

OUR LADY OF ANGELS

202⁶-202⁷

Grade School Parent/Student Handbook



Our Lady of Angels

3644 Rocky River Dr. - Cleveland, Ohio 44111

School Office: (216) 251-6841

Parish Office: (216) 252-2332

Administration

Pastor: Rev. Robert C. Ramser

Co-Principal: Katherine Stary

Co-Principal: Bradford Dorland

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Letter From The Pastor

Dear OLA School Families,

Becoming Who God Created Us to Be ...Saints

It has become a custom of mine to remind the students at Weekly School Mass, in moments of reconciliation and throughout the year that God doesn't make junk; He makes saints. All of us are called to use the gifts that we have been given to make this world more like the Kingdom of Heaven and become a saint; a friend of God. I want to welcome back returning families as we begin our 103rd year of exceptional education, and thank those who are new to OLA School for choosing OLA as the institution for the edification 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.

Peace,

Fr. Rob Ramser



Letter From The Principals

Dear Parents,

The faculty and staff at Our Lady of Angels are excited to welcome you to our school for the 2026-2027 school year! We're dedicated to assisting you with both the academic and religious education of your children. We graciously accept this responsibility entrusted to us as our ministry in Catholic education. It is our goal, that by working together with you in a spirit of trust, understanding, and support, your children will grow to be well-rounded individuals and have a strong foundation to meet future challenges. We will strive to keep the lines of communication open with you and your children and encourage our teachers to do likewise. We highly encourage you to keep up with your children's progress on Digital Academy, and we kindly request you communicate with their teachers through Digital Academy or email on a regular basis. Consistent communication will allow us to create the best academic and social environment in which your children can grow and learn.

In order for us to succeed in our mission of providing the best educational experience for your children, your help is essential. Therefore, we kindly request 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.**

All of us here at OLA look forward to working with you and your children this school year. May God continue to bless our school, our teachers, our families and most of all each one of our students.

Please review this year's handbook, then complete the sign-off form found in Digital Academy by Tuesday, September 8, 2026.

In Christ's Peace,

Miss Katherine Stary

Miss Katherine Stary, Principal

Mr. Bradford Dorland

Mr. Bradford Dorland, Principal

and the Faculty & Staff of OLA



Mission

Rooted in Christ and inspired by Mary, Our Lady of Angels School nurtures lifelong learners who grow in academic excellence, service, and the Catholic faith.

Statements of Belief

- 1. We believe our community will treat each other with kindness and respect.**
- 2. We believe children deserve a quality education in an environment that empowers them to reach their God-given potential.**
- 3. FAITH: We believe faith formation is an ongoing partnership with students, parents, and educators to instill Catholic values and teachings.**
- 4. ACADEMICS: We believe learning should be creative, diverse, and organized to challenge students to advance academically.**
- 5. SERVICE: We believe in forming students who live their faith through active involvement in serving others.**

Enrollment Policies

ADMISSIONS AND NONDISCRIMINATION POLICY

The governing board of Our Lady of Angels School located at 3644 Rocky River Drive in Cleveland, Ohio 44111 has adopted the following racial nondiscriminatory policies. Our Lady of Angels School recruits and admits students of any race, color, national and ethnic origin to all its rights, privileges, programs, and activities generally accorded or made available to students at the school. In addition, the school will not discriminate on the basis of **disability**, race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. Our Lady of Angels School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

If enrollment space is limited, enrollment for active members of Our Lady of Angels Parish may be prioritized. An active member of Our Lady of Angels Parish is one who is registered in the parish, attends Mass each week, makes regular offerings to the mass collections, and is involved in activities in the parish and/or school. A list of active parish members will be maintained by the rectory staff.

ADMISSION OF NON-CATHOLIC STUDENTS

Our Lady of Angels welcomes students of all faiths. It is important to recognize that OLA is a *Catholic* elementary school. As such, we adhere to the philosophy of Catholic Education and we live by the Mission of the Roman Catholic Church. All students are required to attend daily religion classes grounded in the teachings of the Catholic Church. All students are also required to attend all-school liturgies scheduled during the school day. **Non-Catholic students are welcomed and respected participants in these liturgies and religion classes. While they are expected to attend, non-Catholic students are never expected or pressured to receive the Sacraments of the Catholic Church.**

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.

TRANSFERS

In case of a student transferring to OLA 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 from Our Lady of Angels for any reason, please contact the school office for details. You must sign a **Withdrawal Form** so that we may conclude the records of your child's attendance at OLA and prepare your child's records for transfer to their new school. The new school will require you to complete a records transfer request which they will send to OLA. Report cards and academic 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. Unused state scholarship funds are returned to the scholarship office.

PARENT PARTICIPATION

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 and succeed academically. (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.
- 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).

Tuition and School Fees

The tuition for the **2026-2027** school year is **\$6500.00** per student. Tuition covers only a portion of the actual cost to educate each child. The remaining costs are covered by state and federal programs as well as financial support from the parish and other organizations.

Tuition payments may be made in one of the following ways:

- Annually, by **October**.
- Facts Management Tuition Payment Agreement Plan. Monthly payments will be automatically withdrawn from checking or savings accounts.
- Paid by state scholarship.

Tuition that is not covered by a state scholarship is the responsibility of the family to pay out of pocket. This is known as the Family Contribution. For the **2026-2027** school year, the tuition at OLA is **\$334** more than the maximum scholarship amount. Families may apply for *low-income status* when completing the scholarship application and then complete the state income verification process. If approved, the Family Contribution will be covered by the Angel Scholarship.

In addition to tuition, a yearly **non-refundable** student Registration Fee of **\$200.00** is charged for every child attending Our Lady of Angels School. 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. **The Registration Fee is not covered by any student scholarships.**

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 to have access to the online grade reporting 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.

Academic Policies

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.

STUDENT INFORMATION SYSTEM (SIS)

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 issued four times during the school year to keep you aware of your child's achievements and attitudes concerning his/her studies and school activities. Report cards will be **printed and sent home** one week after the end of the term **with students** and must be **signed** by a parent/guardian **and returned to the student's homeroom teacher within 3 school days**. **Report cards will not be issued unless all financial accounts are settled.**

RECORDS AND CONFIDENTIALITY

Accurate and thorough individual permanent and cumulative records will be maintained for each student enrolled at Our Lady of Angels. These records will include student's attendance records, report cards, test scores, and reports from professionals or other pertinent information, which is relevant to the student's tenure at Our Lady of Angels.

It will be the policy of the School to implement any and all requirements of the Family Educational Rights and Privacy Act ("FERPA"). Parents of any student who is or has been in attendance at Our Lady of Angels has the right to inspect and review the education records of their child. Access to education records shall be made to parents after a written request, within forty-five days after the request has been made. With the exception of the parents and those employees of Our Lady of Angels who would have access to education records within the normal course of business, all student records shall remain confidential.

Final report cards and student records are the property of Our Lady of Angels. It is Our Lady of Angels School policy that final report cards will not be issued, and student records will not be transferred to another school until all financial accounts are settled. A written request must be received by the school for records to be released.

MARKING CODES/GRADING

Our Lady of Angels uses 3 different marking systems depending on the grade of the child. Standards-Based Grading is used for English, Math, Science, Social Studies, Work Habits and Social-Emotional Skills in grades K-3. O-S-N-U is used for other classes in the younger grades. The A-F system is used in all classes in upper grades.

Grade	Max %	Min %	Grade	Max %	Min %
A+	100	98	O	100	93
A	97	95	S+	92	87
A-	94	93	S	86	79
B+	92	90	S-	78	77
B	89	87	N	76	70
B-	86	85	U	69	0
C+	84	82			
C	81	79			
C-	78	77			
D+	76	75			
D	74	72			
D-	71	70			
F	69	0			

Standards Based Grading (grades K-3) - Educational standards in each subject area will be assessed individually on a 1.0 to 3.0 scale with 4.0 included to indicate performance beyond the standard. Each subject will have between 10 to 15 individual scores.

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:

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

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**.

A student receiving a D, F, or U in any 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.

OHIO'S THIRD GRADE READING GUARANTEE

Students who are identified as reading below grade level in grades K-3, under Ohio's Third Grade Reading Guarantee (ORC 3313.608), will receive a Reading Improvement and Monitoring Plan (RIMP). Parents will be notified and must participate in the plan to help ensure that their student reaches grade level reading proficiency by the end of 3rd grade. Students will be assessed on their reading proficiency through MAP testing.

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, and Religion). 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.

At year's 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 attend summer school to be promoted or asked to enroll in a different school.

RELIGIOUS EDUCATION

Religion is taught on a regular basis. Attendance at weekly Masses is considered central 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; parents are asked to sit with their children only at specially designated Masses. In general, students in Grades Kindergarten-8 attend the 8:00am All-School Mass each Wednesday. 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 2nd 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.

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 fail a core subject of Reading, Math or English for the year will be required to attend summer school to be promoted to the following year.

- Social promotion is not recommended.
- 3rd grade **students** must receive a passing score on the **MAP Growth Reading test** in order to be **promoted to 4th grade**. **Exceptions include ELL students, students with IEPs, or students who demonstrate reading proficiency on alternative assessments.**
- All final decisions regarding whether or not a student is retained will be made by the administration.

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 school that **better** meets the student's **educational** 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.

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. Third, it helps students learn to study independently.

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

Grades 1 - 3: 30 - 45 minutes, Grades 4 - 5: 45 - 60 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. 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.

Each 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.

LATE/MISSING ASSIGNMENTS

In order to maintain student accountability and responsibility, and to ensure that students are up-to-date with learning in the classroom, students must work to turn in all assignments on time. All late work will be accepted up to 4 days past the assignment due date for a maximum of 70% of the original grade. Student accommodation plans may supersede this policy.

When a student misses school due to an excused absence, that student will be given the number of days absent plus one to complete any assignments before those assignments are considered to be late.

Daily Procedures

SCHOOL HOURS

School Office	7:00am – 3:30pm
Grades Full PK, K–8	PK 7:50am – 2:45pm / K-8 7:50am – 2:45pm
½ Day Preschool	7:50am – 11:00am
Breakfast Served	7:15am – 7:30am

RECESS AND LUNCH SCHEDULE

	<u>Lunch</u>	<u>Recess</u>
Full time PK	11:00-11:30am	11:30-12:00pm
Grade 6 & 8	11:00-11:20am	11:20-11:40am
Grades 5 & 7	11:20-11:40am	11:00-11:20am
Grades 1 & 3	11:45-12:05pm	12:05-12:25pm
Grades 2 & 4	12:05-12:25pm	11:45-12:05pm
Grade K	12:30-12:50pm	12:50-1:10pm

(Kindergarten students will have snack time in the 10 o'clock hour)



Our Lady of Angels will not be responsible for any children on school property before 7:15am All students arriving between 7:15am and 7:30am **MUST** be attending breakfast in Linus Hall. 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 7:00am until 3:30pm. Since teachers are responsible for the instruction and supervision of their students, **families should not expect to be able to reach teachers during school hours**. Individual conferences must be scheduled in advance via email to occur at a mutually convenient time. Unannounced visits are not permitted.

SCHOOL SECURITY

In an effort to ensure the safety of our students, all visitors must report to the school office in the main school building. To enter, please ring the doorbell on the front doors closest to Rocky River Drive. If no one answers immediately, you may call the school office at 216-251-6841. **Students are not permitted to let visitors into the building.**

LUNCH/BREAKFAST PROGRAM

Through the Diocese of Cleveland Nutrition Services, Our Lady of Angels School participates in the Community Eligibility Provision (CEP) program, which is a federal program that allows certain schools and districts to offer free breakfast to all students K-8 and free lunch to all students PK-8, regardless of their household income.

Each month, a lunch calendar for the month will be sent to the families. The form should be completed for each student who wants a hot lunch, and families should not attempt to use one form for multiple children. Any student who forgets his/her lunch will be provided with a lunch.

Only students K-8 may participate in the breakfast program. If students are going to participate in the breakfast program, parents are to drop students off in the same traffic pattern as mentioned in this handbook. After the student has finished breakfast, he/she will be dismissed by a program monitor. Children in K-1 will be escorted in a group to the primary building.

ARRIVAL/DISMISSAL PROCEDURES

The speed limit on OLA property is 5 MILES PER HOUR. 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 7:25 a.m. Students may not be dropped off and left unattended in the mornings. During afternoon pick-up, all vehicles must park in designated parking spaces. It is important to establish a routine with your children and identify a place where you will pick them up and/or meet them. Parents are welcome to park and wait for their children immediately outside of the school buildings or in front of the church. Drop off and pick-up at the Franciscan Village Apartments parking is prohibited. Franciscan Village management **will report and tow** unauthorized vehicles on their property. **Students are not permitted to enter or exit vehicles on Rocky River Drive for any reason at any time.**

ARRIVAL/DISMISSAL SAFETY FOR WALKERS

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 crossing 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 remain on school property without adult supervision.**

LATE PICK-UP POLICY

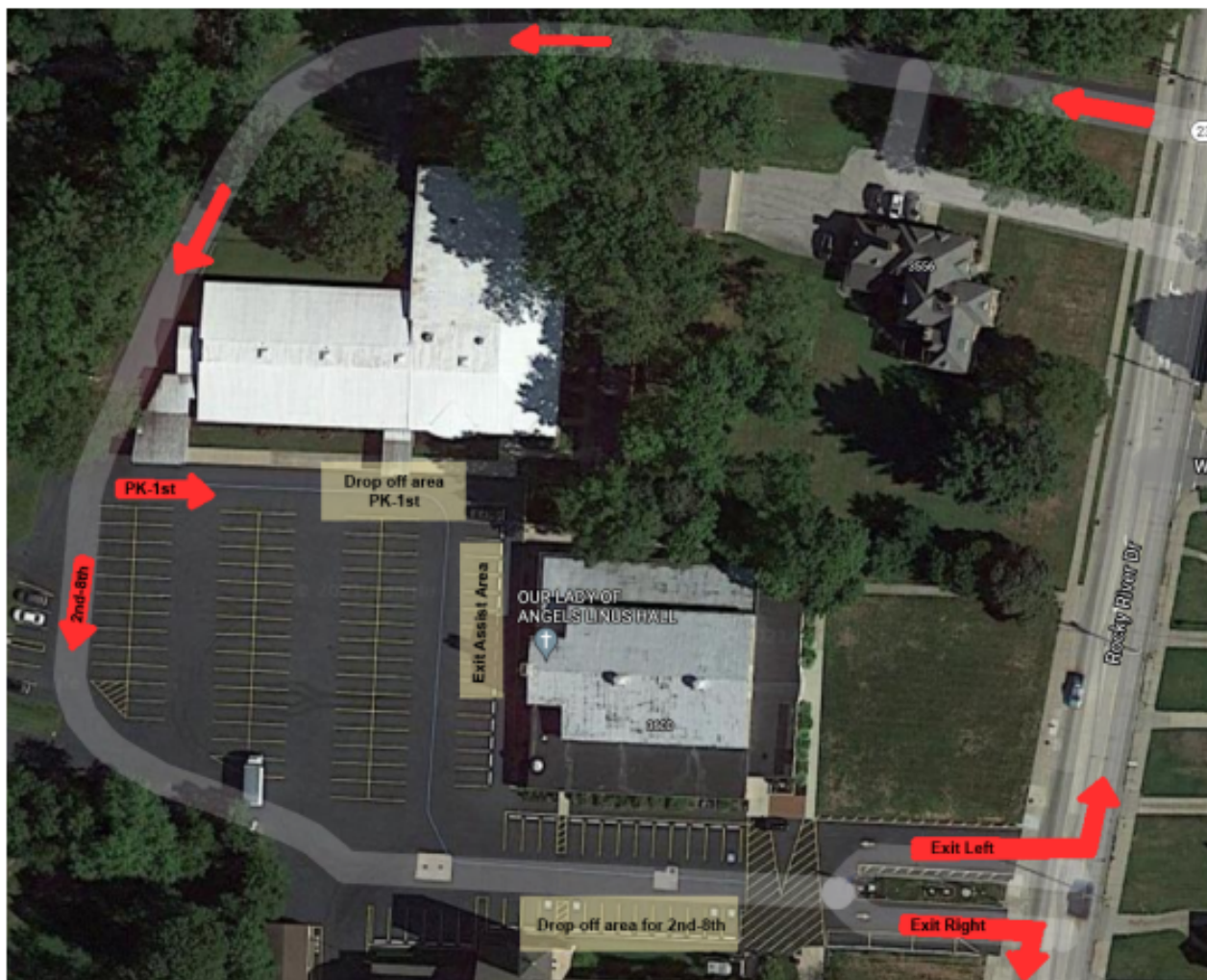
Students who are not picked up by 3:00pm will be taken to the main school office where they may wait. **Families whose students are picked up between 3:00—3:10pm will be assessed a \$10 late pickup charge, payable when students are picked up. After 3:10pm, the charge will be \$15 for every 10 minutes. Late fees MAY NOT be paid with ANY scholarship funds; including Jon Peterson, Ed Choice, or Cleveland Scholarships. If students are picked up late more than twice per quarter, families will be required to register their children for the Aftercare Program.**

Morning Arrival Procedures

- **Walkers in PK-1** - Students will line up under the awnings by the primary building. K & 1 will be at the west entrance (closest to the back driveway) and PK will line up at the middle entrance under the awning.
- **Walkers in 2-8** - Students will line up with their classes in front of the church and the school building.
- **Car Riders** - Vehicles should enter through the back entrance by the convent. They will proceed around the back of the primary building following the blue line.

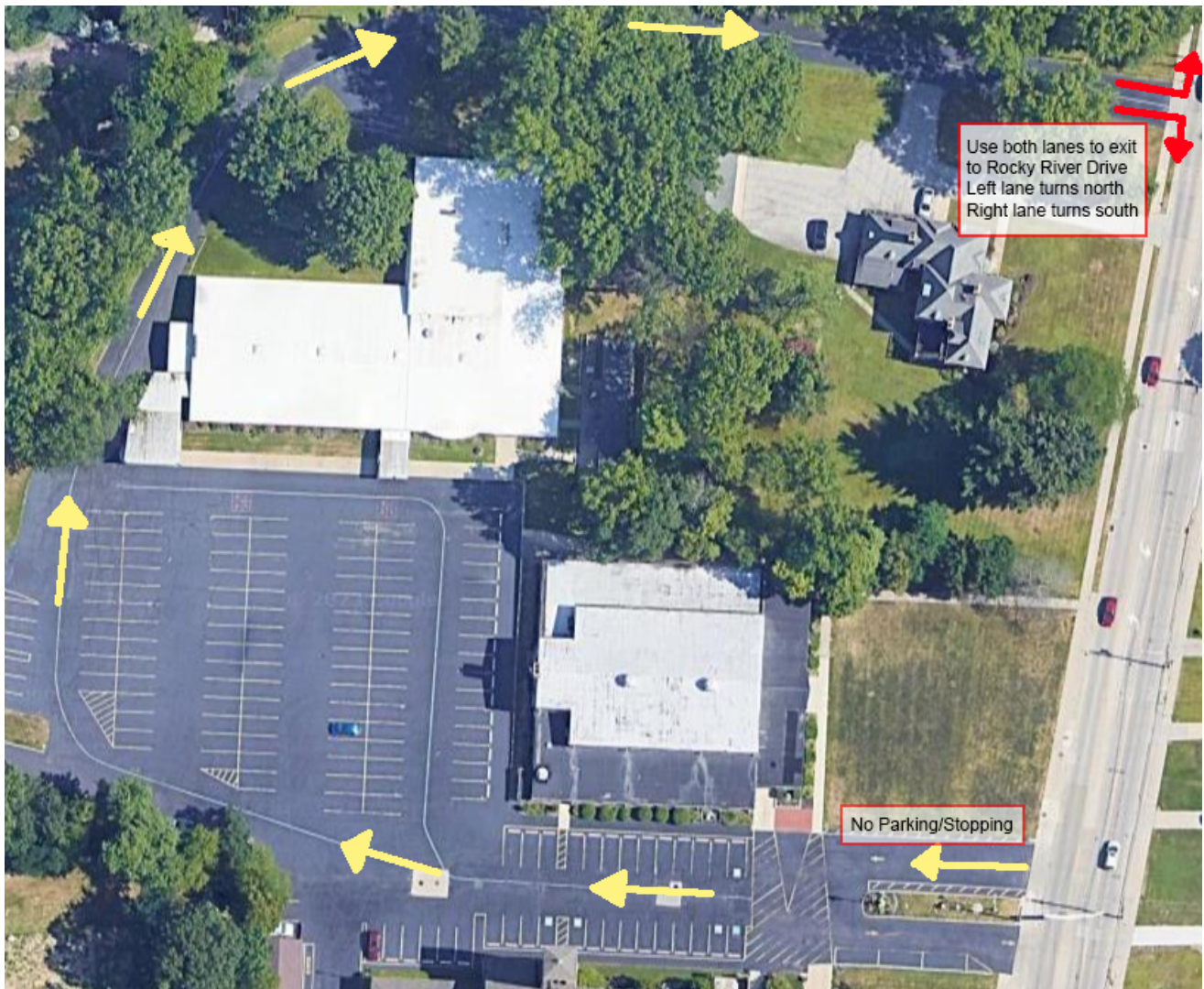
After students are dropped off:

- Students in grades PK-1 should be dropped off in front of the primary building **and exit the vehicle on the driver side**. Students will join their classmates under the awnings.
- Students in grades 2-8 should be dropped off along the side of the church and will then proceed to join their classmates in front of the church and school.
 - **Students in the left lane closest to Linus Hall must exit the vehicle on the driver side and students in the right lane closest to the church must exit the vehicle on the passenger side.**
 - **Cars in the left lane must turn left onto Rocky River Drive and cars in the right lane must turn right onto Rocky River Drive.**



Afternoon Dismissal Procedures

- Vehicles should enter the parking lot by the church past the statue and flag.
- Students attending aftercare and other after-school activities will be dismissed to those areas at 2:45pm.
- **Students in Preschool will be dismissed at 2:45 p.m.**
- Students in Kindergarten and 1st grade will be dismissed from the primary building with their teachers at 2:50pm.
- Students in grades 2-5 will be escorted to the front of the church by their teachers at 2:50pm.
- Students in grades 6-8 will be released at 2:50pm.
- **All students must walk to their vehicles after exiting their building.**
- Families may meet their students by the school or church. BE MINDFUL OF VEHICLE TRAFFIC IN DRIVEWAY AND PARKING LOT.
- All vehicles should exit through the BACK and proceed past the SND convent. Vehicles turning right onto Rocky River Drive should stay to the right of the blue dividing line. Vehicles turning left should stay to the left.
- **BE ADVISED** that on Wednesdays, St. Joseph Academy has an early dismissal that coincides with our dismissal. Traffic on Rocky River Drive will be heavier than usual on those days.



Attendance

As per Ohio Revised Code Section 3321, students in grades Kindergarten through 8th grade are required to attend school to meet compulsory education requirements. **Parents/Guardians must acknowledge that student absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning.** Legal repercussions for habitual truancy may include fines and court-mandated community service for parents/legal guardians of the child. Additionally, the Ohio Department of Education requires private schools to report attendance of all students receiving a scholarship. If the student does not meet minimum scholarship attendance requirements, the scholarship will be prorated and the PARENTS/GUARDIANS WILL BE FINANCIALLY RESPONSIBLE FOR ANY UNPAID TUITION.

When your child is absent, parents/guardians are asked to:

- **Call the school attendance office on the day the child is absent by 9:00am.**
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.
- **Provide a doctor's note for absences of 3 days or more.**
If a child has a chronic condition or illness that causes regular absences, please provide a doctor's note explaining the situation and arrangements will be made for your child.
- **Require your child to complete his/her assignments in a timely manner.**
School assignments missed during the period of absence must be completed and submitted to the teacher. Work missed for one or two days will be given to a student upon his/her return to school. For extended absences, please contact the school office and the homeroom teacher for instructions.

If a child is absent **70 hours or more** within one semester (without medical documentation supporting days absent), the parent and/or guardian will receive written notification of the **time** absent. If the child is absent **98 hours or more** within one semester (without medical documentation supporting days absent) **families will receive a written notification and families and students must attend an attendance intervention meeting with a school attendance team in which an improvement plan will be determined.** If attempted interventions for attendance are not successful, the school may require families to withdraw their child from school and complete his/her education via online classes or alternative methods. Extended illnesses must be documented by medical professionals; such documentation becomes part of a student's permanent record.

PLANNED ABSENCES

- Whenever possible, medical or dental appointments should be made outside of school hours. In the event that a child must be taken out of school for a medical or dental appointment, the school office must be informed 24 hours prior to the appointment. The child **must be signed out and picked up by an authorized adult. No child is permitted to leave the school building alone.**
- Family vacation days during the school term are discouraged due to the loss of instructional time and the likelihood of a child falling behind academically. When requesting that your children be excused for vacations during the school year, please be advised that it is not the responsibility of the teacher to ensure that your children meet assignment deadlines for completing missed work.

TARDINESS/LATE ARRIVAL TO SCHOOL

Children are expected to report to school on time. **Students in K - 8 are expected to report to Linus Hall for Morning Convocation upon arrival.** The time that a student is tardy will reflect on their hours absent. If your family is running late, contact the school attendance office to inform us ASAP. **A child is considered tardy if he/she is not present with the classroom teacher at morning convocation for announcements and prayer.** Children in grades 2-8 who arrive tardy after morning convocation must obtain a late slip from the Attendance Office before reporting to their classroom. Children in PK-1 who arrive late may be brought directly to the primary building.

If a child is tardy 5 times in one academic quarter without prior contact of the school office, a demerit will be issued for this tardy and each tardy thereafter. If a student reaches 10 tardies in one academic quarter, a referral for an attendance meeting with the school counselor will be issued and a letter will be sent to parents/guardians to notify the number of tardies. The school's counselor's role will be to work with the student and family on reducing subsequent tardies. If a student reaches 20 tardies in one academic quarter, a meeting will be scheduled with the student, the student's family, and the attendance team.

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.** Additionally, Digital Academy will be used to send an email & SMS alert to all registered parent users.

Student Safety, Health, and Wellness

STUDENT SAFETY

EMERGENCY OPERATIONS PLAN

Our Lady of Angels School maintains a written Emergency Operations Plan (EOP) developed in accordance with Ohio Safe Schools guidelines and Diocese of Cleveland requirements. The EOP outlines procedures for a range of emergency situations, including severe weather, medical emergencies, and lockdowns. School staff are trained annually on the EOP, and the plan is reviewed and updated regularly. In any emergency, the safety of students and staff is the school's first priority, and parents will be notified in accordance with the procedures outlined in the plan.

SAFETY DRILLS

In accordance with Ohio law, Our Lady of Angels School conducts fire drills, tornado drills, and lockdown drills each school year at the minimum frequency required by the state. Drills are practiced with all students and staff so that everyone is familiar with the appropriate response. Lockdown drills may occur without advance notice to students, consistent with best practice for emergency preparedness.

LOCKDOWN AND EMERGENCY NOTIFICATION

In the event of a lockdown or other building emergency, the safety of your child is best protected by following school procedure precisely. Parents should NOT come to the school during an active lockdown. Arriving on campus during a lockdown can interfere with law enforcement response and delay reunification with your child. Parents will be notified as soon as possible through Digital Academy email and SMS alert once it is safe to share information. Please do not call the school office during an active lockdown, as phone lines must remain open for emergency communication with authorities. Once a lockdown has been lifted, the school will follow its reunification procedure, which may include a designated reunification location, sign-out verification with photo ID, and staggered release to manage traffic and ensure student safety. Specific reunification details will be communicated at the time of the incident and are also outlined in the school's Emergency Operations Plan.

STUDENT HEALTH AND WELLNESS

The purpose of our health services program is to protect and maintain your child's health. To assist us in this, a health aide is scheduled to provide access to our clinic. The health aide may conduct 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.

The health aide 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 health aide's to practice medicine, which includes making medical diagnoses of illnesses and injuries and prescribing medication. This is your physician's responsibility.

The school health aide is a liaison between educational and medical personnel. It is essential that parents keep the health aide 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.

Students with a temperature of 100 degrees or more will be sent home and may not return until the child is fever-free (without the help of medication) for 48 hours. Students who vomit at school will be sent home and may not return for 24 hours.

Students who stay home from school due to illness will not be permitted to participate in any school sponsored after school events that day. These events include but are not limited to sports games and practices, band practices and performances, theater rehearsals and performances and school dances.

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 them to a physician for diagnosis and treatment. We also stress the importance of reporting any communicable illness to the school nurse. If a child tests positive for COVID-19, they must be isolated at home for the number of days recommended by the Ohio Department of Health before returning to school. Illnesses such as strep throat, conjunctivitis (pink eye), chicken pox, impetigo, scabies, meningitis, and others, must be diagnosed in writing by a physician with a re-admittance statement. All students will be asked to have a face covering as part of their school supplies. If a child shows respiratory symptoms at school, they may be asked to wear their face covering to limit the spread of any illness. Disposable masks will be available for student use at school.

STUDENT ILLNESS AT SCHOOL

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 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.

WATER BOTTLES

Students are permitted to have a water bottle with them at school to fill using the bottle filling stations throughout the school buildings. **Student water bottles must be 32oz or smaller.** Students are not permitted to fill their bottles with anything other than drinking water unless they have a medical exception that is documented with the school nurse. **Flavor enhancers like powders, concentrates or cartridges in the bottle are not permitted.** Teachers will set standards in each classroom as for where students will store their water bottles and when they may use them.

FOOD ALLERGIES

Food allergies can be very serious to those that have them. **Treats for celebrations (birthdays, etc) must be sealed prior to distribution and consumed at home.** 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.

IMMUNIZATIONS

The **health aide** 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. The Cuyahoga County Board of Health has a "Vaccines for Children" program that offers important vaccines for children for free or at low cost. For more information, please call them at (216) 201-2000. 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 4th birthday.)

MEDICATION

tate 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. **Emergency medications such as epinephrine auto injectors, asthma inhalers, seizure medications, etc. may be administered in emergency situations by trained staff if authorized by families.**

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 **health aide** 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.

The school **health aide**/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.



Student Policies

Dress Code

Our Lady of Angels School dress code fosters a sense of unity and school identity among our students that reflects our Catholic educational traditions. It promotes a focused academic environment by reducing potential distractions in the classroom. The common attire enhances safety by helping to easily identify our students should an emergency situation arise. **The dress code of Our Lady of Angels School applies during regular school days and is outlined below:**

ENFORCEMENT OF DRESS CODE

- Teachers in grades K-3 will address dress code violations within their classrooms using their own classroom management system and will notify parents for repeated violations.
- Teachers in grades 4-8 will give a verbal warning to students during the beginning of the day at homeroom time to address any correctable violations (hooded sweatshirts, untucked shirts, etc.). Students with uncorrectable violations (unacceptable shoes, skirts too short, etc) will be issued a demerit. After homeroom, students found to have any correctable violations of the dress code will receive a demerit.
- Parents may be asked to bring proper school attire if the student is not in compliance with the dress code.

SKIRT AND JUMPER FOR GIRLS

- Navy/Green Plaid **V-Neck Pleated** uniform jumper: **Grades K-2** (shorts **must** be worn under the jumper).
- Navy/Green Plaid **Pleated** or **Wrap Around Kilt** uniform skirt worn at natural waist: **Grades in 3-5** (shorts must be worn under skirt). *Parents, please note the "bib" can be removed from the jumpers if the skirt of the jumper still fits your daughter.*
- **Navy Two Kick Pleated** or **Wrap Around Kilt** uniform skirt worn at natural waist: **Grades in 6-8** (shorts must be worn under skirt).
- Length: **ALL Skirts and jumpers must touch the student's knees NO EXCEPTIONS.**
- **Optional** solid, plain black leggings or tights (footed or non footed) **can be worn under the skirt or the jumper in colder months. Leggings must reach the ankle and may not have flared ankles. Girls in Gr 6 - 8 may wear solid, plain navy leggings or tights under their skirts in colder months.**

UNIFORM FOR BOYS AND GIRLS

Pants

- Solid navy or khaki-colored uniform straight leg dress pants. Pants should be of a standard fit (not skin-tight or baggy) and may not be cargo pants **or gathered at the ankle**.
- **A black, brown or navy colored belt must be worn by ALL students in Grades 4 - 8 if their pants have belt loops.** Decorative belt buckles are not permitted.
- Students in Grades K-3 may wear pants with an elastic waistband.

Shirts

- Students **must** wear a white or navy blue polo shirt.
- **Male** students in Grade 8 may wear a white or navy collared, button-down shirt with a tie. Any words/imagery on the tie **must** be appropriate for a Catholic school.
- Shirts **may not** have writing or pictures on them. Shirts with a small brand logo embroidered on the front breast are permitted (IZOD, Polo, etc)
- **All** shirts **must remain tucked in throughout the school day.**

Sweaters

- Solid-colored (**navy, dark green, red**) cardigan, crew or v-neck sweaters are permitted to be worn over the regular uniform shirt during colder months.
- **Solid Navy or Hunter Green** OLA-branded sweatshirts are permitted to be worn over the regular uniform shirt.
- Non-OLA sweatshirts **must be** solid Navy or Hunter Green with **no** logos or imagery other than a small brand logo on the front breast (IZOD, Polo, etc)

- **Hooded sweatshirts of any kind are NOT PERMITTED TO BE WORN IN THE SCHOOL BUILDING.** Hooded sweatshirts are permitted to be worn **outside** during recess and before/after school.

Socks

- Socks **must be** worn and may not extend past the bottom of the knee.
- Socks are not required for girls wearing footed leggings or tights under a skirt or jumper.
- Sock designs or images **must be school appropriate.**

Shoes

- Students are to wear **SOLID** black or brown shoes. **Tan colored Sperrys are acceptable.**
- Shoes' tops, soles & laces must be all **one solid color.** Stripes, swooshes, logos etc. in a contrasting color **are not permitted.**
- Heels higher than 1" are not permitted.
- **High tops and boots are not permitted.**
- Shoes **must cover the students' toes and heels.**

Uniform Shorts/Skorts

- During the months of August/September and May/June, students are permitted to wear shorts instead of pants, jumpers or skirts. Girls may also wear skorts (hybrid skirt/shorts) during these months.
- Shorts/Skorts **must be** solid navy or khaki in color and may not have cargo style pockets on the sides.
- Length: **ALL Shorts/Skorts must reach the top of the students' knees.**

Accessories/Make-up

- Students are **not permitted** to wear any make-up other than light concealer for acne or skin issues.
- **Girls are permitted** to wear a single post earring or small hoop earring (small enough that a finger cannot fit through the hoop) **in the lobe of each ear.** *No other piercings are permitted.*
- Boys **may not** have piercings of any kind.
- A single necklace worn under the shirt is permitted.
- **Smartwatches that are capable of sending and receiving text messages are not permitted.**
- **A single ring and bracelet is permitted to be worn on each hand.**
- **The only fingernail polish that is permitted is clear.**
- **The fingernail may not extend more than one-eighth inch past the tip of the finger.**
- Hats and other outerwear **may not** be worn in the building during the school day.
- Tattoos, whether temporary, permanent, or **hand-drawn** are **not** permitted.

Hair

- Hair may be dyed or highlighted but it must be a **natural color** and any highlights must be a natural color. For example, hair or highlights that are pink, blue, unnatural red, orange, etc. are not permitted.
- Extreme changes from one color to another, like ombré, are not permitted.
- **Haircuts should not impede the vision of the student.**
- Designs, patterns, words, etc may not be cut into hair.
- **Excessively styled, spiked, mohawk, or unkempt hair is not permitted.**
- **For boys, hair must be cut above their collars, ears, and eyebrows.**
- Facial hair is not permitted.
- Any student not in compliance with the uniform code regarding his/her hair will be issued a demerit and will be given **one weekend to correct the problem.** If the student is not in compliance after the weekend, they will not be permitted to return to school until they are in compliance.

PHYSICAL EDUCATION UNIFORM

PE Uniform

- **Shirt** - Students **must wear** the official gray OLA gym shirt or a solid gray t-shirt. **Shirts worn inside out will NOT be permitted.**
- **Shorts** - Students may wear official OLA branded gym shorts or plain gray or navy blue shorts with no logos, different color stripes, or writing. In the months of October through April, shorts may be worn under sweatpants which can be removed for gym class.

- **Sweatpants** - Students may wear official OLA branded sweatpants or plain gray or navy blue sweatpants with no logos, different color stripes, or writing.
- **Shoes** - Athletic shoes with non-marking soles are permitted.

The PE Uniform is to be worn to school by students in grades K-8 on days that they have physical education class. They will not be changing their clothes during the school day.

ADDITIONAL DRESS CODE INFORMATION

Non-Uniform Days

Occasionally there will be days where students are permitted to be out of uniform by “dressing up” (Picture Day, Graduation, etc.) or “dressing down”. Sports uniforms do not automatically comply with the rules below (ie sleeveless tops, skirts too short) so they must be worn on top of t-shirts or other apparel to be permitted. The following rules apply to all non-uniform days:

- **Tank, sleeveless or narrow strap tops may not be worn.** No cold shoulder tops. Shoulders must be covered.
- Tops that have low-cut necklines or that expose bare midriff when sitting, stretching, bending, stooping, etc. may not be worn.
- Skirts, dresses, shorts and skorts **must reach the top of the student’s knees.**
- Writing on clothing may not contain vulgar and/or inappropriate wording, pictures, gestures.
- Footwear: No sandals (including flip-flops and slides), crocs, or slippers of any kind.
- Beachwear type clothing is prohibited.
- No leggings are permitted to be worn as pants.
- **Pajama bottoms may not be worn.**
- **Hoodies may be worn but hood must remain down at all times**

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.

Religious Accommodations

Students who wish to request a religious accommodation to the dress code must submit the request in writing to the principal. Requests will be reviewed on a case-by-case basis in a manner consistent with the school's Catholic identity and mission.

Any clothing or accessories not addressed in this policy are not permitted to be worn/used at school. The principal and the pastor of OLA reserve the right to alter the policy and will make the final decision regarding the appropriateness of student appearance while at school.

School and Physical Education uniforms may be found at:

SCHOOLBELLES

4747 West 160 Street
Cleveland, Ohio 44135
(216) 898-5500

www.schoolbelles.com

School Code: s0019

Code of Conduct

Discipline is the companion and result of the infusion of gospel values. It is a recognition of human dignity and the rights of others. 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. **All students must adhere to the Code of Conduct of Our Lady of Angels School.**

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.
- Be respectful and polite to classmates.
- Be respectful and polite to teachers, school staff and adults in the building.

- Be respectful and careful with school and personal property.
- Refrain from running or engaging in horseplay in the halls or classrooms.
- Bring all required materials to class each day including assignments.
- Comply with the uniform code each day.
- Follow the policies outlined in this Parent/Student Handbook.
- Follow classroom policies established by each teacher.
- Attend all school classes and required activities during the school day.

ELECTRONICS & CELL PHONES

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 his/her cell phone 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.

BIRTHDAYS AND OTHER CELEBRATIONS

Gifts/treats that students bring to school to celebrate a birthday or other special occasion may be edible or non-edible. Edible treats must be sealed and consumed outside of school and after a parent/guardian has had a chance to make sure that there are no allergens that would affect the student.

CONDUCT OUTSIDE OF SCHOOL

The actions of students outside of school reflect upon the entire OLA community. Students are expected to conduct themselves in a manner consistent with Catholic values and the OLA Code of Conduct at all times, including outside of school hours and off school property.

Off-campus conduct is subject to disciplinary action when it substantially disrupts the school environment, involves fellow students or staff, or is contrary to Catholic values in a manner that brings discredit to the school community. This includes conduct occurring on social media or through digital communication, including cyberbullying targeting any member of the OLA community.

If such conduct is reported to the school, the situation will be investigated, parents of those involved will be contacted, and disciplinary action up to and including suspension or expulsion may result.

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.

POLICY ON STUDENT CRIMINAL ACTIVITY

Students who are found to have engaged in criminal activity on school property will be reported to appropriate civil authorities. The parents/guardians of the student will also be informed immediately in such situations. Our Lady of Angels will fully comply with any lawful investigations conducted by local authorities.

HARASSMENT POLICY

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 **in or out of school**. 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; **cyberbullying**; 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.

SEXUAL HARASSMENT

Our Lady of Angels School and the Diocese of Cleveland 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.

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

MANDATED REPORTING

All school staff and volunteers are mandated reporters under ORC 2151.421 and must report suspicions of abuse or neglect to a school principal and directly to Cuyahoga County DCFS and/or police.

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.2907.02), 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

Our Lady of Angels 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 gas-propelled projectiles (i.e. bb guns or paintball guns). Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Legal Office. 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

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 for all serious threats.
- 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.

Discipline Policy

Students may be subject to disciplinary action for behavior that occurs both in and out of school. This includes violations of the Parent/Student Handbook, actions contrary to Catholic teachings or values (whether or not specifically listed in the Standards of Conduct), and any conduct—on or off campus—that compromises the dignity of another person. All such determinations will be made at the sole discretion of school administration. Disciplinary consequences may include one or more corrective actions, as deemed appropriate by the administration.

Discipline in grades K-2: Discipline in grades K-2 is handled through communication between the teacher, student and parent/guardian. The consequences of misbehavior in the K-2 classrooms are outlined by the specific classroom policies of the teacher. The school administration will be involved to support the teacher.

Demerits: Demerits may be issued to students in grades 3-8 for any of the following infractions: dress code violations, disruptive behavior, disrespect, horseplay, **tardies** and not following classroom rules.

Detentions: Detentions may be issued to students in grades 3-8 for flagrant or repeated violations of school or classroom policy. Any infractions that would earn a demerit may earn a detention instead, if they are repeated or flagrant. A student will earn an automatic detention for every 3 demerits received during one academic quarter. **Detentions are for 40 minutes and will be served during lunch/recess periods** on the designated day. Immediate detentions may be assigned for the following infractions: Disrespect to adults in authority, foul language, bullying, horseplay that results in injury or damage, talking or misbehaving during safety drills.

Behavior Contract: A behavior contract is a document that serves as an agreement between the student, parents/guardians and the school. A behavior contract may outline specific expectations for the particular student as well as desired outcomes and/or consequences.

Suspensions: Suspensions occur when student infractions are serious enough for the student to be removed from their normal education environment for one or more days. Only the administration is able to assign suspensions to students. Written notification of suspension will be provided by the administration to the family of the student prior to or on the day of the suspension. Prior to or concurrent with a suspension, the administration will make reasonable efforts to speak with the student and notify the family before the suspension is finalized.

Suspensions may also be assigned if a child receives three or more detentions in an academic quarter. Suspensions may be served in school or out of school for one, two, or three days depending on the circumstances and the severity of the infraction. Suspensions exceeding three days require the approval of the principal and written notification to the pastor. All suspensions are at the discretion of the administration. If a student serves an in-school suspension, the student will serve the suspension in a supervised learning environment. During an out-of-school suspension, the student's family assumes full responsibility for the student's supervision.

Suspension reports are included in permanent student records and are transferred to the student's next school. The following is a list of infractions that may merit a suspension. This list is not all-inclusive, and suspensions may be assigned for other infractions at the discretion of the administration:

- Stealing
- Fighting (mutual physical altercation between students)
- Attacking another student (one-sided physical aggression toward another student)
- Continual disrespect toward students or adults
- Destruction or defacing of any school property
- Smoking or vaping
- Disruptive behavior
- Forgery of a parental signature
- Accumulation of detentions per quarter
- Gambling
- Possession and/or viewing of inappropriate media on school grounds
- Possession of a non-weapon item represented or used as a weapon on school grounds

Please note that possession of an actual weapon — including but not limited to a firearm, knife, or other dangerous instrument — on school grounds is treated as a separate and more serious matter that may result in immediate expulsion and referral to law enforcement. See the Expulsion section of this handbook for details.

Academic progress should be independent of student behavior; however, student conduct can indirectly impact a student's academic workload. If a student misses any assignments because of a school suspension, it is the responsibility of the student to make up that work on his or her own time. Teachers will not extend deadlines for a student who has missed class due to a suspension, except as required by a student's Individualized Education Program (IEP) or Accommodation Plan.

Emergency Removal: In situations where a student poses an immediate and serious threat to the safety of themselves or others, the administration may remove the student from school immediately without a prior conference. In such cases, written notice will be provided to the family as soon as practicable, and a conference will be scheduled within three school days of the removal.

Expulsion: Expulsion is the most severe disciplinary action available to the administration and is considered a last resort. Expulsions become part of a student's permanent record and are transferred to the student's next school.

Due Process: Before a student is expelled, the following steps will be taken except in cases of emergency removal as described below:

- The administration will provide written notice to the student's family stating the specific basis for the potential expulsion.
- The family will be given the opportunity to schedule a conference with the administration within three school days of receiving written notice. The student may be present at this conference.
- Following the conference, the administration will issue a written decision to the family within three school days.
- During the due process period, the student will not be permitted to attend school or participate in any school-sponsored activities until a final determination has been made. The family will be notified of this in writing along with the initial notice of potential expulsion.

The following behaviors may lead to expulsion, but this list is not all-inclusive. Additional behaviors may result in expulsion at the discretion of the administration in consultation with the pastor:

- Involvement with drugs and/or alcohol on school grounds or at school-sponsored events
- Possession of a weapon of any kind, explosive device, or any other dangerous object on school grounds or at school-sponsored events
- Continual suspensions — three or more in one semester
- Promoting or engaging in criminal activity
- Causing emotional or bodily harm to others
- Any other serious conduct deemed to warrant expulsion by the administration

Possession of a firearm or other dangerous weapon, or conduct that constitutes a criminal offense, will result in immediate referral to local law enforcement in addition to the school's disciplinary process.

Re-Entry: Re-entry following an expulsion is not guaranteed. A student seeking re-entry must complete the following before consideration:

- A formal meeting with the principal and pastor
- Documentation of any counseling, intervention, or corrective steps taken during the period of removal
- A signed re-entry agreement by the student and family acknowledging the conditions of return

Re-entry will only be granted if the administrative team, in consultation with the pastor, determines that the student is ready and able to return and that the safety and welfare of all students and staff can be assured. If it is determined that the student poses a continued risk of harm to themselves or others, re-entry will not be permitted.

Parent Policies

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 BCI/FBI fingerprint background check. **The Parent-Teacher Unit (PTU)** provides an important link between the home and school. Parents are asked 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.

FAMILY/CUSTODIAL SITUATIONS

Parent cooperation and communication is an essential function of our school. School personnel regularly send home notices, communications, important papers, etc. with the child. This information includes but is not limited to conference appointments, report cards, mid-quarters, administrative communications, and tuition statements. Regardless of the family situation, it is our expectation that parents are communicating regarding the child's education and related information for the best interest of the child. Therefore, one copy of school communications will be sent home with the child and should be shared by and between the parents.

A recent separation of parents or divorce frequently impacts a child's achievement and interactions at school; therefore, parents are requested to inform both the principal and the teacher of this fact so that support may be provided to the child. If a court order related to your child is issued at any time during your child's tenure at our

school, we request that you immediately provide the school administration with a copy of the entire decree bearing the case number and bearing all signatures. We will comply with the requirements of valid court orders.

Further, you should realize that unless restricted by court order, all parents have the right to access school records and attend their child's school activities, including class programs and sports. Parents should keep each other informed as to these activities to avoid duplication of communications. Also, please note 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 the parents can set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstandings and misinterpretations. If there are questions concerning this statement of procedures or circumstances that you feel necessitate other arrangements, please contact the principal.

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, the school office must receive written or verbal confirmation from the parent or 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 when picking up students.

VISITORS TO THE BUILDING

All visitors must report to the school 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. If the secretary is unavailable, please call the office at 216-251-6841.

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 BCI fingerprinted (FBI if you have not lived in Ohio for the past 5 years) 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, or businesses. More information is available through the rectory office at 216-252-2332.

Student Services & Programs

EDUCATIONAL SERVICES

To meet the needs of all of our students, Our Lady of Angels uses various funding sources to provide the following services to support student learning: a speech/language pathologist, a school psychologist, a social worker, a school counselor, intervention specialists, an academic tutor, and a Title I basic skills teacher.

SPECIAL EDUCATIONAL SERVICES

Our Lady of Angels School is committed to supporting the diverse learning needs of all students. The following information outlines the school's approach to serving students with disabilities and those requiring academic accommodations.

Students with Individualized Education Programs (IEPs):

As a private Catholic school, OLA operates within a specific legal framework regarding students with Individualized Education Programs. Under the Individuals with Disabilities Education Act (IDEA), private schools are not legally obligated to implement a public school IEP in the same manner as a public school district. Instead, students with disabilities who are enrolled in OLA may be entitled to a Service Plan developed in cooperation with the student's home public school district. OLA cooperates fully and in good

faith with the student's public school district in the development and implementation of Service Plans. Our special education specialist provides support to students within the school's available resources and capacity. Families who have a child with an existing IEP should notify the principal at the time of enrollment so that appropriate coordination with the public school district can begin promptly. OLA will make every reasonable effort to serve students consistent with their identified needs and in a manner that reflects our commitment to the whole child. IEP progress reports will be provided to families on request at each quarterly reporting period, in alignment with the school's regular report card cycle. Families who have questions about their child's progress between reporting periods are encouraged to contact the special education specialist or the classroom teacher directly.

Section 504 & ADA Accommodations:

OLA is committed to providing equal access to education for all students, including those with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). As a recipient of federal funds, OLA is obligated to ensure that no student is denied access to educational programs or activities on the basis of disability.

- **Requesting an Evaluation**
 - Parents or guardians who believe their child may require a 504 (SEGO) accommodation plan should submit a written request to the principal. The principal, in consultation with the school's special education specialist and relevant classroom teachers, will review the request and determine whether an evaluation is warranted. Parents will be notified of the outcome of this review in writing within a reasonable timeframe.
- **Development of a 504 (SEGO) Plan**
 - If a student is determined to be eligible for accommodations under Section 504, a SEGO Plan will be developed collaboratively by the principal, the special education specialist, the student's classroom teacher(s), and the parent or guardian. The SEGO Plan will identify the specific accommodations necessary to provide the student with equal access to OLA's educational programs and will be reviewed at least annually.
- **Coordination**
 - The principal serves as OLA's 504 coordinator and is the primary point of contact for families regarding accommodation requests, plan implementation, and related concerns.
- **IEP Progress Reporting**
 - Our Lady of Angels School collects relevant data on IEP goals for each student with an IEP. Progress reports data will be shared with parents on a quarterly basis on request and are available on the ODEW family portal by logging in to a parent's OH|ID dashboard. Printed copies are available for families without computer access.

Confidentiality of Special Education Records:

All records related to a student's IEP, Service Plan, or Section 504 (SEGO) accommodation plan are considered confidential and are subject to the protections of IDEA and the Family Educational Rights and Privacy Act (FERPA). These records are maintained separately from a student's general academic file and are accessible only to school personnel with a legitimate educational interest. Parents and guardians have the right to inspect and review their child's special education records, request corrections to inaccurate or misleading information, and consent to the disclosure of those records to third parties. Requests to review or correct special education records should be directed to the principal.

STUDENT MENTAL HEALTH AND CRISIS SUPPORT

Our Lady of Angels School is committed to the mental, emotional, and spiritual well-being of every student. The school counselor serves as OLA's primary point of contact for student mental health concerns. Any student, parent, teacher, or staff member with a concern about a student's emotional

well-being, including depression, anxiety, self-harm, or suicidal ideation, should contact the school counselor or school psychologist or, in their absence, the principal immediately.

Staff who observe warning signs of emotional distress are expected to report concerns to the counselor or administration promptly. All OLA staff are mandatory reporters under Ohio law and are obligated to act when a student's safety may be at risk.

When a mental health concern is identified, the school will notify parents as quickly as possible and, depending on the severity of the situation, may refer the student to outside professional support or contact emergency services. OLA follows safe messaging guidelines in all school communications related to student mental health.

Families are encouraged to seek outside support whenever a student is struggling. The following resources are available at any time:

- 988 Suicide & Crisis Lifeline — Call or text 988, available 24/7
- Crisis Text Line — Text HOME to 741741
- Emergency Services — Call 911 if a student is in immediate danger

OLA's counselor and/or school psychologist can assist families in connecting with community mental health resources. Please contact the principal's office for a referral.

AFTERCARE PROGRAM

Our Lady of Angels School Aftercare Program provides extended day care for the students **in grades K - 8**. Information regarding registration and attendance in the Aftercare Program is available in the main school office. The Aftercare Program operates from 2:50pm until 6:00pm on regularly scheduled school days.

COMPUTER EDUCATION

Students will have access to Chromebook devices and/or tablets in their regular classrooms. Additionally, all students in the school (Grades **PK-8**) attend computer classes in the computer lab in the main school building. Internet access is available for research and guided class instruction. Students can use school devices to access their Digital Academy accounts to check their grades and check assignments, and to store/retrieve data. Each student is assigned a Google Apps for Education account that they will be able to access using school devices as well as computers at home and off campus. All students must abide by the rules outlined in the ACCEPTABLE USE POLICY and an acknowledgement of that policy must be filed with the school office each year.

Extracurricular Programs

LITURGY SERVERS

The Mass-serving program at Our Lady of Angels School begins during the first 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 sixth and seventh grade students of Our Lady of Angels School serve as crossing guards during arrival and dismissal.

STUDENT AMBASSADORS

The Student Ambassador Program of Our Lady of Angels School is available to 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.

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.

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.

COMMUNITY SERVICE

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.

