



Holy Angels School

**2022-2023
Student / Parent
Handbook**

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Holy Angels School

Be it known to all who enter here that Christ is the reason for this school.

ABOUT US and INTRODUCTION

Vision

Holy Angels School will prepare a diverse student body to become successful 21st century citizens in a global society through a rigorous and progressive education rooted in the traditional Catholic virtues of faith, hope, and charity.

Mission

Holy Angels School is a welcoming, faith-filled community of lifelong learners and compassionate leaders, dedicated to academic excellence and committed to living out the Catholic values by following Christ's example through prayer, service, and love.

Core Values

- We believe each person is respected and recognized as a unique, contributing member of the community.
- We strive to foster total spiritual growth of people who are becoming witnesses to their faith through responsible, Christian choices and a close personal relationship with God.
- Academic instruction is provided by a professional staff of certified educators who promote excellence in all fields of study.
- Educators help each individual develop to their fullest potential through a variety of learning experiences.
- Each student is encouraged and provided full opportunity for the recognition and expression of his or her talents.
- Personal growth is encouraged in a warm, loving environment that stresses self-discipline, self-respect, and caring for others.

Welcome To Holy Angels

Every morning we have the privilege of welcoming our students to Holy Angels School. Our students ranging from ages three to fourteen make up a diverse student body of learners. They come from all over the greater Dayton area, and bring with them different life experiences, as well as an eagerness to learn. Each day presents a new opportunity for our faculty and staff to help them reach their full potential as students. Our teachers do this in a loving and compassionate way, and their dedication to their craft is inspiring to see.

At Holy Angels, we take pride in educating the whole child – mind, body, and spirit. Not only do our students take courses in traditional content areas such as reading, writing, math, science, social studies and Catholic theology, but also art, music and physical education courses. When the dismissal bell rings, students have the opportunity to participate in several extracurricular events including language courses, volleyball, soccer, basketball and track and field through our parish CYO program. We have a highly successful National Science Olympiad team as well as a choir and band program. Last year we increased our technology capabilities by initiating a 1:1 Chromebook program in grades K-8. In May of 2017 our school received full accreditation from the Ohio Department of Education and the Ohio Catholic School Accreditation Association. The majority of our graduates go on to attend highly competitive local Catholic high schools.

As important as all of these offerings are, allowing our students to learn how to live their faith is our most important role. Students serve as lectors, cantors, altar servers, and receive the Eucharist. Students take daily Catholic theology classes, and participate in daily prayer activities. These serve as reminders of the importance of a Catholic education. On behalf of the faculty, students, and families of Holy Angels, I welcome you to our community.

This handbook provides the guidelines and policies that will allow us to work together in unity. The expectations and procedures outlined provide the foundation for respect, commitment, and communication. We ask that you study this handbook with your student.

History

For over 100 years Holy Angels School has stood as a symbol of God's love and care in Dayton, Ohio. Our school was founded in 1902 when two classrooms were set aside in the back of the first church, which then faced Stewart St. Two Sisters of Notre Dame de Namur taught 46 children that first year. When the church moved to its present location in 1906, a cornerstone was laid for a parish school. The two-story brick school adjacent to the church cost \$35,000 to build. Between 1910 and 1921 the school staff included six sisters and a part-time music teacher. During those years the school closed only for diphtheria and influenza outbreaks one snow day, and on March 25, 1913, as the notation in an attendance book reads, "The Flood".

In 1924 extensive remodeling was done to update the school. By the 1930's the enrollment had reached 350. Until 1940 the boys and girls studied separately, with girls in the first-floor classrooms and the boys on the second floor. The school principal also taught eighth grade until 1948, when an additional teacher was hired to free the principal for administrative duties.

Work began on an addition to the school and the original building was updated in 1949. The addition was just in time to accommodate the record high enrollment of 794 Baby Boomers in 1958. During this time kindergarten was dropped to make space for the upper grades, and in 1964 the first grade was also discontinued. For a short time the older students attended Holy Trinity to make additional room in the school.

In 1974 Holy Angels School had a record low enrollment of 198 and in 1979 the first grade was reinstated. A year later kindergarten was added. The Sisters of Notre Dame de Namur provided faculty for the school until 1985, and the commitment of these women is still felt in many traditions which exist at Holy Angels today.

The Cotterman Gymnasium and Parish Center were completed in 1988. Physical education classes, music classes, our annual fish fry, and other school and parish events keep the gym and parish center busy throughout the year. In 2004 a preschool program was established for 3 and 4 year olds. It is a direct feeder into our primary grades and has gained a wonderful reputation throughout the Dayton area. With a current preschool through eighth-grade enrollment of over 300 students, Holy Angels Parish continues its long tradition of educating students in a Catholic Christian environment. Every student who has passed through its doors has contributed to our rich history. Many former students have gone on to very rich and fulfilling lives of service to others. Holy Angels Parish understands the great value of a Catholic parish school: the unique opportunity to freely integrate faith with academic rigor. It is the challenge for us today to continue the important work of those who have gone before us.

Introduction

This handbook is a guide and is not comprehensive. Holy Angels School and its administration, faculty, and staff have the discretion to deviate from the handbook's terms. This handbook informs students that the principal retains the right to amend, and is provided to parents so they are aware of school policies. Students and parents must agree to support and abide by the handbook's provisions.

Academic Expectations

Holy Angels School understands that each child has their own God given gifts, strengths, and challenges. Our students are expected to perform to the best of their ability in all subjects at all times. Holy Angels students should strive to use their gifts and strengths to flourish academically, and to work hard at overcoming all obstacles in their learning process. With the support of teachers, administration, peers, and families we are confident that a Holy Angels graduate will be prepared for high school and the rest of their academic career.

Accreditation

Holy Angels School is accredited through the Ohio Catholic School Accreditation Association (OCSAA), recognized by the State of Ohio as the Nonpublic School accrediting agency. Our recent certification is for FULL ACCREDITATION and spans May 2017- May 2024.

ACCURATE INFORMATION

Holy Angels administration has the right to refuse admission or terminate enrollment if false, inaccurate, or incomplete information is provided to the school.

ADMISSIONS POLICY

Holy Angels School functions as a ministry of Holy Angels parish. All administrative, fiscal, and operational decisions are made by the school principal with final approval of the pastor. These decisions are made in accordance with federal and state laws and regulations and are in accordance with the Archdiocese of Cincinnati's policies and procedures.

Non-Discriminatory Policy

Holy Angels School admits students of any gender, race, color, and national/ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the parish school. We do not discriminate on the basis of gender, race, color, or national origin in the administration of educational policies, athletics, other school-sponsored programs, or in the hiring of teachers.

In the event a class is full the following guidelines will be used.

Order Of Admissions:

1. All students currently enrolled in **Holy Angels School**, regardless of their faith.
2. Children from families with siblings currently enrolled in **Holy Angels School**.
3. Registered, active and participating **Holy Angels** parishioners.
4. Registered, active and participating Catholics from other parishes.
5. The following acceptances will be based on timestamp of Total completion and fee payment of Parishioners of surrounding parishes which have no Catholic school, Catholic students from parishes with schools, and Non-Catholic students.

In no case will a family be excluded from our school in order to create room for new students from the parish; however, ongoing non-support or non-payment of school fees or tuition will make a family liable for dismissal from our school, except in cases which are in need of special consideration by the administration.

Parish families in need of assistance must speak with the Pastor or designate person.

Criteria For Student Enrollment

Students of other faiths must attend Catholic religion class, study the subject matter and are graded on knowledge of content. These students must also attend school-related religious services and should participate at an appropriate level.

- At the time of registration each family will sign a Tuition Contract stating their tuition level, choice of payment option, and agreement to pay according to the payment option.
- Acceptance for the next school year is pending payment of all school fees and tuition currently due.

- Transfer students whose academic needs can be served at Holy Angels School, and whose previous records indicate satisfactory marks in effort and conduct will be considered for admission by the principal. All transfer students (along with parents) must meet with the principal.
 - Every transfer admission will be initially on a **probationary period** for one school year or other period as determined by the principal at the time of the meeting.
- If a parent/guardian fails to notify the school of an existing IEP, discipline, or other academic or health issues during the registration process or as awareness is made throughout the year, then the school has grounds for dismissal/non-acceptance of the student.
- Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension, withdrawal, and expulsion.

Kindergarten

1. Kindergarten students must be five years old by September 30.
2. A Kindergarten Readiness Screening will be performed to evaluate all incoming kindergarten students.
 - a. Successful completion of the kindergarten screening procedures, as established by the screening team (the team members include the school nurse, the school counselor, the Kindergarten teacher, and other professionals.)

All children accepted into our school will be required to have proper immunizations as prescribed by the Montgomery County Health Department.

Enrollment

All Students:

Items needed at the time of registration and to be kept on record: A copy of the student's...

- Birth Certificate
- Baptismal Certificate (if Catholic)
- Immunization/Health Records
- Custody Papers (if applicable) must be on file in our school office.
- Final Report Card from previous school or public school assignment letter
- Parents must present (or sign a release form to obtain) student records from our school last attended.
- Parents must also inform our school of any known physical, academic, emotional, behavioral, or psychological problems/challenges of the student.
Failure to do so may be grounds for dismissal.

New Students:

All students transferring into Holy Angels School are placed on a probationary period the first year following admission. At any time, a conference can be held in the event that there are concerns. Reasons to terminate a child's enrollment following the probationary period include:

- a. Inability to adjust to the school or school programs
- b. Failure to pay monthly tuition or fees
- c. Failure to comply with disciplinary standards
- d. Excessive absences or tardiness
- e. Lack of cooperation on the part of the parent/guardian
- f. Major infractions that result in continual formal detentions or suspensions
- g. Major infractions against the Social Media or Technology Policies

- h. Failure of parents to come to requested conferences
- i. Failure to comply with counseling requests
- j. Inability of school to meet academic, emotional, social, and/or behavioral needs
- k. Conflicts involving the Philosophy of the School

The school administration has the authority and responsibility to determine if the needs of each student can be met by Holy Angels School.

New students will participate in an academic screening prior to admittance.

Ohio Edchoice Scholarship Program

We accept EdChoice Scholarships for those students that meet the eligibility requirements:

- Students currently attending a designated public school in their resident district;
- Students attending a public school in their resident district who will be assigned to one of the designated public schools for the upcoming school year;
- Students currently attending a charter/community school whose assigned home school is a designated public school building;
- Students eligible to enter kindergarten for Fall 2022 (and who will be age 5 by 9/30/2022) who would be assigned to one of the designated public schools; or
- Students enrolling in an Ohio school for the first time who would be assigned to one of the designated public schools for the upcoming school year.
- All Ohio EdChoice Scholarship recipients will NOT be eligible to receive scholarships in subsequent years if:
 - The student moves outside of his/her current public school district and into the attendance area of a public school building that is not designated for EdChoice;
 - Fails to take each state test prescribed for the student's grade level;
 - The student is absent for more than 20 days, not including documented excused absences.

School Tuition Policy

Tuition is set by the Pastor. A current tuition letter is included in the New School Year Packet available in the school office and/or mailed to parents. Parents are asked to keep tuition payments current. Parents who have students who are awarded the EdChoice Scholarship must sign checks in a timely manner.

If your payment will be delayed, please notify the office. In the case of non-payment of tuition or school fees, except in approved cases, the school will not release report cards or school records except those which must legally be released.

Waiting List Policy

Waiting lists will be used for all classes as necessary and determined by the principal. The order of admission, using the criteria listed above, will be utilized to determine acceptance for enrollment.

Withdrawal

Families moving from the parish and/or withdrawing from school during the school year must notify our school office in writing before the child's last day. The office has a Withdrawal Form that must be

completed. Payment of tuition and school fees must be current, or records (except for those legally required) will not be transferred.

Students who apply for admission to Holy Angels after having been withdrawn or expelled from another school may not be admitted to our school.

ACADEMIC POLICIES AND PROGRAMS

Book Bags

- A durable book bag is recommended for carrying books to and from school.
- Students should organize their materials and books in such a way that the weight of the book bag does not create a health problem.
- Book Bags and purses will not be carried from class to class.

Change Of Residence / Transfers

Should there be a change in residence, send the new address and telephone number to the office. In the case of a withdrawal, notify the school in writing. The new address and the name of the school to be attended will be needed in our school office to assure the transfer of your child's academic and health record. It will be the responsibility of the parents to get the child's report card and his personal possessions on his last day attending Holy Angels.

Curriculum

The Archdiocesan Graded Course of Study (GCS) is designed to drive the instructional programs at all Catholic elementary schools in the Archdiocese of Cincinnati. The GCS portrays standards of what all students are expected to know and be able to do by the time they leave their current grade. All Catholic elementary schools are asked to follow the GCS, and demonstrate their compliance with the GCS as they receive their accreditation from the Ohio Catholic Schools Accreditation Association (OCSAA).

The GCS is organized by subject area for Kindergarten through Eighth Grade. The GCS incorporates emerging and Best Practices research about teaching and learning to ensure that our instructional programs are superior. In addition to the latest instructional standards, the GCS is infused with Catholic Identity that is interwoven at each grade level in all content areas. The GCS also provides provisions for teaching students with special needs, accelerated programs, incorporating technology into instruction, and cross-curricular integration.

The GCS is revised by subject area based upon a rotating cycle. Each school year, a subject area is designated for revision. A committee of teachers, principals, researchers, and university professors works with the Archdiocesan Director of Curriculum and Assessment to revise the standards. During the 2011-2012 school year, the Archdiocese began moving toward Ohio's "new learning standards", to intensify student learning, and provide more depth in key areas.

It is important to note that the GCS is meant to guide instruction. Teachers and principals are free to design their specific instructional programs, including the sequence of topics, supporting textbooks/materials, teaching strategies, etc. For more information about a school's specific instructional program, please contact the principal of that school.

Field Trips and Special Event Activities

The school encourages field trips. All field trips will be approved by the principal and relate to the curriculum. Service-oriented field trips, which express our Catholic values, are part of the curriculum.

A Field Trip Information/Permission Slip will be sent home prior to the trip. This form must be signed by the parent/guardian in order for the student to participate in the field trip.

Parental assistance is usually necessary to provide the appropriate number of chaperones.

- Chaperones serve in highly public roles on behalf of the parish or school;
- Chaperones must be Safe-Parish trained and complete all requirements of the Archdiocesan

Decree on Child;

- Chaperones must follow the guidelines set out by the teacher/school;
- Failure to do so may result in the restriction of chaperoning field trips and events;
- Bus transportation will be used for all field trips; no transportation may be provided by a parent.
- Chaperones must be over 21 years of age;
- Chaperones will be assigned a specific activity/ list of activities;
- Chaperones must understand and enforce the parish or school standards of behavior;
- Any and all incidents must be reported by the chaperone to the school staff present on field trip.
- Chaperones are expected to make necessary and reasonable precautions on behalf of the students.

Field trips and special events are privileges afforded to students; no student has an absolute right to a field trip or activity. Students can be denied participation in the field trip if they fail to meet academic or behavioral requirements. If a student has forfeited the privilege of participating in a field trip, the student is still responsible for coming to school. Parents will be informed of their child's loss of the field trip privilege and the reason for such action.

No student will be permitted to participate in a field trip unless the required permission slip for the specific trip is signed by a parent/guardian.

Physical Education

- Students are required to participate in physical education classes unless exempted by a physician.
- If a student is unable to take a PE class for a day, a written excuse is necessary.
- An extended exception from PE classes will require a doctor's excuse. The doctor's note should be given to the homeroom teacher who will send it to the main office and inform all necessary classroom teachers, PE teacher, and principal.
- If a student cannot participate in PE due to a doctor's note, they will also be held out from sports practices, recess, or games on any school teams. The Athletic Director will be notified of the exemption.
- All students are to come dressed in their proper PE uniform on PE days.

Religious Education Program

One of the primary missions of Holy Angels School is to teach Catholic beliefs, values and morals.

- All students will join in prayer.
- All students will take part in religion classes.
- K-8 students will attend prayer services and weekly Mass.
- There are special sacramental preparations. This includes preparation for the sacrament of reconciliation, communion and confirmation. All students do participate in the classroom teachings regarding these sacraments even though non-Catholics will not receive the sacrament.
- Biblical values and moral education are important for all.
- There will be special preparation for Catholic students whose baptism or first communion has been delayed.

Report Cards

Report cards are issued at the end of each trimester with interim reports issued mid-trimester. Parents are encouraged to contact the teacher when there is a question concerning student progress. Every attempt is made to keep parents consistently and accurately informed. Parents with concerns are asked to notify the teachers first, and then if needed the principal.

All interims and report card envelopes must be returned within a week of being issued.

Promotion Policy

In order to be promoted to the next grade level, the student must demonstrate competency in the subject objectives as stated in the Archdiocesan Graded Course of Study.

The teachers and principal will consider the following factors in making promotion decisions:

1. The student's cumulative average in each of the following subject areas: Religion, Reading, Language Arts, Math, Science, and Social Studies.
2. The student's basic skill development in reading, written expression, and math computation.
3. The student's work habits and organizational skills.
4. The student's physical and social development.

If a student is failing to make normal progress, the teacher will be in communication with parents so that the school and home may cooperate in helping him/her achieve greater success. Parents of students in grades 1-8 will be able to access grades through a program on our website entitled "OptionC." There may be times when OptionC access is restricted. If there is the possibility of retention, parents will be notified by parent conferences of the second trimester.

Retention Process

There are many factors to consider before a decision is made to retain a child. Some children need an extra year to mature and catch up, especially in the lower grades. This should not be looked upon as a failure but rather as a chance to be better prepared for the next grade. The following is considered in this process:

- Parent-teacher conferences outlining difficulties the student is encountering, seeking parent assistance and support. This conference will take place during the first semester.

- Early second semester, the teacher will again meet with the parents to appraise student progress. At this time, the question of retention will be presented incorporating the positive and negative results and expectations for possible retention or transfer to the next grade for the fall term.
- If the student continues to have great difficulty, the school psychologist may be consulted for an evaluation of the student. Special methods consisting of questionnaires/inventories may be used to evaluate the situation to guide us in making the right decision for the student.
- Principal, teacher, and parent conference in the early part of the 2nd and 3rd Trimesters at which time a mutual agreement will be made about the student's placement for the fall term.
- Parents will be required to sign a statement indicating if the child is to be retained in the present grade or transferred to the following grade or required to successfully complete summer school.
- If a student has missed more than 20 days(excused or unexcused) of school and has not kept up on missing work when absent, this may be grounds for repeating the grade.
- Not meeting the requirements for the Third Grade Guarantee by the end of the school year.
- A student has 2 or more F's, as a final end of the year grade, of the six Core Subjects
- The Light's Retention Scale completed by the teacher(s) indicates retention is recommended.

School Music Programs

At certain times during the year, the music teacher prepares the students for special performances which they give for the school during the day and for their families in the evening. The programs are required and will count as a grade; the children involved are expected to participate.

Student Assessments

Holy Angels School participates in the Archdiocesan-wide testing programs. In the Spring of each year, grades 2 through 8 are given the IOWA/COGAT Assessment Form. Results are sent home to parents. The state may introduce new tests each year.

Assessments(Formal)

Each year Holy Angels students are assessed by required/recommended state and archdiocesan testing. They are:

3rd Grade:

- Iowa Form F, i-Ready, and Reading Third Grade Guarantee Assessment

3rd-8th Grades:

- State AIR Test

2nd-8th Grades

- IOWA Assessments
- Cogat (Cognitive Abilities Test)
- i-Ready Progress monitoring in Reading and Math

5th and 8th Grades:

- ACRE Assessment(Religion)

Selected Grades:

- NAEP Assessment(when required)

All Grades:

- Subject related quizzes and tests

Assessments(Informal)

Kindergarten-8th Grades: May include, but not limited to: exit slips, projects, apps/programs like Kahoot, homework, classwork, writing, journal, participation, nonverbal cues, etc..

Catholic High School Placement:

With a release of records, subject grades earned from the 6th through 8th grade years are sent to the Catholic High Schools, as well as, all IOWA and State Assessment scores.

Homework:

- Geared to the needs, interests, and abilities of the students.
- Helps develop good study habits.
- Homework should enhance classroom learning and be a practice of skill already learned.

If at any time there is a situation with class work or homework, please notify the teacher. If questions or issues arise or continue, please consult the principal.

All students (K-8) are issued report cards at the end of each grading period (trimester). Each trimester will be approximately 12 weeks in length. Final grades will be an average of the three trimester grades.

Grades 4-8:

99 - 100 : A+	79 - 82 : C
95 - 98 : A	77 - 78 : C-
93 - 94 : A-	75 - 76 : D+
91 - 92 : B+	72 - 74 : D
87 - 90 : B	70 - 71 : D-
85 - 86 : B-	0 - 69 : F
83 - 84 : C+	

Teachers of students in grades K-3 will use a standards' based report card.

Grades K-3:

ACADEMIC ASSESSMENT SCALE

4 – Consistently Demonstrates/Exceeds Proficiency

3 – Frequently Demonstrates Proficiency

2 – Progressing Toward Proficiency

1 – Demonstrates Limited Progress Toward Proficiency

N/A – Not Assessed This Grading Period

P – Pass

F – Fail

I – Incomplete

NE – No Evidence

*Instructional Accommodations

Check student progress in OptionC. OptionC.com school ID#: 8360

Homework

Homework provides reinforcement for what a child learns in the classroom. Handing assignments in on time, neatly done, and complete helps a child develop good study and learning habits. Parents are encouraged to monitor their children's homework by taking an interest in what the child is doing and providing guidance in completion of the assignment. Remember, it is the student's responsibility to complete all tasks assigned for homework. If the work is not completed, the student's grade may be lowered. If a problem develops with incomplete homework and the teacher deems it necessary, the parent will be contacted concerning missing work.

A good rule of thumb for assessing time on homework for students is approximately 10-15 minutes per grade in school.

Students who are absent are required to make up missed assignments. Students will be given the number of days missed to make up missed assignments. Parents may email the teacher or call the school for assignments when the child has missed two days of school. If a child has a prolonged illness, it is recommended that the parent arrange for books and homework to be taken home on a regular basis. Please make sure your child is well enough to do school work.

Students With Learning Differences

Holy Angels School strives to meet the needs of each of its students. We employ 2 full-time clinical counselors, 2 part-time Title 1 instructors, and a full-time reading specialist. Additionally, eligible students may be able to receive supplemental accommodations for speech and psychological testing from Dayton Public Schools. Even with these resources Holy Angels may not be able to fully accommodate every student with learning differences. Parents/guardians give up the right to FAPE (Free Appropriate Public Education) when enrolled in a private school. For questions or concerns please contact the principal.

Occasionally parents or teachers may request student testing for learning difficulties. All parental requests must be made through the classroom teacher or clinical counselor. This request will be discussed and possibly evaluated by the school Intervention Assistance Team (IAT). These requests will then be sent to Dayton Public Schools. At that time DPS will contact the parent and the school for the appropriate next steps. If the request for testing is made by the school, the principal has the authority to mandate the testing as a requirement for continued enrollment of the student.

Third Grade Reading Guarantee

Grades K-3: Students are assigned to take a screening at the beginning, middle, and end of each school year in Reading. This screening determines if the student is “OnTarget” or not. If the student is not on target, they will be placed on a RIMP (Reading Improvement Monitoring Plan) with conferences and communication with the parents throughout the year.

In 3rd Grade: a student must attain a reading promotion score on an approved alternative test(s) or the state’s English Language Arts test in the student’s third grade year in order to be promoted to fourth grade. If a promotional score is not earned on the Spring State Test or Spring alternative test, the third grade student would be retained in Third Grade. This requirement is part of Ohio’s Third Grade Reading Guarantee. Although Summer School could be recommended, it would not be accepted for a promotion to the Fourth Grade due to the State’s score return dates and Holy Angels’s enrollment process.

Specific info can be found on ODE’s website referencing the Third Grade Guarantee.

Technology

Technology, Gmail, and social media policies must be signed prior to any student using the technology at the school. They will be sent home independently of the handbook. All policies must be signed in order for your student to participate in Computer Class or use any technology at the school.

Textbooks

Hardbound textbooks, books, and related materials and equipment are provided for the students and are the property of Holy Angels School, the Dayton Public School District, or loaned to the school through State or Federal funding programs. The student is responsible for loss or damage of textbooks, books, and related materials and equipment. If damaged or lost, a fine equal to the current replacement value will be given to the parent at the time a replacement is issued or by June 1st. Payment will be made prior to the end of the trimester/ end-of-the-year report cards being issued. Non-payment of book fees will necessitate withholding of a student's report card or permanent records. If a student withdraws from the school, all books and materials belonging to the school must be returned or the current assessed value paid before permanent records are transferred to the new school.

ARRIVAL and DISMISSAL

Arrival

No child is ever permitted to leave the school premises during school hours without the consent of the Parents/ Guardians (per phone call or note), permission from administration. The student will only be permitted to leave with an adult who is on our emergency contact list with a note/call from the parent with the person's name.

If unfamiliar to the staff the adult will be asked to:

- Show proof of ID with a state picture ID.
- It would be a good idea to create a "safe" word with your student- one that only you and your student know, if students walk to/from school.

Please make sure forms are up to date with those who are/are not allowed to pick up your child. Please give the office a courtesy call informing us of any change out of the ordinary.

For the safety of the child, there may be a situation without proper documentation that a child will not be released for dismissal.

All students must enter through the front door on L Street. **At 7:20 a.m. the front door will be opened by an employee of the school.** Parents needing to drop their children off prior to the front door opening at 7:20 AM may take advantage of our morning care program. Morning care is available between 7:00 AM and 7:20 AM. Morning care is offered at no additional charge. Students arriving via Dayton buses will enter morning care.

Opening announcements and prayer will begin promptly at 7:30 am. Students arriving after the 7:30 am bell will be marked tardy and must report to the school office for a pass prior to being admitted into class. Tardiness disturbs classes already engaged in the studies of the day.

Change of Routine

No child will be permitted to change his/her normal after-school routine without written permission from the parent/guardian. Students will be sent to their regular destinations after school (home or child care) unless the school has been notified.

Dismissal

Students are to leave the school at dismissal. School personnel are responsible for students only until dismissal time. Students are to leave by bus, vehicle, or by walking/bike. Parents of students walking, bike riding, or leaving a different way than normal are required to inform the school office. This includes special "discount" days at local businesses. **Students not picked up by 2:35 p.m. will be placed in our ASE program and charged until their parents arrive.**

CODE OF CONDUCT/ STUDENT ENGAGEMENT

All students have the right to learn in a safe and secure environment.

Holy Angels School is a Catholic school. Our Code of Conduct is based on Christian values that are related to our beliefs. We strive to live in Christ-like manner and make this our goal for behavior. We encourage the development of self-confidence, self-respect, and respect for others. We ask students to help us maintain a sharing Christian atmosphere in which each child can grow and learn by observing the following guidelines of behavior. Students are expected to conduct themselves as responsible members of the school community. They are called to develop a sense of Christian responsibility toward all persons. They are expected to follow the school rules which have been established to provide an environment that is conducive to learning. The following are expectations:

The school staff will enforce school policies and rules in a manner that is equitable, firm, and consistent. The school staff intends to develop and maintain a strong bond of cooperation between home and school; this is clearly in the best interest of our students. For this reason, parents/guardians are expected to cooperate with the school staff to support and reinforce school policies.

All guidelines outlined in this section of the handbook apply to behavior both inside and outside the classroom. Each teacher has a set of classroom rules and expected behaviors, and will explain these as well as the rules for behavior outside the classroom at the beginning of the year. The Code of Conduct outlines the consequences for choosing inappropriate behavior.

Principles of the Holy Angels' Code of Conduct:

- Students will show mutual respect and honesty at all times to staff, classmates, and themselves in words, actions, and digitally.
- Students will respect all personal and school property.
- Students will model Christian behavior to insure everyone's right to learn.
- Students will adhere to the school dress code.
- Students will follow the safety rules to ensure a safe environment at school.
- Students will be digitally responsible with personal and school technology and electronic devices.
- Students will complete assignments and work according to directions.

- Students will travel hallways, cafeteria, other areas, and in the classroom safely and with permission.

Holy Angels' students are expected, at all times, to respect our staff, and other students/families in words, through technology, and in actions. Our facilities and property are also to be respected. Trash should be disposed of properly. Misuse or abuse of the facilities and property is to be avoided. The type of conduct expected is listed below, however the list is non-exclusive.

The policies in this handbook are not limited to actions or behavior on school premises or at school functions. The school reserves the right to enforce and edit the policies contained herein for student action and/or behavior not occurring on school grounds or those that occur at school related functions.

Cafeteria Conduct

All students are expected to obey adult supervisors in the cafeteria, whether they be teachers, other school staff members, or volunteers. All students will be instructed in proper cafeteria behavior and will be expected to follow the following rules.

- Students are to treat all cafeteria personnel and supervisors with respect.
- Students are to walk to and from the cafeteria and while in the cafeteria. No running.
- Students will go to the cafeteria at lunchtime whether or not they will actually be eating lunch.
- Students are to sit properly (that is, facing the table with legs under the table on their bottoms) at their designated place.
- Students are responsible to clean the area where they eat lunch. All trash is to be picked up and placed in proper containers.
- Students are permitted to talk with friends nearby, but actions such as yelling and pounding on the tables will not be tolerated.
- Students may leave to use the restroom with permission.
- Students will respect their own lunch food, as well as that of others.
- Students will raise their hands for permission to leave the cafeteria.
- Students may bring playground equipment to the cafeteria to be used outside, but there will be no playing/handling of the equipment in the cafeteria during lunch.
- Throwing, tossing, flicking, shooting, etc. of any item is prohibited.

Church Conduct

- Shows respect for God's home
- Be reverent
- Participates

Class Conduct:

- Shows respect
- Participate in class activities responsibly
- Keeps floors free from trash
- Moves through classroom purposefully with permission
- Keeps chairs and desks/tables free from disfiguring and damage
- Takes turns speaking with permission
- Respect wall hangings, bulletin boards, and artwork

Change of Class:

- Walk silently and in an orderly fashion
- Minimal noise in hallways
- Take everything you need to class
- No book bags

Hallways

- Students are expected to show courtesy and respect to one another.
- They are not to loiter in these areas.
- Respect wall hangings, bulletin boards, and artwork.
- Keeps floors free from trash by disposing of any trash in the proper receptacles.

Lunch Conduct

- Proper table manners
- Talk in low tone, inside voice
- Sit with legs under table and on bottoms
- Use proper table manners
- Clean up eating area
- Dispose of trash properly
- No sodas or glass permitted in cafe or on school premises
- Snacks from home should be single portion size

Eating and drinking outside the cafeteria is not permitted without the teacher's permission.

Playground

The supervision of students, during lunch and recess, will be handled by the assigned staff. Students will be instructed regarding the designated play areas for their grades and the playground rules. Except for regular basketballs, only Nerf type balls are allowed. Jump ropes and other equipment will be provided.

Please note:

- Students may not leave the school grounds without permission of the staff member on duty.
- Parents may not remove children from the playground. Children leaving during the school day must be signed out in the office.
- Courtesy, respect, and safety is expected from all students.
- No tackling games or activities in which students are handled roughly are permitted.
- Skateboards and inline skates are not permitted.
- No food or drink on playground
- No pushing, shoving, kicking, fighting, throwing snowballs, or dangerous objects
- Keep hands to self
- Use equipment safely
- Play cooperatively in assigned areas
- Stop play when directed by staff and walk to line
- Respect each other and adults on duty
- Keep off the stairs, railings and walls
- Return to classroom in an orderly manner

Restrooms

- Students must obtain permission from the teacher to use the restroom
- No running or play
- Restrooms are "off limits" before/after dismissals, unless with permission.
- Keeps floors and areas free from trash by disposing of any trash in the proper receptacles.

Conduct Consequences

HALO Recognition

Students may receive a HALO Virtue Award: (**H**ow **A**ngels **L**ove **O**thers) for walking in the steps of Jesus, upholding the values and pledge of Holy Angels, and exhibiting Social Responsibility.

Minor Conduct Infractions

Infractions are based on our Mission Statement, Core Values, and Safety for students and staff: Infractions are, but not limited to:

- Excessive loudness cafe/hall/room
- Not following Directions
- Excessive Talking
- Not prepared for class
- Chewing gum candy
- Arguing with Staff
- Out of Seat/Area without permission
- Using Harmful/hurtful Words-verbally or written
- Unexcused lateness to class
- Disrespectful/Backtalk
- Inappropriate conduct during Mass/Prayer
- Sleeping in class
- Class disruption
- Disrespect/backtalk (staff/student)
- In unassigned area w/out permission
- Playground Violation
- Violation of school safety policies
- Violation of classroom rules/expectations
- Dishonest
- Minor damage to property such as textbooks or school property or property belonging to Dayton Public Schools or Federal government
- Using Chromebook incorrectly or unassigned topics

Disciplinary Procedures for Minor Conduct Infractions:

Minor behavior violations, depending on circumstances, may be handled through any one of or a combination of the following, although not necessarily in the order below:

1. Verbal correction
2. Removal from class activity
3. Parent notification by phone, by email, or in writing
4. Conference with parent
5. Conference with parent and student
6. Demerit Slip

Demerit Slips

accumulate within a trimester will warrant the following consequences:

1. Failure to have Demerit signed = a phone call or COMMUNICATION message will be made to parent
2. 3 Demerits = Detention after school
3. 3 Detentions = intervention contract, suspension, or other disciplinary action based on frequencies and quantity of detentions
4. More than 3 detentions in a Trimester would result in Saturday School, in-school suspension, or out of school suspension.

At the beginning of each trimester, Demerits are restarted.

A white Demerit slip will be sent home with the student for parent signature. After parent signs, students will return the slip the next day, and receive the yellow copy for the parent's reference.

Major Conduct Violations

Major violations, depending on circumstances, may be handled through any one of or a combination of the following, although not necessarily in the order below:

1. Detention
2. Saturday School
3. Intervention by school counselor
4. Intervention by school principal
5. In-school suspension: very limited option- depends on personnel availability
6. Out-of-school suspension
7. Referral to outside agency
8. Withdrawal/Expulsion from school

Major Violations include, but not limited to::

- Theft
- Arson
- Extortion
- Gambling
- Vandalism
- More than 3 detentions
- Fighting- verbal or physical
- Forgery/falsification/Lying/Cheating
- Improper use or breaking Chromebooks
- Taking photos/selfies in school with personal devices or unauthorized school devices
- Possession of a firearm or firearm look-alikes
- Sharing food, drink, or any other items/materials that create a distraction, allergic reaction, or harm to self or others
- Possession of a weapon or weapon-like object: knife, pocket knife, gun, etc...
- Profanity: gestures, written, electronic, verbal, through social media
- Possession of drugs, tobacco, alcohol, or other drugs
- Leaving school building or premises without permission
- Sexual misconduct: physically, electronically, verbally, social media, VR, or Google docs
- Gross Sexual Imposition: Implied, reference, or actual
- Threats: physically, verbally, emotionally, cyber, VR, or other
- Improper use of authorized or unauthorized electronic device
- Use of unauthorized electronic device: cell, ipad, ipod, camera, etc...
- Use or postings or the appearance of controlled substances; alcohol, drugs, vapes, etc...
- Bullying/Harassment: physically, verbally, emotionally, cyber, or other
- Electronic violation: inappropriate/ misuse of technology- in/out of school
- Plagiarism –to use or pass off as one's own the ideas or writings of another
- Any Accumulation of demerit slips or Detentions Actions - at discretion of Administration
- Contributing/Inciting a verbal/physical fight through gossiping, antagonizing, cyber chat etc...
- Creating false social media accounts about staff or students or using Holy Angels' name or image or creating unauthorized events using Holy Angels' name, image, or any representation of grade level, group, club
- Creating an unauthorized group or club without written permission from the principal.
- Throwing an object such as snowballs, rocks, playground equipment, pencils, etc. in an unsafe manner

- Postings on Facebook, Instagram, SnapChat VR, games, or other websites or apps or texting or social media that -
 - Instigates, promotes or implies a physical fight, slander, racial slurs, bullying
 - Embarrasses a student, staff member, or the school at Holy Angels
 - Implies or refers to Sexually inappropriate actions or words about a student or staff member or human being/object/thing
 - Creates a social media account that is not their own name, but the name, nickname, or coded tag name representing a student, staff, or Holy Angels School, itself
 - Creates a fake account of staff, student, family, or school representation
 - This list is not inclusive

In cases in which students accumulate multiple detentions within a short period of time, a conference will be held between the parent and the appropriate school personnel, at which time a Contract will be agreed to in writing.

Detentions

- Are held on (weekday TBD per school year):
- Students will read silently or do homework
- Habitual earning of detentions can lead to Contracts, Saturday Schools, Suspension, Withdrawal, or Expulsion
- Cannot be rescheduled
 - Attendance is taken
 - Failure to show will result in an additional detention
- Duration of Time: begins at TBD
 - K-3: length of time: 20 minutes: Dismiss at TBD
 - 4-8: Length of time 40 minutes: Dismiss at TBD
 - Prompt pick up of student is essential, a late pick-up fee may be assessed (\$5 every 5 minutes)
- Parent/guardian must sign the detention slip
 - The student is to return it the following day. This guarantees that the parent has been notified about the behavior issue and that students are not kept for detention without parental knowledge.
 - In the event that a student fails to return a detention slip, the parent will be notified and additional action taken.

Detentions accumulate throughout the trimester. They are restarted at the end of a trimester and will be used for documentation, if needed.

Detentions

May be issued as a result of, but not limited to:

- accumulation of 3 Demerit slips
- Repeated behaviors that contribute to Minor Infractions or disruption of class
- Disrupting or not following detention guidelines
- Refusal to follow directions outlined by staff or handbook
- Not showing up on the date of the assigned detention (principal only)
- Unexcused tardy to detention (principal only)
- Being in an unassigned area without prior permission
- Any of the reasons stated page Code of Conduct
- Any additional reason as deemed necessary by staff or principal

Failure to adhere to the above rules or committing violations of the code of conduct could result in, but are not limited to, nor present in order, the following disciplinary procedures:

- Verbal correction
- Notification to parent via phone call or email
- Removal from class/class activities
- Parent/student/teacher/principal conference

- Suspension
- Expulsion
- Mandatory counseling
- Referral to an outside agency

Saturday School

Saturday School will start if excessive, repetitive tardies, absences, or behavior concerns arise.

Saturday School is an alternative to out of school suspensions and also to serve students who are not completing assignments, having low grades, and/or missing assignments (D and F), and/or have excessive unexcused absences or tardies.

- Excessive Absence will be considered 5 days unexcused absences (36 hours)
- Excessive tardies will be 2 hours accumulated time
 - This includes the time between 7:50-8:00am.

For behavior and according to the Handbook, students who have a Major infraction or accumulation of more than 3 detentions in a Trimester may receive a Saturday School as the consequence.

Saturday School is a requirement for the date scheduled/assigned, regardless of activities, personal or sports obligations. Saturday Schools cannot be rescheduled. Education of our students and their academic performance supersedes athletic commitments.

Students who have sporting events after 10am or on Sundays may attend and participate normally- if they have attended Saturday School.

Students who fail to attend assigned Saturday Schools will NOT participate in athletic events (games or practices) until the Saturday School is served.

Failure to attend Saturday School will result in a reassigned Saturday School or an out of school suspension that will be noted on permanent record for high school placement or school transfer documents. Saturday School attendance will not be placed on permanent records.

The fee for Saturday School is \$25(cash) due on the day of assigned Saturday School when student walks in front. A receipt will be given to the student at the end of Saturday School, as they walk out the front door.

Saturday School is from 8am-10am. Students who arrive late will not be admitted (will be reassigned the next Saturday School).

It is our hope that students recognize the importance of completing work of quality on time. It is our hope that students recognize the importance of their education and honor the Holy Angels pledge(in process).

- At least 1 teacher will run Saturday School.
- Students will enter through front door and Saturday will be held in a designated room.
 - After 8:00am the front door will not open.
- Students are to
 - Arrive between 7:50-7:59am.
 - Come prepared to work.
 - Come in school uniform or PE Uniform.

- Bring missing work assignments.
- Work the entire time.
- Receive assistance as needed.
- Complete assignments
- Complete self-reflection if Saturday School is behavior related.
- Saturday School
 - Will be silent.
 - Front Door will open at 7:50am.
 - Will start at 8am.
- Help with work may occur if it does not interfere with other students' performances and ability to do work.
- Failure to have assignments and work the entire time would result in an additional Saturday School.
- Failure to complete assignments will result in another Saturday School.

Suspensions

May be issued as a result of accumulated formal detentions (3 in a trimester) or infraction of major violations independent of Demerit slips/detentions.

- The temporary withdrawal of a student's rights to attendance at the school and school functions and activities.
- Students on suspension may not participate in or attend school sponsored activities, sports practices, or games. Coaches will be notified.

Suspensions accumulate throughout the year. They are not erased at the end of a trimester and are used for documentation. They do enter a student's permanent record and are not destroyed at the end of the year.

Expulsions

May be issued as a result of accumulated suspensions,, or infraction of major violations independent of detentions/suspensions.

- The permanent and immediate withdrawal of a student's right to attendance at the school and the permanent and immediate withdrawal from school sponsored activities or sports practices or games.
- Accumulation of 10 or more days suspension, at any time, within the school year may result in removal from the school.
- Breaking of a behavior or school contract or probationary period by student or parent may result in removal from the school.
 - Lack of support for school policies, staff, or required activities by parents, students, families
 - Student who has created a legal situation

Immediate Removal/Suspension/Expulsion

Gross violations of school policies or any action,

- which continually disrupts the learning environment or endangers another person or self, the school or impacts their social or emotional well-being of other sor self,
- is a potential illegal act or communication will lead to immediate removal, suspension, or expulsion.
- The school administration may apply any of these actions when deemed necessary. The Pastor will be notified when such action is taken.

When a student's presence constitutes a serious disruption or threat or act of harassment/bullying, he/she may be immediately removed from the classroom. If necessary, the class may be evacuated from the area. The student remaining will be supervised by a staff member until the principal arrives, or designated staff member.

A student that threatens his or her own life will be suspended until the proper counseling takes place. Without proper counseling in a given amount of time the student may be expelled or asked to be withdrawn. Documentation of counseling and safety of self and others is required as outlined in the letter from ECHO counselor, principal, and/or pastor.

The school administrator, Pastor or those who have been designated authority may immediately remove a child or parent from the school if there is any clear or present danger to any person or persons in the school.

Parents/Guardians disrupting the school environment through behavior and/or words (written, verbal, or electronic) that are hostile, imply threat, bullying, or produce curses, foul and disrespectful language to staff, student, or other persons on school premises or at school activity/sporting event or via the Internet, app, or some other form of technology or social media will result in suspension or expulsion of the student(s) of that parent from Holy Angels.

A student may also be removed or expelled from Holy Angels if a student's presence in the school is no longer of mutual benefit or due to parent/guardian behavior that jeopardizes the success of a student:

- failure to meet financial obligations by designated dates
- failure to meet with teachers or principal
- failure to sign pertinent documents
- failure to comply with codes and policy guidelines set forth in this handbook or at the request of the administration
- failure to participate in parent activities
- lack of willingness to cooperate on the part of the student or parent
- lack of providing documentation for counseling or medical treatment or risk assessment
- behaviors endanger self, school, or others

At times, the parent may be given the option to formally withdraw the student from school. If the student is not withdrawn upon the school's request, the student would be expelled from school.

The forms of discipline listed above are guidelines. The school's teachers and administration may utilize other disciplinary measures as the situation warrants and the school reserves full and absolute discretion in these matters. Additionally, Holy Angels School has authority over conduct that occurs off school property.

As part of its Code of Conduct and disciplinary process, Holy Angels School reserves the right to require a student to participate in counseling/therapy either as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents agree that they will provide whatever authorization is necessary in order for the school to speak with the counselor, therapist, or other mental health professional in such instances to ensure the student's behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, the school reserves final judgment in these matters.

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

COMMUNICATION

Email Contact

Teacher email addresses are available on the school website. Do not email time sensitive information such as changes in schedule or pick up after school. Teachers are busy during the school day teaching your child and frequently will not check email until after school.

It should be noted that expectations of civility in communication are the same for email, voicemail, and face-to-face communication. Respect for one another should be evident in tone and language, as well as content. Unfortunately, email does not convey tone and affect, and may cause the message to seem abrupt or confrontational when used in haste or anger. Therefore, issues of significant concerns require face to face meetings.

Emailing homework assignments or permission slips to the school during the day is not permitted.

Telephone Contact

The school office is open between 7:20 AM and 2:30 PM. If parents wish to contact a teacher, please call the school office at 937-229-5959 and leave a message with the school secretary. Students needing to contact a parent for a valid reason may be allowed to use the school office phone.

The school telephone is used for school purposes ONLY. Students will not be called to the telephone to accept calls; however, in cases of emergency a message will be delivered to the student.

AFTER-SCHOOL ARRANGEMENTS SHOULD BE CLARIFIED WITH YOUR CHILDREN BEFORE ARRIVING AT SCHOOL.

Closings And Delays

In the event of a school closing or delay, parents will be notified through several forms of communication. This includes One-Call, Holy Angels Facebook page, WHIO radio/tv, and the Link. Because many of our students arrive at Holy Angels via Dayton Public School buses, we are inclined to close when DPS closes. However, we ask that parents wait for official confirmation from Holy Angels (Dayton) prior to assuming we are closed or delayed.

Monitoring Academic Progress

Parents/Guardians are able to monitor academic progress regularly through the Option C program that Holy Angels utilizes. Each year families are provided passwords to check online the progress of their child. Teachers are asked to keep their grades as current as possible, with the request to enter grades at least weekly.

Parent/Student/Teacher Conferences

The school schedules parent-student-teacher conferences for all students in the fall and upon request throughout the school year. The purpose of these individual meetings is to better communicate the academic achievement of each student, note areas of strengths and weaknesses, and to establish between school and home plans for the child's growth and improvement.

If parents wish to arrange for a conference they should email their child's teacher. **All teacher conferences must be scheduled with the teacher in advance. Teachers are unavailable for conferences between 7:20 am – 2:25 pm each school day, unless initiated by the teacher.** Parents may not stop in the school before, during, or after the school day to speak with a teacher or administrator without prior agreement.

Parental Concerns

Cooperation and communication between a parent and teacher is vital for the success of the child. Parents who have a concern should first bring it directly to the teacher through a phone call, email, or by scheduling a meeting with the teacher(s) involved. If a concern cannot be resolved successfully, parents are invited to make an appointment to meet with the teacher and principal together. Please afford us the opportunity to discuss the situation by scheduling an appointment when the proper amount of time can be given to the consideration of your concerns.

Parents/guardians/relatives may not slander or post negative or harmful comments to/on social media regarding Holy Angels School or Parish, its employees, students, or other school/parish families. Doing so may jeopardize enrollment and/or admission to Holy Angels School.

DRESS CODE POLICY

Uniform Shirts: Uniform shirts must be light blue or white. All uniform shirts must have a collar and be tucked in at all times. The collared shirts may be purchased from anywhere.)Jumpers, sweatshirts, fleece, sweaters.

School Uniform

Undershirts: All undershirts must be white and without lettering or logos. The sleeve length must not exceed the length of the uniform shirt.

Sweaters: Students are permitted to wear solid navy blue, white, yellow, or black sweaters, vests, or cardigans.

Sweatshirts: Students may wear 1/4 zip navy blue, white, yellow, gray, or black sweaters Fleece, Crew Neck Sweatshirts or Official Holy Angels HoodedSweatshirt. The sweatshirts must be purchased from Lands' End and must have the Holy Angels Logo on it.

Uniform Pants: Only navy blue uniform pants are permitted. Boys and girls are permitted to wear uniform pants year-round.

Uniform Shorts: Only official uniform shorts in Navy blue are permitted. Boys and girls are permitted to wear uniform shorts year-round. All uniform shorts are to be near the knee cap or below.

Grades K-5th Uniform Plaid Jumper: All uniform jumpers must be purchased from Lands' End in

plaid pattern Classic Navy. The length of the jumper may not be altered in any way. Students in grades K-4 are not permitted to wear uniform skirts. Grade 5 can wear either the jumper or skirt.

Grades 5-8 Uniform Skirts: All uniform skirts must be purchased from Lands' End. There are two skirt style options and both styles must be in plaid pattern Classic Navy. All uniform skirts are to be near the knee cap or below. Mid-thigh skirts are not permitted. The length of the skirt may not be altered in any way. Students in grades 6-8 are not permitted to wear uniform jumpers.

Tights & Leggings: Girls may wear solid white, navy blue, gray, or black tights or ankle length leggings under their jumpers or shorts. They MAY NOT be worn by themselves.

Uniform Skirt Options:

- Girls' Below the Knee A-Line Skirt
- Girls' Below the Knee Pleated Skirt

P.E. Uniform

• All students in grades 2-8 (following school year will be K-8) must wear the HA spirit wear shirt and shorts for PE class. To purchase PE shorts or extra PE shirts, visit our spirit wear website <http://stores.logosatplay.com/holyangelsourspiritwear>. Students may also wear new Holy Angels PE sweatpants or sweatshirts.

- Students must wear PE shirts and PE shorts to school on designated PE days.
- Students must wear athletic shoes to gym class.

Other Important Uniform Items

Belts: A belt is required in grades 2 to 8, and must be a solid color of black, brown or navy blue.

Bracelets/Watches/Necklaces: Only one bracelet/watch/single-chain necklace may be worn at a time.

Earrings: Small stud earrings only. Students may not exceed double pierced ears, No body piercing except the earlobe.

Make-Up: Obvious use of make-up is not permitted. Only CLEAR nail polish may be worn.

Hair: Neat, clean and modest hairstyles are expected. Hair must be well kept and out of the face. Extreme colors such as blue, purple, green, etc. are not permitted. Boys' hair must be above the collar.

Socks: Socks must be solid white, navy, or black. Socks may have a single white, navy, or black logo.

Shoes: Athletic shoes should be as simple as possible. All dress shoes should be solid white, black, brown, blue, or gray. Shoes must have a back and non-slip durable sole

*Shoe types NOT permitted: moccasin-style, soft soles, boots, clogs, crocs, mules, slides, platforms, high heels, flip flops, slippers, or sandals.

Out Of Uniform Dress Code Policy

Modest Dress is required.

- Body must be covered from neck to knee and shoulder to shoulder.
- Dress shoes are allowed. High heels, sandals, slides, open toed shoes or the like are not allowed.
- Jean pants, shorts or skirts near the kneecap or touch students fingertips when hands are by their side.
- Standard jewelry and makeup code still applies
- Shirts/blouses without collars permitted.
- No ripped jeans, no short shorts, no hoodies other than HA hoodies.

Restrictions:

- Casual clothing: no midriffs, bare shoulders, pajamas, tank tops, tube tops, or spaghetti straps, (cover neck to knee), have no inappropriate graphics or sayings, and may not have holes. Shorts no shorter than 4 inches above the knee. Must be size-appropriate(not skin tight or oversized/baggy).
 1. Follow the normal school uniform policy for shoes, hair, nails, and make-up, unless otherwise stated.
 2. No skulls, crossbones, inappropriate language, etc...
 3. No Tattoos, or markings that imitate tattoos, body art.
 4. Items that promote alcohol, tobacco, illicit drugs, violence, or illicit organizations or ideas.
 5. Sexually explicit language, profanity, pictures, or symbols on clothing.
 6. Pants or Shirts with rips – even if they are designed into the garment.
 7. No flip flops, sandals, open toes, slippers, high heels.

***Students in violation may be sent to the office to call parents for a change of clothes (if necessary). Continued disregard of uniform policy could result in other major consequences.**

SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DRESS OR MAKE CHANGES TO THE UNIFORM POLICY AS HE OR SHE SEES FIT.

Out of Uniform Exceptions

Uniforms are to be worn the first day of school through the last day. Exceptions will be announced, and may include:

1. Out of Uniform Passes – may not be used on Mass or Testing days
2. Spirit Day: students may wear items such as Holy Angels sweatshirts, team jerseys, or green/white shirts with jeans or khaki pants.
3. At the discretion of the teacher as earned rewards
4. Field Trips; on certain field trips students may be out of uniform. This will be noted on the field trip form sent home.
5. Clubs/Groups: Peacemakers, Express Yourself, and other school groups may have certain out of uniform days

HEALTH AND SAFETY

Recognizing that parents are the primary educators of their children, the principal and the faculty of Holy Angels School encourages open communication between the school and home. Throughout the school year, scheduled conferences provide teachers and parents an opportunity to discuss student progress. Understanding that concerns and problems are not so easily scheduled, the school has established procedures of effective communication between parent and teacher.

Abuse and Neglect Reporting

Holy Angels Catholic School adheres to all guidelines for identifying and reporting suspected child abuse and/or neglect as specified by the State of Ohio Board of Education in its Resolution relative to Child Abuse and/or Neglect and the Archdiocesan Decree on Child Protection. We also adhere to all Ohio Revised Codes as they relate to child abuse and reporting. All staff and volunteers of Holy Angels Catholic School attend Child Protection Training and are fingerprinted to be in compliance with the Child Protection Decree.

Accidents and First Aid

School personnel will take every precaution to avoid accidents or injuries to our students. First Aid will be administered for slight injuries. In the event of a more serious injury, the parent/guardian will be notified immediately. If for any reason it is deemed in the best interest of the child, an ambulance will be called to transport the child to the hospital.

Attendance

Attendance Reporting:

No child is to be excused from attending school unless ill, exposed to a contagious disease, or (upon request by doctor) excused for a limited amount of time for a medical examination or family emergency. These excused absences are nonetheless noted on school records and report cards.

Upon returning to school, all children must bring a written note signed by a parent or guardian stating the reason for the absence and the date(s) upon which the absences occurred. The note is to be given to the homeroom teacher who will turn it into the office.

If your child will be absent or late,

- Call the office (**937-229-5959**) to notify us.
- Call by 8:30 am.
- Only the parent/guardian should make this call.
- Calls made before 7:20 am will be picked up by voicemail; please be sure to mention
- The day and date you are calling
- Your child's name and grade
- Your child's teacher's name
- The reason for the absence

As required by the State of Ohio, please send a written note stating the reason for the absence the day the child returns to school.

The office will keep these notes on file for the remainder of the school year.

Regular attendance and being on-time is, obviously, critical to the success of the student in school. The school will follow through with attendance issues that become serious, using a range of responses from a simple phone call to parents to referral to Montgomery County Court.

Beginning at 8:30 am, the school will follow these steps to resolve unreported absences:

1. We will call the student's home.
2. We will call the parent/guardian at work. Please understand that this call, while sometimes inconvenient, is necessary for the safety of the child.
3. If necessary, we will call the names on the emergency card other than the parent/guardian.
4. If necessary, we will inform the police.

If for any reason a child must be excused to leave school,

- a note from the parent/guardian must be given to the teacher explaining the reason and the time the child is to be picked up.
- The student will be dismissed from the school office when the parent or approved designee reports to the office to sign out the student.
- Requests for release of another person's child cannot be accepted.
- Parents are asked to make doctor and dental appointments after school.

Three (3) consecutive absences due to illness of the student require a doctor's note upon student's return to school.

Excused Absences

The Ohio Department of Education states that no child is to be excused from attending school unless sick, exposed to contagious disease, or upon parental request, excused for a limited amount of time for medical examination, or family emergency. Excused absences are still noted on the child's records and report cards. Unexcused absences will warrant a call and/or a conference by the administration.

An excused absence is one of the following:

- Illness of student: (3) consecutive absences require a doctor's note
- Illness in family: (3) consecutive absences require a doctor's note
- Death in Family
- Quarantined due to contagious disease: (3) consecutive absences require a doctor's note
- Those approved by principal upon written request by parent/guardian
- COVID-related illness quarantine has different guidelines
- A natural disaster or Act of God

After any (5) days of excused absences during the year,

- a student must have a doctor's note in order for the further absences to be marked as "Excused".
- a student who does not have a doctor's note will be marked with an "Unexcused absence".

Unexcused absences could affect EdChoice Scholarship standings and/or the promotion of the student to the next grade level.

Regarding the making up of work following absences, we request that 48 hours be given to teachers before homework is sent home. If a child is sick, the parent may ask that homework be sent home, and it will come home on the following day.

There is a (5) day grace period for work. (For example, the student was absent for (3) days. The student returns to school on September 1st. Starting September 6th the student has (3) days to complete the assignments missed. All work should be completed and turned in on September 9th).

It is the student's responsibility to obtain and complete work missed during an absence. If a parent wishes to pick up their child's homework, a 48-hour advance notice is required. Sending homework via fax is not an option.

Unexcused Absence

Unexcused absences of (20) days or more will terminate the EdChoice Scholarship. It is set in the EdChoice computer system and is automatic.

EdChoice students must have notes for all absences and doctors' notes for all excused absences.

Long-term/Vacation Absences

- Vacations while school is in session is highly discouraged and not recommended.
- Students who are absent during school because of vacations/trips during the school year, with the principal being informed, will be marked UNEXCUSED after 3 days. The first 2 days will be marked excused. Any number of days afterwards will be marked unexcused. This will be documented for the EdChoice Scholarship.
 - Request submitted to the principal or school office at least 2 weeks prior to trip/vacation
- Students who miss school due to vacations during the school year, without the principal's permission, will be marked UNEXCUSED for all days absent.

The following are to be noted:

- Teachers are not required to give work for extended leave.
- Upon returning to school, it is the student's responsibility to obtain the necessary make-up work.
- Students have the same amount of days to complete the assignment as the amount of school days absent .
- Failure to complete work may result in failing grades or consequences outlined in the Homework portion of the Student Handbook.

Students have the same amount of days to complete the assignment up to (10) days as the amount of school days absent .

It is the student's responsibility to obtain and complete work missed during an absence. If a parent wishes to pick up their child's homework, a 48-hour advance notice is required. Sending homework via fax is not an option.

Unexcused absences of (20) days or more will terminate the EdChoice Scholarship.

EdChoice students must have notes for all absences and doctors' notes for all excused absences.

Tardy

Students arriving due to a doctor's appointment will receive an excused tardy slip if an official doctor's note is submitted. Excused tardies will not affect perfect attendance. Two exceptions include: late bus arrivals and medical appointments. Students must provide a doctor's note for a medical appointment to be considered an excused tardy.

- Students arriving after 10:30 a.m. are one-half day absent.
- Students leaving before 10:30 are one-half day absent.

The school day begins at 7:30 am, and students are encouraged to arrive at the 7:20 am opening time bell.

A child is tardy when he/she arrives in the classroom after the 7:30 am bell. When a child is tardy, he/she must come to the school office for an Attendance Slip before going to the classroom. These forms will be given only to students, not to family members.

We ask your cooperation in making sure that the students arrive by our 7:20 am opening time.

If a student is in the building and arrives at their homeroom after 7:30am, they will receive a tardy if they are not in the classroom when the bell rings.

Students who have more than (10) tardies or 2 hours of tardiness:

- Parents/Guardians will be required to come to the office when the student is dropped off and sign-in their student.

When a child becomes ill at school, the office will contact the parent/guardian if it appears necessary that the child be sent home. A parent/guardian or other person designated by the parent/guardian must sign the student out in the office.

HB 410:

The state has changed its policy on Attendance. Absences and tardies will not be counted as hours and not days. School starts at 7:30am. Students arriving are marked tardy after the 7:30am Bell. According to the state, these minutes will add up, as do absences. Below is the excerpt about ODE's policy.

It is important for every student to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance.

The school will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Intervention programs
 - Throughout the school year: Saturday School
 - Summer School may be required (for habitual or excessive absences).
 - Home Instruction through Public District (for extended illnesses and medical procedures)
- Interventions available through juvenile authorities; and
- Referral for truancy, if applicable.

Definition Of Truancy And Excessive Absences

2. Habitual truant

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one school month without a legitimate excuse;
- c. Absent 72 or more hours in one school year without a legitimate excuse.

3. Includes 'excessive absences':

- a. Absent 38 or more hours in one school month with or without a legitimate excuse;

b. Absent 65 or more hours in one school year with or without a legitimate excuse”.

“How do tardies and early dismissals impact data collection changes?

School must track time missed due to tardies or early dismissals, and this time must be counted toward HB 410 requirements”.

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 <i>without</i> legitimate excuse	42 <i>without</i> legitimate excuse	72 <i>without</i> legitimate excuse
Excessive Absences	--	38 <i>with or without</i> legitimate excuse	65 <i>with or without</i> legitimate excuse
Chronic Absenteeism	--	--	10% or 92 <i>with or without</i> legitimate excuse

Examples:

- 30 hours may seem like a lot of time, but if your students are tardy for 5 minutes a day, it equals 14 hours.
- If a student at Holy Angels is tardy arrives at 8:10am. That student has accumulated 15 minutes of absences. If a student were tardy everyday, arriving at 8:10, they would easily be in “excessive absence” for 54+ hours.
- Each school day is 6 hours and 35 minutes.
- According to the State of Ohio Revised, appointments that occur during the day that require late arrivals and early dismissals, also count towards HB 410 requirements.

Helpful Hints:

- Schedule appts outside the school days, as much as possible.
- Have students arrive by 7:20am to avoid being late.

It is important for every student to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students’ attendance.

EdChoice states any unexcused absences of 20 or more will result in the loss of the scholarship.

Saturday School is an alternative to out of school suspensions and also to serve students who are not completing assignments, having low grades, and/or missing assignments (D and F), and/or have excessive unexcused absences or tardies.

- Excessive Absence will be considered 6 days (and its multiple) unexcused absences (38 hours) anytime during the year
- Excessive tardies will be 2 hours accumulated time (and its multiple)
- This includes the time between 7:30-8:00am. School STARTS at 7:55am

CONVERTING DAYS TO HOURS

- 6.42 hours = approximately 1 day
- Option C is capable of calculating attendance in hours/minutes
- Everything will be converted to hours.
- Tardies/Early Releases Rounding off to the nearest hour.
- Weekly attendance reports will be run to monitor tardies/early releases and reviewed with the Principal for chronic issues.

Counseling And Guidance

Holy Angels guidance program focuses on all students, K-8 and their academic, behavioral, social, and spiritual development. Students can be referred to our Clinical Counselor by an administrator, school counselor, or parent.

The guidance curriculum is implemented:

- through weekly 30 minute class sessions
- problem solving techniques
- social skills development
- parent/teacher/student conferences

The Discipline policy is honored in sessions. Confidentiality is between administration (principal and pastor), counselors, and parents, and if necessary assigned teachers on a need to know basis.

As part of its Code of Conduct and disciplinary process, the School reserves the right to require a student to participate in counseling/therapy either as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all.

By signing this Handbook, all students and parents agree that they will provide whatever authorization is necessary in order for the School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the student's behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, the School reserves final judgment in these matters.

Crisis Emergency Plan

The Emergency Procedures booklet is meant to offer specific guidelines for staff members to take in emergency situations at Holy Angels School (HAS). HAS works cooperatively with the local government and community agencies to prevent, manage, and follow-up on any threats to the safety of the students, faculty, or staff.

It is not possible to enumerate all situations. Even so, this guide, along with the exercise of good judgment, contains the primary elements necessary for effective interventions and follow-up for selected emergencies. Unforeseen factors of a particular emergency may warrant the use of alternate methods of action by staff members of HAS to insure the safety of all concerned. This plan is on file in the school office and can be reviewed upon request.

Custody

The school office is required to have a copy of the legal court-stamped documents concerning any information regarding custody and visitation rights. A copy of the divorce decree or Juvenile Court decree should be given to the office.

This school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Decree On Child Protection

The Archdiocesan Decree on Child Protection must be adhered to without any exceptions for the protection of our children and the adults who work with them. Effective June 18, 2012, the Archdiocese of Cincinnati has substantially changed the way it conducts training for its Decree on Child Protection.

All training sessions on the Decree will now be known as Safe-Parish® Protecting Sent Forth to Serve: God's Children Awareness Sessions.

- Each Awareness Session will last 3 hours.
- No one under the age of 18 will be allowed in the sessions. You must pre-register with Safe-Parish® before attending.
- Walk-in's are not permitted.
- To register follow the registration instructions.

Online Safe-Parish® Registration instructions. This is in conjunction with the already in place Child Protection Decree.

Program that the Archdiocese has sponsored for the past several years. Even if you have already completed the Child Protection Decree Program, all people who intend to work or volunteer in any of the Archdiocese of Cincinnati parishes, schools, or institutions, must also attend (or have already attended) a Safe-Parish® Protecting God's Children Awareness Session for the Decree on Child Protection before you are approved to work with children.

All people who work or volunteer within the Archdiocese of Cincinnati must attend a live Safe-Parish session AND read their monthly bulletins. If you fall behind in reading three or more bulletins, your account will be suspended until you make arrangements with your local Safe Environment Coordinator. If you have any questions concerning your Safe-Parish account, please go on-line to look at your account information or discuss the matter with the Safe Environment Coordinator. Please contact the Parish office for any assistance.

Who has to attend a Safe-Parish® Protecting God's Children Awareness Session?

All priests, deacons, other ministers, employees and volunteers who may or may not have contact with children, young people and individuals at risk as part of their duties are required to complete the Safe-Parish® Protecting God's Children Awareness Session.

How do I register to attend a Safe-Parish® Protecting God's Children Awareness Session if I don't have internet access?

All members of the clergy, employees and adult volunteers must pre-register online. If you don't have access to the internet, please call the parish or school where you work or volunteer.

Two adults at all activities

Two adults must be present at all times during activities with children. This should be two adult coaches/moderators/leaders, not one adult coach/moderator/leader along with an adult parent. If such parents have regular contact with children, they, too, have to fulfill the requirements of the Decree. Teenagers in high school, even if 18 years old or older, cannot be considered "second adults." Parents should be aware that there are always two adult leaders present at all activities involving your children. Do not drop-off your children for an activity and leave until you know there are two adults present. If two adults are not present, the activity will have to be canceled.

If you have any questions or concerns about the observance of the Decree, or if you experience any violations of the Decree, please call the parish or school office immediately. All suspected instances of any type of abuse or neglect shall be reported to the appropriate governmental agency. If this involves an agent of the parish or school, archdiocesan authorities will also be contacted.

Disease/ Illness/Allergies

Allergies/Food Allergies

Allergies/Food Allergies can sometimes be life threatening. Parents/Guardians are to get a Life Threatening allergy form from the office, have it filled out by the child's doctor, and return the form to our offices prior to attending the first day of school. The form is copied and given to all of the child's teachers and other staff that could be responsible for the student during school. A safety plan will be made with the Parents/Guardians, which includes handling incidents whether minor or major.

Holy Angels School will follow the recommended guidelines from the Archdiocese of Cincinnati and the Ohio Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others. The Ohio Department of Health and Archdiocese of Cincinnati guidelines will also be followed regarding communicable diseases not known to be spread by casual contact, i.e., Hepatitis B, Human Immunodeficiency Virus (HIV), and other diseases. If at any time, a child comes in contact with a contagious disease, the parent will be immediately notified. All parents are requested to follow simple precautionary rules for the benefit of all of our children: Do not send your child to school if you think he/she has been exposed to a contagious disease; call your doctor; then call the school. Please keep your child at home if there is any doubt.

Contagious

Please do not send your child to school if he/she shows symptoms of a contagious disease (including pink eye, chicken pox, or strep throat). Call your doctor if you suspect that your child is contagious. If the school staff suspects that your child has a contagious disease, you will be called to pick up your child so that he/she may receive medical attention. Please help prevent exposing other students and staff to disease.

Emergency Closure/Announcements

In the event of inclement weather, announcements concerning emergency closings will be made on:

TV stations : Watch or listen for the "Holy Angels School"

- WDTN (TV-2)
- WKEF (TV-22)
- WHIO (TV-7)

Announcements will also be posted on

- Facebook: follow
- Instagram: follow
- Communication App, if applicable

ONECALL message will be sent out. Make sure we have accurate and updated phone numbers

Emergency closings that occur after the school day has begun (weather related, heating problems, safety situations, etc.) will be announced by way of our ONECALL system. No child will be dismissed from school unless we are assured that there is someone available to care for him/her.

The decision to close, delay or dismiss students early from school due to inclement weather conditions is taken very seriously. The weather conditions are monitored extremely closely in the winter months. When the forecast is one that may impact the safety of our students or staff, the weather situation is monitored in the evening and then again starting around 4:45 a.m. with a decision to be made hopefully no later than 5:45 a.m. Once a decision is made about a closure or delayed start, the information is communicated to the local TV stations and social media.

According to the Ohio Committee for Severe Weather Awareness, a Wind Chill Advisory is issued when wind chill temperatures are expected to be 10-24 degrees below zero. Wind Chill Warnings are issued for dangerous, life-threatening wind chills -25°F or colder (source <http://www.weathersafety.ohio.gov/WinterWeatherTerms.aspx>).

The main criteria for cold weather is wind chill factor. As a general rule, a wind chill factor of -13 degrees could be the determining factor as to whether to close or delay school. Frostbite can occur on exposed skin in a relatively short time for children out in extreme temperatures. Parents are encouraged to ensure that students are appropriately dressed for these conditions while walking to and from school.

As parents and guardians, you always have the final decision on your child's attendance at school during inclement weather conditions. If you have a concern for the safety of your child on a certain weather day, you can keep him/her home or remove them from school early. Please communicate with the school office if you make this decision as a parent/guardian.

Emergency Drills

Fire, Tornado, Lockdown & Active Shooter Drills

Fire and tornado drills are held on a regular basis. Exit routes are posted in all rooms and hallways. Safety procedures in case of tornadoes are also posted. All children are instructed in the proper procedures to follow in case of a drill or emergency. Volunteers in the building must participate in all drills. Lockdown and Active Shooter drills will be conducted in coordination with the neighborhood, UD community and local police agencies

Fire Drill:

Holy Angels School complies with the Ohio Revised Code which requires that a fire drill be held in every school building at least once each month while school is in session. A reporting system is established to ascertain that all persons have been evacuated and a record is kept of the date of each drill.

High Winds/Tornado Drill:

Regular drills for high winds safety are also conducted. Our evacuation plan for high wind was reviewed by all necessary authorities. Usually the Federal Emergency Management Agency recommends "in place" shelter, but with our school facility the Deputy Director concluded that our facility was inappropriate because "the building is oriented to receive maximum storm damage".

Safety Drill:

Lock Down drills are held at least 3 times a year in compliance with state law. Drills are coordinated with the police department and plans of the facility are on file. Lock down drills are also used for any strangers in the building or emergencies requiring us to keep students safe by this means.

Visitors/Parents/Guardians in the building at the time of drills are expected to participate in fire and high wind drills. They are to report to the supervisors running the drills so that the office is aware that they are safely out of the building.

Absolute silence is required during all drills.

Emergency Medical Authorization Forms/Cards

Emergency Medical Authorization Forms will be kept on file for each family.

Medical information regarding a child must be kept current by the parent/guardian and any change of contact person or phone number should be given to the school office promptly. **It is required that information relative to the emergency cards or emergency medical authorization forms be kept current by the parent. Please notify the school office of any changes in writing.**

Illness at School

If a student becomes ill at school, we will contact the parent so they can make arrangements to pick up their child. Please do not send your child if he/she has a fever or if they have vomiting and/or diarrhea prior to coming to school. If we are unable to reach the Parents/Guardians, we will follow the directions specified on the student's Emergency Form. Parent or person appointed by the parent must report to the office and sign the student out.

Students must be sent home if they have:

- a temperature at or over 100°
- vomiting
- unable to stay awake
- unable to perform classroom activities

email illness@holyangelsdayton.org or call 937-229-5959

Immunizations

According to the Ohio Revised Code 3313.67 and 3313.671 the parent or legal guardian is required to submit written evidence that their child has had all the required immunizations for him/her to remain in school. Parents/guardians have fourteen days to present evidence of compliance with the Ohio Revised Code. State law requires that students who do not have up-to-date immunization shots be excluded from school until immunizations are complete.

Injury at School

Minor injuries (little scrapes, bumps, bruises, etc.) are treated with band-aid or an ice pack, etc. by the office staff. When injuries are more serious, we will follow the same procedure outlined under Illness at School. If serious injuries demand immediate attention, the school office will call 911.

Management of Chronic, Life Threatening Illness/Condition

The child must have on file a Health Care Plan for any emergency medical needs. The Parents/Guardians must supply any necessary medications or treatments to the staff of Holy Angels. Parents/Guardians **MUST** sign a medication form prior to the student receiving medication. This includes medicine for allergies, headaches, cramps, or any other ailment.

Administration of Medication

Under Ohio law, S.B. 262, school staff may not administer medication without having a completed request/release form signed by the physician and parent/guardian on file. These include all prescription medications and over the counter medications, such as Tylenol, cough drops, etc.

1. All medication must be left in the school office with the secretary.
2. School personnel are authorized to administer only oral medication. If your child requires any other type of medication, the child should either remain at home or the parent/guardian may come to school to administer it.
3. At the end of the school year all medications must be picked up by the parent and not transported home with the child as prescribed by the Ohio Revised Code.
4. Otherwise they will be destroyed by school personnel as prescribed by Ohio Revised Code.

Medication

State law prohibits dispensing any medication to a student unless the parent/guardian gives written permission to the school on a state-approved form signed by a licensed physician. The form is available in the school office. All medication, including over the counter items, must be dispensed from the school office. Students are not to keep medication on their persons. If a child is on medication at home, please notify the school since teachers need to be aware of medication issues that may affect the child at school.

Nurse

A county health nurse visits the school each week. Hearing, vision, and scoliosis screenings are performed on a scheduled basis. The nurse will also check immunization records.

The school nurse keeps a health folder for each child. The folder contains all necessary immunization records as required by the state of Ohio Department of Health. It also contains results of screenings, i.e., visual, hearing, speech, or any other information pertinent to the health and physical well being of the child.

The Ohio Revised Code mandates immunizations for all school children. The type, number of doses, spacing and age criteria for immunizations is covered under this Code. All students must follow these requirements. Children may be excluded from school for noncompliance. Please call the school or ask your medical provider if you need further information.

* Vision, Hearing, and Scoliosis Screening are provided in accordance with State of Ohio guidelines every year.

* Special presentations by the School Nurse include: hand washing for the Kindergarten; healthy snacks for the 2nd grade; dental health for the 4th grade; adolescent development for 5th grade, and hygiene classes per request.

NON-ACADEMIC

After-School Activities

For safety's sake, any student involved in After-School activities must be under the direct supervision of an adult. Students may not remain in school unattended. If parents wish supervision for their children, they may enroll them in the After School Extension (ASE) Program. Any student left unsupervised will be placed in the ASE program and families will be charged accordingly.

After-School Extension (A.S.E.) Program

Holy Angels School offers an After School Extension Program for working parents. We are committed to providing a program of growth and discovery outside of the regular school hours. Activities include outdoor play, homework/reading time, tutoring and special enrichment clubs. ASE begins at 3:00 PM and is available until 5:45 PM. Fees for ASE are \$5.00 per child per hour. A \$1 per minute, per student late fee will be charged.

The ASE program is in session only when Holy Angels School is in session and there will be no ASE Program on days of early dismissal. In order to pick up their children, parents (or their designee) must enter through the main entrance on L Street. Parents will sign students out in the school office and their child(ren) will be brought to them.

Students may bring a healthy snack. Students in the program may purchase milk (\$0.35) and orange juice (\$0.25) after school. Students are required to stay in their school uniform during ASE. Students may not bring toys from home to use at ASE.

At the principal's discretion, students may be prohibited from using ASE if their behavior is not inline with the school's code of conduct or if payment is one month delinquent. Delinquency of payment will result in the holding of report cards and/or transcripts for potential graduation and/or transfers.

Electronic Devices and other items

Cell phones and other electronic devices are to be turned off and kept in school bags inside the students' locker or closet. All electronic devices/equipment not stored in students' locker or closet will be confiscated, and a parent must retrieve the item from the school office at a later date. Parents must make arrangements with the principal to do so at the convenience of the school. The school is not responsible for lost or stolen cell phones or any other electronic equipment brought to school. Use of any of these items while at school is strictly prohibited.

Cell phone use is strictly prohibited during the school day through dismissal, including school sponsored extracurricular activities. Any cell phones out during tests will be treated as a form of cheating, due to texting and camera capabilities. The school respects the need for older students to have these for emergency situations once they leave the school grounds. However, any usage within the school day will constitute immediate confiscation by any school personnel without warning. Usage includes, but is not limited to: a ringing phone that is unattended; the use of camera features; text messaging; any handling of the phone during the school day; Parents will then be required to reclaim the cell phone at a later date; not on the same day it was confiscated.

Devices(non-exclusive):

- Personal phones, iPads, laptops/chromebooks, or electronic or digital devices
- Devices that create or have their own hotspots, data plans, create bluetooth sources
- Gadgets, toys, Fidgets, etc...
- Cards- Pokemon, etc..,
- or any other trend setting object or device

The exception is granted by the teacher (with principal approval) or by the principal and will be sent home in agenda, flier, note, requested in ONECALL or email Blast, or newsletter.

For parents who use phones for safety and communicating with their student before or after school, phones MUST be turned OFF and MUST stay in the student's book bag. Best practices would be to drop the phone off in the office where it can be secured.

Any personal device, electronics, or gadget/toys/cards or any other object that distracts others, sounds off, is visible will be confiscated by a staff of Holy Angels Staff. The device will be sent to the principal's office.

Consequences:

Depending on device or object:

- 1st Violation: Parent will be notified and must pick up the item.
- 2nd Violation: Student will place item in the office every morning for a determined amount of time and pick up at dismissal. Failure to do so may result in suspension.
- Holy Angels School and staff are not responsible for any lost, stolen, or broken phones, devices, jewelry, valuables, sentimental items, or objects brought in by students.

Extra-Curricular Activities Participation Policy

The Holy Angels School Code of Conduct will apply to all extracurricular activities sponsored by the parish or the school. A student's participation in extracurricular activities sponsored by the parish or the school is regarded as a privilege, and is primarily dependent upon a student's behavior and scholastic performance. Effort, cooperation, and behavior will be deciding factors for a student's continued participation. School officials reserve the right to remove a child from participation in extracurricular activities such as sports, dances, musical groups, and field trips. Removal from sports or activities may be related to social media, emotional, behavioral, academic issues or other issues or situations that school officials deem applicable.

In-House Celebrations

In-school treats for birthdays and selected holidays are permitted. Any instance for treats must be coordinated in advance with the homeroom teacher.

1. Birthdays

Confirm with the homeroom teacher prior to the day your child plans to provide a treat.

- a. First option is to provide a non-food treat for the children. Allergies are major issues for many children in our school: Pre-packaged.
- b. Please send a simple treat that can be shared with all students. If food is the choice, **we encourage healthy snacks such as fruit.**
- c. Full meals such as pizza or entire lunches are not permitted.

- d. No beverages should be served for birthday celebrations.
- 2. Holidays – (Halloween, Christmas, Valentine’s Day, other)**
 - a. Classroom teacher will communicate appropriate guidelines for their particular grade level,
 - b. Homeroom parents may be asked to assist with providing a simple holiday celebration for students.
 - c. All celebrations involving food treats are to take place in the cafeteria, if possible

It is a school policy that parents do not interrupt classes from 7:20am-3:00pm unless an appointment for conferences has been scheduled by the parent and teacher/principal.

Flower or balloon displays, special messengers etc. should not be delivered to school. If they are delivered to the school, the student will pick them up in the office at dismissal. The teacher may request more specific restrictions.

Invitations to parties, which are held outside of school, should only be distributed after or before school if an entire group such as all boys, all girls, or the entire class is invited. Selective invites are not acceptable. Passing out invitations should not disrupt class and should be with teacher permission.

NOTE: Severe Allergic situations with students will be communicated through the individual classroom teacher.

Lunch

Children in grades K – 8, are required to bring their lunches and eat in the cafeteria. Holy Angels does not serve regular hot meals. Milk and juice will be available for purchase, as will special lunches.

If a child forgets their lunch and parents wish to bring them to school, the lunch should be clearly marked with the child’s name and given to the front office staff. Students are not **TO NOT BRING FAST FOOD LUNCHES, OR LARGER LUNCHES SUCH AS PIZZA.** Students are also not allowed to bring soda or any energy drink. It is important to pack spoons or forks for your child if they have some type of entrée that requires it. The school will not be expected to supply the students with a spoon or fork for their lunch. No Microwave is available for use.

Lost and Found Policy

A Lost and Found container is in the front office. Please stop in the office and identify the missing item. At the end of every Trimester, lost and found items not claimed will be disposed of or donated.

Student Property Inspection

School administrators may inspect any student’s property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, books, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school’s premises. Such items include, but are not limited to packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags,

briefcases, purses, and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

Whenever possible, all searches are made in the presence of the student and at least one adult witness. If there is reasonable suspicion of criminal possession (illegal drugs, weapons, etc.) the matter is referred to the principal who follows proper legal procedure of search and seizure according to Ohio law.

Some guidelines for these procedures are:

1. Administration or someone assigned by administration may have another staff member, as witness but is not necessary.
2. The student may be asked if there is anything he/she wishes to show the administrator/teacher.
3. The student may be asked to remove the items and open anything they are directed to open.
4. Any confiscated item would be separated. The item(s) taken to the office and the parents notified.
5. There may be an incident(s) of safety when the student is not asked to participate in the search. Parents may be notified, before or after the search.
6. Based on circumstances, the final process in which search is conducted is at the discretion of the administration.

Confiscated Items:

Items that are inappropriate at school, cause distractions in the classroom/school, observed electronic devices, phones, watches, sports related items, or any other items may be confiscated. The teacher or principal will place the items in a locked cabinet or send to the office (if valuable or electronic).

Items in the Office: Depending on device or object::

- 1st Violation: Parent will be notified and must pick up the item.
- 2nd Violation: Student will place item in the office every morning for a determined amount of time and pick up at dismissal. Failure to do so may result in suspension.
- Holy Angels School and staff are not responsible for any lost, stolen, or broken phones, devices, jewelry, valuables, sentimental items, or objects brought in by students.

Items that are deemed unsafe, illegal, or hazardous to self or others school will be confiscated and not returned.

Substance Abuse Policy

Substance use is defined as either "the possession of, use of, or trafficking in any

- prescribed drug that is not in student's name,
- over-the-counter drug,
- unauthorized drug,
- illegal drug,
- chemical,
- alcohol,
- tobacco-like substance,
- vape accessories, vape devices
- any substance that is portrayed as a drug, alcohol, or other substance and is fake
- or any substance that alters a state of mind,, behavior, or personality

which can be introduced into the body through ingestion, inhalation, insertion, or injection.” There may be a notification to law enforcement. This also includes whether the student knowingly or unknowingly possessed, used, or trafficked any of the above criteria.

All prescribed drugs for a student must be in the school office with a signed physician/medical form. All prescribed medication will be given by the appropriately trained staff member.

Any student found in possession of, or in use of, any illegal or unauthorized substance on school property or at a school-sponsored function will automatically be suspended from school for a determined amount of days or expelled. The school reserves the right to review the circumstances and apply an appropriate consequence.

A mandatory conference with the parent/guardian, student, principal, counselor, and in some cases the Pastor must be held before the student will be readmitted to school. If deemed in the best interest of the student and the school, the parent/guardian will be required to immediately enroll the student in an approved drug counseling/family counseling program for a period of not less than nine weeks. Counseling sessions must be through a certified local agency or from a private source, such as a licensed psychiatrist, psychologist, program, or certified counselor.

Proof of completion of these sessions must be presented to the school by the provider.

Non-compliance with the above will cause the immediate withdrawal of the student from school. Any student found in possession of or using an illegal, unauthorized substance a second time will be immediately expelled from school. Any student trafficking (buying, selling, or giving away) any illegal, over-the-counter, or prescribed substance, even for the first time, will be expelled from school and the matter turned over to local police authorities.

The Archdiocese of Cincinnati is committed to providing the most optimal educational environment for all students attending the elementary and high schools of the diocese. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people. Thus, many schools have implemented mandatory random drug testing programs.

The Archdiocese of Cincinnati maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

PARENT COOPERATION

The partnership between Holy Angels School and parents is essential for the continued success of our students. Open communication and cooperation between the two help our community thrive and grow. The school vows to educate, nurture, and protect its students to the best of its ability. In order to do so, cooperation from parents is necessary.

As a condition of enrollment, parental and guardian cooperation with the school, teachers, and administration is required. School rules, regulations, and policies stated in this handbook and otherwise promulgated by the school and the Archdiocese of Cincinnati must be followed by parents and guardians.

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

PARENT TEACHER ORGANIZATION (PTO)

Every parent of a Holy Angels School student is a member of the PTO. Dues are collected the first week of each school year. The role of the PTO at Holy Angels is to raise funds to help supplement the school's budget. PTO funds help pay for instructional programs, professional development for staff, facility improvements and many other needs of the school. The PTO Board consists of a President, Vice-President, Past President, Treasurer as well as other positions deemed necessary by the school administration. The PTO is not a policy-making nor advisory group. Members of the PTO Board must be approved by the school principal.

REVIEW OF RECORDS

Parents have the right to review their child's records on request. The material contained in the child's cumulative record folder consists of grades, standardized test scores, attendance data, health data and documentation of serious behavior issues. In the event of a divorce or separation, parents must supply a copy of the custody/visitation court order which will be kept in the child's records. Changes relating to that decision must be kept current. The parent with custody has the right to receive all report cards, interim reports and other school related information. If the non-custodial parent also requests these reports and information they shall receive them unless a legal decree does not allow this to occur. A copy of such legal decree must be provided to the school by the custodial parent. Changes in a child's normal routine must be approved by the custodial parent/guardian. No child will be dismissed from the school to the non-custodial parent without the written consent of the custodial parent/guardian.

TRANSPORTATION

Bus

Bus transportation is provided by the City of Dayton for those eligible for this free service. All bus schedules, regulations, and routes are determined by the respective school districts. Lists are kept in their offices of all students eligible for bus service. Withdrawals, new enrollees, or changes of address should be made to our school office so that this information may be forwarded to the proper authorities.

During bus trips Holy Angels students are required to behave in a manner consistent with the school code of conduct.

TUITION

Payment Agreement

Holy Angels Catholic School is funded primarily through student tuition fees and a generous parish subsidy. All families are required to pay tuition and fees in full on or before dates designated by the school and business offices. Failure to do so may be grounds for students being required to withdraw from school.

Tuition Assistance Availability(K-8)

~ Angels In Education ~ Ohio Ed. Choice

Angels In Education = a tuition assistance program for Holy Angels School. Holy Angels School utilizes FACTS to help determine the amount of recommended Angels Grant to be awarded. A current Tax Return must be utilized for this application. Tuition assistance is based on need, availability of funds, and interest in stewardship within the Holy Angels community. One FACTS form will be utilized per family despite children in different schools. These applications are located in the school office.

Ohio EdChoice Scholarship = State of Ohio scholarship for families that reside in public school districts of Academic emergency or watch, and have not been in a non-public school before enrolling. Parents are responsible to pay the difference of non-public school's tuition less Ohio EdChoice scholarship amount. EdChoice application periods are usually early February to mid-April. For more information contact the school secretary.

Student Withdrawal And Tuition

Withdrawal of a student does not preclude payment of tuition and school fees owed. Records will not be transferred until all accounts have been settled. Reimbursement for early withdrawal may be prorated based on the number of teaching days completed at the discretion of the principal.

VISITORS

We love having visitors, but there are state laws regulating visits to schools for the safety of the children. All visitors, including parents, guardians, and relatives must report to the main office, sign in, and wear a name badge when entering the building during the school day. (Ohio Revised Code) Underage visitors must follow the same procedures and they may be in the school only when accompanied by an authorized adult. Additionally, all visitors must follow the Archdiocese of Cincinnati Decree On Child Protection.

For the safety of our students and staff, all outside doors are kept locked throughout the day. Unscheduled parent visits to the classroom or playground during the day are not permitted. This includes walking your child to the classroom (Except Preschool) or going to the classroom to pick up your child. If it is necessary to bring an item to school for a student (such as medicine, books, etc.) , label it with the child's name and homeroom and bring it to the office. Thank you in advance for your understanding and cooperation in this matter.

POLICIES

These are the same policies as those given during the beginning of the year. Signature papers are kept in the office.

A) COVID

DUE TO PANDEMIC AND COVID-19: The Archdiocese of Cincinnati has required that this statement be included in our student handbook. There will be a signature for you on our policy signature page regarding this new policy. It will also appear in the 2022-2023 Student Handbook.

COVID-19 Acknowledgement of Risks

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

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

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

B) Extracurricular Activities

Education is not limited to the classroom experience; it is derived from all opportunities that contribute in any way toward personal and social growth. With every privilege, though, there is a corresponding responsibility. It is a privilege and an honor to participate in extracurricular activities, not a right or a guarantee. It is very important that parents use careful judgment when it comes to a student's eligibility to participate.

Extracurricular—Webster’s definition: “not part of the regular curriculum; of or being related to, or those activities connected with school but usually not carrying academic credit.” Any activity, such as student council, athletics, drama club, or choir sponsored by Holy Angels, that is not part of the regular curriculum, is considered extracurricular.

The following guidelines are used by the administration and the faculty to determine eligibility:

Extracurricular Eligibility — A student is eligible to participate in extracurricular activities:

- Grades K – 3 without a low effort in subject areas.
- Grades 4 - 8 a “C” average without a failing grade in any Core subject at midterm or at the end of the trimester. Special considerations will be given to students who are not achieving academic standards but are putting forth appropriate effort in accord with their individual ability.
- Eligibility will be evaluated at mid-term and at the end of each trimester for academic purposes.
- At mid-term, students will be given a WARNING, which allows the student a probationary period in which to improve his/her performance.
- At the end of the probationary period, a student will be notified if ineligibility is warranted.
 - At the end of the trimester, there will be no probationary period. A ONE week of ineligibility will begin immediately.
- Who has no behavior infractions that require an official parent conference with teachers or administration.

Extracurricular Activities Suspension— A student is suspended for extracurricular activities/games:

- Who fails to maintain a “C” average or receives a failing grade in any subject at mid-term (after the probationary period) or at the end of the trimester.
- Who fails to meet acceptable standards of conduct according to the discipline policy for his/her grade level and/ or the discipline code in the parent/student handbook.
- Who receives an out-of-school suspension.

Suspension for disciplinary reasons goes into effect immediately. The parents and activity leaders will be notified by a school representative at that time.

Suspension for academic reasons will go into effect immediately following midterm and end-of-trimester grade evaluations. The parents and activity leaders will be notified by a school representative at that time.

The principal designates suspension length. During that time it affects all games and all practices. If the student participates or does not follow the suspension guidelines, they may be removed from the team/activity permanently and/or face further consequences. During a sport suspension, the student may remain part of the team and sit the bench during a game (without participating). If needed, at the end of the suspension period, the student’s situation will be reevaluated and the student will become eligible to participate if found to have met the eligibility requirements.

The Essence of the Handbook is to ensure the student’s interest in receiving a quality, morally based education can be served as students, parents, and school officials work together. As with all families, at times differences may arise; clarifications need to be made, and disagreements settled. Normally, differences between individuals can be resolved. It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to,

any policies, principles, or procedures set forth in this student/parent handbook of the school. It shall be an express condition of enrollment that the parents/guardians of a student shall also conform to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion.

These basic principles include, but are not limited to any policies, principles, or procedures set forth in any student/parent handbook of the school. These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel; however, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

C) Gender Identity

As stated by the Archdioceses of Cincinnati the following policy has been put in place from this school year forward.

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

Catholic schools:

- *Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- *Require that participation on school teams be according to biological sex.
- *Require that names and pronouns be in accordance with the person's biological sex.
- *Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- *Maintain names in school records according to the student's biological sex.
- *Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

- i. What is the specific request of the student and/or parents?
- ii. Is the request in keeping with the teaching of the Catholic Church?
- iii. Is the school reasonably able to accommodate the request?

Holy Angels abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school's activities. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. Holy Angels considers the gender of all students as being consistent with their biological sex, including participation in school athletics and teams, school-sponsored dances, dress and uniform policies, the use of changing facilities, showers, locker rooms, sleeping accommodations on trips, titles, names and pronouns, and school records. As an applicant/registrant and/or parent/guardian for admission to Holy Angels, I understand and agree to this policy.

D) Gmail Account Policy

Holy Angels School's Technology program Powered by Google is a program that integrates the use of technology into the classroom.

Technology is used as a tool to enhance the learning and teaching process while promoting self-directed and self-motivated learning. We are in the beginning stages of enhancing the classroom environment by implementing high-quality instruction, assessment, and learning through the integration of technology into the curriculum.

The two major components of this initiative that are helping to change the students' learning technique from consumers to collaborators is the use of the Google suite of products and Google Chromebooks.

The expanded use of technology does not diminish the role of the teacher. Instead, it transforms the teacher from an instructor of learning to a facilitator of learning.

- Parents and students are required to sign and return an Responsible Use of Technology Policy Form
- This copy of the Chromebook Policy Handbook that outlines the procedures and policies relating to the care and handling of the Chromebook is available in the Holy Angels Handbook.
- All Holy Angels Chromebooks will be labeled with a property tag and a number. Tags must remain on the device. Numbers will be assigned per student.
- After receiving a Chromebook, the student must complete an online digital driver's license course on good digital citizenship within a specific time frame.
- Chromebooks are the property of DPS and Holy Angels and must be returned at the end of use in good working condition

Taking Care of Your Chromebook

- Chromebooks are provided to students for educational purposes only.
- Holy Angels has installed filters which block internet sites and apps that are either inappropriate for young adults or do not have an educational purpose.
- Students are responsible for the general care of the Chromebook while in use.
- Chromebooks that are broken or fail to work properly must be returned to the teacher who will then turn it into the office for an evaluation and servicing as soon as possible so that the Chromebook can be taken care of properly.
- Students should never leave their Chromebook unattended.
- DPS/Holy Angels owned Chromebooks are not to be taken outside of the assigned classroom of use.
- Because Chromebooks are shared between classes, students should make sure they log out of their account and request that Chrome does not save their passwords.
- All questions or requests for assistance concerning Chromebooks should be directed to the technology teacher for further assistance.

General Precautions:

- Chromebooks will be charged for school each day.
- Never carry the Chromebook while the screen is open.
- No food and drink will be near the Chromebook.
- Do not set your Chromebook on the floor.
- Cords and cables must be inserted carefully.
- Never transport your Chromebook with the power cord plugged in.

- Chromebooks must remain free of any writing, drawing, stickers, decals, etc.
- Vents cannot be covered.
- Chromebooks should never be left in any unsupervised area.
- Chromebooks should not be lent to another person.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should be shut and laying flat when not in use.
- Chromebook cases will be tagged by Holy Angels and should be free of any stickers or other personalized marks by the student.
- Although the cases help protect the Chromebook, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect the Chromebook they are assigned to use.

Carrying Chromebooks: The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its base with the lid closed.
- Never carry a Chromebook with the screen open. Screen Care:
- The Chromebook screens can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from pressure.
- Do not sit, lean, or put pressure on the Chromebook.
- Do not place anything in the Chromebook case or desk that will press on the cover.
- Do not touch or poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Avoid using any cleaning solutions. Some cleaning solutions may damage the screen. Be very cautious if you decide to use a cleaning solvent other than water.

Personalizing the Chromebook:

Chromebooks and cases must remain free of any decorative writing, drawing, stickers, paint, tape or labels. Spot checks for compliance may be done by administration or homeroom teachers at any time.

Asset Tags: All Chromebooks will be marked as the "Property of DPS/Holy Angels" and with a specific number identifier. Do not tamper with or remove these tags or labels.

Photo Library/Screensavers/Background Photos and Passwords:

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, provocative materials, inappropriate language, alcohol, drug, gang related symbols or pictures or other inappropriate material will result in disciplinary actions and may also result in a loss of Chromebooks privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for educational purposes should be saved to the device. All other photos/videos should not be taken or stored. Sound:
- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teachers.
- Students must bring their own personal set of headphones or earbuds every day.

Printing:

- Students will be encouraged to digitally publish and share their work with their teachers when appropriate.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the Chromebook, a student's Holy Angels Gmail account, and other software and technology resources provided by Holy Angels whether conducted at school or off site, is subject to search as Holy Angels property.

Using the Chromebook Camera:

- The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group, and gaining the permission of the individual or group if the image will be posted online.
- Cameras are only to be used for educational purposes and with specific teacher permission.
- Cameras may never be used in a locker room or restroom per state of Ohio law.

Managing and Saving Your Digital Work:

- Google Docs is a suite of products (Docs, Presentation, Drawing, Spreadsheets, Forms) that let you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files – all online.
- Students may save work to their Google Drive accounts via the Chromebook.
- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Holy Angels is not responsible for the loss of any student work.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

Software:

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools.
- Additional software cannot be downloaded on a Chromebook.
- Any additional software needs should be directed to your teacher.

Content Filter:

- Holy Angels utilizes an Internet filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA) that is managed by MDECA (Metropolitan Dayton Educational Cooperative Association), and Secondsite managed by Netdemics.
- All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by MDECA and Secondsite.
 - If an educational website is blocked, teachers should contact the technology teacher to request the site be reviewed.

Operating System and Security:

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is installed, supported and managed by Holy Angels. Students may not reset or wipe their Chromebooks to original factory specs under any circumstances and doing so may result in disciplinary actions.

Updates: When a Chromebook starts up, it updates itself automatically, so it has the latest version of the Chrome operating system at all times. When an update is available, students will see an arrow on the right hand bottom of the screen. Please shut your Chromebook down and restart your machine.

Many issues are resolved by just shutting your Chromebook down. Virus Protection: With “defense-in-depth” technology, the Chromebook is built with layers of protection against malware and security attacks. However, students should still take precautions against opening questionable emails or files.

Procedures for Restoring Your Chromebook: If your Chromebook needs technical support, please see the technology teacher.

Additional Responsibilities and Expectations:

Parent/Guardian Responsibilities:

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and /or what apps are being used and how they work.
- Ensure that siblings and other family members are not using the account for personal use.

Students are Responsible for:

- Using Chromebooks in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Comply with trademark and copyright laws and all license agreements.
- Plagiarism is a violation of Holy Angels’ academic integrity policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Returning their Chromebook in working order at the end of the school year.
- Monitoring all activity on their account.

Student Activities Strictly Prohibited: Students are strictly prohibited from the following actions while using their Chromebooks. Disciplinary procedures will result if a student is caught or reported.

- Chromebooks are not permitted in the cafe during lunch.
- Bypassing Holy Angels’ content filters is prohibited when trying to access a website.
- Creating your own hotspot at school is prohibited.
- You must remain on Holy Angels’ domain while in possession of your Chromebook while a student at Holy Angels.
- Illegal installation or transmission of copyrighted materials.
- Using the Internet to access personal (non-school related) accounts.
 - Spamming/sending mass emails.
 - Gaining access to other student’s accounts, files, and/or data.
- Sending anonymous or misleading communications for any inappropriate purpose by any means
- Students are not allowed to give out personal information over the Internet without the permission and supervision of their parents or a school staff member.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data.)

Privacy and Safety:

- Students have no expectation of confidentiality or privacy with respect to any usage of a Holy Angels

Chromebook and other Holy Angels owned technology, regardless of whether that use is for school related or personal purposes, other than specially provided by law.

- Holy Angels may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason.
- By using a Holy Angels Chromebook and other Holy Angels owned technology, students agree to such access, monitoring, and recording of their use.
- Protect your password; do not share it with anyone. Chromebooks Left in Unsupervised Areas
- Each student is responsible for his or her issued Chromebook at all times. Under no circumstances should Chromebooks be left in an unsupervised area.
- If a student finds an unsupervised Chromebook, he or she should notify a teacher or staff member immediately.
- Unsupervised Chromebooks will be collected by teachers or by staff members.
- Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Monitoring Software:

Administrators, teachers, and technology staff may use monitoring software that allows them to view the screen and activity on students' Chromebooks. Students may not attempt to disable this software.

Legal Property:

- Violation of policy may result in the loss of Chromebook and other disciplinary measures.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline and/or legal action.
- Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the school.

Email Communication:

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email and communications sent and received should be related to educational needs.
- All email and communications are subject to inspection by the school at any time.

Consequences:

- Violation of the policies in this document will result in disciplinary action by Holy Angels.
- The Holy Angels Student Handbook includes a Responsible Use for Technology Policy, it applies off-campus.
- The school cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Appropriate Uses and Digital Citizenship School issued Chromebooks should be used for educational purposes and students are to adhere to the Responsible Use of technology Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative

environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my 11 activities. I will report any attacks, or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversation. I will ensure that the information, images, and materials I post online will not put others at risk. I will not publish others' personal details, contact details, or a schedule of others' activities.
5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Because Gmail, Google, and the level of technology is ever changing, Gmail Account Policies, Social Media Policies, or Technology policies may be amended and adapted. Parents/Guardians and Students will be informed of any adaptations and amendments.

Student Gmail accounts are restricted to on campus use only.

E) High School Database

For Grades 5-8: The Archdiocesan School Office requests permission to forward student directory information to Catholic high schools within the Archdiocese once your child reaches the fifth grade. Students will be receiving information regarding high school enrollment, events, and testing. I give permission for my contact information to be released to the Archdiocese for High School Mailing purposes. IF you check NO on the signature page, you will not receive mailings from Catholic HighSchools

F) Photo Release Statement

Valid Photo Release Statement is on file with signature.

I hereby grant/do to grant my child at Holy Angels Catholic School permission to use my child's likeness in any photograph, video or other digital or print reproduction, or first name (the "Materials") in any and all of its publications, including websites, without payment or any other consideration. I understand and agree that the Materials will become the property of the School and will not be returned. I hereby

irrevocably authorize the School to edit, alter, copy, exhibit, publish or distribute the Materials for purposes of publicizing its programs or for any other lawful purpose.

In addition, I waive the right to inspect or approve the Materials and to receive any royalties or other compensation arising or related to the use of the Materials. I hereby hold harmless and release the School and its representatives from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

G) Responsible Use of Technology

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form.

The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of

other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, incompliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

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

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use

of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

CONSENT FOR ONLINE/REMOTE LEARNING

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being live streamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any live streamed or recorded video of such Remote Learning to anyone outside of the student's immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child's observation of, and/or participation in, that particular class session.

USER AGREEMENT / PARENT PERMISSION FORM Both Signatures Required

- I have read the terms and conditions of the Responsible Use of Technology Policy
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the Responsible Use of Technology Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

H) Social Media

The Archdiocese of Cincinnati Catholic School Office recognizes the value of emerging social networks as effective and relevant means of communication and marketing. There are risks as well as opportunities to be gained by entering this public arena. Therefore the Archdiocese of Cincinnati Catholic School Office has established the guidelines and expectations for participation by students. When posting written material, photos or video on social media the students should:

- 1) Present themselves honestly in alignment with the requirements set up by the social network. Most social networks have an age requirement; adherence to these rules is required.
- 2) Protect their identity by not providing personal information that could be used by someone intending to do harm. Personal information includes: telephone, address, and present location. Only trusted acquaintances should be allowed to view personal profiles.
- 3) Present themselves with dignity. Postings involving alcohol, drugs, obscenity, nudity, or inappropriate activity will reflect negatively on you as a person and the school community.
- 4) Be aware that what one posts remains in perpetuity (forever). Even if deleted, access may be obtained by future employers, college representatives, law enforcement, etc.
- 5) Respect copyright and fair use laws. When posting ideas that are not your own, give credit to the author.

- 6) Use acceptable standards of grammar, spelling, punctuation, and tense when participating in clubs, school organizations and class communications. Try to limit use of abbreviations because they cannot be understood by all readers.
- 7) Keep communication positive and respectful, whether promoting opinions or refuting another's. Social networks should never be used for harassment, cyber-bullying, intimidation, or threats, nor should they be used to criticize or ridicule other people, schools or organizations.
- 8) Be truthful and protect confidentiality. Do not use a social network as a means of gossip, perpetuating rumors or sharing confidential information about others.
- 9) Present a positive image of your Catholic School. Be a good ambassador and promoter of pride and school spirit for your school.

Violation of these guidelines:

Students who post/comment/like words, video, pictures, emojis, photos, or any other electronic communication style/media that mentions a student/family, the school, a staff member may have disciplinary action as described in the technology policy, school policy, or according to state/federal law.

Students who post/comment/like illegal actions will have immediate disciplinary action as described in the technology policy, school policy, or according to state/federal law.

Students who post/comment/like any media that declares harm to self or others will have immediate disciplinary action as described in the technology policy, school policy, or according to state/federal law.

The participation in Social Media is not limited to posting/commenting/liking. Policies may be adapted or interpreted according to the severity as deemed by the principal and pastor.

I) Student Engagement Policy:

(Bullying, Harassment, and other actions/communication)

1. General

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

2. Definition of Terms

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more

than once and the behavior both:

- a. Causes mental or physical harm to the other student; and
 - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.

“Harassment, intimidation, or bullying” also means:

- electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless handheld device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student; and
 - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - c.

3. Types of Conduct

a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- i. Engaging in unsolicited and offensive or insulting behavior;
- ii. Physical violence and/or attacks;
- iii. Threats, taunts, and intimidation through words and/or gestures;
- iv. Extortion, damage, or stealing of money and/or possessions;
- v. Exclusion from the peer group or spreading rumors; and
- vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”).

Complaints may be sent verbally, electronically, or in written form.

Responses may vary depending on severity, frequency, and type. Staff, Counselors, and/or principal may be involved. Parents of the victim and alleged offender will be contacted as needed and informed of future processes. If necessary, law enforcement and/ or Child Protective Services may be involved.

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

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

After investigation, students who have committed bullying acts/communication will receive consequences, as deemed necessary by the principal/pastor, based on severity of the action/communication.

- Students who have 2 acts of confirmed bullying will earn a Saturday School.
- Students who have 3 acts of confirmed bullying will earn an additional Saturday School.

- (earning an additional after the first 2, not 3 more)
- Students who have 4 acts of confirmed bullying will earn an out of school suspension, multiple days out of school suspension, or removal/expulsion from Holy Angels.
- This is based on the entire school year, not limited to trimesters.

Sample of Student Engagement Form

that is completed when a parent or student reports an action or words or online concern or if a staff member observes something or a report is made to them. Subject to edit based on information needed.

- Student Name
- Grade
- Describe what happened/what is happening :
- Describe what happened: Be specific with who and exact words or exact actions including yourself.
- When did it happen?
- What was the day and date it happened?
- Where did it happen?
- Actor: Who was committing the action or words (if you don't know the name(s) describe him/her?
- Victim: Who was the victim of the action or words (if you don't know his/her name, describe him/her)?
- Witness: Did anyone else witness the action?
- If yes to #10: Witness: Who? Please list names and grades of witnesses, including adults.
- Injury: Were you or others physically hurt?
- If yes to #12: Injury: How and where on your body were you hurt? Be specific left/right, body, is there a mark?
- Damage: Was there damage to anyone's personal property?
- If yes to #15: Damage: What and How was damage? Whose property was it?
- Did this incident occur online or social media?
- If yes to 17: Describe the incident and list the social media/app/online site.
- Schedule: Have you or the victim missed any school or made any changes to your daily routine as a result of the incident(s)?
- Have you told anyone about the bullying?
- If yes to 18: List who you have told with names: students, parents, teachers, other
- What was the motivation behind the action?
- Was the incident an act of retaliation against an individual who filed a previous report and/or participated in an investigation?
- Was there an investigation?
- In my/our investigation of the complaint, it is found (check appropriate response):
 - Found grounds to substantiate the allegations for bullying
 - Did not find grounds to substantiate the allegations for bullying
 - Did not find enough information to make a judgment on the allegations for bullying
 - Continuing investigation as of this date
- Was the incident reported to parents of those involved?
- Was the Pastor informed?
- Were the police involved?
- What type of support was provided for the victim?
- In my/our investigation of the complaint, it is found (check appropriate response):
 - Found grounds to substantiate the allegations
 - Did not find grounds to substantiate the allegations for bullying
 - Did not find enough information to make a judgment on the allegations for bullying
 - Continuing investigation as of this date

The Right to Amend:

School Administration, Principal, and Pastor

The school, administration, principal, and/or pastor has the right to amend any part of the handbook for just cause and has freedom of interpretation and execution of any and all policies, regulations, and consequences of the Student/Parent Handbook. Parents will be promptly notified of change.

Parent and Student Handbook Acknowledgment

We, the undersigned, state that we have read and agree to be governed by the Parent/Student Handbook for Holy Angels Catholic School 2022-2023.

We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement.

We hereby acknowledge that it is our responsibility to access the Holy Angels Student/Parent Handbook. My signature below indicates that I agree to read the Handbook and abide by the standards, policies and procedures defined.

As the School and/or Archdiocese provide updated policy information, I accept responsibility for reading and abiding by the changes.

We understand that we have an obligation to inform my principal or school office of any changes in my personal information, such as phone number, address, etc. We also accept responsibility for contacting our principal if I have any questions, concerns or need further explanations.

Name of Student(s)

_____ Grade: _____
_____ Grade: _____
_____ Grade: _____
_____ Grade: _____
_____ Grade: _____

Parent/Caregiver Signature _____ Date _____