield the Vulnerable. This needs to be renewed every 5 years. St. Louis School office will keep a file of parents who have taken the course. Please call the school office for more information.

## **SECTION 11 TRANSPORTATION**

### **11.1 Bussing**

St. Louis students are transported by the Bowling Green City and Patrick Henry School District buses. At all times the students must obey the rules and regulations established by the school system and the bus driver. Our utmost concern is for the safety of each child. Parents/guardians will be notified of their child's failure to comply with bus rules. The office and the classroom teacher must be notified, in writing, of any changes in transportation arrangements.

### **11.2 Bus Discipline**

Parents must assume responsibility for the behavior of their children while riding the bus. If permission to ride the bus is revoked by the public school, the parent must provide transportation to and from school for the child/ren until such time as reinstatement may be made.

St. Louis policy is: If a bus conduct report is issued to a St. Louis School student by any bus driver, the student is required to write an apology note to the bus driver. Beyond that, further discipline is handled through the Bus Superintendent at the respective school district. (BG 354-8509 and PH 274-6937)

## **SECTION 12 BULLYING**

### **St. Louis School Bullying Prevention and Intervention Plan**

#### **Annual Staff Training on the Plan**

Annual training for all school staff will include staff duties under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention.

#### **REPORTING AND RESPONDING TO BULLYING AND RETALIATION**

A staff member will report immediately to the principal or when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Reports of bullying or retaliation may be made by staff, students, parents or guardians, and may be oral or written. Oral reports made by or to a staff member and will be recorded in writing. A staff member is required to report immediately to the principal any instance of bullying or retaliation. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. St. Louis School will be using TIPS to report and track incidents of bullying.

St. Louis School expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report, unless verified by clear and convincing evidence.

Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Before fully investigating the allegations of bullying or retaliation, the principal will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents.

The principal will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Upon determining that bullying or retaliation has occurred, the principal will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation.

If the reported incident involves students from another district, the principal will promptly notify by telephone the principal of the other school(s) of the incident so that each school may take appropriate action.

## **Responding to a Report of Bullying or Retaliation.**

### Investigation

The principal will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or other staff members as determined by the principal as appropriate. The principal will maintain confidentiality during the investigative process. The principal will maintain a written record of the investigation.

### Determinations

The principal will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal may choose to consult with the students' teacher(s) and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation.

## **Responses to Bullying**

### 1. Teaching Appropriate Behavior Through Skills-building

Upon the principal determining that bullying or retaliation has occurred, the school will use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the principal may consider include:

- offering individualized skill-building sessions
- providing relevant educational activities for individual students or groups of students,
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills;
- making a referral for evaluation

### 2. Taking Disciplinary Action

If the principal decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

Discipline will be consistent with the St. Louis School code of conduct. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline. If the principal determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

### 3. Promoting Safety for the Target and Others

The principal will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal will work with appropriate school staff to implement them immediately.

## **Counseling and other services**

A school psychologist from BG, and our school nurse have lists of available resources for students and families. Safety plans for students who are the targets of bullying or retaliation are developed by the principal in conjunction with appropriate school personnel.

## **SIGNATURE PAGE**

**Please DETACH, READ, SIGN (three sections) and RETURN to your school office.**

### **1. Handbook Signature**

I have read this Elementary Student Handbook and reviewed it with my child/ren. We understand that the Handbook information is a basic guideline for this school year, and understand that it is subject to change.

PARENT / GUARDIAN

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### **3. Student Photo Release**

Occasionally, student pictures may be taken by photographers and local newspapers to be used in press releases and school publications. With increased technology capabilities, students and teachers will be using digital cameras and video equipment to record programs and special events, sometimes to be used in multi-media presentations. Please sign the appropriate statement, then return this form. It will be kept on file for future reference.

\_\_\_\_\_ I give permission for my child/ren's photo and name to be used for publications, presentations, or other public viewing.

\_\_\_\_\_ I do not give permission for my child/ren's photo and name used for publications, presentations, or other public viewing.

PARENT / GUARDIAN

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_