



# K-8<sup>th</sup> Grade Student & Parent Handbook 2018-2019

*Passionately Catholic, Academically Excellent!*

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**ST. ANDREW-ST. ELIZABETH ANN SETON CATHOLIC SCHOOL  
STUDENT & PARENT HANDBOOK**

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## **A. INTRODUCTION**

In this handbook, wherever the term “parent(s)” is used, “parent(s) or guardian(s)” is implied.

In developing these rules and policies, the administration has tried to be as explicit as possible. Nevertheless, during the school year, new and unusual situations will arise. The principal, with approval of the pastor, retains the right to amend this handbook for just cause in keeping with the mission of SASEAS. Parents will be given prompt notification if changes are made, and changes will be reflected in the online version of the handbook at [www.saseasschool.org](http://www.saseasschool.org).

SASEAS will not discriminate on the basis of gender, race, color, ethnicity, ancestry, or national origin in administration of its educational or admission policies so long as individual student needs can be met.

### **Accreditation**

SASEAS is fully accredited through the Ohio Catholic School Accrediting Association (OCSAA). ([www.ocsaa.org](http://www.ocsaa.org))

### **Catholic Schools**

The National Conference of Catholic Bishops issued a pastoral message on Catholic education - *To Teach as Jesus Did* - stating it is the centrality of Jesus that assures the coherence and consistency of all our educational efforts. By preaching the saving truth of Jesus Christ, Catholic schools continue their proud tradition of quality and excellence.

Catholic schools are communities of faith and purpose. *To Teach as Jesus Did* proposed that schools form communities of trust and love for one another, share in groups and believe in salvation, thus creating a positive climate or environment in the school.

Catholic education is more than the transmission of knowledge and skills. Catholic education seeks the transformation of people. Christ is the foundation of the whole enterprise in a Catholic school. Catholic schools function with the theological belief that whatever truly humanizes – academic learning, art, physical fitness, work, play – can form a person in the likeness of Christ. Students in Catholic schools are taught to find God in all things.

Finally, the effort of Catholic schools at transformation extends to the whole world. When one student moves closer to Christ, the entire world moves closer to Christ. Catholic schools are truly a ministry of hope.

### **Mission Statement**

***SASEAS Catholic School acknowledges that children are unique gifts from God.  
Our Catholic school community provides the foundation that enables our  
students to be successful now and in the future by developing their hearts,  
minds, and spirits in a nurturing, challenging, and faith-filled environment.***

### **Student Motto**

***I will serve joyfully, lead confidently, and inspire others through my faith in Jesus.***

### **Trademarks**

The school name and/or logos may not be used on any physical or electronic materials without the permission of the principal.

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## **B. ADMISSION PROCEDURES**

St. Andrew-St. Elizabeth Ann Seton (SASEAS) Catholic School is established to serve the parishes of both St. Andrew and St. Elizabeth Ann Seton. The admission policy is established to provide educational opportunities to parishioners of these parishes on an equal basis while also welcoming students and families from outside the two parishes.

### **Preschool (Seton campus)**

The Seton Preschool is administered by the SASEAS Catholic School and more information is available at [www.setonpreschool.org](http://www.setonpreschool.org) or by contacting the preschool director.

### **Requirements for Admission**

In accordance with Christian philosophy, no student will be denied admission solely because of sex, race, color, national origin, or ancestry.

Admission shall not be based solely on ability or achievement.

New students must show evidence of immunization and must present a birth certificate, a requirement of the State of Ohio (Sec. 3313.72). A student at the time of his/her initial entry to a public or nonpublic school shall present to the person in charge of admission a copy of the original certificate of birth (or other allowable legal document) and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the student does not present copies of these items as required by this section, the principal of the school shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

All parents of children entering school for the first time must present a baptismal certificate, if applicable, in addition to the birth certificate.

Kindergarten children must be five by September 30. First grade students must conform to the requirements of age in accordance with the State of Ohio and be six years of age by September 30.

SASEAS has adopted in total, the Archdiocesan policy which reads, "It is the policy of the Cincinnati Area Commission to prevent Catholic elementary and Catholic secondary schools from becoming havens for those who want to escape public school desegregation. To do otherwise would be at odds with the basic philosophy and objectives of Catholic schools."

Before students are officially accepted into the school, a transcript of their grades must be provided and he/she may be given a placement examination. Those displaying a need for specialized training or care, which SASEAS is not capable of providing, may be declined admission. Upon receipt of a deposit, a place will be held for the student per the admission selection policy until all forms are received.

Reasonable behavior standards must be met. SASEAS is dedicated to providing the best possible education for our students. Since chronic misbehavior creates an unusual burden on the teaching staff, students can be declined admission for behavioral reasons.

### **Registration**

Registration is held each year. The School Advisory Council sets the registration fee amount with approval from the Finance Committee.

### **Selection Policy for Admission**

The following admission policy must be met in order to qualify for enrollment:

1. Tuition must be current by the registration date for the family with siblings enrolled in SASEAS. If tuition is not current, arrangements must be made with the pastor or the family's application will not be accepted.

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2. Tuition must be paid in full for the previous year by July 1 for the family with siblings enrolled in SASEAS. If tuition is not current, arrangements must be made with the pastor or the family's reservation will be released to the next on the waiting list.
3. Registration must be completed by the assigned date and a registration fee must be received for acceptance of the student(s) application. Submitting a tuition payment plan is part of the registration process.
4. Each parish shall be entitled to the percentage of classroom space of each grade equal to the percentage of school classroom space provided by that parish. Allocation of the available classroom space (not filled by rank 1 students) will be per the following:
  - a. Class space is allocated to active parishioners (ranks 2 and 3 per Table 1) from each parish. If one parish does not fill its entitled percentage of the class, those seats become available to active parishioners of the other parish.
  - b. Once the class space is allocated to active parishioners, the remaining class space becomes available to other families with siblings (rank 4).
  - c. Any remaining openings will be allocated to all others (rank 5).
  - d. If at any time class space is limited for any one of the above categories, a lottery will be conducted within the rank/category for the available class space.
5. A waiting list will be carried in accordance with the above selection policy for admission at the time of registration. Families applying after the registration date will be placed on the waiting list in accordance with the selection policy (see 4d).
6. The Kindergarten waiting list will carry over from Kindergarten to First Grade. If the child does not attend SASEAS Kindergarten, but has been called to do so, their name will be removed from the list.

**Order of Preference**

<b>Rank</b>	<b>Categories</b>	<b>Description</b>
1	Enrolled Students	Students currently enrolled in SASEAS grades K-8 can remain as long as their registration is completed by the assigned date, family tuition payments are current, and they are in good standing.
2	Participating Parishioners with siblings enrolled	See "Participating Parishioner" for definition. Participating parishioners with siblings have first preference since they meet the church's goals of providing education for the Catholic families practicing their faith and keeping these families together in one school.
3	Participating Parishioners without siblings enrolled	See "Participating Parishioner" for definition. Participating parishioners without siblings must be registered at the parish and contribute on a regular basis. This must be a verified contribution (i.e. envelopes). Priority will be given to families registered at the parish one year or more before school registration.
4	Other families with siblings enrolled	In an effort to keep families together, families with siblings will be given preference over all others without siblings enrolled.
5	All others	Non-participating parishioners, other Catholics and non-Catholics without siblings enrolled.

***THE PASTOR(S) HAVE THE FINAL DECISION FOR ADMISSION.***

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**Participating Parishioner Policy**

To understand what constitutes an active participating parishioner to enroll your child(ren), the pastors and the Parish Pastoral Councils have reexamined past policies and want to make clear what this means and what is expected.

1. "A parish is a definite community of the Christian faithful established on a stable basis within a particular church." (Canon 515) Each Catholic family wishing to register their child and receive parish aid must be registered in either St. Andrew or St. Elizabeth Ann Seton Parish.
2. Each Catholic is obliged to attend Sunday Mass and Holy Days of Obligation as stated in Canon Law. "The Most Holy Eucharist is the most August Sacrament, in which Christ the Lord Himself is contained, offered and received and by which the Church constantly lives and grows. The Eucharistic Sacrifice, the memorial of the death and resurrection of the Lord, in which the sacrifice of the cross is perpetuated over the centuries, is the summit and the source of all Christian worship and life; it signifies and affects the unity of the people of God and achieves the building up of the body of Christ." And "The faithful are to hold the Eucharist in the highest honor, taking part in the celebration of the Most August Sacrifice, receiving the Sacrament devoutly and frequently and worshipping it with supreme adoration; pastors, clarifying the doctrine on this Sacrament, are to instruct the faithful thoroughly about this obligation." (Canons 897 & 898)
3. The family is to regularly contribute time, talent and treasure to the support of the parish church, using envelopes or some other document to verify regular attendance. Recognizing that some families contribute once a month and some wish to contribute weekly, families are required to place envelopes in each week whether one has contributed once a month or cannot contribute at that time.

**Eligibility for Parish Subsidy**

The vision and hope of St. Andrew and St. Elizabeth Ann Seton is to have a school community in which all our parents work together to create an atmosphere and environment which affirms, supports and encourages all our school families to attend Sunday Mass at their home parish.

The 'Tuition with Parish Subsidy' and 'Tuition without Parish Subsidy' is set by the School Advisory Council.

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## **C. ACADEMICS**

### **Athletic Eligibility**

The athletics program is administered by the Parish Boosters. Teams are parish-sponsored, not school-sponsored. Students must be good representatives of SASEAS both academically and behaviorally to participate.

Beginning in the 4th grade, students will be suspended from athletic activities for the following reasons:

1. Attaining a letter grade of "F" in one or more subjects in the curriculum either on progress reports or the trimester report card. The suspension, including any practice sessions, will last until the student's grade has been adequately raised and maintained as determined by school administration.
2. Failure to adhere to the SASEAS Discipline Policy. A student whose conduct has warranted a suspension from school will also be suspended from participation in the athletic activity for the same period of time as the school suspension, including any practice sessions.
3. Any student who has been asked to withdraw from SASEAS for disciplinary or behavioral reasons will be ineligible to participate in athletics or related activities for the balance of the school year.

The school will notify the Booster Organization of any students who become ineligible as well as when students are to be reinstated following suspension.

Students who attend schools other than SASEAS, but participate in parish-sponsored athletic or extracurricular activities, are governed by the same eligibility requirements as the school they attend. We ask that the parents assist in this by adhering to the requirements and taking appropriate action when necessary.

**Exceptions to the Policy:** Students with diagnosed learning disabilities or other serious difficulties may be exempted from this procedure at the discretion of the school principal.

### **Curriculum**

The Cincinnati Archdiocesan Education Commission approves the subject matter and recommends textbooks. Determination of skills and concepts presented at a given grade level is determined by the Graded Course of Study, published and continually updated by the Department of Education Services of the Archdiocese of Cincinnati and approved by the Ohio Department of Education.

Teachers are to present the required concepts in a sequence that will result in optimum learning. Teachers are to cultivate opportunities to integrate subject areas so that students understand the connections among the various subjects. Teachers may use a variety of resources to implement curricula. These include but are not limited to textbooks, trade books, projects, classroom demonstrations and discussions, role-playing, videos, audiotapes, field trips and other non-print media.

### **Field Trips**

Field trips are seen as an important and valuable extension to the school curriculum. The teacher in consultation with the principal will arrange field trips that relate to specific units of study or provide for enrichment for the students. The teacher will make arrangements in the event that chaperones are needed to assist with supervision. Informative letters and permission slips are sent to parents prior to all scheduled trips. No child will be permitted to leave the school grounds without first submitting a permission slip to the teacher bearing a parent's or legal guardian's signature. **(Only the official school permission slip will be accepted.)** Parents have a right to refuse to allow their child to participate in a field trip. The school will not provide an alternate activity nor provide supervision to a child not accompanying classmates on a trip. Therefore, parents are responsible for supervision during that time.

Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation for failure to meet academic or behavioral standards. Due to the nature of some field trips, a student's medical history and level of physical fitness may determine his/her ability to participate safely and fully.

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**Grading Scales**

**Kindergarten and First Grade**

Kindergarten and first grade teachers will be using the Archdiocesan Student Progress Update (SPU). Teachers will assess each student based on the student's progress toward meeting and exceeding year-long proficiency/mastery of Graded Course of Study standards.

- N/A – Not assessed this grading period
- 1 – Demonstrates limited progress toward proficiency
- 2 – Progressing toward proficiency
- 3 – Frequently demonstrates proficiency
- 4 – Consistently demonstrates/exceeds proficiency

\*Instructional Accommodations provided

**Grades 2-3**

- O Outstanding
- S Satisfactory Progress
- N Needs Improvement

Standards:

- + Indicates Student Meets Expectation
- X Indicates Improvement Needed
- \* Indicates Written Service or Accommodation Plan

Effort:

- 1 Satisfactory
- 2 Needs Improvement

**Grades 4-8**

In determining letter grades for classes in Grades 4-8, teachers use the following guidelines. Consideration is also given for class participation, assignment effort, and other factors.

- 93-100 A - Superior
- 85-92 B - Very Good
- 77-84 C - Satisfactory
- 70-76 D - Below Average
- Below 70 F - Failing

Teachers will use + and – signs to indicate the high and low ends of the letter grades. This gives parents a clearer picture of the student's progress.

Standards:

- + Indicates Student Meets Expectation
- X Indicates Improvement Needed
- \* Indicates Written Service or Accommodation Plan

Effort:

- 1 Satisfactory
- 2 Needs Improvement

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**Homework**

Homework is an important part of an academic program. Its educational value is in reinforcing skills and concepts taught during the school day. This is done through additional practice, fostering independence and a sense of responsibility in the student, and providing an opportunity for students and their parents to communicate regarding the material introduced in the classroom.

The amount of time spent on homework will vary according to the grade level, the nature of the assignment, and the individual student. Every attempt is made to see that the amount of time spent is reasonable. Please consult with the teacher if you observe over an extended period of time that your child is spending an excessive amount of time on homework.

It is important for the student to develop good study habits. We recommend that each student has a suitable environment and specific time set aside for the completion of homework assignments. Homework will be posted daily through Edlio.

**Pick up times for homework are: St. Andrew Campus 3:00 - 3:30 p.m. and Seton Campus 3:30 - 4:00 p.m.**

**Honor Roll**

In order to recognize academic excellence, SASEAS has established an honor roll for students in Grades 6, 7, & 8.

- **Students achieving a 3.7 – 4.0 average earn First Honors.**
- **Students achieving a 3.0 – 3.6 average earn Second Honors.**

The following academic disciplines are included when determining honor roll: Religion, English, Reading, Science, Math, Social Studies, Art, Music, Physical Education, and Spanish. A student receiving a D or an F in any of the core subject areas, or accumulating more than 5 missing assignments, is ineligible for Honor Roll. A student may be excluded from honor roll due to disciplinary concerns.

**Promotion / Retention**

Successful completion of each grade's curriculum is necessary in order for a student to proceed to the next grade level. A child who has not completed the major instructional objectives of his/her grade level may be promoted conditionally prior to placement into the next grade. Retention affords children an opportunity to have skills re-taught. Repeating a grade is not seen as a sign of failure. The decision to retain is based on knowledge and understanding of the student's ability and achievements. Before the conclusion of the second trimester, an evaluative conference with parents and teachers is held before a final decision is reached. The school principal will determine the final decision as to the grade level assignment of the student. A student receiving a final grade of 'F' in any core subject area may be required to complete summer work before being promoted to the next grade level.

**Reporting Student Progress**

Report cards are posted three times per year at the conclusion of each trimester. No report cards are issued early i.e. for vacations, out of town trips, etc.

The school reserves the right to withhold grades and transcripts when there is any outstanding financial obligation. All tuition and fees must be current in order to access report cards.

Each year grades 2-7 take standardized tests chosen by the Archdiocese of Cincinnati in the spring of the school year. Results will be made available to parents. 8<sup>th</sup> grade students take the High School Placement Test (HSPT).

Parent/Teacher conferences are held twice annually, normally following completion of the first and second midterm. Notices are sent home indicating the schedule of the conference times. During the conference, the child's progress and development will be reviewed and discussed. Parents are encouraged to contact the school for additional conferences with the teacher(s) and/or principal, should the need arise.

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**Student Records: Information / Pictures**

Federal and state law controls the release of student records. The policy of SASEAS is in compliance with the Family Education Rights and Privacy Act (FERPA) and the Ohio Revised Code.

School records are strictly confidential and only authorized personnel may have access. Parents have the right to examine their child's records upon written request and twenty-four hours notice.

Student records may be released to other appropriate agencies only when the parents authorizing such action sign a record release form. School records of graduating students will be released to the high school of choice upon written release of the parents. The school reserves the right to use student pictures and/or videos in publications and on the school's website. Any parent who does not wish his or her child's likeness used must notify the principal in writing.

**Supplies**

A list of required school supplies is made available to students on a yearly basis and is available on the school website. School supplies may be purchased as kits through the school. Kits are distributed on or before the first day of school. **Rolling book bags pose a safety concern and therefore are prohibited (unless a student has a documented medical need).**

**Technology**

***Introduction***

*Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement, and personal growth. The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education.*

The Church views emerging technologies as gifts of the Spirit to this age and challenges *"God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world..."* Aetatis Novae, #2, #3; Rome, 1992

***General Information for Users of Technology***

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio and federal funding. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes. In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

***Agreement Form***

In order to ensure the proper use of technological resources, it is necessary that each user and parent annually sign the **Responsible Use of Technology Policy – User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

***Policy***

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resource, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein.

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Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy. **\*The term student applies to any individual enrolled in the school regardless of age.**

***School Responsibility***

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

***User Responsibility***

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

***Disciplinary Action***

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or Archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

**Textbooks**

With the exception of religion books and some workbooks, students use textbooks purchased through the State of Ohio Auxiliary Service Program. Proper care must be taken of all books; that is, they must be covered at all times and carried to and from school in bags of some durable material. Self-adhesive and/or cloth book covers are not permitted. Restitution must be made for any damage done.

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## **D. ATTENDANCE**

### **Attendance: Vacations, Excused, Unexcused, Homework**

Since regular attendance at school is necessary for one to be successful, parents should consider it a serious obligation to have their children attend school daily and promptly. Removal from school for the purpose of family vacations is strongly discouraged. Absentees miss valuable class instruction, discussion and continuity of work. Because it is extremely difficult, if not impossible, to duplicate classroom instruction as "homework", family vacations should be arranged around the school calendar. **Teachers will not assign homework prior to vacations.** Each teacher may determine how much and when a student will make up the class work he/she will miss. Please be advised that there are some school assignments that cannot be made up due to the nature of the instruction and/or assignment.

Excused absences are defined as personal illness, death in the family, funeral of a relative or an extenuating circumstance as approved by the principal. All other absences are considered unexcused. Unexcused absences may result in zeros for missed assignments and tests. All make-up work for excused absences must be returned to the teacher according to individual classroom policy.

Please do not send a child to school if he/she is ill. This is not fair to the child who is ill or his/her fellow students.

If a child is absent, parents must notify the school office by 8:30 a.m. The following information is needed for school records:

1. Name of the child
2. Name of the child's teacher
3. Reason for absence

Upon parental request at the time of reporting an absence, homework will be collected and available for pick up. **Pick up times for homework are: St. Andrew Campus 3:00 - 3:30 p.m. and Seton Campus 3:30 - 4:00 p.m.**

In the event the school has not been notified by 8:30 a.m., the school will attempt to contact the parent for confirmation of the student's absence. If contact is not made, parents are required to submit a written excuse explaining the child's absence. The note must contain the student's name, grade, date of absence, reason for absence and the parent's signature. Failure to do so will result in the absence being considered unexcused.

When a pattern of absenteeism becomes evident, parents will be notified. The school reserves the right to request written notification from a physician explaining the reason for absences. Chronic absenteeism may result in mandated referral to the local authorities and may place into serious question the student's eligibility for promotion to the next grade.

Other than personal or family illness, a student may be excused from school for funerals or family emergencies at the discretion of the principal. Parents and/or students are responsible for conferring with their child's teacher upon return to school to determine the due date for missed work.

If a student is to be released early from school for an appointment, a note to that effect must be turned in to the office that morning. Parents must sign students out in the office upon leaving and sign student back in upon return. Students who miss 2 hours or more of class time due to appointments will be counted as ½ day absent.

### **Dismissal**

**Seton Campus** – Parents who are picking up their student(s) should arrive at school between 3:05 and 3:10 p.m. Parents are asked to proceed to the cafeteria and sign the white sign-out sheet at that time. Students who are car riders will meet their parents in the school cafeteria immediately following end of day prayers and announcements. All parents/volunteers are asked to please park in the second and third parking lot aisles from the school. **The first aisle adjacent to the school is only for buses and school personnel between 8:00 a.m. and 4:00 p.m. daily.**

For the safety of our students, the office must receive notification when a student is following a dismissal plan other than his or her daily routine. Notification may be a written note or call to the school office (press 3) by 2:00 p.m. Last minute phone calls may be missed due to the many procedures taking place at the end of the school day.

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**St. Andrew Campus** – Morning drop off: Cars are to drop off on the north side of the building in the rear parking lot to avoid dropping off on the busy Main Street. Afternoon pick up: Cars should park in Parish Center parking lot to await students.

For the safety of our students, the office must receive notification when a student is following a dismissal plan other than his/her daily routine. Notification may be a written note or a phone call to the school office by 2:00 p.m. Last minute phone calls may be missed due to the many procedures taking place at the end of the school day.

**Early Dismissal**

SASEAS will have early dismissal days each school year. These days will be used for staff professional/spiritual development, continuous improvement, and accreditation. The time of early dismissal will be as follows:

St. Andrew Campus – 12:45 p.m.  
Seton Campus – 1:00 p.m.

On early dismissal days, St. Andrew Campus students oftentimes choose to walk to local restaurants. A note from home allowing this must be provided.

**Extended Day Program**

Seton campus only -- The Extended Day Program, administered by St. Elizabeth Ann Seton Parish, is offered to those families who need before and/or after school care for their children. Before school hours are 6:45 – 8:10 a.m. and after school hours are 3:15 – 6:00 p.m. The Extended Day Program is open every day school is in session including most early dismissal days.

**Hours: Office**

The school office hours for SASEAS vary according to the school hours on each campus.

St. Andrew Office Hours: 7:30 a.m. – 3:30 p.m.  
St. Elizabeth Ann Seton Office Hours: 8:00 a.m. – 4:00 p.m.

After hours, parents may leave messages on the school voice mail system, which will be retrieved the following day. In case of an **emergency** (on the Seton Campus), parents may reach our extended day director's cell phone at (513) 787-2571 until 6:00 p.m.

**Hours: School**

SASEAS hours will vary according to campus.

St. Andrew Campus - 7:38 a.m. – 2:45 p.m. Doors open at 7:15 a.m. Students should not be dropped off prior to 7:15 a.m. unless serving a morning detention. Students report to the lower level and are supervised by school personnel. **Students must be in homeroom by 7:38 a.m.**

St. Elizabeth Ann Seton Campus - 8:25 a.m. – 3:25 p.m. Doors open at 8:10 a.m. Upon arrival, students report to the cafeteria. School personnel supervise all students.

**Shadowing**

Eighth grade students are encouraged to shadow on days when SASEAS is not in session. As for shadowing, 8<sup>th</sup> graders are permitted **three days** to shadow at their high schools of choice. If your child attends a showcase day, it will count as one of the three shadow days.

**Tardies**

Tardy students must report to the office upon arriving at school for a tardy slip. Excessive tardiness may be subject to disciplinary action. Following 3 tardy slips, notification will be sent home. The fourth tardy will result in a detention, the sixth tardy will result in a detention and the eighth tardy will result in a Saturday school, as well as every other tardy thereafter, 8:00-11:00 a.m., \$25.00 fee.

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**Transportation**

By state law, parochial school students have the right to use public school transportation. Any questions concerning eligibility for this service should be directed to the local public school. If a student is varying his/her after-school routine by going to the library, to a friend's house, etc., this fact must be reported to the office.

***MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT PUPIL TRANSPORTATION MANAGEMENT POLICIES***

The Milford Board of Education adopted these pupil transportation management policies, developed cooperatively by school administrators and transportation personnel. Policies are designed to ensure the safety and welfare of all school bus passengers and shall include:

1. The school bus driver's authority and/or responsibility to maintain control of the pupils (Section 3319.41 of the Ohio Revised Code).
2. The pupil's right to "due process" as provided for by the local board of education policy and procedure.
3. Pupil management regulations, which shall include the following:
  - a. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
  - b. Pupils must wait in a location clear of traffic and away from the bus stop.
  - c. Behavior at school bus stop must not threaten life, limb, or property of any individual.
  - d. Pupils must go directly to an available or assigned seat.
  - e. Pupils must remain seated keeping aisles and exits clear.
  - f. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
  - g. Pupils must not use profane language.
  - h. Pupils must refrain from eating or drinking on the bus except as required for medical reasons.
  - i. Pupils must not use tobacco on the bus.
  - j. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
  - k. Pupils must not throw or pass objects on, from or into the bus.
  - l. Pupils may carry on the bus only objects that can be held in their laps (See paragraph (1) of the Administrative Code).
  - m. Pupils must leave or board the bus at a location to which they have been assigned unless they have parental and administrative authorization to do otherwise.
  - n. Pupils must not put head or arms out of the school bus windows.
  - o. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
  - p. Proper steps will be taken to collect, store and use medical information related to pupils known to have medical problems, which may require driver attention.

**Weather Delays and Closings**

We have an automated notification system in place to allow us to easily and immediately notify parents in case of emergencies, non-emergency situations, and other important announcements. In the event of inclement weather and having the possibility of a delay or school closing, we will follow the decision of Milford Schools.

When appropriate, SASEAS will communicate vital information to our parents via (1) home phone, (2) cell phone (text if activated) and (3) e-mail. If you do not wish to be included in this broadcast system, please notify the school office.

**Withdrawal**

Withdrawal of a student on a permanent basis is a formal procedure and should be completed by means of a letter indicating the official date of withdrawal. All notices of permanent withdrawal should be directed to the principal.

Parents are asked to fill out an exit survey when they have made the decision to withdraw their child from the school. Our school will transmit official pupil records upon request of the principal of the receiving school. As a matter of policy, material of a confidential nature (i.e. psychological reports or information of a confidential nature supplied by parents) will not be transferred from our school without written consent of the parents.

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**E. DRESS CODE**

The SASEAS uniform policy emphasizes modesty, cleanliness and good grooming. It has been instituted as a symbol of pride in our school and as a way of demonstrating self-discipline and respect among our students.

SASEAS considers the development of good grooming habits to be part of the learning process. Student conduct and disposition for learning correlate highly with dress and grooming. In school, cleanliness and neatness enable the students to form good attitudes about themselves. This will help the students adapt to an atmosphere dedicated to self-discipline and learning.

Students are expected to be neat and presentable and thus be good representatives of SASEAS. Parents should be aware of appropriate apparel and overall appearance and should see that their student(s) leave for school properly attired. No one is exempt, and complete cooperation is expected. If, for a serious reason, the student cannot comply with the policy, a written explanation must be sent to school each day by the parent.

**Please mark all items of clothing with name labels.**

As students outgrow their uniforms, parents are encouraged to send items in good condition to the school PTO for the uniform exchange.

**Miscellaneous - ALL BOYS AND GIRLS**

The school administration determines appropriateness in these areas:

**Clothing:** Clothing must be clean. Baggy or oversized clothing is not permitted. Faded, tattered, and torn uniforms are inappropriate and will be considered out-of-compliance.

**Belts:** Black, brown, tan, navy should be worn at all times (grades 4-8 required). No chain or rope belts. No decorative belt buckles.

**Socks/Tights/Leggings:** Solid black, gray or navy tights or ankle length leggings for girls are permitted in cold weather. Socks must be worn at all times and knee socks are permitted for girls only. Socks must be solid white, navy, black, or gray. A small logo/brand is acceptable.

**Shoes:** Casual dress or gym shoes only. No open toe or opened heeled shoes such as sandals, clogs or flip-flops. No heelies (shoes with wheels). No boots (including Uggs-style) are to be worn during the school day, but may be worn to school and at dismissal. No shoes that "light up."

**Jewelry:** No jewelry or accessories are permitted with the exception of the following: One watch (without alarms, chimes/beeps), one ring per hand (girls only), one religious necklace choker length (16" maximum length), one pair of small post/button earrings (no hoops) (girls only). No wristbands, no silly bands and no bracelets should be worn.

**Make-up:** No make-up or colored nail polish permitted in grades K-5. No fake nails. Girls in grades 6-8 may wear modest, tasteful makeup and solid, non-distracting (i.e. not super bright or fluorescent style) nail polish.

**Hairstyles:** Haircuts and styles are to be conservative in nature and meet the standards of good grooming. Hair should be clean, styled and cut above the eyebrows. No exotic hairstyles or colors. No shaved designs or shaved portions of the head are permitted. Boys' hair must be neatly styled and no longer than the top of the eyebrow, the top of the collar of the polo shirt, and the top of the ear. No facial hair is allowed.

**Hair Accessories:** Hair accessories must be in good taste and conservative in nature. Flower clips, feathers, beads and hair extensions are not permitted.

**Fads:** Any "fad" that the principal and staff deem improper for school will not be permitted.

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**GIRLS: K-3**

**Jumper/Skirt**

- Uniform plaid jumpers or skirts purchased from Educational Outfitters or acquired through uniform exchange

**Slacks/Shorts**

- Solid, dark navy blue dress slacks
- No logos, colored stitching, decorations, gold studs, extra or oversized pockets
- Must be worn on waist
- Solid, dark navy blue dress shorts are permitted. School administration will send a notification to all families when shorts are no longer permitted to be worn during the cold weather months. School administration will send out a notification when shorts are permitted to be worn in the spring. Shorts may be no shorter than 3 inches above the knee and no longer than knee length.

**Shirts**

- White buttoned oxford/blouse
- Plain or embroidered (school logo) white knit shirt
- Embroidered (school logo) blue polo available through Educational Outfitters
- Long or short sleeve
- No logos other than the SASEAS official school logo permitted on left chest

**Outerwear**

- Official SASEAS School sweatshirt (No hoodies)
- Microfleece pullover and/or sport wick stretch pullover (Purchased through school spirit wear)
- Plain, no logo, navy blue button front cardigan sweater
- A blouse or shirt must be worn under the sweatshirt, pullover and sweater
- Navy youth fleece pullover (Purchased through school spirit wear)

**GIRLS: 4-5**

**Skirt/Culotte**

- Uniform plaid skirt or culottes purchased from Educational Outfitters or acquired through the uniform exchange program
- Skirt or culottes may be hemmed no higher than three (3) inches above the knee
- Skirt or culottes may not be rolled at the waist

**Slacks/Shorts**

- Solid, dark navy blue dress slacks
- No logos, colored stitching, decorations, gold studs, extra or oversized pockets
- Must be worn on waist
- Solid, dark navy blue dress shorts are permitted. School administration will send a notification to all families when shorts are no longer permitted to be worn during the cold weather months. School administration will send out a notification when shorts are permitted to be worn in the spring. Shorts may be no shorter than 3 inches above the knee and no longer than knee length.

**Shirts**

- Knit polo shirt
- Banded polo shirts are permitted
- White, plain or embroidered with school logo
- Embroidered (school logo) blue polo available through Educational Outfitters
- Long or short sleeve
- No logos other than the SASEAS official school logo permitted on left chest
- Only the top button may be unbuttoned
- Shirts (other than banded waist shirts) must be tucked in at all times

**Outerwear:**

- Official SASEAS School sweatshirt (No hoodies)
- Microfleece pullover and/or sport wick stretch pullover (Purchased through school spirit wear)
- Plain, no logo, navy blue button front cardigan sweater
- A blouse or shirt must be worn under the sweatshirt, pullover and sweater

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**GIRLS: 6-8**

**Skirt/Culottes:**

- Uniform plaid skirt or culottes purchased from Educational Outfitters or acquired through the uniform exchange program.
- Skirt or culottes may be hemmed no higher than three (3) inches above the knee.
- Skirt or culottes may not be rolled at the waist.

**Slacks/Shorts**

- Solid, dark navy blue, khaki, tan or stone dress slacks
- No colored stitching, decorations, gold studs, extra or oversized pockets. Logos should be de-emphasized
- No cargo pants or shorts
- Must be worn on waist
- Solid, dark navy blue, khaki, tan or stone dress shorts are permitted. School administration will send a notification to all families when shorts are no longer permitted to be worn during the cold weather months. School administration will send out a notification when shorts are permitted to be worn in the spring. Shorts may be no shorter than 3 inches above the knee and no longer than knee length.

**Shirts**

- Knit polo shirt
- Banded polo shirts are permitted
- White, plain or embroidered with school logo
- Embroidered (school logo) blue polo available through Educational Outfitters
- Long or short sleeve
- No logos other than the SASEAS official school logo permitted on left chest
- Only the top button may be unbuttoned
- Shirts (other than banded waist shirts) must be tucked in at all times
- Plain white undershirt only – no lace - no colored t-shirts or t-shirts with writing on them may be worn

**Outerwear**

- Official SASEAS School sweatshirt (No hoodies)
- Microfleece pullover and/or sport wick stretch pullover (Purchased through school spirit wear)
- Plain, no logo, navy blue button front cardigan sweater
- A blouse or shirt must be worn under the sweatshirt, pullover and sweater

**BOYS: K-5**

**Slacks/Shorts**

- Solid, dark navy blue dress slacks
- No logos, colored stitching, decorations, gold studs, extra or oversized pockets
- Must be worn on waist
- Solid, dark navy blue dress shorts are permitted. School administration will send a notification to all families when shorts are no longer permitted to be worn during the cold weather months. School administration will send out a notification when shorts are permitted to be worn in the spring. Shorts may be no shorter than 3 inches above the knee and no longer than knee length.

**Shirts**

- Knit polo shirt
- White, plain or embroidered with school logo
- Embroidered (school logo) blue polo available through Educational Outfitters
- Long or short sleeve
- No logos other than the SASEAS official school logo permitted on left chest
- Only the top button may be unbuttoned
- Shirts must be tucked in at all times

**Outerwear**

- Official SASEAS sweatshirt (No hoodies)
- Microfleece pullover and/or sport wick stretch pullover (Purchased through school spirit wear)
- Plain, no logo, navy blue button front cardigan sweater

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- Polo shirt, as stated above, must be worn under the sweatshirt, pullover and sweater
- Navy youth fleece pullover (Purchased through school spirit wear)

**BOYS: 6-8**

**Slacks/Shorts**

- Solid, dark navy blue, khaki, tan or stone dress slacks
- No colored stitching, decorations, gold studs, extra or oversized pockets
- Must be worn on waist
- Solid, dark navy blue, khaki, tan or stone dress shorts are permitted. School administration will send a notification to all families when shorts are no longer permitted to be worn during the cold weather months. School administration will send out a notification when shorts are permitted to be worn in the spring. Shorts may be no shorter than 3 inches above the knee and no longer than knee length.

**Shirts**

- Knit polo shirt
- White, plain or embroidered with school logo
- Embroidered (school logo) blue polo available through Educational Outfitters
- Long or short sleeve
- Plain white t-shirts only
- No logos other than the SASEAS official school logo permitted
- Only the top button may be unbuttoned
- Shirts must be tucked in at all times

**Outerwear**

- Official SASEAS sweatshirt (No hoodies)
- Microfleece pullover and/or sport wick stretch pullover (Purchased through school spirit wear)
- Solid navy blue sweater
- Polo shirt must be worn under the sweatshirt, pullover and sweater

**Gym Uniform**

Seton Campus:

- Kindergartners are not required to change clothes for physical education class but are required to wear a t-shirt, which includes their name written on both front and back, over their uniform
- Appropriate t-shirts and/or sweatshirts (1st graders are required to have their name written on both the front and back of their shirt)
- Gym shorts (without belts) or sweatpants
- Jeans or uniform slacks are not permitted
- Gym shoes must be worn on gym days
- Shoes may not leave marks on the gym floor
- No spandex volleyball shorts may be worn

St. Andrew Campus:

- Clean, appropriate t-shirt, preferably a SASEAS spirit shirt, and gym shorts
- Gym shoes must be worn on gym days
- Shoes must not leave marks on the gym floor
- Students must wear their individual gym uniforms and not borrow
- No spandex volleyball shorts may be worn

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**Out-Of-Uniform Days**

At the discretion of the school principal, an out-of-uniform day may be extended to individual classes, students, or the entire school. The school office will send home notification of these special occasions in advance. Students must dress appropriately on out-of-uniform days; please consider the day's weather forecast. Shorts/skirts may not be more than three inches above the knee. Tops must cover the midsection at all times. No worn or tattered clothing. **No cut-offs, tank tops, leggings or jeggings (worn as pants), yoga pants, or inappropriate clothing is allowed.**

**Spirit Days**

SASEAS School's Spirit Wear program is designed to promote school spirit both inside and outside our school walls. Each month during the school year, there will be an official "Spirit Day" where the students are permitted to come dressed to school in Spirit Wear attire to show their pride and honor in being a SASEAS student. Spirit days will be pre-determined, by the principal, at the beginning of each year and posted on the school calendar.

The following is a list of acceptable apparel for Spirit Days:

- SASEAS Uniform can be worn
- School Spirit Wear Apparel (Hoodies are permitted)
- Apparel with School Name or Mascot - Titan Athletes (No team uniforms unless approved by the principal.)
- Uniform bottoms are to be worn on spirit days (approved skirts, shorts, slacks, pants). No blue jeans or other non-uniform bottoms on spirit days unless approval is given by principal.
- Shoe policies still apply.

**Uniform Compliance/Consequences**

Administering the dress code is the responsibility of the principal and can be changed at his/her discretion as situations warrant. Teachers are responsible for enforcement.

This policy is not all-inclusive, in general, any uniform standard that is not mentioned, as in compliance, should be assumed to be out-of-compliance. The school principal or his/her designee will make final determination of the appropriateness of any student's apparel.

Failure to comply with the SASEAS Uniform Policy will result in a disciplinary action being taken. Consequences for being out of uniform will follow the discipline policies of the school and will be enforced by the faculty, staff and administration of the school. At the discretion of the administration, students who are not in compliance with the dress code may be required to call home for proper clothing.

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## **F. DISCIPLINE**

Good discipline is a way of regulating one's life to be productive, goal oriented and respectful of oneself and others. A self-disciplined school climate promotes learning and cooperative relationships.

It is the responsibility of the family to set standards of discipline for their children and to follow through with appropriate consequences. Teachers must accept the same responsibilities in the classroom. Where expectations between home and school are complementary, the student benefits from consistency and mutual support.

As a working definition, good discipline is described as the absence of distractions, friction, and disturbances, which interfere with a teacher's right to teach and a student's right to learn. It is also the presence of a friendly, yet businesslike rapport, in which students and school personnel work cooperatively toward mutual goals.

### **Courtesy Code**

The purpose of this code is to ensure a school climate in which students and faculty can live and work effectively and treat each other in a Christian manner.

1. I will show respect at all religious services, school assemblies, and daily prayer times.
2. I will show respect for all people by the way I speak and respond to them in a kind manner. I will never tease, ridicule, make fun of, or put down another person.
3. I will show respect for others by waiting quietly until their conversations have been completed before I speak. I will also be careful not to walk between two people who are talking.
4. I will use polite language at all times and make such words as "please," "thank you," and "excuse me" a part of my daily vocabulary.
5. I will keep the volume of my voice under control and at an appropriate level.
6. I will show respect for adults by the way I greet them and respond to them. I will maintain eye contact when speaking to others and listening to them.
7. I will always walk in a quiet and orderly manner in the school building.
8. I will use the proper stairways (St. Andrew Campus) walking in an orderly manner and following all school regulations.
9. I will show respect for all school property by conserving supplies and taking care that our school's facilities are kept in order. I will also respect the personal property of others just as I expect others to respect my personal property.
10. I will be sensitive to other people's feelings. I will not exclude other students from playing games on the playground or sitting next to me in the cafeteria, at assemblies, or in class.
11. I will calmly remain seated and finish my lunch in the cafeteria, avoiding wasting any food. I will clean up around my table before leaving.
12. I will properly use the bathroom facilities and will help protect my health and the health of others by remembering to wash my hands.

### **Student Code of Conduct**

The SASEAS Code of Conduct governs student behavior in the following areas:

1. When on school grounds during, before, and after school hours.
2. When on the school grounds at any time when the school is being used by a school group.
3. When off school grounds at a school activity, function, or event.
4. When off campus and conduct detrimentally impacts the school environment or the reputation of fellow students, school employees, and/or the school in general.
5. When transportation to or from school related activities is being used.

**A violation of the following school rules may result in disciplinary action including a demerit, detention, suspension, and/or expulsion.**

1. **Disruption of School** – A student may not disrupt or obstruct the mission or function of the school. Any disruption to the learning environment of others is prohibited.

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2. **Damage, Destruction, or Theft of School and Private Property** – A student may not cause or attempt to cause damage to public or private property, including that of students, teachers, administrators, or other school employees. Students who deface or damage such property must pay full restitution. Parents will be responsible for all costs incurred, such as for replacements, repairs, and/or labor. Also, a student may not steal or attempt to steal school property or the private property of another.
3. **Physical and Verbal Threats/Assaults** – A student may not inflict or threaten to inflict injury, cause another to inflict injury or behave in any way which could cause physical injury to another student, teacher, other school personnel, or another person. A student may not use words, phrases, or gestures, which are vulgar, obscene, or degrading in nature. Deliberate defamation of others is not consistent with Christian values, and students should be held accountable for harm they cause others.
4. **Weapons and Dangerous Instruments** – A student may not possess, handle, or transmit any objects that can reasonably be considered a weapon. Other dangerous objects of no reasonable use to the student at school are prohibited.
5. **Possession and Use of Tobacco, Narcotics, Alcoholic Beverages, Drugs and Counterfeit or Look-Alike Drugs** – A student may not possess or use tobacco, narcotics, alcoholic beverages, drugs, counterfeit or look-alike drugs anywhere on school grounds or while attending school related functions. In addition, a student may not possess, use, receive, buy, transmit, sell, or be under the influence of any of the above stated substances, drugs, beverages, intoxicants, inhalants of any kind. Drug paraphernalia may not be worn, carried or brought to school or school events.
6. **Acts of Immorality** – A student may not perform acts of immoral nature while on school property. Possession or distribution of pornographic matter or material is prohibited.
7. **Truancy, Excessive Absenteeism, and Tardiness** – A student may not be truant from school. Students are to be in school regularly unless ill or excused by the appropriate school official.
8. **Cheating and Forgery** – A student may not cheat or cause another to cheat in school. Students may not forge another person's signature or plagiarize another's work.
9. **Dress Code** – All students must adhere to the SASEAS Dress Code Policy.
10. **Electronics** – Students may not use or have visible during school functions any electronic items such as the following: cell phones, iPods, personal gaming devices, etc. An exception to the electronic items would be E-Readers, i.e. Kindle, Nook, etc. These are permitted for academic reasons only and with teacher permission. Electronic items that are used or visible during school hours may be confiscated and held by the principal as long as he/she deems appropriate.
11. **Homework Policy** – All students are expected to complete and turn in homework assignments on time. All students must adhere to homework policies of their designated teachers.
12. **Harassment Policy:** SASEAS prides itself on maintaining a wholesome, caring, and inclusive community, free of all bullying forms of intimidation or harassment. **Our Christian learning environment must be one in which all students and adults are free to develop their full potential, and not be fearful of another's intimidation.** Behavior that is intended to be or perceived to be harassing, intimidating, humiliating, or ostracizing will not be tolerated. Exclusion of another student for any reason is a form of bullying. Harassment based on race, religion, gender, national origin, age or disability is considered discrimination and, as such, violates civil law and the policies of the Archdiocesan Board of Education. Serious disciplinary action, including dismissal, will be considered for any student involved in this type of activity.

Nonverbal communications such as physical attacks/restraints or sharing hostile writings or drawings are forms of harassment. Unsolicited language, touching, or innuendo of a sexual nature may be deemed sexual harassment. Harassment outside of school hours in person, by phone, or via Internet may merit consequences at school if it disrupts the school/learning environment.

Any individual who experiences harassment is highly encouraged to report such instances to school authorities. All known cases of harassment will result in serious disciplinary consequences.

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Cyberbullying: Cyberbullying is absolutely prohibited. A cyberbully is someone who uses any form of technology to act cruelly toward another person.

Cyberbullying would include:

- Use of a cell phone to make repeated prank phone calls or send unwanted text messages including pictures to a victim.
- Post cruel comments to the victim's social networking site or send unkind or rude emails or instant messages to the victim.
- Create a fake social networking profile to embarrass the victim.
- Use a victim's password to break into his/her account, change the settings, lock out the victim, and/or impersonate the victim.
- Forward the victim's private messages or photos to classmates and others.
- Forward or post embarrassing or unflattering photos/videos of the victim.
- Spread malicious rumors through instant messages, text messages, social networking sites, or other public forums.
- Gang up on or humiliate the victim in online virtual worlds or online games.

Cyberbullying will not be tolerated at SASEAS School and those found to be in any cyberbullying activities will be dealt with severely. Any form of cyberbullying that occurs outside of school hours may merit consequences at school if it disrupts the school-learning environment.

13. **General School Regulations and Teacher Classroom Rules** – All students are required to adhere to general school rules and individual classroom teacher rules and regulations. General rules include cafeteria, playground, and field trip regulations.

*Field Trip Bus Rules*

- a. General school rules apply.
- b. Students will follow directions of the driver the first time.
- c. Students will stay in their seats, with feet on the floor, and face the front of the bus/vehicle.
- d. Students are not to push, shove or fight at any time.
- e. Students are to keep all body parts inside of the bus/vehicle.
- f. Students are not permitted to have any items including book bags in the aisle.
- g. Students are not permitted to throw anything from the windows.
- h. Students should keep voices at an appropriate level.

*Cafeteria Rules*

- a. Students should walk in the cafeteria and keep their hands and feet to themselves.
- b. Students should remain seated and calm while they are eating and remember to keep the volume of their voices under control.
- c. Students should bring their coats to the cafeteria on inclement weather days.
- d. Students should cleanup the area around their table before leaving the cafeteria.
- e. Students should walk as they leave the building once they are dismissed.
- f. Students should use the restroom before entering the cafeteria.
- g. Students should never take food from the cafeteria.

*Playground Rules*

- a. Students are permitted to play on the blacktop and in the gravel area containing the playground equipment.
- b. Students will be permitted to use the field only when approved by the teacher on duty.
- c. Students are to ask permission to get a ball from outside the playground area or the field.
- d. Students are not permitted to leave the playground without permission from a teacher on duty.
- e. Students are not permitted to play "rough" games that may cause injury or harm.
- f. Students are not permitted to bring any food, candy, or gum from the cafeteria.
- g. Students will line up promptly and orderly when so directed.

*General School Regulations (includes but are not limited to the following)*

- a. Students may remain in the building after dismissal only under the supervision of a teacher or an adult moderator of an after school activity.

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- b. Students may not chew gum in the school building or on the school grounds.
- c. Students may not enter the faculty room, maintenance room, or office areas without permission.
- d. Students may not run in the halls or exhibit loud, boisterous behavior in the hallways or restrooms.
- e. Students may not use cell phones, radios, tape-recording devices, electronically operated games, or toys in school without permission.
- f. During school hours, electronic devices must remain turned off and in the student's book bag.
- g. Students must keep all books belonging to the school covered at all times. Also, these books must be carried to and from school in a book bag of some type.
- h. Students are not permitted to leave school without written authorization from parent(s).

14. **Miscellaneous Offenses** – Other behaviors may be deemed inappropriate by the principal or his/her designee.

**Harassment, Intimidation, and Bullying Policy**

**1. General**

- a. It is the policy of SASEAS Catholic School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
- c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

**2. Definition of Terms**

- o "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- o "Harassment, intimidation, or bullying" means either of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - Violence within a dating relationship.
- o "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- o In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

**3. Types of Conduct**

- a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
  - i. Engaging in unsolicited and offensive or insulting behavior;
  - ii. Physical violence and/or attacks;
  - iii. Threats, taunts, and intimidation through words and/or gestures;
  - iv. Extortion, damage, or stealing of money and/or possessions;
  - v. Exclusion from the peer group or spreading rumors; and

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- vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  - 1. Posting slurs on the Internet, websites, blogs, or social media/networks;
  - 2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - 3. Taking embarrassing photographs of students and posting them online or otherwise distributing them;
  - 4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

**4. Complaints**

**a. Formal Complaints**

- i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

**b. Informal Complaints**

- i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

**c. Anonymous Complaints**

- i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

**5. School Personnel Responsibilities**

**a. Teachers and Other School Staff**

- i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
- ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

**b. Administrator Responsibilities**

**i. Investigation**

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1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**ii. Response**

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

**iii. Reporting**

1. Report to the Parent or Guardian of the Offender
  - a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
2. Report to the Parent or Guardian of the Victim
  - a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
3. Police and Child Protective Services
  - a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

**6. Miscellaneous**

- a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

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**Demerit, Detention, Suspension, and Expulsion Procedures**

Knowing that, at times, some students are uncooperative even with several interventions; SASEAS has implemented the following conduct procedures. These procedures, which have been approved by the faculty, administration, and School Advisory Council, will be cumulative for the entire school year. The administration retains the right to make modifications and exceptions to existing rules and regulations. The principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

***Discipline Board***

For major or repeated infractions, the principal may convene a discipline board. The board will consist of three to five teachers spread across the grade levels. The faculty or staff member directly involved in the situation will not serve on the board, but may present information to the board. The student and parent(s) may also present information to the board. After hearing the information, the board will make a disciplinary recommendation to the principal. The final decision will remain with the principal.

***Demerit Slip***

This is a formal notification to parents of a fault or an offense. This notice is a four-copy form; two are sent home with the student. The top sheet is signed by the parent and returned to the issuing teacher the next school day. The parent keeps the other sheet. The third sheet is given to the homeroom teacher of the student and the fourth copy is sent to the school office. If the signed form is not returned the next school day, the student will be required to call home. Failure to return the signed form the following day may result in an additional demerit notice to be issued.

Parents are expected to discuss the demerit with their child, knowing that the child has been unresponsive to warnings or that what has occurred is considered serious enough that they are being notified.

***Detention/Saturday School***

1. The accumulation of three demerits will result in a detention notice being issued. This notice is also a four-copy form and is a different color than the demerit slip. The same procedures are followed for the signing and returning of this form as with the demerit slip. If the signed form is not returned the next school day, the student will be required to call home. Failure to return the signed form the following day may result in an additional detention being issued.
2. A detention notice may also be issued for any serious offense by a student.
3. (St. Andrew Campus) Detentions will be served either in the morning starting at 7:00 a.m. or immediately following dismissal and ending at 3:30 p.m. Parents should place a check mark next to the preferable detention time when signing the form. The teacher determines the date and it will be noted on the form. During detention, students will sit silently and appropriately in their assigned seat. The teacher may also assign the student a written consequence or other tasks that may benefit the school community. At no time may a student be allowed to do homework during detention. Any student not following detention procedures may be assigned another detention.

(Seton Campus) Detentions will be served on the first detention day scheduled after the notice is sent home. Detentions will be served during recess/lunch time. The students will be required to complete a writing assignment. Students will eat silently at a designated table in the cafeteria. Reoccurring or serious infractions may result in an after-school detention.

4. Excessive attendance issues or detentions as deemed by the administration may result in Saturday school. A \$25.00 fee will be issued.

***Suspension***

1. Whether detention(s) or suspension is warranted is a matter of degree of seriousness and each situation will be considered individually. A suspension may be required to be carried out either as an in-school suspension or at home. The principal, assistant principal, or his/her designee will make this determination.

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2. After a student serves four detentions, an accumulation of another detention will result in the student serving a suspension. Work will be given by the teachers for the student to complete, however the student may not receive full credit.
3. Parents will be notified of the suspension by the principal or assistant principal and a letter concerning the suspension will be provided. A conference involving school representatives and the family may be scheduled before or during the suspension. A behavior contract may be written for the student. This contract will outline additional rules and/or guidelines the student must follow in order to remain in school. The contract will be signed and a copy will be given to the parent(s) as well as to any teachers whom instruct the student.
4. If for any reason after their first suspension a student receives another detention or violates the behavior contract, the student will be required to serve another suspension.
5. **During the time of suspension, the student is prohibited from participating in any school-sponsored events or activities i.e. athletics, chorus, band, field trips, et al.**

***Expulsion***

1. Any student may be expelled for just cause, which shall include, but not limited to, delinquency and immorality that could result in commitment to a correctional institution or would constitute a definite menace to the morale of the school. Incurable behavior, persistent irregular attendance, and actions contrary to the philosophy and objectives of SASEAS are also grounds for expulsion.
2. Also, if for any reason after multiple day suspensions the student receives another detention or violates the behavior contract, the student will be a candidate for expulsion, as he/she is acting contrary to the philosophy and objectives of SASEAS.
3. Any student facing expulsion for the reasons outlined above will have a review scheduled between the family and the school's representatives. In cases of expulsion, SASEAS will comply with the Archdiocesan guidelines.

**Student Property Inspection**

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to, packages, lunch boxes or lunch bags, cell phones, containers, backpacks, duffel bags, book bags, purses, and pockets. An inspection does not imply wrongdoing by the student being inspected. A student's and his or her parents' consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

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## **G. HEALTH, SAFETY, WELLNESS**

### **Child Protection Decree**

All school personnel and parent volunteers are required to attend a VIRTUS training session and are also required to have a background check through the Archdiocese of Cincinnati via selection.com.

### **Class Parties**

Classroom parties are provided and planned by the homeroom parents through the SASEAS PTO for the students in grades K-5. Student birthday treats may be brought to school with prior approval from the teacher. These should be simple, easy to distribute at noon or at the end of the day. **Special precautions are taken for students who have food allergies. The school nurse will notify parents if there are restrictions for treats.** Private party invitations should be mailed from home unless the entire class is receiving invitations (or ALL girls or ALL boys). Additionally, students may not exchange individual gifts at school for birthdays, Christmas, Valentine's Day, or other special events. Individual gift exchanges should take place off school property and outside of school hours. Parents should not send gifts, flowers, balloons, etc. to students at school. If items are delivered, they will be held in the office until dismissal.

### **Custody**

Divorced or separated parents must file a court-certified copy of the custody section of the decree with the school office. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-primary care giving parents. In the absence of a court order to the contrary, SASEAS will provide the non-primary care-giving parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the primary care giving parent to provide the school with an official copy of the court order. The school cannot be held responsible for failing to honor arrangements that have not been made known.

### **Emergency Action Plan**

SASEAS has implemented an Emergency Action Plan, designed to give guidance to the instructional staff for one primary purpose: To protect students and staff from injury, loss of life, and property damage. The safety and well-being of students and staff is of utmost concern to St. Andrew-St. Elizabeth Ann Seton School.

A school building may be evacuated for gas leaks, water pipe breaks, power failure, bomb threats, fire, and possibly other reasons not mentioned in the Emergency Action Plan. **In the event the school building needs to be evacuated, students are not released until the principal or other designated school official authorizes it.**

### **Gender Identity**

In Catholic Schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodations to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
  - i. What is the specific request of the student and/or parents?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the school reasonably able to accommodate the request?

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**Illness or Injury**

Any student who becomes ill or has an accident will be observed by the school nurse or designated personnel. Emergency care that may legally be given will be administered as necessary and the parent will be notified if it is recommended that the child leave school for further care. If a parent cannot be reached, instructions on the Emergency Medical Form will be followed. All students are expected to have insurance coverage.

Children must be free from vomiting, diarrhea, and fever (without taking a fever-reducing medication) for 24 hours before returning to school.

**Lunch Program**

The **Seton Campus** hot lunch program is contracted out with Milford Schools. Students can also pack a lunch from home. Outside foods from local restaurants may be brought to school on special occasions (i.e. birthdays and Star of the Week) or dropped off by parents for their own children.

*Free and Reduced Lunch Program*

Free and reduced lunches are available for those **Seton** campus students who qualify. Students who were approved for free and reduced lunches the previous year may begin the year receiving the same meals for a period of 30 days to allow adequate time to process and approve new applications. A complete information packet including information and applications for free and reduced lunches is sent home at the beginning of the year. A new application is required each year.

*Nutrition Standards*

School meals will reflect nutrition standards, which require that lunch provide one-third of the Recommended Daily Allowance (RDA) for protein, vitamins A and C, iron, and calcium as established by USDA, conforms to good menu planning principles, and features a variety of healthy choices that are tasty, attractive and of excellent quality in appropriate portions. A la carte items meet regulations of SB210 and the Alliance for a Healthier Generation Guidelines.

***St. Andrew Campus***

Students in grades 6-8 at St. Andrew campus must pack a daily lunch as there is not a hot lunch program. The school office and PTO will work together to provide "restaurant days" throughout the year where students can pre-order lunches such as pizza, sub sandwiches, etc.

***St. Elizabeth Ann Seton Campus***

A healthy, nutritious hot lunch is offered each school day in the cafeteria. Each lunch includes a main entrée, with a meat/meat alternate and a grain component, a selection of fruit, a selection of vegetables, and an 8-oz. container of 1% or fat-free milk. Deli sandwiches, chef salad, yogurt, peanut butter and jelly sandwiches, or other options are offered as a substitute to the main entrée. Healthy options such as orange juice, fresh fruits and fresh vegetables (bananas, apples, raisins and carrots) are offered throughout the week. We do not offer "fried" food in the cafeteria. **ALL** foods are baked or steamed. **ALL** of our bread products are **whole grain**. We strive to encourage proper nutrition and healthy eating habits.

The cost of lunch is \$3.25 daily and includes one 1% white milk or fat-free white, or fat-free chocolate milk. Orange juice may not be substituted for milk but is available a la carte. Milk and juice are also available for those who prefer to pack their lunch at the cost of \$.50 each. An extra entrée may be purchased for \$2.75. A monthly lunch menu will be included in the school newsletter and on the website.

St. Elizabeth Ann Seton School now utilizes a computerized point-of-sale (POS) debit system that makes paying for school meals much easier. Each student has his/her own Student Meal Account that is accessed by entering his/her personal identification number (PIN) on the numeric keypad at the cashier station. The student's photo appears on the screen when his/her PIN number is entered. The cashier then verifies the student's identity before the student's purchases are deducted from his/her account. Money can be deposited into the account at any time, as often as needed. Please assist your child to learn his/her student number.

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To check account balance and add money to your student account - There are three convenient ways to place money on a student meal account:

1. **Online Payment Service ([www.spsezpaymilfordexempted.com](http://www.spsezpaymilfordexempted.com)) using Visa, MasterCard or Discover-** EZ Pay online service allows you to check your child's meal account balance and view a meal transaction report that provides a detailed list of items your child has purchased. While there is a nominal service fee to make online payments, there is no charge to view meal account balances and the meal transaction report. Visit [www.spsezpaymilfordexempted.com](http://www.spsezpaymilfordexempted.com) and enroll in this easy-to-use service.
2. **Checks** made payable to **Milford Nutrition Services** can be sent to school with your child. Please include your child's name, grade and student ID # in the memo of the check.
3. **Cash** – We do accept cash payments in the lunch line. However, recording cash payments daily for each student during breakfast/lunch will slow the lines.

We encourage you to prepay for your child's meals, as this reduces wait time in line for students. You can prepay for the week, month, or entire year. To calculate the amount, count the serving days on the menu or school calendar and multiply by the meal cost.

Meal Account Restrictions/Food Intolerances – If you wish to restrict items your child may purchase with money placed in your child's meal account, you must complete and return a Student Meal Account Restriction form.

Food Allergy – Each year, parents must provide a physician's note to the school nurse. Once the physician's note has been received, a food substitution can be offered to your child. If you have any questions, please contact the school's nurse for assistance.

All Nutrition Services' menus and forms are available online at [www.saseasschool.org](http://www.saseasschool.org), click on the "St. Elizabeth Ann Seton Campus", then choose "Lunch Menu" icon.

If your family or child has any extenuating circumstances, please feel free to contact the cafeteria personnel. We will do our very best to accommodate you.

### **Medication and Drug Policy**

As directed by Ohio code 3313.713 - Ohio Law provides for certain immunizations and health testing requirements for students. Information on specific requirements is provided to parents of new students at registration. Parents of students who are not in compliance with regulations will be notified early in the school year so that the requirements can be met. Failure to provide evidence of compliance will result in the exclusion of the student from school until evidence is submitted. The school nurse keeps a health record on file.

In addition, the school nurse conducts screenings in hearing, vision, and scoliosis at certain grade levels annually. Parents of students who have a suspected deficiency based on these screenings will be notified in writing by mail.

The school nurse or health aide is authorized to give medications as well as the principal, secretary, and teacher in the nurse's absence.

An up-to-date Emergency Medical and Authorization Form **MUST** be on file in the school office.

SASEAS understands that some students require medications during the school day. Parents are strongly recommended to administer all medications at home and should ask their doctor to arrange the time of medications to avoid school hours if at all possible. If this is not possible, parents may come to school to administer the medication to their children. If this cannot be done, any pupil who is required by a physician's order to take any medication during regular school hours must comply with the following policy.

Note: A physician's signature is no longer required for non-prescription, over-the-counter drugs/medicines, however a parental consent form must still be on file with the school office.

A signed and dated medication authorization form must be completed by the physician (prescriptions only, not to include over-the-counter meds such as ibuprofen or acetaminophen) and parent and presented with the medication to be given. Authorization forms may be obtained from the school office or the school website and must be completed in full. The parent must bring the medication to school in the original container in which it was dispensed with the correct label for school administration.

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The parent, or other person having care or charge of the student, agrees to submit a revised statement, signed by the physician, to the person authorized, if any information changes. The medication policy also applies to any student field trip, including the 6<sup>th</sup> Grade Camp Kern trip and the 8<sup>th</sup> Grade Washington, DC trip.

The practice of sending medications to school with students in lunch boxes or book bags is hazardous and strictly forbidden by law. Medication will be stored in a locked cabinet in the nurse's office or may be kept in the refrigerator. For severe allergies and asthma, medication may be kept with the student supervised by the teacher. A new medication form is required at the start of the school year. All medicine must be consumed in the presence of the school nurse or other designee. Students are not permitted to carry or administer their own medication. Exceptions for serious medical conditions (such as those requiring EpiPens) or the use of inhalers require additional documentation by a physician and other medical forms. Contact the nurse for specific information. The school and its employees assume no responsibility regarding abuse or misuse of medication authorized by a physician to be carried by a student.

Any students discovered during the school day with unauthorized medication in his/her possession will face disciplinary action.

**No Smoking Policy**

Ohio voters passed Issue 5 on November 7, 2006, creating Ohio's indoor smoking ban under a new chapter of the Ohio Revised Code (ORC) effective December 7, 2006. This new law requires "public places" and "places of employment" prohibit smoking as of that date.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant. "Smoking" does not include the burning of incense in a religious ceremony.

SASEAS is a smoke-free and tobacco-free campus.

**Recess / Playground**

Students have daily outside recess, weather permitting at administration's discretion. Students are expected to have a jacket or sweatshirt during cold weather.

**Wellness**

SASEAS is committed to providing a teaching environment that enhances learning and development of lifelong wellness practices. [Adoption Date: August 15, 2006]

**Wellness Goals**

1. Nutrition Education
  - SASEAS will implement the health objectives related to diet, nutrition and exercise as stated in the Archdiocesan Graded Course of Study for Science and Health.
  - Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and/or other messages, generated, as an outcome of classroom instruction, will be periodically posted in or near the school cafeteria.
  - School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
  - Recess or snack breaks will be scheduled for students as needed to maintain energy levels.
2. Physical Activity
  - All students will participate in the physical education program implementing the objectives of the Archdiocesan Graded Course of Study for Physical Education.
  - All students will have access to recess according to the school's schedules.
  - Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.
  - There is safe playground equipment on the playground to encourage exercise.
3. Other school-based activities

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- SASEAS encourages the use of non-food rewards for student behavior.
  - Teachers and parents are encouraged to provide healthy snacks and to minimize sugary treats for classroom celebrations.
  - SASEAS encourages all groups to consider healthy food or non-food fundraisers.
  - The school will provide parent education on nutrition and the benefits of physical activity through classroom communications and the school newsletter during the course of the school year.
  - Teachers will have the opportunity to attend training in nutrition and physical activities conducive to learning.
4. Nutrition guidelines for all foods available on school campus during the school day
- School lunch programs will follow nutritional guidelines established by Ohio Department of Education, Office of Child Nutrition Services.
  - The school shall develop and implement administrative regulations for the management of food-allergic students. Such regulations shall include, but not be limited to; school-wide training programs regarding food allergy education, and staff development regarding food allergy identification and management including avoidance measures.
  - Vending machines are off limits to all students during school hours.
  - All foods made available at SASEAS School comply with the state and local food safety and sanitation regulations. For the safety and security of the food and facility, access to the Food Service Operations are limited to Food Service Staff and authorized personnel only.
  - Drinking fountains are available in every building.
5. Guidelines for reimbursable school meals
- SASEAS will continue to follow the state and federal guidelines and procedures for reimbursement for school lunch program.
6. Plan for measuring implementation of the local wellness policy
- School Advisory Council and/or the Public Relations Committee will revisit the wellness policy annually to revise, update, or amend the policy as needed.
7. Community involvement in the development of the plan
- Input for this plan has come from parents, teachers, and health professionals who provided information to the teachers and administration.

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## **H. LITURGICAL CELEBRATIONS**

Mass will be celebrated with the students in grades K-8 weekly and/or Holy Days of Obligation. Parents and grandparents are always invited to attend. Classes take turns planning the Liturgy, music, readings and petitions. Students will also participate in Adoration, Stations of the Cross, the Rosary, and Reconciliation.

## **I. PARENT INFORMATION**

### **Communications**

A newsletter called The Titan Times is available on the school website every Wednesday. It is very important that these materials are read each week since they will contain important information pertaining to school events.

Parents and teachers are encouraged to maintain good communication to enhance the progress of the child. Homework is posted daily through Edlio, and grades can be checked via OptionC. Notes to and from school, phone calls, and face-to-face conferences are excellent ways of communicating how the student is doing in school. Formal Parent/Teacher conference days will be scheduled during the school year. Parents are encouraged to check the school website ([www.saseasschool.org](http://www.saseasschool.org)) frequently. The school also uses a Facebook page for sharing positive news or important announcements.

Parents may request a conference with the teacher as the need arises. Please contact the school office to make an appointment. Every effort will be made to ensure that phone calls and e-mails are returned promptly.

Situations may arise when you may question a particular situation or practice that is taking place at school. When these situations do occur, it is important that you follow the proper procedure to be certain that your concerns are answered in the most effective way possible.

The following procedural steps are recommended:

1. Contact your child's teacher. Most questions and concerns will be satisfactorily answered at this stage.
2. Contact the school principal.
3. Contact the pastor.
4. Contact the School Advisory Council (Policy issues only, nothing personnel-related).

### **Family Directory**

A family and school directory will be made available that lists various contact information (names, addresses, phone numbers, emails, homerooms). This directory should only be used by school families for communicating with other families within our school community. The directories and included information should not be used or sold for other purposes. Please notify the school office of any information you wish to not be published.

### **OptionC**

OptionC is an online communications tool used extensively by the school to communicate important information and student grades with parents. Families who do not keep their OptionC information current will miss valuable communications. Parents are able to update their own contact information on the OptionC Parent Dashboard.

### **Parents' Rights and Responsibilities**

It is not uncommon to hear Catholic school parents declare that they have no rights in the Catholic school. It is true that the U.S. Constitution governs only those in governmental agencies, such as state-run schools. The U. S. Constitution was intended to provide rules of conduct for government and its officials. Thus, if you are not in a government-sponsored school, you do not have constitutional protections. Parental rights do exist, however, and are grounded in contract law. Parents also have rights under statutory law and commonly accepted standards of fair play, known as common law. You may well ask, "What rights do we have in a Catholic school?" A complete listing and thorough discussion of all rights are beyond the scope of this handbook. At the very least, however, you, a Catholic school parent, have legal rights. Among them are the following:

#### **Rights**

1. to have children receive an academically sound education in a Catholic environment
2. to talk with school personnel and to have requests for meetings answered in a timely manner

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3. to receive fair hearings on concerns and grievances
4. to have students supervised in a safe and appropriate manner
5. to review records and respond
6. to participate in the life of the school

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

Responsibilities

1. to be a partner with the school in the education of your child
2. to understand and support the religious nature of the school
3. to honestly and transparently cooperate with the school on matters concerning student academic, behavioral, medical and social needs
4. to read all communications from the school and to request clarification when necessary
5. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
6. to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
7. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
8. to promote your school and to speak well of it to others
9. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
10. to appreciate that Catholic education is a privilege that many persons do not have

\*Reprinted with permission from Home and School Working Together: Catholic School Parents' Rights and Responsibilities by Mary Angela Shaughnessy, SCN, J.D., Ph.D., Department of Elementary Schools, National Catholic Education Association, 1995.

**Parent Teacher Organization (PTO)**

The purpose of this association shall be to develop between the educator and the parents such efforts as will secure for every child the highest advantages in mental, spiritual, social, and physical education, to acquaint parents with the educational programs of St. Andrew-St. Elizabeth Ann Seton Catholic School, to keep abreast of programs available to parents which aid in the rearing of their children, and to promote a community spirit and caring atmosphere among its members. Members shall consist of fathers, mothers, and guardians of the pupils of St. Andrew-St. Elizabeth Ann Seton School, members of the faculty, the pastors, and the principal. Meetings are held monthly, normally on a Tuesday, and are open to all parents. More information is available on the school website, and requests for volunteers will be issued throughout the school year. Get involved in your PTO!

**School Advisory Council**

The School Advisory Council normally meets the second Tuesday of the month—August through June during the school year. Monthly meetings are open to all school families who want to attend. The School Council approved the following SASEAS visitor policy. The visitor policy is meant to improve communications between the school council and school community.

Council Responsibilities

The SASEAS School Advisory Council's primary purpose is to:

- Develop and define school policies, in conjunction with the administration and pastors, which enable the school to accomplish its goals and objectives;
- Establish and oversee the school budget;
- Communicate SASEAS operations, needs, and successes to the school, parish and community families.

The SASEAS School Advisory Council is not involved with:

- Hiring and evaluation of the school staff;
- Issues involving individual students;
- Curriculum development (this is established by the Archdiocese).

Any issues that pertain to individual teachers or students may not be addressed in an open School Advisory Council meeting. The protocol of teacher to administrator to pastor must be followed on these issues. Voting council members will be briefed on these topics at the discretion of the pastors and school administrator.

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Meeting Minutes

Minutes from the most recent council meetings are posted on the school's web site, [www.saseasschool.org](http://www.saseasschool.org).

Executive Session

All of SASEAS School's monthly council meetings are followed by an executive session that addresses personnel and confidential issues. Visitors do not attend these sessions due to the sensitivity of the topics.

Visitor Participation

Visitors who would like to address the council at an open meeting should submit a written request to either the school administrator or the school council president (through either of the school campus offices) at least one week in advance of the next school council meeting. A brief topic description should be included. This protocol is not intended to censor parent topic content, rather it is to ensure that the subject falls under the school council's authority.

**Visitors / Volunteers**

While we most certainly welcome visitors and volunteers to SASEAS School, we must insist that certain guidelines be followed for the safety of our students:

1. All visitors/volunteers must check in at the school office and receive a visitor sticker upon arrival at the school building. Visitors must enter the building at the main entrance only—the doors facing the church at the St. Andrew Campus and the larger entrance facing the flagpole at the Seton Campus. Visitors at the Seton Campus are asked to park in the 2<sup>nd</sup> and 3<sup>rd</sup> aisles of the parking lot leaving the 1<sup>st</sup> aisle open for buses and personnel.
2. Volunteers must be VIRTUS trained and current on monthly electronic bulletins. [www.virtusonline.org](http://www.virtusonline.org)
3. Visitors/volunteers are not permitted to visit classrooms without the prior approval of the school administrator.
4. Unscheduled parent visits to their child's classroom during the day or after school are not permitted. If it is necessary to bring a forgotten item such as lunches, homework, gym clothes, etc., the item must be labeled with the student's name and homeroom and is to be taken to the office.