



Holy Angels School

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Family Handbook

2024-2025 School Year

School Hours

7:30am- 2:25pm

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WELCOME

July 2024

Principal Letter

Welcome to Holy Angels Catholic School! Whether you are a returning family or just joining us, we are blessed and honored to have you as a member of Our Hive!

Holy Angels! So, Let's talk about His Angels.

- Some Angels are Messengers: They inspire, shine, give us a "sense" through our prayers and daily living.
- Some Angels are Stewards over all of creation. They keep order and truth, power and virtues. God is not a God of confusion and chaos. He has a purpose and plan for all of us.
- Some Angels are Guardians. They never give up. Our own personal angel is with us from the beginning to the end.

God has His angels protect and help our biblical heroes and in epic moments that are foundations of our faith. Daniel said God's angels shut the mouth of the lions. An angel rescued Peter from his chains and prison. Mary, the Mother of Jesus, had the Angel Gabriel share with her a life and soul saving message for all of humanity.

Even Saints have encountered angels: St. Padre Pio, St. Gemma, St. Therese de Lisieux, and St. John Bosco.

We hold our biblical heroes and saints in high esteem, modeling their life, looking to them as an example, and seeking them in intercession. We do this so that we may grow closer in relationship with God and Christ in our words and actions. But me, you, us - worthy of having an angel? angelic encounters? What about me? my family?

Well, Paul says in Romans, God is no respecter of persons; God doesn't exclude. Luke says whoever is least among all of you, this is the one who is great. So, among the great people of our faith- there is us- there is you, there is me. We are great people of faith. We are so loved by God that we too have angelic experiences, and have been assigned a guardian angel. So, yes. His Holy Angels are there for us. Holy Angels guide us.

Holy Angels are here among us to help us recognize God's love and truth, to draw us closer, to help us overcome, and to be totally dependent on The ONE who loves us.

Blessings,
Alana Campion, M.S.Ed.

Sept. 29th: Feast Day of the Archangels: Michael, Raphael, and Gabriel.

October 2nd: Feast Day of the Guardian Angels.

History of School

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. Holy Angels School 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 School 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.

Mission Statement

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.

Belief Statements

- We believe our primary role as a Catholic school is to provide all students with a holistic foundation for life through faith, prayer, academics, and service, and help all students learn how to use their gifts and talents to fulfill the plan God has for their lives.
- We believe the Beatitudes are a spiritual and moral compass that allow us to mirror the love of God into the world.
- We believe our words and actions reflect that every person is a valued child of God, worthy of love, dignity, and respect.
- We believe the commitment to student learning is enhanced with clear goals, high expectations, and implementation of best practices to guide classroom instruction using technology and differentiated activities to support the learning needs of all students.
- We believe personal growth is encouraged in a warm, loving environment that stresses self-discipline, self-respect, and caring for others in service to our community.
- We believe the partnership between school and family is essential to the development of the whole child and the school community.

Core Values

- Faith
- Community
- Love
- Prayer
- Service
- Hope

ACCREDITATION

Holy Angels Catholic School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

ADMINISTRATION

Holy Angels Catholic School is a parish school which operates under the authority of the Pastor, Fr. Joseph Satish under the direction of the school principal, Alana Campion, and assistant principal, Angie Gantt.

RIGHT TO AMEND

This handbook is not a binding contract on Holy Angels Catholic School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

Non-Discrimination Statement

No student may be excluded from Holy Angels Catholic School solely because of race, color, national/ethnic origin, or ancestry.

Registration Requirements for All Students

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 previous school last attended.
- Parents must also inform Holy Angels Catholic School of any known physical, academic, emotional, behavioral, or psychological problems/challenges of the student. Failure to do so may be grounds for dismissal.

School Age

In accordance with Section 3321.01 of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Educating Students with Special Needs

Holy Angels Catholic School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

Admissions Process

Acceptance of registration at Holy Angels Catholic School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as EdChoice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Registration fees are

not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

The admission process at Holy Angels Catholic School is as follows:

1. APPLICATION form is completed by the parent/guardian and submitted with all requested information and required documents no later than the established deadline.
2. REVIEW of the application begins. All required records will be reviewed by the school administration.
3. ACCEPTANCE is determined. Once the administrator/admission director reaches a decision whether or not to accept a student, the parent/guardian will be notified in writing by a predetermined date.
4. ENROLLMENT is completed. Upon acceptance, the parent/guardian will be asked to register the student for the upcoming school year and pay the registration fee by a predetermined date.

Admission to Holy Angels Catholic School is considered according to the following priorities:

- 1) Students currently enrolled at Holy Angels Catholic School, who reenroll by the specified annual enrollment dates.
- 2) Siblings of students currently enrolled, who enroll by the specified annual enrollment dates.
- 3) Students who are current parishioners of Church of the Holy Angels Parish who apply for enrollment after the specified annual enrollment dates.
- 4) Students who are new parishioners of Church of the Holy Angels Parish who apply for enrollment after the specified annual enrollment dates.
- 5) Students who are not active parishioners of Church of the Holy Angels Parish who are applying for enrollment as private students.

New students who wish to be considered for enrollment may need to complete an assessment, academic screening, review of records, and interviews.

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

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.

Accuracy of Information Statement

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.

Change of Residence

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.

Voluntary Withdrawal of Students

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 within two weeks of the office receiving the EdChoice checks.

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.

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.

Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned. Additionally, any and all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met.

FAITH FORMATION

Religious Education

Holy Angels Catholic School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Sacramental Preparation

Insert school specific protocols in place for sacramental preparation, including grade levels, additional service requirements, etc.

ACADEMIC PROGRAM

Academic Expectations

Students at Holy Angels Catholic School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

Kindergarten	15 minutes
Grades 1 – 3	20 to 45 minutes
Grades 4 – 6	45 to 90 minutes
Grades 7 – 8	60 to 120 minutes

Students who are absent are required to make up missed assignments. They will have one day for every day absent to complete assignments upon their return to school.

Arrangements to pick up the child's work need to be made through the teacher or office via email or phone call. Same day arrangements to pick up work may not be possible; however, work will be available within 24 hours.

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

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

Field Trips

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destinations. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian. If a student has forfeited the privilege of participating in a field trip, the student is still responsible for coming to school.

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.

Promotion and Retention

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered.

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 core 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 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.

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 the retention 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/district psychologist may be consulted for an evaluation of the student after the necessary paperwork has been completed and submitted.
 - 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 retention.
- Not meeting the requirements for the Third Grade Guarantee by the end of the school year may be grounds for retention based on Ohio Law.
- A student has the final grade as an F in 2 or more of the six Core Subjects may be grounds for retention.

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:

- Notice that their child is not reading on grade level;
- A description of current services the student is receiving;
- A description of proposed supplemental instructional services;
- Notice that Ohio's grade 3 English language arts test is not the sole factor determining promotion; • A statement that connects the child's proficiency level in reading to long-term outcomes of success related to proficiency in reading; and
- Notice that unless the student reaches the appropriate level of reading competency by the end of grade 3, the student may be retained, unless the student is exempt from retention.
- Administer any necessary informal or formal diagnostic assessments to determine the instructional needs of the student;
- Immediately provide reading instruction and/or intervention using research-based reading strategies that have been shown to be successful in improving reading among low-performing readers and are targeted at the student's identified reading deficiencies; and
- Develop a RIMP within 60 days of receiving the student's diagnostic results.

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, districts and schools must retain students who score below the promotion score on Ohio's State Test for grade 3 English language arts each year they score below the promotion score, unless those students are exempt from retention under the Third Grade Reading Guarantee.

Specific info can be found on DEW's website referencing the Third Grade Guarantee.
<https://education.ohio.gov/Topics/Learning-in-Ohio/Literacy/Third-Grade-Reading-Guarantee>

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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.

Withdrawal/Disenrollment

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from Holy Angels Catholic School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. Holy Angels Catholic School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

Holy Angels Catholic School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Curriculum

Holy Angels Catholic School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

Standardized Testing

Holy Angels Catholic School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

Assessments(Formal)

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

3rd Grade:

- i-Ready and State AIR Reading Third Grade Guarantee Assessment

3rd-8th Grades:

- State AIR Tests: ELA, Math, and Science(5th, 8th)

K-8th Grades

- i-Ready Progress monitoring in Reading and Math

2nd-8th Grades:

- Standardized Religion Assessment

Selected Grades: TBD

- 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 i-Ready and State Assessment scores.

Reporting Student Progress

Holy Angels Catholic School issues report cards to the families on a trimester basis. Additionally, interim reports may be issued throughout each grading period.

Awards

HALO Recognition

Students may receive a HALO Virtue Award: (How Angels Love Others) for walking in the footsteps of the Beatitudes, living out the Core Values of Holy Angels, demonstrating a Growth Mindset, and exhibiting Social Responsibility.

Student Support Programs

Students With Learning Differences

Holy Angels Catholic School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

Holy Angels School strives to meet the needs of each of its students.

- Through the University of Dayton, ECHO provides a licensed ECHO mental health therapist.
- Through Catapult Services and dependent on federal funding, Title 1 instructors for Reading and Math may be available for those students who qualify.
- 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 licensed ECHO mental health therapist(ECHO).
- The administration will be informed.
- This request will be discussed with recommendations by the school Intervention Assistance Team (IAT).
- If a recommendation is for an official referral, Dayton Public Schools Exceptional Children Department will be informed via the DPS intervention specialist.

- 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.

High School Math Class

Students with an early dismissal from school for Catholic High School Math Classes are required to be picked up by a designated adult. Wright Flyer would not be an option. Normally students leave about 1:50. And 20 minutes earlier on the Block day.

Once the commitment is made to attend a Catholic high school Math Class, students cannot transfer back to 8th Grade Math. Transfer would be allowable prior to school starting and the attendance to the first day of the high school's Math class.

Parents are required to complete the consent form which asks parents to:

1. Confirm their student will attend the class through email/note.
2. When the time comes, let us (teacher, myself and Ms. Gantt, and office) know about transportation (who is main pick up person or persons).
 - a. Sending a note/email stating who and how for transportation will be kept on record.
 - b. If for any reason that changes, an update of info is needed. It helps us at dismissal and to make sure all students are accounted for.

Grades from the high school are sent to us and placed on the report card and noted.

State Math test at Holy Angels will be the 8th grade test. The high school end of the year test would be at the high school.

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

ATTENDANCE

The School Day

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), with designated adult, and with 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 emergency 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:

Morning Care

- Begins at 7:10am.
- Students will enter through the front doors.
- Students arriving via Dayton buses will enter morning care.
- Parents needing to drop their children off prior to the front door opening at 7:20 AM.

Arrival:

- At 7:20 a.m. the front door will be opened by an employee of the school.

Attendance, 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 leave by a pre-arranged means of 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 2:40 p.m. will be placed in our ASE program and charged until their parents arrive.

Daily Attendance

Regular attendance is an important factor in the establishment of a good scholastic record. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to be absent are personal illness, a family death, or a family emergency.

Section 3301-69-02 of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child.
 - The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- Illness in the family necessitating the presence of the child.
 - The parent/guardian must provide documentation to the chartered nonpublic school stating the nature of the illness and the circumstances which require the presence of the child.
 - Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- Quarantine of the home.
 - The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- Death of a relative.
 - The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student.
 - Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- Medical or dental appointment.
 - The parent/guardian must provide documentation to the chartered nonpublic school.
 - The chartered nonpublic school may require a written statement from the physician or dentist upon request.
- Observance of religious holidays.
 - A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
 - The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for religious holidays.
- College visitation.
 - The parent/guardian must provide documentation from the college, university, or technical college verifying the date and time of the visitation.
- Emergency or other set of circumstances.
 - The parent or guardian must provide documentation to the chartered nonpublic school detailing the emergency circumstances.
 - Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- Out-of-state enrichment activities or extracurricular activities.
 - A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused.
 - The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates and reasons for these absences.

Reporting An Absence

A student's absence must be reported by legal caregiver:

- Call the office (937-229-5959) to notify us.
 - Call by 7:45 am.
- 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

Beginning at 8:00 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.

As required by the State of Ohio and EdChoice, please send a written note or an email 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 and will warrant proper corrective action.

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours.

Early Dismissal due to appointment

- Note or email from the parent/guardian must be given to the teacher explaining the reason and the time the child is to be dismissed.
 - Phone call to the office with this information is accepted
 - However, a note is still needed to be marked as excused absence.
- 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 send the doctor, dental, or appointment note to the office.

Arriving Late due to appointment

A student's absence must be reported by legal caregiver:

- Call the office (937-229-5959) to notify us.
 - Call by 7:45 am.
- 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 tardiness

- Upon returning to school,
 - all children must check into the main office with the doctor, dental, or appointment note

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:
- The principal and teacher must be informed at least 2 weeks prior to the trip/vacation.
 - If the principal is informed, attendance will be marked
 - the first 2 days excused
 - on and after the 3rd day marked UNEXCUSED.
 - If the principal was not informed, all days will be marked unexcused.
- 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.
- 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 24-hour advance notice is required.

To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than 20 unexcused absences during a single school year. Any absence from school is unexcused unless it is for one of the following approved reasons. All excused absences must be documented as stipulated in "Daily Attendance".

Tardy

A student is considered tardy if they are not in their classroom at the 7:30am bell.

- When tardy, students 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.

Students who are in the building and arrive at their classroom at or after the 7:30 am bell, they are considered tardy and must go to the office for a tardy slip.

Excused tardy:

- late bus arrivals
- medical appointments.
 - Tardies 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 attendance.

Students must provide a doctor's note for a medical appointment to be considered an excused tardy.

Half Day Attendance

- Students arriving after 11:00 am are one-half day absent.
- Students leaving before 11:00 am are one-half day absent.

Make Up Work

For all absences, students are responsible for making up the work, including tests, that they have missed during their absences. They will have one day for every day absent to complete assignments upon their return to school. Arrangements to pick up the child's work need to be made through the teacher or office via email or phone call. Same day arrangements to pick up work may not be possible; however, work will be available within 24 hours.

Excessive Absence and Tardiness

Excessive Excused Absences

After any (10) 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".
- After 10 days, 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.

Excessive Unexcused Absences

To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than 20 unexcused absences during a single school year. Any absence from school is unexcused unless it is for one of the following approved reasons. All excused absences must be documented as stipulated in "Daily Attendance".

Excessive Tardies

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

- Parents/Guardians may 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 the child is sent home, a parent/guardian or other person designated by the parent/guardian must sign the student out in the office.

The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

**Missing just two days a month can lead to chronic absence.
10% of the school year = ~18 days of absence = almost one month of missed learning.**

<ul style="list-style-type: none"> Chronic Absence 	Missing 10% for any reason (12 hours (two days) per month or 92 hours (18 days) per year)
Tier 3: Intensive Intervention	
Students missing 20% or more for any reason	
<ul style="list-style-type: none"> Extreme Chronic Absence 	Absent 50% or more: 60+ hours (10 days+) per month of excused and/or unexcused absences
<ul style="list-style-type: none"> Habitually Truant (Ohio HB410) 	Missed 35%: 42 hours (seven days) per month of unexcused absences
<ul style="list-style-type: none"> Excessive Absence (Ohio HB410) 	Absent 30%+: 36 hours (nine days) or more per month for non-medical excuse or unexcused absence
<ul style="list-style-type: none"> Severe Chronic Absence 	Absent 20-49%: 25-59 hours (five to nine days) per month, including excused and/or unexcused absences
Tier 2: Early Intervention	
Students missing 10-19% for any reason	
<ul style="list-style-type: none"> Moderate Chronic Absence 	Absent 10-19%: 12-24 hours (two to four days) per month
Tier 1: Universal Prevention	
All Students and Families	
<ul style="list-style-type: none"> At-risk of Chronic Absence 	Absent 5-9%: Seven to 11 hours per month
<ul style="list-style-type: none"> Satisfactory Attendance 	Absent 5% or less: Six hours (one day) per month

Attendance Under Special Circumstances

Holy Angels Catholic School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Holy Angels Catholic School when determining whether to admit or retain a student.

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

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

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. 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:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

HEALTH AND SAFETY

Medical Information

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.

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.

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

Contagious Disease

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.

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.

Administration of Medication

Holy Angels Catholic School follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
- 2) The school receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
- 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
- 5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
- 6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent/guardian; and
- (11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

Diabetic Care Policy

Holy Angels Catholic School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

Holy Angels Catholic School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin;
 - f) The date the administration of the drug is to cease;
 - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
 - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
- 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
- 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
- 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with

diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

Policy On Student Use of Marijuana

Holy Angels Catholic School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

Holy Angels Catholic School 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.

Child Protection

Holy Angels Catholic School follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

Immunizations

Holy Angels Catholic School complies with the minimum immunization requirements set forth by Sections 3313.67 and 3313.671 of the Ohio Revised Code. Although Holy Angels Catholic School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over

a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

Vision and hearing screenings shall be provided regularly.

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.

Safety Plan

Holy Angels Catholic School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. Holy Angels Catholic School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

Wellness Plan, Well-Rounded Education

Music

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.

Physical Education

- Students are required to participate in physical education classes unless exempted.
- 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.
 - A paper PE assignment will be given in place of physical activity.
- All students are to come dressed in their proper PE uniform on PE days.

Nutrition

We will encourage students to make food choices based on the guidelines when bringing their lunch or snacks to school. There is no sharing of food either brought from home or given by school with others.

Nutrition Standards

- Portions should be according to the USDA guidelines and appropriate for age/grade level.
- Holy Angels serve milk, along with a choice of orange juice
- Ensure that Whole grain and enriched grain products are incorporated in your students lunches..
- Lunches should have a variety fruit and vegetables.

Food Available for Sale Policy

In reference to Ohio Revised Code # 3323.814:

- Holy Angels has no vending machines available to students during the school day.
- We do not sell soda to students.
- The only beverages sold is milk or juice.

Free and Reduced-priced Meals

- Holy Angels does not have the Federal Free and Reduced-priced meals
- Other Activities to Promote Student Wellness
- Drinking fountain will be available for students to get water between and at meal times
- Opportunity to carry water bottles and keep them throughout the day.
- Children will have adequate time to wash hands before and after snack/meals
- School nurse/ECHO Services will be a resource for a student/families who request assistance with nutritional and physical issues, counseling, etc..

In accordance with federal law and U.S. Department of Agriculture (USDA) policy, discrimination is prohibited on the basis of race, color, national origin, sex, age, or disability.

Social Emotional

Holy Angels guidance program focuses on all students, K-8 and their academic, behavioral, social, and spiritual development. Students can be referred to our licensed ECHO mental health therapist by an administrator, staff, or parent.

The guidance curriculum Choose Love for Schools™ and HOPE Curriculum is implemented:

- through weekly 30 minute class sessions
- problem solving techniques
- social skills development

- parent/teacher/student conferences

Choose Love for Schools™ Curriculum covers courage, gratitude, forgiveness and compassion.

The HOPE Curriculum supports the ORC 3313.60 requirements.

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.

Spiritual

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 and religious activities..
- K-8 students will attend prayer services, retreats, and Mass.
- There are special sacramental preparations.
 - Preparation for the Sacrament of Reconciliation, First 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.

STUDENT CODE OF CONDUCT

Holy Angels Catholic School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place. 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.

Discipline will be administered equitably but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences. 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.

Holy Angels Catholic School reserves the right to require a student to participate in counseling/therapy 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/guardians agree that they will provide whatever authorization is necessary for Holy Angels Catholic School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, Holy Angels Catholic School reserves final judgment in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

Holy Angels Catholic School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Harassment, Intimidation, and Bullying Policy

It is the policy of Holy Angels Catholic School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment 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.

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.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other 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:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

Types of Conduct

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:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - Posting slurs on the Internet, websites, blogs, or social media/networks;
 - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

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

Informal Complaints

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

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the

complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

Criminal Misconduct

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

Conduct Disclaimer

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 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 relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

General Behavioral Expectations

The following general rules and expectations serve as reminders and are in support of the student.

Principles of the Holy Angels' Code of Conduct:

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Students model Christian behavior to insure everyone's right to learn.
6. Improper language or gestures, deliberate injury, or threatening statements, or conduct are unacceptable and will not be tolerated.
7. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), or unapproved AI(artificial intelligence) creations will not be tolerated.
8. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
9. Books and materials are to be handled with care. Damage to books on loan is subject to a fine not to exceed the book's value.
10. Students are expected to come prepared for class and other school activities.

11. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
12. The student's use of non-medical, personal electronic devices are not permitted.
13. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
14. Students are to be orderly in the halls and classrooms at all times so that a positive learning environment is maintained. Students must walk in the halls. No student should be in the hall without the permission of a faculty or staff member.
15. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parents/guardians. Students must also obtain the permission of the principal or teacher before leaving the school.
16. Students are not permitted to leave classrooms without the permission or be in unassigned areas of the building without permission.
17. Students are to be digitally responsible with personal and school technology and electronic devices.

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

- 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.

Lockers

- Keep locker and surrounding area neat and clean.
- Decorations should be school appropriate
- Decorations cannot damage the locker or locker paint
- Doors are shut calmly
- Students will only go in assigned locker and no other students' lockers.

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.

- 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 respectfully 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.

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 or device with data plans 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.

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).

Devices(non-exclusive) and items:

- 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 item:

- 1st Violation: Parent will be notified.
- 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.

Bus Conduct

Holy Angels Catholic School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

Bus transportation is provided by the Dayton Public Schools 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 expectations and code of conduct.

Detentions, Suspensions, Expulsions

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 or having candy
- Arguing with Staff
- Out of Seat/Area without permission
- Unexcused lateness to class
- Disrespectful/Backtalk
- Inappropriate conduct during Mass/Prayer
- Sleeping in class
- Class disruption
- 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 consequences, although not necessarily in the order below:

1. Detention
2. Saturday School(potential, not yet implemented)
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(s)
- Use of unauthorized electronic device: cell, ipad, ipod, camera, headphones, AI, etc...

- Use or postings or the appearance of controlled substances, violence, or weapons; alcohol, drugs, vapes, guns, etc...
- Bullying/Harassment: physically, verbally, emotionally, cyber, or other
- Electronic violation: inappropriate/ misuse of technology- in/out of school
- Conveys gang affiliations through body language, written, verbally, colors, or any other method
- 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, staff, or student
- Posting or having a post within the building during school hours
- 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, TikTok, gaming, Youtube videos, 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, families, or school representation
 - This list is not exhaustive

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 consequence will be given.

Detentions

Are held on (weekday TBD per school year):

- Students will read silently or do homework
- Habitual earning of detentions can lead to Major Consequences
- 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 2:45pm
 - 4-8: Length of time 40 minutes: Dismiss at 3:05pm

- 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 may be taken.

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

Consequence: Detention:

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

Consequences: 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.
- There is a \$50 charge for Saturday School.
- Students will enter through the 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.

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.

Suspension and Expulsion

Procedures to be Followed in Cases of Suspension and Expulsion

Consequences: 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 remain in student file at the end of the year.

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

Consequences: 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, and/or families.
- Student who has created or is in a legal situation, even if occurred outside of school premises or school hours.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.

- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Consequences: Immediate Removal/Suspension/Expulsion

Major 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 or 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 removed from school until the proper evaluation/counseling takes place. Without proper evaluation/counseling in a given amount of time the student may be expelled or asked to be withdrawn. Documentation of counseling/evaluation and safety of self and others is required as outlined in the letter from licensed ECHO mental health therapist, 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, social media, 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. This includes signing EdChoice checks, fees, and tuition payments.
- 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
- Parent or student actions and/or words interfere with safety or weather situations
 - Safety and health take priority over any material belongings.
 - Arguing or challenging the decision at the time or during an event
 - prevent and distract staff from carrying out necessary tasks and

procedures.

other

materials is limited or

another

- Requesting material items during a safety, weather event, or any designated time where access to rooms, hallways, restricted.

- This includes phones and bookbags.

- Material items should never be placed above the importance of human or safety procedures.

Search And Seizure

Holy Angels Catholic School reserves the right to search and inspect school property used by students at any time. Holy Angels Catholic School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Cheating and Plagiarism and AI(Artificial Intelligence)

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

Any cell phones, smart watches, or electronic devices out during tests/quizzes will be treated as a form of cheating, due to texting and camera capabilities.

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.

Using AI websites and apps on any assignments that does not have prior permission from the teacher and principal. AI technology is defined as technology that enables computers and digital devices to learn, read, write, create and analyze. AI websites, bots, and apps are defined as being powered by artificial intelligence (AI). AI tools have age restrictions. For example, ChatGPT currently requires users to be at least 13 years old and requires parental or legal guardian consent for students between the ages of 13 and 18. If AI is used in the classroom or allowed for an assignment, a permission slip will be sent home for parents/guardians to sign.

As of the date of the handbook, AI will not be an approved use for student learning and assignments. any changes will be sent home as an amendment.

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

SCHOOL UNIFORM

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

ALL GRADES
Blouses/Shirts
Solid, plain 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. Shirts may be long sleeve or short sleeve.
Sweaters
Students are permitted to wear solid navy blue, white, yellow, or black sweaters, vests, or cardigans. No emblems.
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. Sweatshirts can be purchased on Lands End website: https://www.landsend.com/co/account/school-uniforms?launchSearch=true Holy Angels School 223 L St Dayton, OH Preferred School Number: 900126962
Socks
Socks must be solid white, navy, or black. Socks may have a single white, navy, or black logo.
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.
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/Croc-like, Uggs/Ugg-like, mules, slides, platforms, high heels, flip flops, slippers, bubble, or sandals.
Makeup
Obvious use of make-up is not permitted. No Tattoos, or markings that imitate tattoos, body art.
Undershirts
All undershirts must be white and without lettering or logos. The sleeve length must not exceed the length of the uniform shirt.
Pants
Only navy blue uniform pants are permitted. Boys and girls are permitted to wear uniform pants year-round. No cargo pants.
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. No cargo shorts.
Jewelry, and Accessories
One pair of small post earrings, no dangles, wires, or hoops. No necklaces, metal bracelets, scrunchies worn as bracelets or rings. Silicone or string-like friendship bracelets may be worn as long as they are not a distraction to themselves, others or symbolize something inappropriate.

Fitbits, watches, crucifixes, and religious items are permitted. Apple watches and watches with data may be worn; however, if students text/call/use their watch for social media/ or distract themselves or others- it may be confiscated. All items in jewelry may be confiscated if it distracts themselves or others. Staff and the school are not responsible for any lost or misplaced watches, jewelry. If it is valuable or has sentimental attachment, keep it home.

Hair and Grooming

Hair should be clean and neatly groomed. No extreme or eccentric styles, if needed- to be defined by the discretion of the principal.

Belt

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

PE Uniform

All students in grades 2-8 (following school year will be K-8) must wear the HA field day shirt and shorts for PE class. 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.

GIRLS UNIFORM K-5

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.

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.

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

GIRLS UNIFORM 6-8

Nails

May wear a solid color nail polish. No fake nails.

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.

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

BOYS UNIFORM 4-8

Grooming

No facial hair (beards etc...). Students' faces must be clean shaven.

OUT OF UNIFORM

Follow the normal school uniform policy for shoes, hair, nails, and make-up, unless otherwise stated.

Body must be covered from neck to knee and shoulder to shoulder.

Dress shoes are allowed. High heels, sandals, slides, open toed shoes, boots, or the like are not allowed.

Jean pants, shorts or skirts near the kneecap or touch students fingertips when hands are by their side.

No ripped jeans, no short shorts, no hoodies other than HA hoodies

Casual clothing designs:

<ol style="list-style-type: none"> 1. No skulls, crossbones, inappropriate language, etc... 2. No Tattoos, or markings that imitate tattoos, body art. 3. No Items that promote alcohol, tobacco, illicit drugs, violence, or illicit organizations or ideas. 4. No Sexually explicit language, profanity, pictures, or symbols on clothing.
No crocs (or croc-like), slides(any brand), or Bubble shoes, foam runners, house slippers, boots, Crocs/Croc-like, Uggs/Ugg-like, sandals: MUST meet normal uniform standards.
*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.
<i>SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DRESS OR MAKE CHANGES TO THE UNIFORM POLICY AS HE OR SHE SEES FIT.</i>

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 blue/gold shirts with jeans or khaki pants.
3. At the discretion of the teacher or staff member
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 and other school groups may have certain out of uniform days

PARENT/GUARDIAN INFORMATION

Communication

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Dedicated time is set aside each school year for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

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; email or call the school office. 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, phone calls, 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 or phone calls.

Telephone Contact

The school office is open between 7:20 AM and 3:00 PM. If parents wish to contact a teacher, please call the school office at 937-229-5959 and leave a message with the office.

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.

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.

<https://signin.optionc.com/signin?>

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.

Confidentiality Regarding Students

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that Holy Angels Catholic School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

Custody Policy

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. Holy Angels Catholic School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

Emergency Closings 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.

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 5:30 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. 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 & Safety 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.

Parent/Guardian Service Requirements

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.
 - <https://resources.catholicaoc.org/offices/safe-environment/safeparish>
 - Scroll to bottom of page for PDFs
- 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.

Social Media

Holy Angels Catholic School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

Instagram: @hahornetsdayton

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/Parents/Family members 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/Parents/Family members 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/Parents/Family members 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.

Student Directory

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 High Schools.

Technology

Use of the internet at Holy Angels Catholic School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While Holy Angels Catholic School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with Holy Angels Catholic School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

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.

USER AGREEMENT / PARENT PERMISSION FORM

Signatures located on form in office

- 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.

Theft or Loss of Personal Property

Holy Angels Catholic School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not Holy Angels Catholic School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, Holy Angels Catholic School will report to authorities and prosecute all thefts or vandalism to property.

Tuition

Tuition for Holy Angels Catholic School is set every year after deliberations by the Finance Committee of Church of the Holy Angels Parish, with recommendations submitted to the Parish Council and final approval by the Pastor of Church of the Holy Angels Parish. EdChoice Information, Tuition Aid forms, FACTS Payment Plan forms, and additional tuition information and deadlines for the next school year can be found in the appendix.

Parents are asked to keep tuition payments current. Parents who have students who are awarded the EdChoice Scholarship must sign checks within 2 weeks of receiving them or sign the Direct Deposit Form.

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. Your student may be restricted

in attending school until payments are made or EdChoice checks signed.

Grades will be held at the end of the school year for students returning to Holy Angels School or matriculating to high school if they have an outstanding balance for tuition, after or before school care or extracurricular activities.

Students will not be allowed to attend school if they have an outstanding tuition balance more than 30 days past due.

Ohio Edchoice Scholarship Program

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

- **Traditional Scholarship:**

- Those enrolled in and attending EdChoice public school buildings in their districts of residence;
- Students enrolled in and attending community schools who would otherwise be assigned to EdChoice public school buildings;
- Students enrolled in and attending public schools in their districts of residence who would be assigned to EdChoice public school buildings for the upcoming year;
- Students enrolling in Ohio schools for the first time who would be assigned to EdChoice public school buildings;
- Students whose sibling received a traditional EdChoice Scholarship in the preceding year;
- Students entering grades K-12 who would be assigned to EdChoice public school buildings regardless of where they attended school the previous year;
- Students who previously received an Autism or Jon Peterson Scholarship but no longer qualify because they no longer need special education services;
- Students who are foster children;
- Students who reside in a certified foster home;
- Students placed with a guardian, legal custodian or in kinship care;
- Students who reside in the same household as a student who was placed with a guardian, legal custodian or in kinship care for at least 45 consecutive days;
- Students who reside in the household of another for at least 45 days and but for not living there would have been homeless; or
- Students who reside in a household with a student who would have been homeless (see previous criteria) for at least 45 consecutive days.

- **EdChoice Expansion**

- The EdChoice Expansion program is open to students who do not qualify for the Cleveland Scholarship program.
- Scholarships for EdChoice Expansion are awarded based on the Adjusted Gross Income (AGI) of a family's household.
 - If a family's household income is at or below 450 percent of the Federal Poverty Level, they will be awarded the maximum scholarship amount.
 - If a family's household income is at or above 451 percent of the

Federal Poverty Level, the student's scholarship award will be prorated based on the chart found under EdChoice Expansion Resources.

Angels In Education

is 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.

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.

Use of Student Pictures/Information

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.

Visitors

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.

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 and be approved in Safe Parish.

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.

Volunteer Organizations

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.

Volunteers

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the Safe Parish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled Safe Parish training bulletins in order to volunteer at Holy Angels Catholic School . It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form (Appendix N) prior to volunteering.

GENERAL SCHOOL INFORMATION

Extra-Curricular Activities and Sports

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:

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.).

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.

A student who is suspended from school will not be allowed to participate in athletics at Holy Angels Catholic School during such suspension. The suspended student will not be allowed to begin participating in Holy Angels Catholic School sports(practices/games) or activity until the date that he/she is eligible to start school after the suspension.

Gifts

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.

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 or permitted. Passing out invitations should not disrupt class and should be with teacher permission.

Lost and Found

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.

Lunch Program

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.

POLICIES

A) 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/Montgomery County/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/Montgomery County/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/Montgomery County/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 wired headphones 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 and Shared Documents:

- 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.
- Do not share Google Docs, Slides, Sheets, Forms without teacher permission
- Email and communications are not sent via student accounts.

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.

B) Student Engagement Policy:

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.

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 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 confirmed bullying may earn a removal from class, parent conference, behavior plan of action, a Saturday school, suspension(in-school or out), or removal/expulsion from school.

APPENDICES

Appendix A	<u>Accident Injury Form</u>
Appendix B	<u>Archdiocesan Policy for Youth Activities/Permission Form</u>
Appendix C	<u>Asthma Inhaler Form for Self-administration</u>
Appendix D	<u>Decree on Child Protection</u>
Appendix E	<u>Emergency Medical Authorization Form</u>
Appendix F	<u>Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector</u>
Appendix G	<u>Parent/Guardian Request for Administration of Medication</u>
Appendix H	<u>Physician Request for Administration of Medication</u>
Appendix I	<u>Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector</u>
Appendix J	<u>Responsible Use of Technology</u>
Appendix K	School Calendar
Appendix L	<u>Social Media Policy and Media Release Form</u>
Appendix M	Tuition Information and Forms
Appendix N	<u>Volunteer Confidentiality Form</u>

PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

Signatures on file in the office

I/We hereby affirm that I have read the Family Handbook and Policies. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything contained in the Holy Angels Catholic School Family Handbook.

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade