

**2015-2016
Parent Student Handbook**

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**Saint Brendan School**  
4242 Brendan Lane  
North Olmsted, Ohio 44070  
(p) 440.777.8433 / (f) 440.779.7997  
[school.StBrendanNorthOlmsted.org](http://school.StBrendanNorthOlmsted.org)

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Fr. Thomas G. Woost, Pastor
Miss Julie A. Onacila, Principal
jonacila@stbrendannortholmsted.org

Saint Brendan School
2015- 2016 Parent-Student Handbook

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Saint Brendan Catholic School

Mission Statement

Anchored in faith, belief, and tradition,
Saint Brendan Catholic School
seeks to demonstrate the image and
likeness of Christ in academics, spirituality,
and fellowship within and beyond our school,
so that all may come to know Christ through us.

Belief Statements

We believe that a Catholic atmosphere and opportunities
to pray as a school are a priority.

We believe that an environment of respect is facilitated through the application of Gospel values.

We believe that, as educators, it is our role to model, teach, and foster the image and likeness of Christ in our daily teaching.

We believe that parents are the primary educators and support and instill the mission of the school.

We believe that students should be enabled to reach their full potential and become life-long learners through opportunities for collaboration, critical thinking, communications and creativity.

Adopted August 2012

I. PUPIL INFORMATION

A. ABSENCES

When absences occur, the following procedures need to be observed:

1. Parents must call (emails are not acceptable) the school office by 8:30am each day a child is absent. When the student returns to school they must bring a written statement indicating the date and reason for the absence or the absence is considered unexcused and therefore, the child is truant. Chronic and habitual unexcused absences will be reported to the juvenile court.
2. If a child is absent due to a contagious disease or serious injury (i.e. strains, sprains, or bone fractures) a written note from the doctor is required. The note must include an explanation of the illness or injury and any limitations the school needs to be aware of, and when the child may return to school and/or resume regular activities.
3. A student must be excused from the office when leaving before dismissal. Parents are required to sign the student out before they leave the building.
4. In cases of an out of school suspension, grades may not be given for tests and work missed. However, all work must be completed and submitted to the respective teacher within the allotted time given.
5. Parents should notify the school office and classroom teachers in advance, if going on vacation during the school year. *Providing class assignments to take on the trip will be reviewed on a case-by-case basis. Many lessons are not able to be completely made up due to the in-class instruction that corresponds with the learning process.*
6. It is the student's responsibility to get their make-up work due to absences. They are to follow the procedures established by the classroom teacher(s).
7. *Students who are absent 10 days or more with in one quarter, will require a note from the doctor certifying the necessity of absence to return to school from that point forward through the end of the school year.*
8. **Arriving at school after 8:30am and before 11am will be considered a ½ day absence. Leaving school after 11am will be considered a ½ day absence. Leaving school before 9am for the day will be considered a full day absence.**

B. ADMISSION AND READMISSION ARE ON AN ANNUAL SCHOOL YEAR BASIS

St. Brendan School will admit students without discrimination on the basis of race, sex, or Religion. According to the School Laws of Ohio, a child who will attain five years of age before September 30th of

the current school year may enter Kindergarten. A child who will attain six years of age on or before September 30th of the current school year may enter first grade.

In order to be considered enrolled in SBS: the annual **non-refundable** fee must be paid, the application/re-enrollment form submitted, and confirmation from the school office that all paperwork is in order received.

Students may conditionally be admitted/re-admitted or placed on probationary acceptance if the principal and/or pastor deems necessary.

C. ATTENDANCE

Regular attendance and diligent application to study are essential for scholastic success. If a student is absent one-half of a report card period, teachers may withhold grades for that period. Students who miss thirty days or more may be required to repeat their grade. If the absence is due to hospitalization, parents should seek tutoring for their child. Students must make up work as per the classroom teacher's policy. Schoolwork will not be sent home to children having a contagious disease (chicken pox, pink eye, etcetera).

D. BIRTHDAY BOOK CLUB

The library is greatly enriched by contributions from the Birthday Book Club. Students may choose a new book from our special collection to give to the library for a donation of \$7.00. This may be done on their birthday or at any time during the school year. A dedication slip with their name is placed in the chosen book and a birthday candle with their name on it is placed in a designated area of the library.

E. BIRTHDAYS

food items are NOT permitted to be distributed for a birthday or with the intention of classmates bringing the treat home

pencils, erasers, non-food items and the like are acceptable

passing out invitations for private parties in school/on school grounds is not permitted

students may wear spirit wear on their birthday (or half birthday if it falls in the summer months)

*see spirit wear guidelines on page 15

contact the teacher if you would like to discuss *suggested* birthday plans, at least 24 hours in advance

F. BUS GUIDELINES

Bus guards are assigned by the teachers to assist the students getting on the bus at dismissal.

Students riding the school buses are expected to follow the rules and regulations stated by the Transportation Departments.

Changes in destination or switching busses are not permitted, per the Transportation Departments.

The bus driver will write up a student for rule and policy infractions. Bus infractions may result in a suspension or expulsion from riding the school bus.

G. CALENDAR

Saint Brendan School distributes a yearly calendar. Please retain this calendar all year. **Refer to the weekly, Friday update, the calendar on the school website as well as reminders and updates sent home via Edline.**

H. CELL PHONES

Cell phones may be brought to school provided that the student brings a note from their parent(s), which will be kept on file, acknowledging that their child may have the phone at school.

Cell phones must have a durable cover.

Cell phones must be checked in at the school office or with the morning adult supervisor upon arrival and students may pick up the phones at dismissal. This is a courtesy. Abuse or misuse of this policy will result in a loss of permission to have the cell phone at school.

Cell phones may not be used on the school bus and must be kept in the students' backpack.

I. CURRICULUM AND SCHOLASTIC INFORMATION

St. Brendan School strives to give students a quality education in all the basic skills as well as in other areas, which enrich the students and help them form well-rounded lives. The core curriculum of St. Brendan School includes Religion, English Language Arts, Grammar and Composition, Spelling, Public Speaking, Phonics, Math, Health, Science, Social Studies, Penmanship, Art, Physical Education, Music, Spanish and Technology.

Students are required to adapt to the established curriculum and textbooks used by St. Brendan School when transferring from another school.

J. CUSTODIAL/FAMILY SITUATION - RELATIONSHIP WITH THE SCHOOL

St. Brendan School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Brendan School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, discussions with school personnel and tuition statements.

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

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact.

A copy of the entire decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent.

Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence.

In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

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

In cases of 'joint custody' (shared parenting agreements) which entitles both parents access to school personnel and activities documentation will be sent home with the children in duplicate, given the court documents permit.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Brendan's legal counsel.

Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

The PTU, when updating the school directory, will send the request forms for information to both parents, given the court document permit. It is the responsibility of both parents to provide the necessary contact information to the school office.

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

K. DOCTOR/DENTAL DISMISSAL PROCEDURES

A written note is required if parents need their child(ren) to leave before dismissal for a doctor or dental appointment. This note must be submitted to the classroom teacher at the beginning of the day to inform the teacher who will then inform the office. Parents must go to the office to sign out and wait for their child. Children will not be given permission to walk home alone for doctor or dental appointments. Please try to schedule appointments outside of the school day.

L. EDLINE

Edline is an Internet based system that enables parents to receive up-to-date school information online. This is available to all parents of St. Brendan School students Preschool – Grade 8. Parents and their children receive an activation code that allows them to: check grades, communicate with the teacher, receive email blasts from the school office regarding updates, reminders and more. There are also links through Edline that will disseminate additional school information.

The faculty will update grades **every week** and parents will be notified through email alerts. Parents who do not have access to the Internet can make arrangements with the classroom teacher to receive the information.

M. ELECTRONIC DEVICES

Students may not have electronic devices with them on school grounds or on the school buses. These include but are not limited to iPods, video games and shuffles. Electronic devices brought to the school will be kept in the school office and will only be returned to the student's parent /guardian.

N. GRADING SCALE

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

O. LOST AND FOUND

Lost articles are kept near the entrance of the school. After a reasonable period of time, articles not claimed will be given to a charity.

P. LUNCH / RECESS

Grades K-5 11:15-11:55am
Grades 6-8 12:00-12:30pm

The lunch period offers an opportunity to practice good manners/etiquette and build healthy social skills. The students are expected to clean their own eating space so that the next person using the table will find it in order.

Adult supervisors monitor the lunch/recess period. Because of their responsibility for the safety of the

students', they have the corresponding right to correct students for infractions against policies. Students failing to abide by the lunch/recess period regulations may be placed under a lunch/recess suspension by the principal. Depending on the situation, the child's parent may be responsible to supervise them during this time. Student lunch/recess behavioral expectations are available upon request.

Every student is to bring his/her own lunch each day of school if not participating in the hot lunch program.

Lunches may not be shared and snacks may not be purchased for another student. Soda pop and energy drinks are not permitted. Lunches brought from home may not be heated for the child at school. Healthy lunch choices are encouraged. Lunch bags or boxes should be properly marked with your child's name and grade.

Q. MASS ATTENDANCE

A twofold goal of St. Brendan School is:

- (1) to enhance the student's religious knowledge of the Catholic Church and
- (2) to draw the student closer to God by experiencing the Sacramental faith commitment of the entire St. Brendan community. These components are:

The Catholic Church holds the Eucharist to be the preeminent sacrament of the Church, the heart and soul of the Assembly. It is presumed a student attending is also attending Sunday Mass.

R. MAY CROWNING

The principal and/or pastor will decide the student(s) crowning the Blessed Mother in the month of May at the annual Mass. The criteria to determine whom this honor is bestowed upon will be based on the following: teacher recommendations, regular weekend Mass attendance and overall display of Christian kindness/Catholicity throughout the school year(s).

S. MEDIA RELEASE

The media release policy is sent home at the beginning of the school year for parents to review and to sign either giving full permission or full exclusion.

T. MESSAGES / DELIVERIES TO STUDENTS

Please leave messages or deliveries for students in the school office. Classroom instruction is not to be interrupted. *Students will not be called to the office to receive a phone call from their parent(s).*

U. MONEY

Money brought to school should be placed in a sealed envelope and marked with the student's name, grade, amount and purpose.

V. NEWSLETTER

A weekly newsletter will be sent via Edline at the end of every week. Any flyers, order forms and the like will be sent home with the youngest child in your family. The contents will acquaint you with important dates and events that will take place during the week/month. New or changed policies may be given in these newsletters that can supersede those stated in this handbook. Parents that do not have regular access to Edline may request, in writing, a newsletter to be sent home.

On occasion flyers from other organizations are sent home. This is a courtesy not an endorsement of the program.

W. PROMOTIONS / RETENTIONS

Students, who are recommended for retention, may not be accepted for the next school year if the parents do not agree with the decision and choose to exercise their right not to have their child retained.

Parents of incoming kindergartners are encouraged to consider carefully any recommendations on the part of the preschool teacher to provide the child with another year for maturation prior to entering kindergarten. Emotional and social maturity is just as necessary for a successful school experience as is academic ability. St. Brendan School will support the recommendation of the kindergarten teacher when entering as a first grader.

When carefully examining the academic achievement of individual students, our primary concern is not only the present but also the future well being of the child. It is often the case that a child is improperly placed in a school. The school program itself may not meet the needs of the child, or the child may have been promoted to a grade without the solid foundation needed for success in the higher grade. The result is a discouraged child who is developing a poor self-concept and a dislike for school. In the case of such a student, the teacher will inform the principal to discuss the situation.

If the principal deems it necessary, he/she will meet with the teacher and the school psychologist to determine the best placement for the student. When all aspects of the situation have been carefully considered in relation to his/her education, the parents will be contacted and asked to meet with all school personnel concerned with the child's well being. At that time, the school will make its recommendations for proper placement.

The junior high years are the immediate preparation for high school. In the case of seventh and eighth graders, receiving failing grades in two or more major subjects each quarter, will require the student and parents to meet with the teacher after each quarter to discuss the cause of the failing grades. By the end of the third quarter, teachers, principal, school psychologist and parents should determine if the student is ready for the eighth grade at St. Brendan School or high school. Recommendations based on all available information will be made to parents during the fourth quarter.

Failing grades for eighth graders will be taken into consideration by faculty and administration when completing high school recommendations.

Arithmetic, reading, English Language Arts, spelling, social studies, religion, and science are areas considered as "major subjects" needed for academic success in high school.

X. REGISTRATIONS

New families who would like to enroll their child(ren) at St. Brendan School may contact the school office for an enrollment package or go to Edline.org (refer to Edline on page 8) *or refer to the school website (www.school.stbrendannorthholmsted.org).*

Y. RE-REGISTRATIONS

Forms are sent home in late January / early February for enrollment the following school year.

Z. SCHOOL RECORDS

A permanent record for each student is kept on file, in the school office, and is updated annually.

AA. SUNDAY OFFERTORY ENVELOPES

Children need to be encouraged from the time that they begin school to recognize their responsibility to contribute to the support of the church. Offertory envelopes are available for the students to use on Sundays and Holy Days of Obligation through the school office.

BB. TARDINESS

Students are considered tardy after 7:55 a.m. and are required to come to the office for an admittance slip. The principal and/or classroom teacher will meet on an individual basis with students/parents who are chronically tardy. The educational neglect law is violated if excessive or chronic tardiness occurs.

CC. TECHNOLOGY ACCEPTABLE USE POLICY Diocese of Cleveland

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

All users are expected to use the technology available at **ST. BRENDAN** in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic

programs. Technology includes but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computers, hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school provided Internet access; and new technologies as they become available.

Users are expected to be appropriately responsible for and use technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student's access to the computer/network/Internet.

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

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Students must:

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

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure

and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

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

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

DD. TELEPHONE USE

Telephone use by the students is for emergencies only with the permission of a faculty or staff member. *Students will not be called to the office to receive a phone call from their parent(s).*

EE. TEXTBOOKS

Textbooks need to be returned in acceptable condition at the end of the school year or parents will be responsible for purchasing a new book. The teacher and/or principal will determine the condition of the book. Textbooks must be covered; contact paper may not be used.

FF. TUITION/FEEES

Tuition is to be paid on a 12-month basis. Delinquent tuition accounts may be cause for dismissal from the school. The annual, **non-refundable** fee, per student must be paid for your child(ren) to be considered enrolled at SBS.

GG.TRANSFERS / WITHDRAWAL PROCEDURES

When moving or transferring out of St. Brendan School sufficient notification must be given to the school secretary or principal. A copy of the permanent record card and the health record will be sent to the receiving school upon request from the new school, providing all financial obligations are up to date.

II. SCHOOL DISCIPLINE

A. CATHOLIC SCHOOL DISCIPLINE

Discipline in the Catholic school is to be considered as an aspect of moral guidance. The purpose of discipline is:

- 1.To provide a classroom conducive to learning (i.e. completion of academic assignments and homework).
- 2.To promote character education and self-control.

B. DISCIPLINE POLICY

A St. Brendan student should be noted for his/her courtesy. True courtesy is born of Christian charity and is prompted by consideration of others. School authorities have an obligation to expect wholesome respect from their students and a spirit of loyalty and consideration. Students should show respect to each administrator, faculty and staff member in the school as well as to those people who serve in a supportive role. In turn, each student is to be treated with dignity and respect by peers and faculty.

A student is offered equally with every other student the opportunity to develop his/her particular talents to reach their potential. We ask parents to support and reinforce these goals through cooperation with the school community.

ARTICLE I -CODE OF CONDUCT

Definitions of Discipline:

Discipline is controlled behavior designed to develop within an individual responsibilities for his/her own actions in accordance with socially accepted conduct. Its ultimate objective is the development of a mature individual capable of self-control and direction. Policies and practices of discipline will help achieve this broad objective while at the same time achieve the immediate objective of maintaining the desired degree of order in the classroom, in the school, and at school-sponsored activities.

ARTICLE II-DEFINITION OF TERMS

Disciplinary action includes but is not limited to written or verbal warning, behavior contracts, detention(s), suspension and/or expulsion.

The following acts of misconduct by a student on school premises, or off school premises at any school, sponsored activity, shall constitute sufficient cause for disciplinary action. The following misbehaviors are not all inclusive.

1. Possession, sale, distribution, transmission, purchase, use or attempted use of narcotics, hallucinogens, controlled substances, alcoholic beverages, fireworks, matches, cigarettes, cigars, smoking paraphernalia, firearms, weapons or objects capable of copying weapons designed to do bodily harm. This also includes look-alikes of the aforementioned.
2. Theft – This includes anything that would be considered a felony or petty theft.
3. Smoking/attempting to smoke (tobacco or other substances) while on school property or while in the immediate vicinity of the school.
4. Possessing pornographic text or objects.
5. Damaging, defacing, or destroying property. (This also includes marking (doodling) on textbooks, book covers and school property with inappropriate symbols or graffiti).
6. Using or threatening physical violence/fighting.
7. (Cyber) Bullying/Harassment/Sexual Harassment.
8. Violations of school rules and regulations.
9. Insubordination or failure to accept corrective action or discipline.
10. Vulgarity or Profanity.
11. Disruption of the school environment, school related or school sponsored activities.
12. Abusive language toward school personnel, volunteers, students and/or visitors.
13. Immodest behavior.
14. Repeated acts of misconduct.

Section 1 - “Detention” - A student who receives a detention may be excluded from school activities from his/her peers for a period of time during the school day. The student may also be assigned additional time at the beginning or end of a day to serve a detention.

PROCEDURE FOR DETENTION

Lunch / recess detentions may be given for misbehavior in the classroom, lunchroom or recess.

Detentions will be given by faculty and staff for failure to comply with school, class, lunch/recess rules. Parents will be notified by means of conduct and uniform referrals and/or detentions slips issued. Signed copies are to be returned to the issuing faculty member. *Please note that parent signatures on these slips are considered a courtesy and do not imply permission from the parent to give the detention.*

Section 2 - “In School Suspension” - A student who receives a suspension may serve his or her suspension during the school day in another classroom. This is to be determined by the principal.

Section 3 - “Suspension” means the temporary exclusion of a student from a classroom or from the school building. The principal and/or teacher(s) may agree to suspend a student from a field trip, student outing, or from a school sponsored sporting event. Suspensions, in school or at home, are given for serious behavioral infractions.

PROCEDURE FOR SUSPENSION

Serious and/or numerous infractions of school regulations or grave lack of respect for school authority may result in suspension or expulsion. In cases of suspension, before the student is admitted back to school, there will be another meeting with the student, parents, teacher(s), and principal to determine readiness for re-admittance and a course of action should the negative behavior reoccur in school. If the student is readmitted, he/she will be on a probationary status, and/or on a behavior plan.

Section 4 - "Expulsion" means the permanent exclusion of a student from St. Brendan School for the remainder of the school year. A review of the individual by the principal and/or pastor is necessary for re-admittance.

PROCEDURE FOR EXPULSION

Expulsion of a student from school is a serious matter. In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor.

ARTICLE III - PRINCIPAL'S ROLE AND RESPONSIBILITIES

Section 1 - The principal has the responsibility for discipline, for the establishment and implementation of rules and regulations, and for establishing a positive spiritual and academic environment for teachers and students.

Section 2 - The principal has authority to:

- a. Deny certain privileges.
- b. Assign before/after-school and lunch/recess detentions.
- c. Assign tasks or schoolwork.
- d. Use such reasonable measure as may be necessary to maintain control within the classroom, the school building, and school property.
- e. Enforce uniform regulations.
- f. Impose disciplinary procedures of a student for failure to comply with rules and policies.

Section 3 - The principal has the responsibility and authority to utilize county and or diocesan agencies and services to deal with discipline or behavioral problems.

ARTICLE IV – TEACHER'S ROLE AND RESPONSIBILITIES

Section 1 - Teachers have the primary responsibility and authority for the maintenance of discipline in the classroom, the school building, and on school grounds.

Section 2 - Teachers have the authority to remove a student temporarily from the classroom, to a supervised area, provided the principal is notified of such action.

Section 3 - Teachers have the authority to recommend suspension/detention of a student to the principal.

Section 4 - Teachers have the authority, as a means of enforcing discipline to:

- a. Deny privileges.
- b. Assign before/after-school and lunch/recess detentions.
- c. Assign (approved) special tasks or make-up work.
- d. Use such reasonable measures as may be necessary to maintain control in the classroom, in the school building, and on the school grounds.
- e. Give detentions to students when academic or behavior codes are violated.

Section 5 - Teachers shall report all serious violations of school rules and regulations to the principal.

ARTICLE V - PARENTS AND/OR GUARDIANS RESPONSIBILITIES

We believe that the attainment of the maximum development of the student can best be achieved when there is a close home-school relationship and true cooperation between parents and teachers.

Parents must provide an environment conducive to study at home and assist the child(ren) in being consistent with good study habits and responsibilities.

An open line of communication is also very important. **Parents should bring concerns and questions first to the teacher involved and then to the principal if need be.**

ARTICLE VI - STUDENT RESPONSIBILITIES

Section 1 - Comply with all rules and regulations established by the pastor, the principal, and the teacher of the class.

Section 2 - Be regular in attendance and punctual for school.

Section 3 - Do their best to prepare the schoolwork assigned to them, using all of their God-given talent.

Section 4 - Conduct themselves properly both in daily school life and at school sponsored activities and events.

Section 5 – Be courteous at all times and display a Christ-like attitude toward their classmates, faculty, administration, aides, supervisors, volunteers and visitors.

Section 6 - Show respect for the pastor, religious personnel and visiting religious.

Section 7 - Students are responsible for their own actions.

C. SCHOOL UNIFORM POLICY

All students, grades K-8, are to dress in the official school uniform. Those not dressed according to the school, dress code will receive a uniform referral. Three referrals will result in a detention to be served according to the class policy. Parents will be contacted to bring in school attire if inappropriate clothing is worn.

Uniform items may be purchased at Schoolbelles, Inc. Clothing not bought through Schoolbelles must be the same color, style, and material.

Preschool students do not wear school uniforms.

Grades 5-8 are required to wear solid, dark colored belts with shorts, skorts or slacks that have belt loops. It is an option, *but encouraged*, for students in grades K-4 to wear belts.

Jewelry: Excessive jewelry, *ankle bracelets, rope bracelets* and jewelry that is not consistent with Catholic School expectations will not be permitted.

The official school uniform, effective the first day of school for GIRLS in grades K-8:

Blouse	<ul style="list-style-type: none">•Long or short sleeved white shirtwaist blouse.•Long sleeved blouses are to remain buttoned at the cuffs.•Plain white or red knit shirts may be worn with navy blue walking shorts/skorts/chinos.•Blouses/shirts must be kept tucked in at all times.
Banded Shirts	<ul style="list-style-type: none">•Grades 5-8 may wear white “banded” knit shirts or collared, knit/cotton shirts (school logo optional).
Jumper	<ul style="list-style-type: none">•The red plaid school jumper is to be worn in Grades K-4 at an appropriate length.
Skirt	<ul style="list-style-type: none">•The red plaid school skirt is to be worn in Grades 5-8 at an appropriate length.
Corduroys	<ul style="list-style-type: none">•Solid gray or navy corduroys may be worn November – March.
Sweater	<ul style="list-style-type: none">•A solid red, white, black or navy cardigan or pullover may be worn. These may be purchased at Schoolbelles, Inc.
Sweatshirts	<ul style="list-style-type: none">•Appropriate fitting St. Brendan School sweatshirts or solid red or white sweatshirts may be worn. Sweatshirts should not be tattered or “worn” looking.•Patriot sweatshirts are not permitted.

Shorts/Skort	<ul style="list-style-type: none"> •Navy blue walking shorts/skort may be worn August – October and April – June. Cargo shorts are not permitted. •Walking shorts/skort need to be at an appropriate length.
Slacks	<ul style="list-style-type: none"> •Navy blue “chinos” may be worn throughout the school year. Regular school shoes need to be worn with the slacks.
Shoes	<ul style="list-style-type: none"> •Shoes (i.e. loafers, laced shoes, topsiders) with no more than two-inch heels are to be worn daily. Traditional saddle shoes are permitted. •Sandals, clogs, crocs, moccasins and the like are not permitted. •Dark gym shoes and high tops are not considered school shoes. •Tennis shoes or “school” shoes may be worn with walking shorts/skort. •Students will be expected to change into their school shoes when wearing boots to school.
Socks	<ul style="list-style-type: none"> •Solid DARK navy, red, or white coordinated colored knee-highs, socks that cover the ankle or tights may be worn.
Cosmetics	<ul style="list-style-type: none"> •Cosmetics of any kind are not permitted. •Colored nail polish is not permitted. •Perfume is not permitted.
Earrings	<ul style="list-style-type: none"> •For the safety of the girls, with pierced ears, only post-like earrings are to be worn. •Only one earring is to be worn on each lower ear lobe. •For the safety of all students, jewelry is not to be worn, during physical education class.
Hair	<ul style="list-style-type: none"> •Highlighting or hair coloring is not permitted. •Headbands need to be: solid in color or the uniform plaid, and not excessive. •Long hair must be tied back during physical education class.

The official school uniform, effective the first day of school for BOYS in grades K-8:

Shirt	<ul style="list-style-type: none"> •Solid, short or long sleeved white or red knit shirts with a collar, are to be worn and must be kept tucked in at all times.
Slacks	<ul style="list-style-type: none"> •Solid navy slacks may be worn. Jeans, denim, baggy pants or those with extra seams and pockets (cargo) are not permitted.
Sweater	<ul style="list-style-type: none"> •A solid red, white, or navy cardigan or pullover may be worn.
Sweatshirts	<ul style="list-style-type: none"> •Appropriate fitting St. Brendan School sweatshirts or solid red or white or sweatshirts may be worn. •Sweatshirts should not be tattered or “worn” looking. •Patriot sweatshirts are not permitted.
Shorts	<ul style="list-style-type: none"> •Navy blue walking shorts (at an appropriate length) may be worn August – October and April – June.
Shoes	<ul style="list-style-type: none"> •Solid school shoes are to be worn daily (i.e. loafers, laced shoes). •Gym shoes are not to be worn with the uniform pants. •Dark tennis shoes, high tops and (hiking) boots are not considered school shoes. •Students will be expected to change into their school shoes when boots are worn to school. •Tennis shoes or “school” shoes may be worn with the walking shorts.

- Socks •Solid colored, navy blue socks are to be worn with the school uniform. White socks or dark blue or red “athletic” socks need to be worn with walking shorts and the physical education uniform. Socks must cover the ankle or be to the mid-calf.
- Earrings •Earrings may not be worn by boys.
- Hair •Hair may not be worn longer than collar length and it must be out of the eyes.
•Hairstyles must be consistent with good grooming and Catholic School expectations.
•Highlighting or hair coloring is not permitted. The School Administrator will be the reasonable overseer of hairstyles.

School uniforms may be purchased at: Schoolbelles, Inc.
4747 W. 160th Street
Cleveland, Ohio 44135
(216) 898-5550

Physical Education Dress Code

- Girls / Boys
- *solid red gym shorts or red shorts with the school name/logo
 - *solid grey t-shirts (with or without the school logo) t-shirts purchased through Hometown Threads
 - *above the ankle to mid-calf (and knee socks for girls) white socks
 - *non-marring gym shoes; high tops are not permitted
 - *solid red, white, black, or grey sweatpants may be worn November 1st to March 31st.
 - *spandex, yoga pants (or the like) may not be worn

Students may not wear sweatshirts or sweatpants during P.E. class.

P.E. Uniforms and spirit wear may be purchased at: Hometown Threads
636 Great Northern Blvd.
North Olmsted, Ohio 44070
440.779.6053
www.hometownthreadscleveland.com

Students are to be in the school uniform upon arrival and dismissal of the school day. Only with encouragement and vigilance at home and at school will the children become aware of the importance and the beauty of the virtue of modesty in dress and behavior. Children need to be taught pride in maintaining a clean, well-groomed appearance.

SPIRIT WEAR / “Bingo Certificate” Attire:

Spirit wear may be purchased through the school office (when available) or Hometown Threads. Spirit wear consists of wearing the:

- *P.E. uniform
- *solid, red or white shirts
- *appropriate, solid shorts/sweatpants or capris pants(for girls) in red, white, black, blue or grey
- *clothing purchased *in the school colors (red, white and black)*, with the St. Brendan name/logo
- *plain, white gym shoes or school shoes
- *solid, khaki pants (no “Army” print)
- *appropriate jeans
- *socks are to cover the ankle or be up to mid-calf

Patriot wear, Green Club and the like may not be worn as “spirit wear.”

III. INSTRUCTIONAL PROGRAM

A. AFTER SCHOOL CARE PROGRAM

The after school program serves the needs of the families at our school. You, as a parent, may choose to use this program one day a year, every day during the year or any number of days in between. The after school program will be conducted until 6:00 p.m. A registration fee must be paid and required paper work must be completed prior to a child being admitted to the after school care program.

Good-Will Policy: Families who may need to use the After School Care Program for an unplanned or emergency situation will be charged the hourly rate of \$5.00 per hour. This needs to be paid at the time the service is provided. If this courtesy, of using the program without being registered is abused, you will be notified by the director and required to register. The director of the program and the school principal will determine if a family is in violation of the *Good-Will Policy*.

- B.** The State of Ohio permits schools to utilize 3 home kits (blizzard bags) in the event that we exhaust the 5 calamity days that we are provided. Students in grades K-8 will complete provided by their teacher. The assignments are marked in the order that they are to be completed (Day 1, then Day 2, and lastly Day 3) if school is cancelled. At the teacher's discretion, the assignments may be posted on Edline (just assignments, not copies of any papers), given to you in a hard copy format or both.

Your child/ren will have 3 days to complete one blizzard bag.

If the Calamity Day falls on a:

Monday
Tuesday
Wednesday
Thursday
Friday

The work would be due on the following:

Thursday
Friday
Monday
Tuesday
Wednesday

C. CONDITION OF BOOKS

Government and school issued books must be cared for by the students and returned at the end of the school year in the condition they were received. Books must not be marked or defaced in any way. Workbooks should not become excessively tattered or **marked up**. Payment for damaged books is expected. Any student who does not return a book issued to him/her will be required to pay the full amount of that book.

D. CONFERENCES

Parents who would like a conference with either the teacher or the principal should send a note or email requesting a date and time to have an appointment scheduled. We ask that you not come in to conference without advanced notice; this distracts the teacher from his or her teaching responsibilities and /or preparation time.

Parent Teacher Conferences are scheduled twice during the school year. Parents are required to attend the first quarter conference to keep abreast of their child's progress. If a parent would like to have a conference with a teacher at a time other than the regularly scheduled conference, please make arrangements with the classroom teacher.

E. DAILY SCHEDULE

7:30 a.m. - school doors open

7:50 a.m. - first bell

7:55 a.m. - classes begins

2:30 p.m. - dismissal car riders → dismissal walkers and bicycle riders → dismissal bus riders

There is no outside supervision of students before school. Students may not enter the building until 7:30 a.m. We ask that you do not allow your child to wait without adult supervision prior to the building being open to students.

Once dismissed, students are not permitted back into the building unless: they have a pre-scheduled sports practice, an appointment with a teacher, a detention, after school club, are in the after school care

program or have prior permission from the principal or the homeroom teacher. This includes coming back to school for forgotten homework.

F. GRIEVANCES Statement regarding policy for seeking reconciliation of personal grievances. The pastor is the person ultimately responsible for the administration of the parish school. This responsibility is shared with the school principal. Should a situation arise concerning a personal grievance, the following steps are to be taken in seeking reconciliation.

When a grievance arises between a parent and a teacher, they are to first meet to settle the issue. If either party feels the issue has not solved the problem, it should be referred to the principal. Then, the parent, teacher and principal will meet. If after this step has been taken, and the problem is still not resolved any of the parties may refer the issue to the pastor.

However, at each level all persons should be present to assure that all sides of the issue are given a hearing and can be answered.

On this third level of reconciliation, any of the persons involved may request the presence of two additional parties. These are to be agreeable to all people involved; pastor, principal, teacher and parents.

G. HOMEWORK ASSIGNMENTS

Homework assignments are usually given in grades Kindergarten through eight, Monday through Thursday. Weekend homework may be assigned to grade eight in order to better prepare them for high school. Weekends are ideal for long-term assignments and/or projects in all grades. The time and subject allotment for each grade differs, but is usually according to the following:

Kindergarten	as appropriate
Grades 1 - 2	30 minutes, on average
Grades 3 - 5	one hour, on average
Grade 6	90 minutes, on average
Grades 7 - 8	two hours, on average

*SOME STUDENTS MAY NEED MORE THAN THE AVERAGE TIME ALLOTTED.

*Students will be expected to use the homework notebook that is provided for them by the school. Also, it is important for parents to check over their child's homework on a nightly basis.

*Teachers may assign required summer reading with pre-approval of the principal.

H. INTERIM REPORTS

Edline will be utilized in lieu of interim reports. Parents should request a conference with the teacher to discuss any concerns.

I. LIBRARY PROCEDURES

The library is open from 8:00 a.m. - 2:00 p.m. most school days. Reference books are available for overnight loans and other materials are available for a one-week period at the discretion of the librarian and faculty. A student is held responsible for overdue, damaged, or lost items. The overdue charge is five cents per day, per item. Students will not be permitted to take out library books if they have not returned past due books or owe a late fee.

J. PSYCHOLOGICAL SERVICES

Psychological testing is available at Saint Brendan through state funding of Parochial Schools through the State of Ohio. The school or the parent may initiate the referral. Parental consent is required for all testing. Depending on the circumstances underlying the referral, the student may be recommended to receive the services of other psychologists and/or psychiatrists. In such an instance, the parents are responsible for the cost incurred by these services.

K. RELIGIOUS EDUCATION

Students receive daily Religious instruction as well as Spiritual formation throughout the school day. The religion text used meets with the approval of the Office of Catholic Formation and Education (OCFE). The teachers are encouraged to use supplementary texts that are approved by the (OCFE) Religious in order to provide a well-rounded religion curriculum.

Students in grades 1 - 8 attend mass twice a month beginning in September. Students in Kindergarten begin attending class/school masses in January.

Parents are encouraged to join the student body for the liturgies. Attending weekday mass does not fulfill your Sunday mass obligation. *Students may NOT wear spirit wear on days they attend mass.*

Students also have the opportunity for quiet reflection and prayer in the presence of the Eucharist during Adoration.

L. SACRAMENTAL PROGRAMS

Families with second graders participate in the Holy Family Program, family-centered preparation for the Sacrament of First Reconciliation and First Eucharist organized by the Saint Brendan Religious Education Office. Through this program the parish staff with the support of St. Brendan School, assist parents in their role as primary educators of our Catholic faith. Parent sessions, retreat days, and celebrations of the Sacraments are scheduled throughout the year.

The Sacrament of Confirmation is celebrated with students in 9th grade. Preparation sessions are organized by the St. Brendan Religious Education Office and **St. Brendan Parish Youth (S.P.Y.)**.

M. SCHOOL SUPPLIES

Students must bring all necessary books, paper, pens, pencils or other required supplies to class. Parents are expected to replenish supplies as needed. The school is not responsible for providing supplies.

IV. HEALTH AND SAFETY

A. ABUSE AND NEGLECT POLICY

A complete copy of the policy is located in the School Office. All school employees are mandated reporters by Federal and Ohio Law (ORC 2151.421). Employees are to report all known or suspected child abuse. Knowledge or suspicion of child abuse, sexual abuse or neglect will be reported to the Cuyahoga County Department of Human Services for investigation immediately.

B. ANTI-HARASSMENT, ANTI-INTIMIDATION, AND ANTI-BULLYING POLICY

A complete copy of the policy is located in the School Office, or refer to House Bill 276.

will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer not on school property.

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/on-line sites (also known as “cyberbullying”)

Complaint Procedure

St. Brendan School expects student and/or staff to immediately report incidents of harassment, intimidation or bullying to the principal, pastor or his/her designee. Staff members are expected to immediately intervene when they see an incident occur.

“A school employee, student, or volunteer shall be immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.”

prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in harassment, intimidation or bullying may be subject to disciplinary action up to and including expulsion.

C. AIDS POLICY (STUDENTS)

A complete copy of the policy is located in the School Office.

In parish elementary schools and parish schools of religion, the pastor and principal will confer with the appropriate persons before the pastor makes the final decision on each case in the parish school.

Parents and guardians have an obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency Virus that causes AIDS, also known as HLTVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, the information provided to the school personnel, who need be aware of the child's condition, should be the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the principal and/or pastor, after consultation with the proper authorities, may limit the child's participation in school activities.

GUIDELINES REGARDING STUDENTS/AIDS

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades Preschool through 12 shall be permitted to attend school or parish religious programs in regular classroom settings provided:

1. the health of a child, as documented by his/her physician, allows participation in regular academic school activities.
2. the child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk.
3. the child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. there are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

D. BEFORE AND AFTER SCHOOL SAFETY

1. A note to the classroom teacher or a phone call to the school office must be made if your child(ren) will be going home with someone other than the individual who usually picks them up from school. If you are having a different person pick up your child(ren), please instruct them of the dismissal procedures.
2. Please remind your child when walking to your car to watch for the other cars.
3. Children walking home from school are to use the cross walks.
4. Remember charity, respect, and patience in dealing with each other in the parking lot.
5. Please use the car sign that is provided, with your family name on it, for identification purposes.

LATE PICK UP POLICY

The following policy has been established to enable our after school care program to operate smoothly. Therefore, the following will apply to all students not enrolled in the After School Care Program:

1. Children must be picked up no later than 2:45 p.m.
2. Student's picked up later than the time stated above, will be placed in the After School Care Program and will be charged a late fee according to the program's policy.
3. Students who are consistently picked up after the dismissal bell will be directed to the aftercare program and the parent will be charged accordingly.

E. BICYCLES

Students are permitted to ride their bikes to school. Bicycles are to be parked and locked up on the bike rack located on the south side of the school. Bikes may not be ridden on the school grounds. Children who bring bicycles to school do so at their own risk. The school shall not be responsible for bicycles stolen or damaged while parked on school property. Bicycles are required to have a chain lock. It is advised that bike helmets are worn and kept in the classroom during the school day.

F. EMERGENCY FORMS

Each student is to have an Emergency Medical Authorization Form on file in the school office to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached. The persons on the emergency form need to be available to be reached at all times and/or available to pick up your child(ren) from school if necessary. It is imperative to keep this form updated.

G. EMERGENCY REGULATIONS

We are required to conduct fire, tornado and lockdown drills. Each classroom has a sign and a diagram posted informing students how and where to proceed for the drills. Fire drills are conducted monthly and tornado drills are conducted during tornado season. Emergency drills and lockdowns will take place two times a school year.

H. EVACUATIONS

If it is found necessary for the health and safety of the students and faculty of St. Brendan that a school evacuation take place, due to a gas leak, poisonous fumes, etcetera, the students and faculty will be transported by the North Olmsted Public School's buses to St. Bernadette School on Clague Road or we will walk to Birch Elementary School (North Olmsted Public School).

Room parents will be informed of the evacuation and they in turn will contact the parents. Directions will be given as to where students will need to be picked up at and at which school. In the event of a bomb threat, the students and faculty will go to the Church until an all clear is given.

I. FOOD ALLERGIES

A complete policy is available in the school office.

1. Parent Responsibilities

- a. Continually provide the school with up-to-date information regarding the child's allergy.
- b. Provide appropriate medical documentation and medication to the school.
- c. Communicate concerns to the school as those concerns arise.

2. Student Responsibilities

- a. Take as much responsibility for avoiding allergens.
- b. Avoid trading or sharing food.
- c. Learn to recognize symptoms of an allergic reaction.
- d. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.

3. Administrator Responsibilities

- a. Provide training, education, and practice for faculty and staff in:
 - i. The correct use of an Epi-pen.
 - ii. Signs of anaphylaxis.
 - iii. Review emergency procedures at the beginning of each school year
 - iv. Activation of Emergency Medical Response (911)
- b. Inform parent/guardian if their child experiences an allergic reaction.

4. Teacher Responsibilities

- a. Receive training and education in:
 - i. The correct use of an Epi-pen.
 - ii. Signs of anaphylaxis.
 - iii. Review emergency procedures at the beginning of each school year.
 - iv. Activation of Emergency Medical Response (911)
- b. Act immediately if a student reports signs of an allergic reaction.

- c. Leave information about (life-threatening) allergies in an organized and accessible format for a substitute teacher.
 - d. Inform classroom students about safe eating procedures within the school.
5. Nurse Responsibilities
- a. Provide appropriate forms for parents and physicians once parental notification of (life - threatening) allergies has been received.
 - b. Compile a Medical Concerns List and disseminate to administration and staff.
 - c. Provide training and educate administration, faculty, staff, lunch/recess supervisors and after school care staff on:
 - i. The correct use of an Epi-pen
 - ii. Signs of anaphylaxis.
 - iii. Emergency procedures.
 - iv. Activation of Emergency Medical Response (911)
6. After School Care Staff/Lunch & Recess Supervisors
- a. Be consistent with the school policies and procedures regarding (life-threatening) allergies.
 - b. Be provided with a list of students with (life-threatening) allergies.
 - c. Act immediately if a student a student has a reaction.
 - d. Alert the school nurse/office when a student shows signs of an allergic reaction.
 - e. Be able to identify the students who have (life-threatening) allergies.

J. HEAD LICE / PEDICULOSIS CAPITIS

1. Students with head lice or nits will not be able to attend school until the head is clean.
NO LICE – NO NITS.
2. Students found with head lice or nits at school must be picked up immediately.
3. Students with frequent head lice will receive head checks on a regular basis.
4. Any cases of chronic head lice will be reported to Children Services.
5. Parents may not use the school/office/clinic to pull nits out of their child's head. **This must be done at home.**
6. Inform the school if your child has been infested with head lice. This allows us to do head checks on the other students and helps to prevent the spread of the lice.
7. The school nurse or a person designated by the principal will check the students for head lice as they see necessary.
8. Students who had head lice must report to the school office first with their parent(s) when they arrive for school.

K. HEALTH SERVICES

State funding enables the school to have a nurse in attendance one day a week. If there is a need to contact the nurse, please call the school office and leave a message or write a note that can be placed in the nurse's school mailbox. Each year the following examinations are given:

Vision:	Grades K, 1, 3, 5, 7, and new students
Hearing:	Grades 1, 3, 5, and new students
Scoliosis:	Grades 5, 6, and 7

Medication (including Tylenol and the like) that needs to be administered at school must comply with the following:

1. A physician's statement verifying the necessity for the medication to be given during school hours. The name, dose and time the medications should be given and any side effects. (Forms available in the office.)
2. A statement from the parent granting permission for the child to take the medication at school.
3. All medication must be in the original prescription bottle. Over the counter drugs must be brought in sealed original containers with a written prescription from the doctor.
4. Students who are dismissed from school due to illness are not permitted to return the same day.
5. Students with a fever of 100• or higher may not come to school and will not be permitted to remain at school.

L. MEDICATION POLICY

St. Brendan School cannot administer medication to a student without prior approval and **documentation from a physician**. The intent of this policy is to provide for the safety of your child. We need to be aware

of possible side effects or reactions to the medication. In the event of a serious reaction, we need to be prepared. Your cooperation is essential to insure the well-being of your child.

It is best that a child's medication schedule can be arranged before and after school and, therefore, taken at home. When it is not possible, the proper forms and required information need to be completed before medication may be dispensed to your child. If a prescribed medication needs to be administered during school hours, both the attending physician and the parent must complete the proper form.

All medications left at school for administrating, must be kept in the original container/bottle and labeled with the student's name (i.e. inhaler, epi-pen). Students need a note from their parent, giving them permission to take cough drops.

M. PARENT VOLUNTEERS

There are many opportunities for parents to be involved in the school. Parents who volunteer are required to:

- ⇒ Complete a volunteer application.
- ⇒ Be trained in the VIRTUS Program, "*Protecting God's Children.*" The focus of the program is to assist with the identification and referral process for the safety and protection of children in matters of abuse. It is three hours in length and available at no cost. Training sessions are offered through St. Brendan Parish School as well as other area parishes throughout the school year. Contact the school office for additional program information.
- ⇒ Complete a BCII and FBI background check through fingerprinting. Services are available through the St. Brendan Parish Office (440.777.7222).

N. PHYSICAL EDUCATION / RECESS

A written excuse is required from the child's doctor when he/she cannot participate in physical education or recess activities due to illness or injury. This excuse must specify the length of time the child must be excused and what activities the child can and cannot participate in during that time. Also, a doctor's note is required allowing the child to return to full participation in physical education and recess activities.

- O. PREGNANCY GUIDELINES** The complete pregnancy policy is available in the School Office. The Catholic Church teaches respect for all human life.

P. PROFESSIONAL SERVICES

The following professional services are provided:

1. Auxiliary Clerk
2. Learning Disabilities Tutor / Remedial Reading and Math Tutor
3. Speech and Hearing Therapist
4. School Nurse
5. School Psychologist

Q. PREVENTION PROGRAMS

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as deemed appropriate by the pastor and/or principal.

R. SEARCHES

The pastor, principal and teachers reserve the right to search anything brought into the school building, church and/or school and parish grounds.

S. SNOWBALLS

Making/throwing snowballs, kicking snow and climbing on snow piles is not permitted on school grounds.

T. STUDENT THREATS POLICIES AND PROCEDURES

Since the mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior, these guidelines will be reviewed periodically or as needed.

1. Any student threatens to inflict harm to self or others must be taken seriously and immediately.
2. Whoever hears the threat should report it immediately to the principal.
3. Police should be notified immediately.

4. The student should be kept in the principal's office under supervision until the police arrive.
5. The parent or guardian of the student who has made the threat should be notified immediately.
6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
7. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal and/or pastor shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

The mental health care professional (psychiatrist and/or Ph. D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is to be readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy counseling and/or treatment will be needed and/or provided.

8. Counseling should be made available to children who are victims of the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
9. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

U. SUBSTANCE ABUSE POLICY GUIDELINES

St. Brendan School recognizes that alcohol and drug abuse are serious societal problems, which do not respect any group or age, and that the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family. In an effort to provide a drug free environment, we, as educators in the Church, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the common as well as the individual welfare of our pupils.

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

V. VIRTUS PROGRAM – *Protecting God's Children*

"The Protecting God's Children program consists of many components. The education component helps prevent child sexual abuse by first making every adult employee and volunteer aware of the issues surrounding child sexual abuse.

This includes awareness of the many ways that sexual abuse harms its victims, their families, the parish, and the community. The awareness session also helps adults learn to recognize the warning signs of abuse, and shows them the appropriate way to respond to such behavior. Finally, the awareness session empowers each with five steps to help prevent child sexual abuse."

W. VISITORS

Visitors must come to the school office upon arrival, sign-in accordingly and announced if it is an unscheduled visit. Those coming for scheduled appointments may be met at the door by faculty, staff or the administrator. Depending on the situation an announcement may be made to inform the classroom teacher in advance.

X. WEAPON POLICY

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, St. Brendan School has adopted a policy that expressly prohibits the use, possession, sale, or discharge of any weapons, look alike weapons, objects that may be used as weapons, dangerous ordnances and instruments or explosive devices in the school, or on school grounds, or at school-sponsored activities.

This policy shall apply to all students, participants in parish programs, teachers, volunteers, administrators, and other personnel in the school parish. This policy includes, but is not limited to the following and their look alikes: any firearm, a knife of any size, deadly weapon or an object that is indistinguishable from a deadly weapon, or an explosive or incendiary device. An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possess the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon.

As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air gas propelled projectiles.

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

Disciplinary action includes but is not limited to immediate in- or out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after recommended consultation with the Diocesan Education Office.

Y. WEATHER EMERGENCY / EMERGENCY SCHOOL CLOSINGS

If it becomes necessary to close school because of weather or other emergency situations, notification may be available via radio, television, Internet and/or an Edline email blast. If North Olmsted City Schools close – Saint Brendan will generally be closed as well. You may also be notified by radio, television, Internet and/or an Edline email blast if the school closes independently or will *remain open* independently of North Olmsted Public Schools.

In the event that St. Brendan has an emergency school closing at a late notice, the Room Parents (or a faculty/staff member if the Room Parent is not available) will contact the youngest or only in each class. The PTU published phone directory is used for contact numbers. If you choose not to be in the directory, you will need to establish a system with another family to receive emergency closing information. Edline will also be used to notify parents of a late closing notice.

Z. WELLNESS POLICY

The complete diocesan policy is available in the school office. The schools of the Diocese of Cleveland are committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and enjoyable physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.

AA. YOUTH GANGS AND VIOLENCE

A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive in membership, whose purpose or practices include the commission of illegal acts, unlawful or anti-social behavior, violation of school rules, establishment of territory or "turf" or any action that threatens the safety or welfare of others or substantially disrupts the orderly operation of the school.

Gang and gang activities can include but are not limited to the following: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories by which virtue of color, arrangement, trademark and or attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, gang tattoos, literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons and explosive materials, possession, use or sale of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, association with or conviction of crimes with known gang members, or any other action directly resulting from membership, interest in, promotion or furtherance of a gang.

CONSEQUENCES

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps will be taken:

1. Parents/guardians will be contacted and appropriate intervention will be taken.
2. A behavior contract will be prepared stating the conditions for the student if remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to a childcare agency of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperating with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

RELATED POLICIES

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

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

V. EXTRACURRICULAR ACTIVITIES

A. ALTAR SERVERS

The boys and girls in grades 5-8, after being instructed, have the privilege of assisting the priest at liturgical celebrations. This commitment requires faithfulness, dependability and generosity.

B. ATHLETIC PROGRAM

The CYO Athletic Program, including sign ups and fees, is under the direction of the Patriot Athletic Club (PAC). St. Brendan, St. Clarence and St. Richard parishes have formed an athletic program under a unified name of PATRIOTS.

T-Ball is played in the summer months on the Church grounds.

C. BAND

St. Brendan School provides the opportunity for students to take private music lessons through Music Alliance, Inc. Information regarding the program is sent home at the beginning of each school year. Students in the music program have the added advantage of being a member of the school band.

D. BOOK CLUB

The Navigators Book Club is an academic and social club for junior high students, during the 3rd and 4th quarter of the school year, who enjoy reading for pleasure. The club meets every other week during lunch and recess. During the meetings, students have discussions about the assigned book, complete fun activities and games, and may watch the film version of the book. The club enhances communication, comprehension, and leadership skills.

E. BUS GUARDS

Bus guards are selected for their courtesy, dependability, interest, and attitude toward others by the faculty.

F. DRUMLINE

Drumline is available to students in grades 4-8. Previous experience is not a pre-requisite. The music instructor sends out information for sign-ups at the beginning of the school year. Practices are generally held every other week, after school from 2:30-3:15pm. The drumline currently perform at school functions.

G. ENVIRONMENTAL CLUB

The Environmental Club is offered to students in grades 4-8. The purpose of this club is to teach students about environmental concerns and how we can help be stewards of the earth. The students will unite in "green" activities, experiments, discussions, and strive to help maintain a general awareness of environmental issues and making St. Brendan School more green friendly.

H. FIELD TRIPS

Field trips generally have a direct application to a unit of study. Adequate preparation and advanced notice is given to inform parents/students of any requirements for the trip. The school uniform is worn unless the teacher/administration states otherwise.

Students are required to follow the guidelines stated by the teacher/principal on field trips. Students will be allowed to attend field trips only if the school has the written consent of the parents, through the use of the school permission slip. Parent drivers must complete and sign the necessary forms prior to the day of the trip. A copy of your driver's license and proof of insurance is mandatory. Drivers must be at least 21 years of age.

Parents who accompany students on school-sponsored activities have the authority to enforce rules of safety/conduct and need to follow the agenda that the teacher has supplied.

Attendance on each field trip is left to the discretion of the student's teacher/administration. If a student does not attend the field trip they will usually remain at school and the teacher will assign work.

I. JR. HIGH THEATER PRODUCTION

Students in grades 6-8 have the opportunity to try out for the annual school play that takes place the third or fourth quarter of the school year. The play(s) is directed by a parent volunteer(s) with a faculty member as the school moderator. There are student openings for actors, directors and stage crew.

J. LITURGY CLUB

Open to grades 6-8, this club meets twice a month during lunch/recess.

- 1) Prepare student-led prayer services, for all grades, to deepen their faith-filled experiences.
- 2) Participate in club discussions, activities and more to connect Scripture to our lives today.
- 3) Teach schoolmates, through creative methods, about: Scripture, liturgical seasons, the Mass, lives of the Saints, Holy Days and more.
- 4) Serve as student ambassadors for the school and parish.

K. ROBOTICS

Coming this year! Additional information forthcoming.

L. SIGN LANGUAGE

The sign language club is available to students in grades K-8. They meet after school once a week from 2:30-3:30pm. The advanced class and the beginner class meet on separate days. In addition to learning the language, the students perform at school and community functions and events.

M. SKI CLUB

Ski Club is available, at an additional cost, for students in grades 5-8. The club meets on Fridays in January.

N. TECHNOLOGY CLUB

This student-led club is open to 6th-8th graders. The club meets once a week with the assistance and guidance of a school or parent moderator.

O. WAVES OF ENRICHMENT

Waves of Enrichment is for students in grades K-3. "Waves" is a five-week session that meets once a week during recess. There are 4 sessions per year and each one has a different theme. The enrichment activities are opportunities outside of the traditional classroom and immerse students in rewarding experiences, which promote personal growth, help instill the value of becoming a life-long learner and to capture the excitement of learning just for the fun of it!

There is a faculty liaison for this **parent(s)-led** extracurricular.

DISCLAIMER / 2015-2016 School Year

The rules and regulations in this handbook are subject to change and are not all-inclusive. It is the right of the principal, after consultation with the pastor, to make final decisions about an issue/incident that may not be specifically stated in these pages.