

# **Parent Student Handbook**

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## **Saint Brendan School**

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***Saint Brendan School***  
***Parent-Student Handbook***

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# **Saint Brendan Catholic School**

## **Mission Statement**

Anchored in faith, belief, and tradition,  
Saint Brendan Catholic School  
is committed to providing a Christ-centered environment  
that serves our spiritual, academic and social needs  
as we navigate our faith journey together.

## **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  
learning and applying 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 should  
support and instill the mission of the school.

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

Adopted August 2019

## **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. **Parents are expected to inform the office if a student is absent due to having Covid-19 or has been exposed to the virus.**
4. A student must be excused from the office when leaving before dismissal. Parents are required to call the office when they arrive at the school and a staff member will walk them to the vehicle.
5. 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.
6. Parents should notify the school office and classroom teachers in advance, if going on vacation during the school year. Class assignments and homework may NOT be given in advance to take on the trip. Make-up work will not be given to the student when they return to school. The student will have the same number of days to complete the assignments as they were absent.
7. 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).
8. Students who are absent 10 days or more within one quarter (**FOR NON-COVID 19 reasons**), may 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.
9. Arriving at school after 8:30 am and before 11am will be considered a ½ day absence. Leaving school after 11:00 am will be considered a ½ day absence. Leaving school before 9:00 am 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 30<sup>th</sup> of the current school year may enter Kindergarten. A child who will attain six years of age on or before September 30<sup>th</sup> 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 complete.
- 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 (i.e. chicken pox, pink eye).

### **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 or other tangible items are NOT permitted to be distributed for a birthday
- 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 16

#### **F. BUS GUIDELINES**

- Bus buddies may be 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.
- **Students are required to wear face masks on the bus (per the transportation departments).**
- Changes in destination or switching busses are not permitted, per the Transportation Departments.
- The bus driver may write up a student for rule and policy infractions. Bus infractions may result in a suspension or expulsion from riding the school bus.
- Concerns should be addressed with the Transportation Department first. If the matter is not resolved, then the school will become involved.

#### **G. CALENDAR**

Saint Brendan distributes a yearly calendar with the days off from school. Please retain this calendar all year and be mindful to revisions. Refer to the weekly, Friday update, the calendar on the school website as well as reminders and updates sent home via Option C.

#### **H. CELL PHONES**

- Cell phones may be brought to school provided that they have a durable cover
- Cell phones must be checked in and kept with the classroom teacher on a daily basis. 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 provide 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, Phonics, Math, Health, Science, Social Studies, Penmanship, Physical Education, Spanish and Technology. Art and music appreciation will be taught.

*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. 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. 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: apple watches, iPods and video games. Electronic devices brought to the school will be kept in the school office and will only be returned to the student’s parent and/or guardian.

When/if the devices are being used for projects, students may check in/out their device with the classroom teacher. The devices may NOT be used or in sight on the school bus.

**M. 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%

**N. 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.

**O. LUNCH / RECESS**

Grades K-4 11:30-12:12pm  
Grades 5-8 12:15-12:54pm

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.

Adult supervisors monitor the lunch/recess period. Because of their responsibility for the safety of the students’, they have the corresponding right to correct the 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 student at school. Healthy lunch choices are encouraged. Lunch bags or boxes should be properly marked with your child’s name and grade.

**P. 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 St. Brendan Catholic School is also attending weekend Mass.



#### **Q. MAY CROWNING**

The principal and/or pastor will decide the student(s) crowning the Blessed Mother in the month of May at the annual Parish 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).

#### **R. MEDIA RELEASE**

The media release policy is sent home at the beginning of each school year for parents to review and sign.

#### **S. MESSAGES / DELIVERIES TO STUDENTS**

- Classroom instruction is not to be interrupted to deliver messages/items from home.
- If a parent needs to bring a forgotten item to the school, a staff member will go to the door, pick it up and deliver it to your child.

#### **T. MONEY**

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

#### **U. NEWSLETTER**

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

#### **V. Option C**

Option C is an online student management system. It allows parents to log in anytime to see how their child(ren) is doing with class and homework. Grades will be updated weekly 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.

Option C includes a *Parent Alert System*. The notification system enables SBS to communicate with parents, quickly and reliably (i.e. weather-related closings, schedule changes, and reminders).

Option C is 100% specific to Catholic schools with features such as biblical references and a Catholic Saint of the Day.

#### **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.

Mathematics, 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 visit our *school website* ([www.school.stbrendannorthholmsted.org](http://www.school.stbrendannorthholmsted.org)).

#### **Y. RE-REGISTRATIONS**

Forms are sent home in late January / early February for re-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 upon request at the school office for the students to use on Sundays and Holy Days of Obligation.

#### **BB. TARDINESS**

Students are considered tardy after 7:55 a.m. and are required to come to the school 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**

The technology acceptable use policy is sent home at the beginning of each school year for parents and students to review and sign.

#### **DD. TELEPHONE USE**

Telephone use by the students is for emergencies only with the permission of a faculty or staff member.

#### **EE. TEXTBOOKS**

Textbooks need to be returned in acceptable condition at the end of the school year or parents may 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/FEES**

Tuition is the primary financial resource that supports the school program. Tuition is utilized for salaries, supplies, maintenance of the building, utilities, student programs and more. It is important that every family have the resources to pay tuition before enrolling their child(ren) in the school. Tuition is to be paid on a 12-month basis unless other arrangements are made with the finance manager to pay in full, in advance. Delinquent tuition accounts will 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. TUITION ASSISTANCE**

The total cost to educate a child at St. Brendan School is much higher than what our tuition rate covers. Every family who has a child enrolled in our parish school is given tuition assistance from the active members of our parish community. This allows our tuition costs to be minimal.

Beyond this assistance, those families who are in need of further financial aid should seek help by applying through FACTS. This application is made directly through the Diocese of Cleveland. If families qualify, financial assistance comes from the Diocese as well.

## **HH. TRANSFERS / WITHDRAWAL PROCEDURES**

When moving, or transferring out of St. Brendan School, advanced notification to the principal, is appreciated. A copy of the permanent record card 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 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, vaping/attempting to vape (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 includes marking up textbooks and the like 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.
15. Misuse of technology.
16. **Academic dishonesty (including plagiarizing or copying work from another).**
17. **Social media posts that are damaging to the reputation or do not support the Mission Statement of SBS.**

**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 and/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. Issue 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 first bring concerns and questions 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 may receive a uniform referral or conduct referral. Three referrals will result in a detention to be served according to the class policy. Parents may 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 4-8** 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-3 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"><li>•Long or short sleeved white shirtwaist blouse.</li><li>•Long sleeved blouses are to remain buttoned at the cuffs.</li><li>•Plain white or red knit shirts may be worn with navy blue walking shorts/skorts/chinos.</li><li>•Blouses/shirts must be kept tucked in.</li></ul>
Banded Shirts	<ul style="list-style-type: none"><li>•Grades 5-8 may wear white “banded” knit shirts or collared, knit/cotton shirts (school logo optional).</li></ul>
Jumper	<ul style="list-style-type: none"><li>•The red plaid school jumper is to be worn in Grades K-4 at an appropriate length.</li></ul>
Skirt	<ul style="list-style-type: none"><li>•The red plaid school skirt is to be worn in Grades 5-8 at an appropriate length.</li></ul>
Corduroys	<ul style="list-style-type: none"><li>•Solid gray or navy corduroys may be worn November – March.</li></ul>
Sweater	<ul style="list-style-type: none"><li>•A solid red, white, gray, black or navy cardigan or pullover may be worn <b>with the winter uniform</b>. These may be purchased at Schoolbelles, Inc.</li></ul>
Sweatshirts	<ul style="list-style-type: none"><li>•Appropriate fitting St. Brendan School sweatshirts or solid red or white sweatshirts may be worn <b>with the winter uniform</b>.</li><li>*Sweatshirts should not be tattered or “worn” looking.</li><li>•Patriot sweatshirts are not permitted.</li></ul>

Shorts/Skort	<ul style="list-style-type: none"> <li>•Navy blue walking shorts/skort may be worn August – October and April – June. Cargo shorts are not permitted.</li> <li>•Walking shorts/skort need to be at an appropriate length.</li> </ul>
Slacks	<ul style="list-style-type: none"> <li>•Navy blue “chinos” or dockers may be worn throughout the school year. Regular school shoes need to be worn with the slacks.</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>•Shoes (i.e. loafers, laced shoes, topsiders, saddle shoes) heels are not permitted.</li> <li>•Sandals, clogs, crocs, moccasins and the like are not permitted.</li> <li>•Dark gym shoes and high tops are not considered school shoes.</li> <li>•Tennis shoes or “school” shoes may be worn with walking shorts/skort.</li> <li>•Students will be expected to change into their school shoes when wearing boots to school.</li> </ul>
Socks	<ul style="list-style-type: none"> <li>•Solid DARK navy, red, or white coordinated colored knee-highs, socks that cover the ankle or tights may be worn.</li> </ul>
Cosmetics	<ul style="list-style-type: none"> <li>•Cosmetics of any kind are not permitted.</li> <li>•Colored nail polish is not permitted.</li> <li>•Perfume and scented lotions are not permitted.</li> </ul>
Earrings	<ul style="list-style-type: none"> <li>•For the safety of the girls, with pierced ears, only post-like earrings are to be worn.</li> <li>•Only one earring is to be worn on each lower ear lobe.</li> <li>•For the safety of all students, jewelry is not to be worn, during physical education class.</li> </ul>
Hair	<ul style="list-style-type: none"> <li>•Highlighting or hair coloring is not permitted.</li> <li>•Headbands need to be: solid in color or the uniform plaid, and not excessive.</li> <li>•Long hair must be tied back during physical education class.</li> </ul>

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

Shirt	<ul style="list-style-type: none"> <li>•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.</li> </ul>
Slacks	<ul style="list-style-type: none"> <li>•Solid navy slacks may be worn. Jeans, denim, baggy pants or those with extra seams and pockets (cargo) are not permitted.</li> <li>•<i>Grades 4-8 are required to wear solid, dark colored belts with shorts or slacks that have belt loops.</i></li> </ul>
Sweater	<ul style="list-style-type: none"> <li>•A solid red, white, gray or navy cardigan or pullover may be worn with the winter uniform.</li> </ul>
Sweatshirts	<ul style="list-style-type: none"> <li>•Appropriate fitting St. Brendan School sweatshirts or solid red or white sweatshirts may be worn <b>with the winter uniform</b>.</li> <li>•Sweatshirts should not be tattered or “worn” looking.</li> <li>•Patriot sweatshirts are not permitted.</li> </ul>
Shorts	<ul style="list-style-type: none"> <li>•Navy blue walking shorts (at an appropriate length) may be worn August – October and April – June.</li> <li>•<b>Grades 4-8</b> are required to wear solid, dark colored belts with shorts or slacks that have belt loops.</li> </ul>

- Shoes
  - 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 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. 160<sup>th</sup> 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
  - \*Walk-for-Education t-shirts
  - \*Socks are to cover the ankle (knee socks for girls are permissible)
  - \*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, leggings (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 at Hometown Threads. Spirit wear consists of wearing the:
- \*P.E. uniform
  - \*Solid, red or white shirts
  - \*Walk-for-education and the St. Brendan spirit week t-shirts are permitted**
  - \*appropriate, solid shorts/sweatpants or capris pants (for girls) in red, black, blue or grey
  - \*Clothing purchased *in the school colors (red, white and black)*, with the St. Brendan name/logo
  - \*Plain, gym shoes or school shoes\*Solid, khaki pants (no “Army/camouflage” print)



\*Appropriate jeans (“skinny” jeans are not permitted)

\*Yoga pants, leggings or the like are NOT permitted

\*Socks are to cover the ankle

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. on days’ school is in session. A registration fee must be paid and required paper work needs to 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. CALAMITY DAYS**

In the event that school is cancelled due to weather or other unforeseen circumstances, we will utilize home kits, with assignments, for students in grades K-8 to complete. Assignments may be posted on Google classroom. Your child/ren will have three days to complete one day’s lessons.

#### **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 an email requesting an appointment.

Parent Teacher Conferences are scheduled twice during the school year. Parents are required to attend the first quarter conference (this may be virtual this school year) to keep abreast of their child’s progress.

#### **E. DAILY SCHEDULE**

7:30 a.m. - school doors open

7:50 a.m. - first bell

7:55 a.m. - classes begins

2:15 p.m. - dismissal for walkers

2:20 p.m. -dismissal for car riders

2:30 p.m. -dismissal for 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. 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**

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

**I. LIBRARY PROCEDURES** are sent home by the school librarian at the beginning of the school year.

**J. PSYCHOLOGICAL SERVICES**

Psychological testing is available through the North Olmsted Public School District. 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 teachers are encouraged to use supplementary texts that are approved by the Pastor and the Principal in order to provide a well-rounded religion curriculum.

The following will be restored at a later date: 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 9<sup>th</sup> grade. Preparation sessions are organized by the St. Brendan Religious Education Office.

#### **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**

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 (Refer to House Bill 276)**

St. Brendan School 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.”

St. Brendan School 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)**

In parish, elementary schools, 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.
  - Dismissal begins at 2:20 pm. We have four choices for dismissal. Students may be walkers, car-riders, bus-riders, or they go to after care. If your child has a change in transportation, a note must be sent to the teacher on the morning of the change.
  - Calls to the office need to be received by 2:00 p.m.
  - Children walking or biking home will be dismissed from the South end of the school building. A faculty member will assist them in safely exiting the school. Students in Kindergarten and 1st grade must have adult supervision to walk or bike home unless written permission is given by the parent.
  - All cars picking up children will enter through Brendan Lane or the back driveway on Coe Avenue.
  - Please begin to line up along the curb between the church and school. Once the Fairview Park bus and all daycare vehicles exit, please pull up alongside the cones next to the school.

- A name placard will be sent home with your child for you to place in your front windshield. Please use this placard so we can deliver your child to your car quickly, efficiently, and most importantly safely.
- Students must enter the passenger side of the car only! Teachers will be assisting students by opening and closing the car door.
- For safety concerns, teachers are not permitted to buckle any student into the seat of the car. If your child is unable to buckle themselves into the seat, please pull over into a parking spot once the line begins to move.
- Do not pull out of the line in front of a car that may still be loading students. Remember we must maintain a safe environment for the students and teachers.
- Once loaded, please safely exit the parking lot and only remove your car identification sign, after you have left the parking lot. Bus riders will be dismissed once car riders have. Teachers will safely escort the students to the bus.

### **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 2:40 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.

### **A. 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 is not 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.

### **B. 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.

### **C. EMERGENCY REGULATIONS**

We are required to conduct fire, tornado and emergency drills. Each classroom has a sign and a diagram posted informing students how and where to proceed for the drills. Fire drills and tornado drills are conducted per the State of Ohio guidelines. Emergency drills will take place two times a school year.

St. Brendan School adopted a system called ALICE (Alert, Lockdown, Inform, Counter, Evacuate). The faculty and staff have been trained to be more proactive when addressing the threat of an aggressive intruder or active shooter event. ALICE Training option based tactics have become the accepted response, versus the traditional "lockdown only" approach.

### **D. EVACUATIONS**

In an emergency, students may need to be transported to alternate location. Room parents may be asked to contact parents with details of the pick-up location.

### **E. 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 information 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.
- Administrator Responsibilities (and designee)
- e. 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).
    - v. Allergy awareness including but not limited to peanuts and tree nuts.
    - vi. Basic first aid.
    - vii. Covid-19 safety precautions, sanitizing, cleaning and symptoms.
  - f. Inform parent/guardian if their child experiences an allergic reaction.

## 3. 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).
  - v. Allergy awareness including but not limited to peanuts and tree nuts.
  - viii. Basic first aid.
  - ix. Covid-19 safety precautions sanitizing, cleaning and symptoms.
- 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.

## 4. 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)
  - v. Allergy awareness including but not limited to peanuts and tree nuts.
  - vi. Basic first aid.
  - vii. Covid-19 safety precautions sanitizing, cleaning and symptoms.

## 5. After School Care Staff/Lunch & Recess Supervisors

- a. Receive training and education in:
  - i. The correct use of an Epi-pen
  - ii. Signs of anaphylaxis.
  - iii. Emergency procedures.
  - iv. Activation of Emergency Medical Response (911).
  - v. Allergy awareness including but not limited to peanuts and tree nuts.
  - viii. Basic first aid.
  - ix. Covid-19 safety precautions sanitizing, cleaning and symptoms
- b. Be consistent with the school policies and procedures regarding (life-threatening) allergies.
- c. Be provided with a list of students with (life-threatening) allergies.
- d. Act immediately if a student a student has a reaction.
- e. Alert the school nurse/office when a student shows signs of an allergic reaction.

- f. Be able to identify the students who have (life-threatening) allergies.

#### F. 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:

- 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.)
- A statement from the parent granting permission for the child to take the medication at school.
- 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.
- Students who are dismissed from school due to illness are not permitted to return the same day.
- Students with a fever of 100° or higher may not come to school and will not be permitted to remain in the building in the event that they are already at school. **Students with fevers, in isolation (no other Covid-19 symptoms accompany the fever), must remain home for a full 48 hours.**

#### 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 administering, 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 – This opportunity is suspended until further notice.**

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 two hours in length and available at no cost. Training sessions are offered year-round, throughout the Diocese. Go to Virtusonline for more information and/or contact the school office for additional program information.
- ⇒ Complete a BCI 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 Catholic Church teaches respect for all human life.

**P. PROFESSIONAL SERVICES**

The following professional services are provided:

- Auxiliary Clerk
- Learning Disabilities Tutor / Remedial Reading and Math Tutor
- Speech and Hearing Therapist
- School Nurse
- 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 principal. Lessons to assist with social/emotional needs will be implemented as necessary.

**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.

- Any student threatens to inflict harm to self or others must be taken seriously and immediately.
- Whoever hears the threat should report it immediately to the principal.
- Police should be notified immediately.
- The student should be kept in the principal’s office under supervision until the police arrive.
- The parent or guardian of the student who has made the threat should be notified immediately.
- 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.
- 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.

- 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.
- 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 will be very limited at this time due to the pandemic. Those who have an appointment must wear a mask, have a temperature check and respond to specific health-related questions before being permitted to enter the main part of the school. Visitors will be kept to the area where they have business.

## **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 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 television, Internet and/or an Option C email blast. If North Olmsted City Schools close – Saint Brendan will generally be closed as well. You may also be notified by television, Internet and/or an Option C 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. Option C 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:

- Parents/guardians will be contacted and appropriate intervention will be taken.
- A behavior contract will be prepared stating the conditions for the student if remaining in the school.
- Students may be referred to counseling (personal and/or family).
- Students may be referred to a childcare agency of the respective county.
- Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.

Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities. Students may be suspended or expelled as already outlined in the school discipline policies.

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 & procedures established relative to participation in and attendance at school and parish sponsored athletic functions whether held on parish property or at other public facilities.
6. Parent cooperation in not permitting children to host/attend un-supervised parties or activities.

## **V. EXTRACURRICULAR ACTIVITIES - Most of the following are suspended until further notice.**

### **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 a St. Brendan Parish sponsored sport played in the summer months, on the Church grounds.

### **C. BAND**

St. Brendan School provides the opportunity for students, in grades 4 – 8, 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. CHESS/CHECKERS CLUB**

Open to 2<sup>nd</sup> through 8<sup>th</sup> graders. Have fun learning new moves and strategies. Learn how to play chess/checkers if you don't already know how. Meet new friends while building your critical thinking skills and improving your concentration. Chess/Checkers Club will be held on Wednesday's after school from mid-January through mid-March. Bring a snack and enjoy the fun.

### **E. CLASSROOM OF CHAMPIONS**

Classroom of Champions is a competition in which a team of three members and three alternates from our school competes against teams from two other schools. The students answer questions about current events, geography, history and math problems. It is very similar to Academic Challenge for the High School students.

### **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 performs 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. 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 and stage crew.

### **I. 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.

**J. POWER OF THE PEN** is a statewide, interscholastic, creative writing program for 7<sup>th</sup> & 8<sup>th</sup> graders. The program encourages schools to develop writing teams comprised of 3 students and 3 alternates. The teams engage in an innovative, story-telling through impromptu prompts. The Power of the Pen, regional tournaments are held throughout Ohio from December to April and culminate in the state tournament held at the end of May.

**K. ROBOTICS/TECHNOLOGY**

The Robotics club involves engineering Lego Mindstorms NXT robots. As a part of the robotics club, students have the opportunity to hone their skills in designing, programming, and testing fully functioning robots. Students in this program will gain skills in engineering, logical reasoning, and most importantly teaming up with classmates to solve problems.

**L. ROSARY CLUB**

The Rosary Club is entitled, ***Our Lady's Children of Saint Teresa***. The students in Kindergarten-8<sup>th</sup> grade earn rosary beads by performing acts of mercy, and then make their own rosary based on the beads they collect. Members ask for the intercession of Saint Teresa of Calcutta because she is a contemporary Saint, and she demonstrated her love of Christ through her love of neighbor and works of mercy.

**M. 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.

***DISCLAIMER:/ 2020-2021 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.*