

2020-2021

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**OUR LADY *of* ANGELS**  
**CATHOLIC SCHOOL**

3644 Rocky River Drive • Cleveland, Ohio 44111 • (216) 251-6841

**Mission Statement of Our Lady of Angels School**

**Building and developing upon our Catholic  
foundation to foster growth as lifelong learners  
through faith, service, and academics.**



# OUR LADY *of* ANGELS

## CATHOLIC SCHOOL

3644 Rocky River Drive • Cleveland, Ohio 44111 • (216) 251-6841

Dear OLA School Families,

As we begin another school year, I want to welcome back returning families, and thank those who are new to OLA School for choosing OLA as the institution for the education of your child(ren) in academics and in the Faith. As parents, you are the first and formal teachers of your child(ren), and we are here to assist you in any way that we can. OLA School is dedicated to the education of every child to provide them with the tools to become responsible, dedicated, and faithful members of the Church and society. Together, let us work to make this school year a success.

Please take the time to read through this handbook. This handbook is designed to inform you of School policies. Through the observance of these policies, the staff, and you as parents, provide a safe, disciplined, and nurturing environment in which your child(ren) may learn. Your cooperation in observing School policies as outlined in this handbook is appreciated and expected.

Once again, let us have a great and successful school year. Please feel free to contact me with your concerns, questions, or comments.

Sincerely,

Fr. Russ



# OUR LADY *of* ANGELS

## CATHOLIC SCHOOL

3644 Rocky River Drive • Cleveland, Ohio 44111 • (216) 251-6841

Dear Parents,

The faculty and staff of Our Lady of Angels School is dedicated to assist you with the secular and religious education of your child(ren). We accept the responsibility that you have entrusted to us in our ministry to Catholic education. It is the goal of the faculty and staff, that by working together in a spirit of trust, understanding, and support, your child(ren) will have a strong foundation to better meet the challenges of the future. We are passionate in keeping the lines of communication open with you and your child(ren); we ask that you do the same with the teachers and principal. Proper communication will allow for the best academic and social environment for your child(ren) to grow and learn.

In order to succeed in our educational mission, your help is essential. Therefore, we ask your cooperation in upholding the guidelines set forth in this handbook. As you read through this handbook, you will note that any changes from the previous year will be noted in red. We look forward to working with you and your children this school year. May God continue to bless all of the educational endeavors of our school and most of all each one of our students.

Please review this year's handbook, then print out, complete, sign, and return the sign-off page found on the last page by **Friday, October 2, 2020**

Sincerely,

Mrs. Kathy Krupar, Principal  
and the Faculty & Staff of OLA



# OUR LADY *of* ANGELS

## CATHOLIC SCHOOL

3644 Rocky River Drive • Cleveland, Ohio 44111 • (216) 251-6841

As Catholic educators it is our mission to work in a partnership with you to educate your child(ren) to be successful, lifelong learners. The following rules are in place in addition to the rules that already have been established in this Handbook.

1. Keep hands and feet to yourself.
2. Do not damage or mistreat school and/or personal property.
3. Eating and drinking outside the lunchroom is prohibited.
4. Follow the school dress code.
5. Maintain quiet and appropriate behavior during transitions including moving in the hallways and restrooms.
6. Have necessary materials for every class.
7. Be respectful use kind words and actions.
8. Students are expected to be in classrooms only when an adult is present. No student may stay in a room unaccompanied by an adult for any reason.
9. Follow all classroom rules and expectations.

As a school team, we appreciate your cooperation in supporting these rules. Together, we can continue the standard of excellence at Our Lady of Angels School.

# OUR LADY OF ANGELS SCHOOL PARENT AND STUDENT HANDBOOK

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Administrative Staff  
 Rev. Russell P. Lowe, Pastor  
 Mrs. Kathy Krupar, Principal

Mrs. Katelyn Gill	Preschool	Rms. 25, 27
Miss Gia Rossi	Kindergarten	Rm. 9
Miss Christina Darrah	Gr. 1	Rm. 4
Miss Kathleen Pohorence	Gr. 2	Rm. 7
Mrs. Katie Wilson	Gr. 2	Rm. 6
Mrs. Becky Adams	Gr. 3	Rm. 3
Miss Kathy Stary	Gr. 4	Rm. 5
Mrs. Pam Bianchi	Gr. 4	Rm. 8
Ms. Denise Rosenbaum	Gr. 5	Rm. 11
Mrs. Jerilyn Oppenheim	Gr. 5	Rm. 12
Mr. John Crawford	Gr. 6	Rm. 19
Miss Hagan Duns	Gr. 6	Rm. 20
Mr. Fred D'Onofrio	Gr. 7	Rm. 13
Mr. Michael Guggenbiller	Gr. 7	Rm. 15
Miss Susan Witalis	Gr. 8	Rm. 16
Mrs. Erica Neider	Gr. 8	Rm. 18
Mrs. Sally Lehane	Physical Education	Linus Hall
Mrs. Stacey Verlie	Computer/Religion—Gr. 5	Computer Lab
Mr. Gregory Kinat	Music	Rm. 17
Mrs. Hallie Normando	Art	Art Room
Ms. Nancy Rezzano	Spanish	Spanish Room
Mrs. Beth Krul	Educational Aide	
Mrs. Margaret Stuart	Educational Aide	
Mrs. Christina Kaufmann	Preschool Aide	
Mrs. Tina Garback	School Secretary	
Mr. Lawrence Sykora	Attendance Secretary	

State Personnel include Fiscal Liaison, Intervention Specialists, Speech Therapist, Basic Skills Teacher, Psychologist, Counselor and Nurse.

## **PHILOSOPHY AND OBJECTIVES**

Our Lady of Angels School educates each child by providing a religious and academic climate in which to grow and learn. Our teachers strive to integrate religious truths and values with academic knowledge and skills so that students achieve their highest intellectual and moral potential. As members of the school community, students are prepared for responsible Christian living, a respect for self and others and an awareness of the privileges and responsibilities of American citizenship.

Realizing that parents are the first and primary teachers, the school strives to provide the best possible assistance to them in the guidance, inspiration and instruction of their children. To this end, the school is dedicated to educating the child spiritually, culturally, socially and intellectually to meet the immediate goal of preparation for life and the ultimate goal of eternal salvation.

Our Lady of Angels School, in cooperation with the parents and parish community, pledges itself to the following:

- To assist our students in acquiring the knowledge, skills, habits and attitudes necessary for making sound judgments based on Christian principles.
- To develop in our students an awareness and sense of Christian values in concern for the betterment of the world.
- To encourage our students to make the most of their creativity and talents to share their gifts at home, at school and in the community.

## **PARENT RESPONSIBILITIES**

The primary responsibility for the education of the children belongs to parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, moral and spiritual attitude is the EXAMPLE you provide in your home.

Parents are responsible for:

- Modeling and supporting your child's practice of the Catholic Faith.
- Supporting school policy and the authority of the administration and teachers.
- Encouraging your child to complete all assignments. (Getting involved with your child's work such as checking to see that all assignments are completed.)
- Insisting that your child obeys the regulations and principles of good behavior.
- Discussing problems with the persons concerned and avoiding any criticism of teachers and school policy.
- Following the policies and procedures stated in the handbook.
- Paying all fees (tuition, education, lunch, etc.) on time.
- Reimbursing any property destroyed (accidentally or intentionally).

## **ADMISSION POLICY**

Our Lady of Angels School will accept students of any race, color, or ethnic origin with priority given to registered members of Our Lady of Angels Parish. Non-parishioners and non-Catholics may be accepted as space permits. No discrimination is made as to race, creed, or nationality among non-parishioners.

An active member of Our Lady of Angels Parish is one who is registered in the parish, attends Mass each week, uses church envelopes, and is involved in specified activities in the parish and/or school.

The rectory staff will periodically check that the above criteria is being followed.

### **ADMISSION OF NON-CATHOLICS**

- Families are required to accept and work within the school philosophy.
- Students attend daily religion classes and school liturgies.
- Parents pay the full cost of education for the child (unless a recipient of the Cleveland Scholarship).
- Admission in this category can only be considered if class size permits. It will not hinder further enrollment.

### **KINDERGARTEN**

Applications for Kindergarten are distributed in late January/early February. Final acceptance for registration is at the discretion of the pastor and the principal.

Each spring, incoming Kindergarten students are assessed for school readiness. The screening is used to assist parents and the school staff in making an assessment of a child's particular readiness needs. Parents are notified of the screening results.

### **Entrance Assessments**

All students interested in enrolling at Our Lady of Angels School must take an entrance assessment prior to enrollment.

### **TRANSFERS**

In case of a student transferring from other private schools, all financial obligations must be met at the previous school before the registration will be accepted and processed. All students new to Our Lady of Angels School in Grades K-8 are required to complete an entrance assessment. When a child is transferring from one Catholic school to another, Our Lady of Angels School contacts the former school for information regarding the student.

If you decide to withdraw your child for any reason, please contact the school office for details. You will be asked to sign a **Release of Records Form** so that your child's records may be sent to the new school. It will be necessary for you to get your child's report card and personal possessions on the last day of attendance. A parent or guardian must also complete a Withdrawal Form on the last day of attendance. Report cards and records will not be sent if tuition and fees are not up to date. If tuition has been paid beyond the date of transfer it will be prorated and refunded.

### **TUITION AND SCHOOL FEES**



The tuition for the 2020-2021 school year is \$4,650.00 per student. Tuition covers approximately one-half of the cost of educating a child at Our Lady of Angels School. The tuition charges are reviewed annually by the Parish Finance Committee.

Payments may be made in one of the following ways:

- Annually, in August.
  - Facts Management Tuition Payment Agreement Plan.
- Monthly payments will be automatically withdrawn from checking or savings account.

**PLEASE NOTE:** As only one-half of the cost of educating a child is covered by tuition, it is suggested that each family with a child attending Our Lady of Angels School compensates the parish for its share of the educational cost of the child by contributing generously to the Sunday collection.

In addition to tuition, a yearly **non-refundable** student Registration Fee of \$150.00 is charged for every child attending Our Lady of Angels School. The amount of this fee is subject to change as the need arises. The Registration Fee is used to process a child's records and to purchase materials required to provide a place for a child. **This Registration Fee may increase if returning families do not pay by a designated deadline** If a check is returned due to insufficient funds, the parent/s will be charged an additional \$15.00 fee.

A yearly Technology Fee of \$100 is charged for every family with children attending Our Lady of Angels School. This fee is used to keep all aspects of technology within the school updated.

**Tuition and all fees must be current for report cards and progress reports to be received and transcripts to be issued (including High School Applications and Diplomas), as well as access to the online communication system. Tuition must be received on time. Families who are not up to date will be asked not to send their children to school until tuition is current.**

**SCHOOL HOURS**

School Office	7:00 a.m. – 3:30 p.m.
Grades Pre K – 8	7:50 a.m. – 2:40 p.m. (1/2 day Pre K 7:50—11 a.m.)
Breakfast Served	7:15 a.m. - 7:30 a.m.

**RECESS AND LUNCH SCHEDULE**

	<u>Lunch</u>	<u>Recess</u>
Pre K	11:00-11:30	
Grade 6 & 8	11:00-11:20	Recess times for K-8 will vary due to the need for social distancing
Grades 5 & 7	11:20-11:40	
Grades 3 & 4	11:45-12:05	
Grades 1 & 2	12:05-12:25	
Kindergarten	12:30-12:50	

(Kindergarten students will have a morning recess and snack time in the 10 o'clock hour)

Please do not send your child to school too early. The school will not be responsible for any children in the school yard **before 7:30 a.m.** For your child's safety and protection, it is most important that your child remain on the school property upon arrival. During the school day, children will not be given permission to leave the property unless a note or phone call is received from a parent. A parent or other designated adult **MUST** sign out and accompany the student off the school property.

The school office is open on all school days from 7:00 a.m. until 3:30 p.m. Appointments with the principal or teachers should be made through the school office. **Teachers should not be interrupted before school or during classes. Conferences may be arranged at a time that is mutually convenient for parents and teachers.**

### **ARRIVAL/DISMISSAL PROCEDURES**

For the safety of all on school property, it is important that everyone follows the arrival/dismissal procedures. There will be school personnel outdoors each morning at 7:30 a.m. It is critical that students are not dropped off and left unattended in the mornings.

All drivers must adhere to the drop off and pick-up system. No vehicles are allowed to drive around the main school building, unless arrangements have been made with administration. All traffic must adhere to the parking lot speed limit of 5 miles per hour.

Due to safety and allergy concerns, parents are to refrain from bringing pets on school property. This includes, but is not limited to, walking and carrying dogs and cats as well as other pets when dropping off and picking up students.

During afternoon pick-up, all vehicles must park in designated parking spaces. It is important that the students are familiar with the format in which their parents will be picking them up each day. Parents are welcome to park and wait for their children immediately outside of the school buildings.

It is critical that students are picked up in a timely manner. Keep in mind that students are dismissed at **2:40-2:50** p.m. on a regular school day and at **1:40-1:50** p.m. on Compressed Days.

**Drop off and pick-up on the side streets is discouraged due to safety concerns that arise when students are exiting or loading into vehicles when other cars may attempt to bypass. Drop off and pick-up in Franciscan Village is prohibited.**

**Students who are not picked up by 3 pm on regular school days are sent back into the school office where they may wait until 3:15 pm. Families whose students are picked up between 3:15—3:30 will be assessed at \$10 late pickup charge, payable when students are picked up. After 3:30 pm, the charge will be \$10 for every 10 minutes. This is also payable upon pick up. On Compressed Days, students will be held in the office until 2:15 pm after which charges will be assessed as explained above. If students are picked up late more than twice per quarter, families will be required to register their children for the After Care Program.**

### **Arrival Procedures 2020-2021**

All parents dropping children off at school this year will enter through the old Convent driveway (behind the primary building) and exit via the double driveway between Linus Hall and the Church.

- After parents drive behind the primary building and come to the parking lot, they will split into one of two drop off lines.
- One line runs along the primary building; this line should be used by all preschool parents, but is not limited to them. If you choose this line, please be prepared to stop for preschool children to exit their parents' cars.
- Another line runs closer to the Church.
- Faculty and staff members will be taking temperatures of students as they remain in their parents' cars in both lines.

- Students dropped off along the primary building will be directed to walk behind Linus Hall and up to the crosswalk where they will be crossed by Mrs. Naumann.
- Students dropped off along the side of the Church will walk along that sidewalk to the front of the Church where they will turn and walk toward the main school building.
- Due to health and safety regulations, parents will not be able to park and walk their children to either of the buildings.
- To exit the parking lot, cars closer to Linus Hall will be able to turn left only onto Rocky River Drive.
- To exit the parking lot, cars closer to the Church will be able to turn right only onto Rocky River Drive.
- Cones will be set up to help with social distancing.
- Students will be directed to specific doors to be used when entering the main school building:  
 Front doors--Grade 2 (both rooms), Grade 4/room 5, Grade 7 (both rooms)  
 Side middle doors--Kindergarten, Grade 4/room 8, Grade 8 (both rooms)  
 Side back doors--Grade 1, Grade 3, Grade 5 (both rooms), Grade 6 (both rooms)

### **DISMISSAL PLAN 2020-2021**

**Preschool**--Dismissal begins at 2:40. Parents should arrive via double driveway and follow the blue line to park near the preschool doors. Parents should remain in their cars; students will be brought to them. Exit the grounds via the back driveway. If parents need to wait for an older student, they should park in a designated space to wait for the other child/children.

**Grade K-2**--Dismissal begins at 2:40 after announcements and end of day prayer. Kindergarten will exit from the side middle doors. Grade 1 will exit from the side back doors, and Grade 2 will exit through the front doors. All students must exit in a single file line. Teachers will take their students to the concrete pad area in front of the Church where parents may pick them up. Parents who are picking up students in front of Church must wear a face mask.

**Aftercare**--Dismissal at 2:40/after announcements and end of day prayer. Students will follow grade level exits to respective check-in area. All students must exit in a single file line. Students will meet for check-in in the library and the area outside the library.

**Grades 3-5**--Second dismissal at 2:45. Grade 3 will exit the side back doors; Grade 4 will exist through the front doors, and Grade 5 will exit from the side middle doors. Students must stay to the right while exiting and proceed directly to cars or crosswalk area. All students must exit in a single file line. Social distancing must be observed at all times during dismissal.

**Grades 6-8**--Third dismissal at 2:50. Grade 6 will exit through the side back doors. Grade 7 will exit through the front doors, and Grade 8 will exit from the side middle doors. Students must stay to the right while exiting and proceed directly to cars or crosswalk area. Social distancing must be observed at all times during dismissal.

**Any student waiting for a sibling will meet them on the concrete pad in front of the Church. Social distancing must be observed at all times.**

### **ATTENDANCE & TARDINESS**

State law requires regular attendance. Children should be present on all days that school is in session.

When your child will be absent, parents of all students are asked to:

-Call the school on the day the child is absent by 9:00 a.m. If we do not hear from you, we will contact you to verify your child's absence; if we are unable to reach you, a message will be left, if possible. Please return our call when you receive the message. Do not keep your child home unless he/she is sick. Excessive absence can lead to required summer school and/or retention.

-Upon the child's return to school after an absence, he/she must bring a dated note signed by a parent explaining the reason for the absence.

-A note from a physician or hospital is required when a student is absent for more than three days. This note becomes part of a student's permanent file.

-School assignments missed during the period of absence must be completed.

-Work for students who are absent will be made available in the main office to parents after a student is absent for a period of three days. Work missed for one or two days will be given to a student upon his/her return to school.

-Whenever possible, medical or dental appointments should be made outside of school hours. In the event a child must be taken out of school for a medical or dental appointment, a written note signed by the parents must be presented to the office 24 hours prior to the absence. The child **must be signed out and picked up by an adult. No child is permitted to leave the school grounds alone.**

-Family vacation days during the school term are discouraged due to the effect that the absence has on the child's education and will be considered an unexcused absence. When requesting your children be excused for vacations during the school year, please be advised that it is not the responsibility of the teacher to insure that your children meet assignment deadlines for completing missed work. Often times, the student that leaves is not capable of doing work in advance without teacher instruction or the exact work is not available in advance. Your decision to take vacations when school is in session is not recommended but we do respect your request. Just remember, it is at the teacher's discretion as to what procedure should be followed to accommodate the student. **Work may or may not be made up at the teacher's discretion and within the time limits set by the teacher. (Teachers must have at least 3 days' notice if school work is requested.)**

- In the event of a serious illness or death of a close family member, a child's absence is understandable. However, the parent must notify the school office at the beginning of the school day.

- The school should be notified immediately in the case of a prolonged illness. A doctor's verification that a student will be absent for at least three weeks is required so that tutoring may be arranged, if needed. The school may make suggestions of possible tutors, but it is the responsibility of the parent/guardian to arrange for tutoring by a State of Ohio licensed teacher. Work will be provided and communication between the tutor and the child's teacher(s) is expected. Written notification on a doctor's letterhead is required when a child is to be readmitted after an absence of three or more weeks.

Children are to report to school on time. The teachers keep records of all tardiness in the attendance register. The record becomes a part of your child's permanent file. A child is tardy if he/she is not present in the classroom for the opening exercises in the morning (7:50 a.m.). Children who are tardy must obtain a late slip from the **Attendance Office**. Each tardy earns the student one demerit. Ten demerits (for being tardy or other infractions will result in a detention to be served at lunch (see Detentions). More than one lunch detention as a result of tardiness will result in a written notification from the school office that will become part of the child's permanent records. A meeting with the principal to discuss ways to resolve the situation may take place. An excessive number of days that a student is tardy to school can lead to required summer school and/or retention.

Under the Ohio Revised Code 3321: School Attendance; It is the obligation of the school to investigate truancy, failure of parent, guardian or responsible person to cause child's attendance at school. Upon investigation, school personnel can file a complaint in the juvenile court within the county that the student resides.

**If a child is absent ten times within one semester (without medical documentation), the parent and/or guardian will receive written notification of the days absent. If the child is absent fourteen or more times within a semester; without medical documentation supporting days absent, the student may be required to repeat the semester, by attending summer school in good standing prior to being promoted to the next grade level. Extended illnesses must be documented by medical professionals; such documentation becomes part of a student's permanent record. In certain circumstances, extended illnesses/absences may lead to the recommendation that a student withdraw from school and complete his/her education via online classes or other alternative methods.**

### **EMERGENCY PROCEDURES**

An Emergency Medical Authorization Form will be given to each family on which the parent must give the home, work, and cell telephone numbers. In addition, an alternate telephone number and people to be contacted in case of an emergency must be given in the event that the parent cannot be reached. In such emergency situations, the child must be picked up at the school office. A child who is ill enough to be excused from school may not walk home without being accompanied by an adult. Emergency information must be updated throughout the school year when/if information changes such as phone numbers, email addresses, or the names of those alternately responsible for students.

### **TELEPHONE**

The office telephone is for official business only. Students are limited to emergency calls in the school office and are not to call to request forgotten items, after-school permissions, etc.

Students will not be called from class to receive a phone message, except in cases of emergency.

### **EMERGENCY SCHOOL CLOSING**

In the event of bad weather conditions, watch television or listen to the radio for school closing announcements. A school closing will be clearly noted via local news channels as, "Our Lady of Angels School". We are not part of the local school system; therefore do not assume that OLA is closed if you should see The Cleveland Metropolitan School District closed. In addition, an automated message system will be utilized to announce the closing, provided electricity issues do not interrupt the process.

### **SCHOOL SECURITY**

In an effort to ensure the safety of our students, all visitors must use the front doors. A monitoring system is in place.

**State law requires that all visitors report to the office. Anyone other than school personnel or students must report to the office. Appointments must be made to enter the building during the 2020-2021 school year.**

**Parents who choose to drop off items forgotten by their child/children may place them in the “Forgotten Items” box at the door of each building. All items must be labeled with a child’s name, room number, and grade. Parents should then call the office to inform the school of the items that have been left.** Parents who wish to contact teachers should do so through the office or by e-mail.

### **LUNCH/BREAKFAST PROGRAM**

Our Lady of Angels School participates in the School Lunch/Breakfast Program through the Diocese of Cleveland. The Federal Government subsidizes the cost of meals, which drives the amount to be charged. Low-income families may also apply for free meals or reduced prices if they fall within the income guidelines set forth by the Federal Government. The Government now requires us to do income verification on a small percentage of those applying for these subsidies.

Approximately two weeks prior to a new month, menus will be sent home with each student. A cover letter will accompany this menu which will indicate any changes in the menu and also the date in which all monies are to be returned to the school office.

Phone calls home will not be made for forgotten lunches. Any student who forgets his/her lunch will be provided with a cheese sandwich in the cafeteria.

Please see the breakfast/lunch hours under the School Hours section of this handbook on page 8.

If students are going to participate in the breakfast program, parents are to drop students off in the same traffic pattern as previously mentioned in this handbook. After the student has finished breakfast, he/she will be dismissed by a program monitor.

Children are to show respect to the adult supervisors on duty in the cafeteria and on the playground.

### **DRESS CODE**

Children attending Our Lady of Angels School are expected to come to school well-groomed and properly dressed in accordance with the school dress code. Since you, as parents, are the primary educators of your children, we expect you to teach your children the importance of personal hygiene and good grooming.

Daily supervision of such habits by parents will result in the growth of the child’s self-esteem and pride in personal appearance. The Our Lady of Angels uniform is a constant reminder of the proper conduct and self-discipline required for learning.

**The uniform regulations listed below are to be followed by all students at all times:**

### **DRESS CODE**

**2020-2021**

Children attending Our Lady of Angels School are expected to come to school well-groomed and properly dressed in accordance with the school dress code. Since you, as parents, are the primary educators of your children, we expect you to teach your children the importance of personal hygiene and good grooming.

Daily supervision of such habits by parents will result in the growth of the child's self-esteem and pride in personal appearance. The Our Lady of Angels uniform is a constant reminder of the proper conduct and self-discipline required for learning.

**The uniform regulations listed below are to be followed by all students at all times:**

**Masks are to be worn by all students in grade K-8 upon arrival on school property and throughout the school day. Masks must be school-appropriate and may not contain political statements/opinions or be advocating drugs, alcohol, or other content deemed inappropriate for school..**

## **GIRLS**

### **Skirt and Jumper**

Students in Grades K - 4 will wear a plaid uniform jumper. The skirt is to be purchased at knee length to allow for growth. **No skirt may exceed three (3) inches above the floor when kneeling.**

Students in Grades 5 - 8 will wear a skirt of the same uniform plaid. **The length of the skirt may not exceed three (3) inches above the floor when kneeling.**

Black leggings (footed or non-footed) may be worn under the uniform jumper or skirt. If the leggings are non-footed, the student must wear solid black socks along with the leggings.

An option to the jumper and the skirt is to wear solid navy or khaki uniform straight leg **dress** slacks with a white, powder blue, navy blue or hunter green polo shirt (no other shade of blue or green is acceptable). Pants must be of proper fit; no baggy, over-sized, form-fitting styles are permitted. Jeans/denim of any color may not be worn.

## **BOYS**

### **Pants**

Students in Grades K - 8 will wear solid navy or khaki straight leg **dress** slacks; corduroy is optional. Pants are to be worn at the natural waist. Boys in primary grades are encouraged to wear pants with an elastic waist. All pants with belt loops must be worn with a belt at all times.

## **BOYS AND GIRLS**

Dress/uniform slacks must fit properly. No extreme or fad styles such as: baggy, **cargo (side pocket style)**, bellbottom, stretch knit, no metal studs, jeans, elastic at ankle, or skinny style pants.

### **Shirts**

All students will wear solid white, powder blue, navy blue or hunter green polo shirts (no other shade of blue or green is acceptable). The shirt may be long or short sleeved, and may have a banded bottom. **Shirts without a banded bottom must be tucked in at all times.**



If a long sleeve undershirt is worn, it also must be of solid color, the same color as the over shirt being worn or solid white. Students are permitted to wear their regulation gym uniform shirt under their school uniform shirt only on their scheduled gym class day.

### **Sweaters**

The style may be cardigan, crew or V-neck. The colors are white, green, red or navy. No hooded style or sweaters that extend beyond the waistline are permitted.

### **Socks**

Students must wear either solid white, black, grey, dark/hunter green, red or navy socks. Socks may not have writing or logos of any type on them. The socks must be above the ankle, crew or knee length. Socks must be visible to the ankle. Solid white, black, green red or navy tights may be worn in place of the socks with the jumper or skirt for girls. Black leggings (footed or non-footed) may be worn with the uniform skirt or jumper. If the leggings are non-footed, solid black socks must be worn with the leggings.

### **Shoes**

All students are to wear appropriate colored school shoes that match well with the school uniform (heels no higher than one inch), low cut, below the ankle school shoes with non-marking soles. All school shoes must have closed heel and toe (no clogs or sandals). No boots, hiking shoes or any shoe that could damage school property will be acceptable for classroom use. No moccasin style shoes or athletic shoes of any type/style. Shoes must be securely tied throughout the school day.

### **Uniform Shorts/Skorts**

Solid navy or khaki walking/**dress** shorts may be worn MAY 1<sup>st</sup> through SEPTEMBER 30<sup>th</sup>. Students are not allowed to wear cargo/side pocket style shorts. The shorts must be knee length. **Please Note:** Girls are permitted to wear navy or khaki skorts. A skort resembles a short skirt but having individual leg sections covered by a flap in front.

Skorts must be no more than 3 inches above the knee.

Skirts, other than the uniform plaid (gr. 5-8), are **not permitted**.

School shoes (not athletic shoes) must be worn with uniform shorts and skorts.

### **Belts**

All boys and girls in Grades 5 - 8 must wear a black, brown, navy, or khaki dress belt with school pants/shorts if belt loops exist; fad style belts are not permitted. Boys in grades K-3 are encouraged to wear pants with elastic waistbands rather than belts.

## **PHYSICAL EDUCATION UNIFORM (Grades 1 – 8)**

(To be worn **ONLY** during PE class)

### **PE Uniform**

Students **will not wear OLA Physical Education uniforms for the 2020-2021 school year. PE will be taken wearing their school uniforms.**



Girls are encouraged to wear uniform pants on PE days or short/skorts at the appropriate time of year (until September 30 and during the month of May).  
Girls are to wear shorts under uniform jumpers or skirts on PE days if they do not wear pants on those days.

### **Physical Education Shoes**

Any non-marking soled athletic shoe (low, mid or high cut is acceptable for gym class. The soles must be clean as not to mark the floor. Lace shoes must be safely tied.

PE shoes are to be brought to school on PE days; they will change into PE shoes for class and back into uniform shoes after class.

## **OPTIONAL DRESS CODE INFORMATION**

### **Compressed Days**

The students may wear the OLA sponsored spirit shirts on Compressed Days. Any OLA spirit shirt or the PE uniform shirt may be worn on a Compressed Day. Athletic uniform tops/jerseys/shirts are not to be worn on Compressed Days.

### **Sweatshirts/Fleece Jackets**

All students in Grades K - 8 will have the option of wearing any OLA sweatshirts when the weather is cold. No hooded sweatshirts may be worn in the building at any time. Students may wear the Schoolbelles fleece jacket (1/2 zip or full zip) when the weather may create cold conditions in the school.

### **The only approved sweatshirt styles are:**

- Navy Cougar Wear Sweatshirt (No hooded shirts or paw prints on back)
- Schoolbelles OLA Sweatshirt
- Green or Navy OLA Sweatshirt
- Sweatshirts cannot have logos or wordage on the back of the sweatshirt

### **The sweatshirts must:**

- **be** worn with collared, approved school shirt
- **not** be altered in any way
- **not** be oversized

## **ACCESSORIES**

### **Jewelry**

- Jewelry must be small, in good taste, and limited in amount
- No jewelry may be worn during gym class
- Earrings – no hoop or dangling earrings may be worn by girls at any time– one earring per lobe (no cartilage earrings are permitted)
- Boys may not wear earrings
- Wearing a bandaid over earrings is not permitted

### **Make-up---Nail Polish**

No make-up is permitted in Grades K – 8.

Only pale colored or clear nail polish may be worn. (Colors such as blue, green, black, purple, etc. are not permitted.)

-False fingernails (acrylic, gel, silk and similar styles) are not permitted. Students coming to school with such nails will be given 24 hours to have such nails removed.

## **GROOMING**

### **Hair**

No student may wear unusual, drastic or fad haircuts (tails, ridges, shag, words or designs) to school. Hairstyles that include shaved sides with longer hair on top of the head are not permitted. Natural hair color is not to be altered including multiple hair colors or ombre hair color.

**Hair style must not impair the student's vision.**

Boys hair may not extend past the collar or ears. Boys hair must be trimmed around the ears and above the eyebrows.

Young men may not have visible facial hair of any kind (mustache, beard, goatee, etc.).

Any hair violations must be corrected within 48 hours. The Principal reserves the right to exclude the child from school until the violation is corrected.

### **Dress Down Days**

Unless specified, students may wear any OLA shirt, top, or sweatshirt on a dress down day along with a uniform bottom (pants, skirt, jumper, skort). Regulation school shoes are to be worn on dress down days unless specified.

All dress code policies remain the same on dress down days, i.e. shoes, makeup, hair, etc.

### **Condition of Uniforms**

Shirts, pants, gym uniforms and shoes should be clean, neat and in good condition. No ripped, torn, or excessively worn clothing may be worn. All uniforms should fit the student comfortably.

Shirts must be properly buttoned and tucked in at all times.

### **Gang Clothing**

Parents are urged to check into current information regarding the wearing of gang-related clothing such as jackets, caps, sweatshirts, t-shirts, shoes, etc. These can be dangerous for your child and although we are not forbidding these items, we suggest **CAUTION!** For our part, we will be enforcing **ALL** elements of the dress code even more stringently.

"Youth gangs and gang related activities are prohibited." These include a manner of grooming - hair styles that have been adopted by gangs.

**The Pastor and Principal have the authority to exercise discretion.**

School and Physical Education uniforms may be found at:

**SCHOOLBELLES**

4747 West 160 Street

Cleveland, Ohio 44135

(216) 898-5500

## **CURRICULUM**

Our Lady of Angels School follows the curriculum requirements, which are determined by the Department of Education of the State of Ohio, and the Office of Catholic Education and Formation of the Diocese of Cleveland in all subject areas.

## **RELIGIOUS EDUCATION**

Religion is taught on a regular basis. The National Catechetical Directory is the norm. Attendance at weekday Masses is considered basic to the religious education of your children. Parents are invited to attend these liturgies which are planned by the children throughout the year. Parents attending weekly masses are asked to sit behind the student body or on either of the side sections of the church; parents are asked to sit with their children only at specially designated masses.

In general, students in Grades Kindergarten-8 attend the 8:00 a.m. all-school Mass each Wednesday. **At this time students will not be attending weekly Mass. When arrangements are made to stream Mass to classrooms, students will have the opportunity to participate in Mass. Individual grades or small groups of classes may attend Mass in person at some time during the 2020-2021 school year.**

In addition to attending Mass, the children pray together in their classrooms and participate in other para-liturgical celebrations. Children are also given the opportunity for the reception of the Sacrament of Reconciliation throughout the year.

The students in Grade 2 will receive the Sacraments of Reconciliation and Holy Eucharist for the first time. Students in grade 2 are expected to be baptized prior to the start of 2<sup>nd</sup> grade if they have the expectation of receiving First Communion in the spring. The baptized Catholic students in Grade 8 will receive the Sacrament of Confirmation.

### **ELECTRONIC COMMUNICATION SYSTEM**

The Digital Academy is an electronic grading/communication resource which is provided to our families. Parents and students have the ability to monitor progress weekly as well as most communication from the school to the home. Each family and student is provided with access. It is expected that all families utilize this service.

### **REPORT CARDS**

Report Cards are given four times during the school year to keep you aware of your child's achievements and attitudes concerning his/her studies and school activities. It is expected that parents sign the report card envelope and return it to the school within a week after distribution for the first three quarters; final report cards do not need to be signed and returned. It is not necessary to return the report card since an electronic copy of it exists in our database. If you have any questions about the report card, please make an appointment to see the teacher. **Please Note: Report cards will be withheld if tuition and fees are not current and until the checks have cleared the bank.**

### **MARKING CODES**

**(Grades 1 – 8)**

<b>A. . .</b>	<b>A+</b>	<b>100</b>	<b>-</b>	<b>98</b>
	<b>A</b>	<b>97</b>	<b>-</b>	<b>95</b>
	<b>A-</b>	<b>94</b>	<b>-</b>	<b>93</b>
<b>B. . .</b>	<b>B+</b>	<b>92</b>	<b>-</b>	<b>90</b>
	<b>B</b>	<b>89</b>	<b>-</b>	<b>87</b>
	<b>B-</b>	<b>86</b>	<b>-</b>	<b>85</b>
<b>C. . .</b>	<b>C+</b>	<b>84</b>	<b>-</b>	<b>82</b>
	<b>C</b>	<b>81</b>	<b>-</b>	<b>79</b>
	<b>C-</b>	<b>78</b>	<b>-</b>	<b>77</b>

D. . .	D+	76	-	75
	D	74	-	72
	D-	71	-	70

F. . . **FAILING**--Usually does unsatisfactory work in accomplishing goals, objectives, and requirements:

**O = OUTSTANDING      S = SATISFACTORY**  
**U = UNSATISFACTORY    (N) = NEEDS IMPROVEMENT**

O, S, N, U, will be used for effort and conduct and may be used for music, art, physical education and computer.

### **SCHOLASTIC AWARDS**

At the end of each quarter students are eligible to receive academic awards. The criteria to qualify for the awards are as follows:

<b>Merit</b>	<b>87% - 92%</b>
<b>Honors</b>	<b>93% - 96%</b>
<b>High Honors</b>	<b>97% - 100%</b>
<b>Excellence</b>	<b>97% - 100% All four quarters during an academic year</b>

Teachers will select students who have shown effort to improve their work or conduct to receive the Effort Award. Students who have consistently demonstrated a cooperative attitude in following school and classroom rules will be eligible for a Citizenship Award. To achieve the Perfect Attendance Award, students may not be absent or tardy for the entire quarter. Anyone having Perfect Attendance for the year will receive a special certificate.

A student receiving a D, F, or U in an academic area on his/her report card is ineligible for a quarterly academic award. A student receiving a U or N in conduct on his/her report card is ineligible for the Citizenship Award.

### **ACADEMIC PROBATION**

Students will be placed on Academic Probation when they receive two "F" grades, three or more "D" grades or any combination of these grades in the major subjects (English, Reading, Math, Science/Health, Social Studies). A student is placed on Academic Probation for one full quarter. During this grading quarter, it will be the student's responsibility to monitor his/her own progress in those subjects where grades are below average. If, at the end of the quarter, the student has improved and no longer has two "F's" or three grades below average, he/she will automatically be removed from Academic Probation.

Academic Probation is a serious matter. Failure to improve a grade could possibly lead to a semester failure, which must be made up in summer school. At year end, all students must pass three of the five major subjects (Reading, English, Math, Science, Social Studies) in order to be promoted to the next grade. Students who do not show improvement or increased effort may be asked to transfer from Our Lady of Angels School.

### **PROMOTION AND RETENTION**

Promotion is based upon recommendation of the teacher, in accordance with the following principles:

- A pupil is promoted on the basis of his/her mastery of work on the grade level.
- To be promoted a child should have at least a general average of D.

To be promoted a child must pass three of the five major subjects (English, Reading, Math, Science, Social Studies) when an average of the four quarters of the school year is determined. Parents, teachers, and administration will meet on a regular basis no later than the end of the first semester if there is a chance that a student may be failing. Summer school may be required prior to promotion into the next grade level. All final decisions related to retention will be made by the administration.

- Students who are in the eighth grade and fail a major subject (English, Reading, Math, Science, Social Studies or Religion) must attend summer school and complete the course with passing standing prior to receiving his/her diploma.
- Social promotion is not recommended.
- All final decisions regarding whether or not a student is retained will be made by the administration.
- Students in 3<sup>rd</sup> grade must receive a passing score on the state-mandated test in order to be eligible for promotion.

Parents will be asked to sign an educational waiver accepting full educational responsibility for refusal to retain a student. In extreme educational situations, a student may be asked to transfer to another educational facility that meets the student's needs.

## **TESTING**

Students in Grades K – 8 are given the MAP (Measure of Academic Progress) tests three times throughout the school year. Parents are notified when testing begins and when the results are returned. Test results are one of the most effective ways to evaluate our students' academic growth in comparison with local and national norms. **During the 2020-2021 school year students in grades 3-8 are the only students required to take the MAP tests. At the discretion of the administration students in Kindergarten through grade 2 may take MAP tests.**

In addition, all students in Grades 3 will take the prescribed state-mandated reading test. The results of the 3<sup>rd</sup> grade state-mandated test may affect a student's promotion. Students in grades 3-8 are required to take state-mandated tests in English/Language Arts, Math, Science, and Social Studies.

## **HOMEWORK**

The purpose of homework is threefold. First, it is designed to reinforce the lessons developed during class time. Second, it provides opportunities for enrichment and skill development through research assignments. In this case, the homework is extended over a period of several days or weeks. Third, it accomplishes one of the most important objectives of education – namely, to help the student learn to study independently.

Homework requirements are determined by the classroom teacher. The suggested minimum time is as follows.

Grades 1 - 3	30 – 60 minutes
Grades 4 - 5	45 – 90 minutes
Grades 6-8	60-120 minutes

The actual amount of time spent on homework varies from student to student. Family activities and time management play a part in the amount of time needed to complete homework. Teachers typically allow time for students to begin homework in school; some students may finish homework during this time while others need to complete homework outside the school day. Parents should monitor the amount of time a student typically spends doing homework and alert the appropriate teacher if such time seems to create a difficulty for the student.

A child will benefit most from homework if parents check regularly on what has been assigned, as well as on the neatness and accuracy of written assignments. This kind of involvement will keep parents well informed about what is happening in school.

An atmosphere conducive to study is necessary for the student's proper concentration and performance. A designated time and place for study is advisable. Your child should be free from distractions such as radio, television, telephone and other social situations while working on homework assignments.

It is the primary responsibility of parents and/or guardian to oversee student homework completion and accuracy. Each classroom teacher has his/her homework policy in writing, which is submitted to parents at the beginning of the school year. Parents and/or guardians are asked to review and submit a homework policy acknowledgment form to the student's homeroom teacher.

Each homeroom/specials teacher will send home his/her homework and classroom expectations during the first week of school. It is important that there is a positive partnership between the parents and teacher in assuring the success of each student in his/her academics. Homework and classroom expectations are key components to the student's success; it is critical that all parties are aware of the school and classroom policies.

### **CODE OF CONDUCT FOR GRADES K – 8**

Discipline is the companion and result of the infusion of gospel values. It is a recognition of human dignity and the rights of others. We believe that discipline should be self-motivated. Children must be convinced that the rules of the school aim at safeguarding rights and liberties rather than curbing them. If children are to learn, they must be in an environment that promotes Christian values of worth and respect.

A student comes to school so that he/she may develop his/her individual capabilities to the fullest and become the best person that is possible for him/her to become. To achieve this, a student must:

- Accept responsibility for his/her own actions.
- Develop a basic attitude of thoughtfulness and consideration.
- Remember that manners, courtesy, and good language are a way of showing consideration to others.
- Show respect for **ALL** people in authority and in supervisory roles.
- Take good care of books, lockers, and **ALL** school property.
- Complete homework and have it in class **ON TIME.**
- Walk in the halls at all times.
- Bring paper, pencils, pens and all supplies, including assignments, to class.
- Be on time for school and all classes.
- Be in correct uniform each day.

- Understand and comply willingly with the rules and regulations established by individual classroom teachers and the school administration.
- Attend classes that he/she is assigned to on time and be prepared.

All electronic items such as I Pod's and MP3 players, etc. must be kept in a student's book bag in the off mode during the school day. These items will be confiscated and held until claimed by a parent if they are used during the school day.

Cell phones must be turned off when a student is on school/parish property. Teachers will collect cell phones and keep them in a secure place within the classroom throughout the school day. It is the student's responsibility to turn in and pick up cell phones daily. Cell phones will be taken from students who choose to use them without permission. The cell phone will be sent to the principal's office, where it must be picked up by a parent/guardian.

**Demerits:** Demerits will be issued for dress code violations, tardies, and failure to have necessary supplies in class. An accumulation of ten (10) demerits in a quarter will result in a detention to be served at lunch time.

**Detentions:** Thirty minute detentions are served before school from 7:10-7:40 am on Tuesday and Thursday mornings and may be issued if students do not follow the school-wide discipline policy or classroom rules. An accumulation of 3 warnings in a week will result in a detention. Automatic detentions may also be issued for the following violations:

- Chewing gum (automatic detention)
- Disrespect to adults in authority
- Inappropriate language
- Disrespect and/or taunting of classmate or other student within the school
- Talking or misbehaving during safety drills (fire, tornado, lock down, etc.)

Students in grades 4-8 who receive 4 detentions per quarter will be issued a Disciplinary Referral that becomes part of the student's permanent file. The Disciplinary Referral must be signed by a parent/guardian and returned to school the next school day. Students in Grades 4 –8 receiving five or more detentions per quarter will receive a Disciplinary Referral and will be suspended. Suspensions may be served in school or out of school.

**FAILURE TO RETURN A SIGNED DETENTION ON THE NEXT SCHOOL DAY WILL RESULT IN AN ADDITIONAL DETENTION. FAILURE TO REPORT FOR A SCHEDULED DETENTION WILL RESULT IN AN ADDITIONAL DETENTION TO BE SERVED ON THE FOLLOWING SCHEDULED DETENTION DAY.**

Consistent violations of the above **will lead to a suspension.**

**\*\*A DISCIPLINARY REFERRAL RESULTS IN AN AUTOMATIC DETENTION.**

**Suspensions:** Suspensions will be served **IN OR OUTSIDE OF SCHOOL** for one, two or three days depending on the circumstances and the severity. Suspensions of a longer period of time are at the discretion of the administration. Suspensions generally (but not always) follow repeated infractions of the rules, where corrective measures have not been successful. A student may be suspended for the following reasons but not limited to:

- Stealing
- Fighting
- Continual disrespect toward students or adults
- Destruction or defacing of any school property

- Smoking/Vaping
- Disruptive behavior
- Cheating
- Forgery of parental signature
- Accumulation of detentions (per quarter)
- Involvement in gang activities
- Truancy/Excessive Tardiness
- Gambling
- Possession of a weapon (real or not) on school grounds

**“Zero’s”** are given for all assignments and tests during the time of suspension with no opportunity to be made up. At the discretion of the administration, a student may receive credit for some/all work missed while under suspension.

In specific situations, an out-of-school suspension may be determined by the administration to be the required consequence.

Suspension is noted in a student’s academic record and becomes part of the student’s permanent record.

**Emergency Removal:** A student may be sent home immediately if the situation warrants danger to the student, other students or adults. Parents will be called to come for the child. A conference must be scheduled for re-admittance to the classroom.

**Expulsion:** A very severe and usually the last resort in the discipline process. Expulsions become part of a student’s permanent record.

The following behaviors may lead to, but are not limited to, expulsion:

- Involvement in drugs and/or alcohol
- Possession of weapons of any kind, explosive devices, or any other dangerous objects
- Possession of pornographic materials
- Continual suspensions (three in one semester)
- Promoting gang activity
- Emotional or bodily harm to others
- Any other serious actions deemed so by the administration

The administrative team will discuss any possible return of a student who may have faced an emergency removal. Every measure will be taken to be sure that the student is ready and able to return to the school. A re-entry will only be granted if appropriate steps have been taken to assure the safety and welfare of all students. If determined by the administrative team that the student is potentially harmful to self or others, either physically or emotionally, there will be no re-entry deemed to the removed student.

## **PARENT INVOLVEMENT**

We expect parents to be involved as much as possible in school activities. Parents are encouraged to volunteer to help in the classrooms, library, in the lunchroom and as Safety Monitors in and around the school grounds. All volunteers must submit verification of attending the Virtus program and show proof of continued reading/responding to the articles that are part of the Virtus program, as well as signing the two required documents related to child safety. Volunteers must also submit a current BCII fingerprint background check. **The Parent-Teacher Unit (PTU)** provides an important link between the home and school. Parents are expected to join the PTU and become involved in its activities. All parents are encouraged to attend PTU meetings and PTU sponsored events throughout the school year.



## **SPECIAL SERVICES**

State and Federally Funded Programs: A modular classroom unit provides space for a part-time Speech Therapist, a part-time Psychologist, a **part-time** school Counselor, a part-time Intervention Specialist, and a Basic Skills Teacher. Some or all of these services may also be offered in the school building.

## **AFTER-SCHOOL PROGRAM**

Our Lady of Angels School provides extended day care for the students of working parents through the After School Program. Information regarding registration and attendance in the After School Program is available in the main school office. The After School Program operates from **2:40** until 6:00 on regularly scheduled school days.

## **COMPUTER EDUCATION**

All students in the school (Grades K-8) attend computer classes in the computer lab in the main school building. **During the 2020-2021 school year, the computer/technology teacher will be teaching in each child's homeroom until it is safe to resume the use of the Computer Lab.** A multitude of software programs complement and reinforce classroom learning. Students learn basic keyboarding, word processing, graphics, Excel, Power Point, Publisher and other applications. All computers are networked to printers. A scanner and digital camera are available for class use. Our ActivPanel and Elmo camera projector make teaching and learning more understandable and interactive. Internet access is available for research and guided class instruction. Students can use the computer lab to access their Digital Academy accounts to check their grades and check assignments, and to store/retrieve data in their student web lockers. The MAP testing program is also available in the computer lab.

## **SAFETY**

Safety rules are an essential part of any program. Safety rules should be taught in the home and reinforced in the school. There are particular rules and regulations that apply to the school buildings and surrounding areas, and children are advised of these throughout the school year.

Adult school guards are provided at a limited number of intersections. Safety Patrol guards are stationed in the immediate area of the school. All children who need to cross Rocky River Drive should do so at the Lucille Avenue Crossing.

All children should leave the school premises at dismissal unless they are participating in organized, supervised activities. Children are not permitted to play on school property without adult supervision. Your cooperation in following these rules will make for a safe atmosphere at Our Lady of Angels.

## **HEALTH**

The purpose of our health services program is to protect and maintain your child's health. To assist us in this task, a registered nurse, certified in school nursing, is on duty at our school. The nurse conducts examinations in the areas of vision, height, weight and posture. Scoliosis screening is conducted in order to identify a curvature of the spine most commonly found in adolescence. **A part-time health aide will be present on the days our school nurse is not scheduled.**

The nurse will provide immediate care for those who become ill or injured during school hours. Please note that this care is not to be intended to be a substitute for medical care. The State Law prohibits nurses to practice medicine, which includes making medical diagnoses of illnesses and injuries and prescribing medication. This is your physician's responsibility.

The school nurse is a liaison between educational and medical personnel. It is essential that parents keep the nurse informed about their child's medical condition. Health records are kept confidential. A physician's report gives a more complete account of the condition itself and what measures need to be taken. The parent needs to request this report from the physician.

In the absence of the school nurse, children's health needs will be taken care of by the school secretary, the principal, or **our school health aide**. Students with a temperature of 100 degrees will be sent home and may not return until the child is fever-free for **72** hours. Students who vomit at school will be sent home and may not return for 24 hours.

**During the COVID-19 pandemic, please refer to the health-related COVID-19 documents that were provided to parents of all students returning for in-person learning. This document details the at-home health check that must be done before a child arrives at school as well as the procedures/precautions that will take place once a child is at school.**

### **CONTAGIOUS ILLNESSES**

To help control the spread of contagious illnesses, you are asked to keep your child at home if he/she appears to be ill. Symptoms such as cough, sore throat, fever and unexplained rashes are some good reasons to keep your child at home and then take to a physician for diagnosis and treatment. We also stress the importance of reporting any communicable illness to the school nurse. Such illnesses as strep throat, conjunctivitis (pink eye), chicken pox, impetigo, scabies, meningitis, and others, need to be diagnosed in writing by a physician with a re-admittance statement.

### **FOOD ALLERGIES**

Food allergies can be very serious to those that have them. For this reason, the following policies/procedures will be in place:

No class treats or treats that may be given for "mass" distribution at school for birthdays, holidays, or other special occasions.

A student will do as much as possible to be attentive to avoiding allergens in his/her surroundings.

Parents/Guardians of students who have nut, or gluten allergies or any other food allergies must keep the school informed of any diagnosis related to these food allergens as well as any other health conditions. Parents must provide the school with an Epi-pen if the student is prescribed one by his/her doctor.

### **FOOD AND BEVERAGE POLICY**

Our Lady of Angels School adheres to the Wellness, Food and Beverage Policy #6102.38. The complete policy can be viewed on The Digital Academy under the News section.

### **BIRTHDAY CELEBRATIONS**

All birthday treats are to be non-edible. Please refer to the Food and Beverage Policy #6102.38.

### **IMMUNIZATIONS**

The nurse ensures that all children are up-to-date on their immunizations so as to prevent certain communicable childhood diseases. Notifications may be sent home to remind parents of their responsibilities in terms of having their children immunized. At the present time, McCafferty Health Clinic provides Cleveland area children with free immunizations. Call 216-664-6603 for an

appointment. The administration reserves the right to refuse enrollment if immunization records are not provided in a timely manner.

### **IMMUNIZATIONS REQUIRED FOR ENROLLMENT:**

- 4 doses DPT \* (Diphtheria, Polio, Tetanus)
- 3 doses IPV \* (Polio)
- 2 doses MMR (Measles, Mumps, Rubella)
- 3 doses Hepatitis B
- 1 Varicella (Chickenpox)

\* An additional dose is required if all doses were given prior to the 4<sup>th</sup> birthday.

### **MEDICATION**

State Law requires that no drug, including any over-the-counter medications such as Tylenol, antacids or cough medication and cough drops, be taken at school without written permission from a physician and parent. The specific medication forms must be obtained from the school office and filled out by the physician and parent prior to bringing medication to school. These forms will be kept on file. These requirements must be adhered to for each illness. These forms are required to be updated every school year.

### **HEAD LICE**

The main symptom is unusual or repeated scratching around the back of the neck and ears. The best way to confirm a case of lice is to look for nits. Close examination of the scalp, especially at the back of the neck and above the ears will reveal small, grayish-white eggs. These nits can sometimes be mistaken for dandruff, but they cannot be easily brushed away. Students found to have lice in school will be sent home for treatment.

Please contact the school nurse and the main school office if you suspect a problem and she will also examine the other children in the classroom. Some precautionary measures are to examine your child's hair on a weekly basis and to avoid sharing combs, brushes, hats, scarves and coats.

It should be reassuring to know that lice can safely and effectively be treated with medication that is available at the pharmacy and requires no prescription. Because no lice treatment kills all of the nits, it is necessary to use a fine-tooth comb to help remove the nits.

The school nurse/administration will examine the child's hair before he or she is permitted back in the classroom. We require that all nits be inactive and there are no live lice before returning to school so as to prevent any outbreaks.

### **EXTRA-CURRICULAR PROGRAMS**

#### **MASS SERVERS**

The Mass-serving program at Our Lady of Angels School begins during the second semester of fifth grade. All Catholic students are encouraged and invited to join. It is expected that all servers fulfill the requirements and responsibilities provided at their orientation and training.

#### **FINE ARTS COUNCIL**

FAC exists to enhance our students' experience at OLA by providing theatrical, musical and religious programs and workshops.

#### **SAFETY PATROL**

The fifth and sixth grade students of Our Lady of Angels School serve as crossing guards during arrival and dismissal. **During the COVID-19 pandemic there will be no safety patrol.**

### **STUDENT AMBASSADORS**

The Student Ambassador Program of Our Lady of Angels School is comprised of students in Grades 7 - 8 who have qualified based on teacher recommendation, completion of an application, and a formal interview with the Student Ambassador Committee. Space is limited each school year for this program. Students must possess a commitment to the program, the school, and represent his/her fellow students during their time on the Ambassador Team. The members serve the school and participate in various projects and activities. Members of Student Ambassadors may be removed from participating if they fail to uphold the values and responsibilities of this program. **During the COVID-19 pandemic the activities of Student Ambassadors will be limited.**

### **VARIOUS OTHER CLUBS/ORGANIZATIONS**

Students in grades K-8 may become members of various clubs and organizations at Our Lady of Angels School. Some of these clubs/organizations may meet during the school day or after school. There will be a designated period of time to sign up and become members of the group. Membership may be discontinued if a student fails to attend scheduled meetings without cause. **During the COVID-19 pandemic clubs/organizations will be limited due to social distancing concerns.**

### **SCHOLASTIC AWARDS**

Students who qualify are presented scholarship, attendance and citizenship awards. The awards are presented quarterly. Annual awards recognizing year-long contributions and achievements are presented at a formal program conducted by the Student Ambassador members and the administration at the end of the school year.

### **COLLECTIONS/FUND-RAISING**

Children attending Catholic schools in the Diocese of Cleveland are encouraged to contribute to the missions as well as to individuals who solicit our help. However, it is up to the individual child's zeal for the missionary cause as to what extent he/she wishes to participate. Along with the monetary donations, all are expected to pray daily for the missions.

### **CONDUCT OUTSIDE OF SCHOOL**

Parents and school are responsible for a child's conduct on the way to and from school. Examples of inappropriate conduct might include damage to public or private property, fights, snowball throwing, walking/running across neighborhood yards, activities involving shaving cream on the city streets, and annoyances to students from other schools. If such conduct is reported to the school, the situation will be investigated; parents of those involved will be contacted and disciplinary action may result.

### **FAMILY/CUSTODIAL SITUATIONS – RELATIONSHIP WITH THE SCHOOL**

Our Lady of Angels School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. Our Lady of Angels School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is

not limited to conference appointments, report cards, mid-quarter progress reports, discussions with school personnel, etc.

In families experiencing separation of parents, or ending in divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared *by* the parents and *between* the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact so that appropriate support can be given to the child. Our Lady of Angels School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear *custody* by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the *custodial* parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions.

It does not include daily classwork and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared *by* and *between* the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations. In cases where joint conferences are *clearly* neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Our Lady of Angels School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines

that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures of circumstances you feel necessitate other arrangements, please contact the principal personally.

### **PERMISSION FORMS**

All students are required to have permission forms completed by parent and or legal guardian for any off campus field trips or activities. Permission forms will be supplied by the teacher when needed for field trips or activities. Such permission forms may also be available online. Signed permission forms must be returned by the specified deadline in order for a student to take part in the event. Verbal permission given by phone or in person is not permitted to take the place of written permission forms.

### **RELEASE OF STUDENTS**

In the case that students need to be picked up by someone other than the parent or legal guardian from school, there must be written or verbal confirmation between the parent, legal guardian. All students are required to have permission forms completed by parent and or legal guardian for any off campus field trips or activities and the school office. A photo ID may be required of anyone other than the parent or legal guardian when picking up students.

### **VISITORS TO THE BUILDING**

All visitors must report to the main office, sign in and obtain a visitor badge upon entering the building. All visitors must ring the doorbell at the main entrance of the school building before entering the building. **A health check will be conducted for all visitors to Our Lady of Angels School.**

### **VOLUNTEERS**

We encourage volunteering by our parents. All volunteers are required to complete the Virtus program, continue to read/respond to Virtus articles, and to be BCII finger printed through the State of Ohio. While Virtus records may be transferred from other schools/parishes, fingerprint records must be current and sent directly to Our Lady of Angels; they are not able to be transferred from other schools/parishes/businesses. More information is available through the rectory office at 216-252-2332.

### **SERVICE HOURS**

All students are encouraged to serve others as part of their religious education and beyond. Students in grades K-8 are expected to participate in various service opportunities throughout the school year. Written notification will be sent to parents when such service may require students to travel off school property. Many service projects are completed as part of the daily school schedule and may not require parent notification or permission forms.

### **DIOCESAN POLICY REGARDING POSSESSION, SALE, USE OR ABUSE OF DRUGS OR ALCOHOL**

The Cleveland Catholic Diocesan School Board recognizes that alcohol and drug abuse is a serious societal problem which does not respect any group or age, and that the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in the Church, we, in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the common, as well as the individual, welfare of our pupils. Continuing

education programs for parents, teachers and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or state concerning illegal substances.

### **AIDS POLICY**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K - 8 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities.
2. The child behaves acceptably in a manner that would neither cause spread of the disease nor in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

In the Parish Elementary School and Parish School of Religion, the Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (acquired immune deficiency syndrome; ARC (AIDS related complex) or other illness caused by HIV (human immune deficiency virus, the virus that causes AIDS, also known as HTLVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from school or a Parish School of Religion Program shall be provided with an alternative means of catechetical instruction.

### **PREGNANCY POLICY**

Our Lady of Angels School has adopted a Pregnancy Policy from the Cleveland Catholic Diocese. This policy follows the Catholic principles of the child's health and welfare both physically and educationally. This policy also considers the effect on the other students in our school and are available from the school office upon request.

### **POLICY ON YOUTH GANGS**

YOUTH GANGS and GANG-RELATED ACTIVITY ARE PROHIBITED. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: \*recruitment, \*initiation, \*a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or

other attribute denotes membership in a gang, \*displaying gang markings or slogans on school or personal property or clothing, \*having gang tattoos, \*possessing literature that indicates gang membership, \*fighting, assault, hazing, \*extortion, \*establishing turf, \*use of hand signals, gang vocabulary and nicknames, \*possession of beepers or cellular phones, \*possession of weapons or explosive materials, \*possession of alcohol, drugs, drug paraphernalia, \*attendance at functions sponsored by gang or known gang members, \*exhibiting behavior fitting police profiles of gang-related drug dealing, \*being arrested or stopped by police with a known gang member, \*selling or distributing drugs for a known gang member, \*helping a known gang member commit a crime, \*or any other action directly resulting from membership or interest in a gang.

### **CONSEQUENCES**

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

### **JURISDICTION**

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

### **RELATED POLICIES**

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

1. Dress code and uniform policy as defined in the School Handbook.
2. Discipline policies and consequences as defined in the School Handbook.
3. The right of school authorities to search lockers, student desks and, upon request, personal property, if suspicion of gang involvement exists.
4. Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.
5. Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
6. Insistence on parent cooperation in not permitting children to host/attend



unsupervised parties or activities.

## **PREVENTION**

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

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

### **PURPOSE**

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

### **SEXUAL HARASSMENT**

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures of other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendos; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

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

- Verbal warning/reprimand and apology to the victim
- A parent/student/principal conference
- Written warning/reprimand & parent notification, entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

### **SEXUAL VIOLENCE**

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

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender’s sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C.2907.05), Sexual Battery (O.R.C.2907.03), Rape (O.R.C.2970.02), Importuning ((O.R.C.2907.07), Voyeurism (O.R.C.2907.08), Public Indecency (O.R.C.2907.09), or Felonious Sexual Penetration (O.R.C.2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

### **WEAPONS POLICY**

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

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

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department and the Diocesan Legal Office (216-696-6525) before confronting the individual. If it is determined that this policy has been violated, the parents of the offenders shall be immediately contacted and must cooperate with the disciplinary process.

### **STUDENT THREATS**

Our Lady of Angels has adopted the following policy:

Any and all student threats to inflict any harm to self or others must be taken seriously and immediately.

- a. Whoever hears the threat will report it immediately to the principal.
- b. Police will be notified immediately.
- c. The student will be kept in the principal’s office under supervision until the police arrive.
- d. The parent or guardian of the student who has made the threat will be notified immediately.
- e. The student will be suspended and not permitted back into school until there has been a psychological evaluation and receipt by the school principal of a written statement from a psychologist that the student is not/does not pose a danger to self or others.

- f. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims will be notified immediately.
- g. Additionally, should a threat be made, the school could require counseling for students involved after obtaining parental permission.

### **RECOMMENDED GUIDELINES REGARDING HARASSMENT**

The pastor, administration and staff of Our Lady of Angels School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. Our Lady of Angels School will not tolerate harassment of any type. If harassment occurs, the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

#### **Student**

Acceptable Use Policy  
Our Lady of Angels School  
Diocese of Cleveland

Our Lady of Angels School (the “School”) makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy (“Policy”) is intended to minimize the likelihood of such harm by educating the School’s students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (collectively, “System”) are any configuration of hardware and/or software whether used on or off school property. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software including without limitation video conferencing software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided Chromebooks;
- school provided personal digital assistants (“PDAs”), tablets, IPADs and similar devices;
- school issued access to third party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, etc.) ; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

**Access to communication system:** Access to the school's electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Access to the School's computer/network/Internet is a privilege, not a right, and may be revoked at any time.**

**Scope of Use:** The System is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

**Student Access:** System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. When a student is in a classroom setting on school

property, student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
  - d. Decline to record any individual, educational instruction or any portion of communications without prior written consent of teacher or school administration.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Report security risks or violations to a school administrator, teacher or network administrator.
  - b. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - c. Conserve, protect, and share these resources with other students and Internet users as appropriate.
  - d. Get appropriate pre-approval before accessing the network with personal devices.
  - e. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (making illegal copies of educational lessons, music, games, or movies).
4. Respect and practice the principles of parish and school community.
  - a. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - b. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - c. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - d. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - e. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - f. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - g. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.
5. Abide by the Student Code of Conduct in the use of the System at all times.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

**The Use of Video Conferencing:** Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Hangouts. Video conferencing is a way that students can communicate with teachers, other students, speakers, others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following related to use of video conferencing software whether or not on school property during use:

- a. Video Conference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience.
- b. Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.
- c. Students are only permitted to transmit audio/video images using the System when all of the following conditions are met (i) it is under teacher's direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
- d. Students shall not record any portion of a video conferencing session without prior written approval from teacher or school administration.
- e. Students shall not save, share, post or distribute in any way any part of a video-conferencing session or any photos or audio recording from a video conferencing session without prior written approval from teacher or school administration.
- f. All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
- g. Classroom and school rules apply to all remote learning experiences.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school or with the System whether on or off school property:**

- a. All personally-owned telecommunication devices must be registered with Mrs. Krupar, Principal prior to use.
- b. Internet access is filtered by the School on personal telecommunication devices in the same manner as School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of any service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- c. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- d. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- e. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- f. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- g. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- h. An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the School for any purpose. Personal

telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Students have no expectation of privacy with respect to use of the System whether on or off school property and whether the devices are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.**

**All computers, chromebooks, devices, laptops, Chromebooks, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.**

**Consequences for Violation:** Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the School before Internet and other technology 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.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student. Upon its discretion, the school reserves the right to request that the student/parent complete additional forms prior to the distribution of any electronic devices.

## **STUDENT USER AGREEMENT / PARENT PERMISSION FORM**

### **Both Signatures Required**

By signing below, I agree and acknowledge that I have read the terms and conditions of the Student Acceptable Use Policy and I understand that it is a violation of the Policy to use the System, on or off of school property, to, among other things:

- Bully, harass, threaten, intimidate or engage in discriminatory or abusive conduct or language, including through the use of social media;
- Access websites or content that are inappropriate for the school environment, including without limitation websites or content that are pornographic or obscene;
- Vandalize or tamper with school equipment and/or System settings;
- Engage in criminal or illegal conduct; and/or

- Violate the Student Code of Conduct.

I also understand that:

- Technological resources are provided for instructional and educational purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities; and
- My access and use of the System whether on or off school property, including without limitation all devices used by me to access the System, whether personally or school-owned, are subject to monitoring and search and that I have no expectation of privacy in my use or accessing of the System.

I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy**. I understand that I am responsible for the consequences of inappropriate use of the System, including the Internet, both on and off of school property and those consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and/or legal action.

**Parent/Guardian Signature Section:**

As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy** and grant permission for my child to access the School's information technology resources. I understand that my child will be held responsible for violations of this agreement, that access may be revoked and/or my child may be disciplined for inappropriate use of the System, that my child's use of the System will be monitored, and that all devices used by my child to access the System whether on or off school property and whether the device is school or personally owned, are subject to search. I understand that I am responsible to supervise my child's participation on the System when the child is off school property. I understand that the School's information technology resources are intended for instructional and educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold the School responsible for materials acquired, accessed or viewed on the network.

**OUR LADY OF ANGELS SCHOOL  
SIGN OFF SHEET 2020-2021**

**By signing below you are indicating that you have seen, read, and agree to follow the guidelines found in:**

- **The 2020-2021 Parent/Student Handbook**
- **Student Acceptable Use Policy (found on pages 30-35 of Handbook)**

**Student signatures will be obtained during the first week of school for the Parent/Student Handbook and the Acceptable Use Policy.**

**Student name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student name** \_\_\_\_\_ **Grade** \_\_\_\_\_



**Student name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Parent(s) name(s)—please print**

\_\_\_\_\_

**Parent(s) signature (s)**

\_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_