

**Parent Student Handbook  
On-boarding Policies & Protocols  
2022-2023**

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**Saint Brendan School**

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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

Saint Brendan School will admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not

discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and school-administered programs.

## **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 student 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 upon returning to school. 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 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. Students are to follow the procedures, established by the classroom teacher(s), to get their make-up work due to absences.
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**

- 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. Covid-19, 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 items are NOT permitted to be distributed for a birthday.
- Non-food items such as pencils are permitted to be distributed.
- Passing out invitations for private parties in school/on school grounds is not permitted unless the entire class is invited.
- Students may wear spirit wear on their birthday (or half birthday if it falls in the summer months)

#### **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.
- 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 and monthly events. Please retain this calendar all year and be mindful to revisions. For updates, refer to: the weekly, Friday email sent from the office, 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**

Saint 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 (grades 5-8) and Technology. Art, music, makerspace, and enrichment classes are also an integral part of the curriculum.

All students enrolled at Saint Brendan School are required to participate in religion instruction and attend school Masses, prayer services, etcetera.

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**

Saint 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. Saint 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. Saint 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 Saint 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 authority 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. 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 Saint 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 that students who are baptized Catholic and attending St. Brendan Catholic School are 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 and the school prayer service in the *Our Lady of Knock* prayer garden. 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, sign and return.

#### **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 from the school office. 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 which is highlighted during morning prayer each 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 carefully consider any recommendations on the part of the Pre-Kindergarten teacher and the Kindergarten Assessment Team to determine if their child is prepared to begin elementary school. On occasion, children may need 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. Saint Brendan School will support the recommendation of the Intervention Assistance Team (IAT) when entering school (i.e. PreK teacher, Kindergarten teacher, School counselor/psychologist, Intervention Assistance Teacher, Speech and Hearing Pathologist, and Principal).

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 student 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 IAT 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, IAT and parents should determine if the student is ready for the eighth grade at Saint 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 Saint 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. 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.

#### **BB. 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.

\*Students are not permitted to email their parents or classmates during school hours.

\*Students are not to use their school email for personal matters.

#### **CC. TELEPHONE USE**

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

#### **DD. TEXTBOOKS**

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.

Hard cover books need to be covered with a paper or material cover. Workbooks may be asked to be covered with clear contact paper depending on the use of the book. The classroom teacher will inform parents of what needs to be covered and how.

## EE. 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.

## FF. TUITION ASSISTANCE

The total cost to educate a child at Saint 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, they will be notified by the Diocese and the tuition assistance will come directly to the school.

\$7,300.00      The cost to educate a student at SBS

\$4,100.00      Tuition for the first child

\$3,200.00      Amount that an active parishioner contributes to the difference to educate each child

*A parishioner is considered to be any family who is registered in the parish and participates in parish Sacramental programs, participates at Sunday Mass with their children, and supports and volunteers for school and parish fundraisers.*

## GG. 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 CODE OF CONDUCT

**Standards of Conduct.** We believe that our school rules exist for the common good of our school community and for the good of each student recognizing that all persons are made in the image and likeness of God and deserve to be treated with respect. Growth in virtue, a responsibility for learning and living Catholic moral values, and a loving respect for the rights of all persons are at the heart of the Code of Conduct. To achieve these ends, parents, faculty and students are expected to work together to create a Catholic school environment. Most fundamentally, in a school, teachers have a right to teach, and students have a right to learn. In our school, students:

- Will follow school rules and policies.
- Will refrain from any deliberate disruption of the learning environment.
- Will complete all assignments and participate in class as expected by their teachers.
- Will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- Will demonstrate good sportsmanship when engaged in co- and extra-curricular activities.
- Will be honest and committed to integrity.
- Will be respectful and courteous toward others.
- Will speak respectfully to and about others.
- Will respect school property and the personal property of others.
- Will refrain from harassment of any kind.
- Will use appropriate language and refrain from using inappropriate language.
- Will not engage in any inappropriate physical or verbal contact with another person.

- Will not bring to school nor possess at school any items inappropriate to a school setting including but not limited to real or toy knives or guns, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or similar items/look-alikes.
- Will maintain and support others who maintain a safe and alcohol and drug-free environment at and near school and at all school sponsored functions/activities.
- Will, at all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation with regard to the use of social media and electronic communications regarding Saint Brendan Catholic Parish and School.
- Will maintain modest behavior.

**Disciplinary Actions.** Disciplinary actions may include but are not limited to the following:

- Verbal warning
- Student/parent conference
- Conduct Referral
- Detention
- Parent conference with faculty and/or administration
- Behavior Contract
- Suspension (in or out of school)
- Detention
- Expulsion

Actions that may subject a student to discipline include violations of the Standards of Conduct, any action contrary to Catholic teaching or values whether or not specifically listed in the Standards of Conduct, and any action that is an offence against the dignity of another person whether or not specifically listed in the Standards of Conduct, all as determined in the sole discretion of school administration. Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

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 referral/detentions form.
- Signed copies of the form 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 infraction.*

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.

Suspension means the temporary exclusion of a student from a classroom or from the school building. The principal, with the teacher(s) input, may suspend a student from a field trip, student outing, or from a school sponsored 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 may be on a probationary status, and/or on a behavior plan.

Expulsion means the permanent exclusion of a student from Saint 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.

## PRINCIPAL'S ROLE AND RESPONSIBILITIES

\*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.

\*The principal has authority to:

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

\*The principal has the responsibility and authority to utilize county and or diocesan agencies and services to address discipline or behavioral problems.

## TEACHER'S ROLE AND RESPONSIBILITIES

\*Teachers have the primary responsibility and authority for the maintenance of discipline in the classroom, the school building, and on school grounds.

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

\*Teachers have the authority and responsibility to recommend suspension/detention of a student to the principal.

\*Teachers have the authority, as a means of enforcing discipline to:

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

\*Teachers shall report all serious violations of school rules and regulations to the principal.

## 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.***

## 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.

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

#### Belts

- Grades 4-8 are required to wear solid, dark colored belts with shorts, skorts or slacks that have belt loops. It is optional, *but encouraged*, for students in grades K-3 to wear belts.

#### Blouse

- 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 or chinos.
- Blouses/shirts are to be kept tucked in.

#### Banded Shirts

- Grades 5-8 may wear white “banded” knit shirts or collared, knit/cotton shirts (school logo optional).

#### Corduroys

- Solid gray or navy corduroys may be worn November – April.

#### Cosmetics

- Cosmetics of any kind are not permitted.
- Colored nail polish is not permitted.
- Perfume and scented lotions are not permitted.

#### Earrings

- 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 should not be worn, during physical education class.

#### Hair

- Highlighting or hair coloring is not permitted.
- Headbands need to be: solid in color or the uniform plaid, and not excessive.
- Long hair should be tied back during physical education class.

#### Jewelry

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

#### Jumper

- The red plaid school jumper is to be worn in Grades K-4 at an appropriate length.

#### Shoes

- I.e. loafers, laced shoes, topsiders, saddle shoes; heels are not 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/skorts.
- Students will be expected to change into their school shoes when wearing boots to school.

#### Shorts/Skorts

- Navy blue walking shorts/skorts may be worn August–October and May–June.
- Cargo shorts are not permitted.
- Walking shorts/skorts need to be at an appropriate length.

Skirts The red plaid school skirt is to be worn in Grades 5-8 at an appropriate length.

#### Slacks

- Navy blue “chinos or dockers” and/or the plaid uniform pants from Schoolbelles may be worn throughout the school year. Regular school shoes need to be worn with the slacks.

#### Socks

- Solid DARK navy, red, or white coordinated colored knee-highs, socks that **cover the ankle** or tights may be worn.
- Socks must be matching.

#### Sweaters

- A solid red, white, gray, black or navy cardigan or pullover may be worn with the winter uniform. These may be purchased at Schoolbelles, Inc.

#### Sweatshirts

- Appropriate fitting St. Brendan School sweatshirts or solid red or white sweatshirts may be worn with the winter uniform.
- Hoods may not be worn up in school.
- Sweatshirts should not be tattered or “worn” looking.

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

#### Belts

- Grades 4-8 are required to wear solid, dark colored belts with shorts, or slacks that have belt loops. It is optional, *but encouraged*, for students in grades K-3 to wear belts.

#### Hair

- Hair needs to be above the collar and must be out of the eyes at all times (without consistently pushing it back).
- 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.

#### Jewelry

- Excessive jewelry, *ankle bracelets, bracelets* and jewelry that is not consistent with Catholic School expectations will not be permitted.
- Earrings may not be worn.

#### Shirt

- Solid, short or long sleeved white or red knit shirts with a collar, are to be worn and kept tucked in.

#### Shoes

- Solid school shoes are to be worn daily (i.e. loafers, laced shoes).
- Sandals, clogs, cros, moccasins and the like are not permitted.
- 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.

#### Shorts

- Navy blue walking shorts (at an appropriate length) may be worn August–October and May–June.

#### Slacks

- Solid navy slacks may be worn. Jeans, denim, baggy pants or those with extra seams and pockets (cargo) are not permitted.
- Grades 4-8 are required to wear solid, dark colored belts with shorts or slacks that have belt loops.

#### 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.
- Socks must be matching.



#### Sweater

- A solid red, white, gray or navy cardigan or pullover may be worn with the winter uniform.

#### Sweatshirts

- Appropriate fitting St. Brendan School sweatshirts or solid red or white sweatshirts may be worn with the winter uniform.
- Sweatshirts should not be tattered or “worn” looking.
- Hoods may not be worn up in school.

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**

Students may wear their P.E. uniform to school on the days that they have P.E. class. Sweatpants must be worn over shorts in the winter weather.

#### 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 may be 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
- Solid red, white, black, or grey sweatpants may be worn November 1st to April 28<sup>th</sup>.
- Spandex, yoga pants, leggings (or the like) may not be worn

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

P.E. uniforms and spirit wear may be purchased at:

Hometown Threads  
25313 Lorain Road  
North Olmsted, Ohio 44070  
440.779.6053  
[www.hometownthreadscleveland.com](http://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 be taught pride in maintaining a clean, well-groomed appearance.

**Spirit Wear Attire:** Spirit wear may be purchased at Hometown Threads. Spirit wear consists of:

- P.E. uniform
- Solid, red or white shirts
- Walk-for-Education and the St. Brendan spirit week t-shirts
- 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)
- Appropriately fitting jeans
- Yoga pants, leggings or the like are NOT permitted
- Socks are to cover the ankle

### **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 (except for Holy Thursday and the last day of the school year). 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 may 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. CONFERENCES**

Parents who would like a conference with either the teacher or the principal should contact the individual requesting an appointment.

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.

#### **D. DAILY SCHEDULE**

7:30 a.m. - school doors open

7:50 a.m. - first bell

7:55 a.m. - classes begins

2:25 p.m. - dismissal for walkers/bike riders

2:30 p.m. -dismissal for car riders followed by 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 afterschool care program or have prior permission from the principal or the homeroom teacher. This includes coming back to school for forgotten homework.

#### **E. 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 been resolved, 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.

## **F. HOMEWORK ASSIGNMENTS**

Homework assignments are usually given in grades Kindergarten through eight, Monday through Thursday. Weekend homework may be assigned to grade eight. 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 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 and math, to help maintain skills, with pre-approval of the principal.

## **G. INTERIM REPORTS/REPORT CARDS**

Option C will be utilized in lieu of interim reports. Parents should request a conference with the teacher to discuss any concerns regarding grades or work habits that effect grades.

Report cards will be sent via Option C the first-third quarter of school and a hard copy will be sent home the final/fourth report of the year.

Parents of students in Kindergarten and first grade will receive a hard copy of the report card all four quarters due to the unique standards based report used.

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

## **I. 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. Testing is generally for academic and/or behavioral concerns.

Depending on the circumstances underlying the referral, the student may be recommended to receive the services of psychologists and/or psychiatrists. In such an instance, the parents are responsible for the cost incurred by these services.

## **J. 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.

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

Attending weekday mass does not fulfill the 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.

## **K. 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 Saint 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.

#### **L. 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.

#### **M. STANDARDIZED TESTS**

The MAP (Measures of Academic Progress) assessment is given three times a year to students in Kindergarten -8<sup>th</sup> grade; fall, winter, and spring. The purpose of MAP Growth is **to determine what the student knows and is ready to learn next**. MAP Growth is designed to measure student achievement in the moment and growth over time. MAP Growth can also track students' individual growth over time, wherever they are starting from and regardless of the grade they are in.

Students in Kindergarten and first grade are assessed in reading and math and grades 2-8 are assessed in reading, math, language and science. The student reports are sent home to parents in fall and spring.

### **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)**

Saint 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 device 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**

Saint 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.”

Saint 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 2:25 pm. We have four options for dismissal. Students may be walkers/bike riders, 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. to communicate a change in transportation.
  - 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 exits, 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. Additional signs are available upon request.
- 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 2:40 p.m., will be placed in the After School Care Program and will be charged a late fee according to the program's policy.

**E. BICYCLES**

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.

**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 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 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.

Saint 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.

**H. EVACUATIONS**

In an emergency, students may need to be transported to an alternate location. Option C will be utilized to reach parents. In the event that Room Parents may be asked to contact parents, with details, of the pick-up location the PTU directory will be used to access parent phone numbers. Parents who choose not to have their contact information in the directory are responsible for gaining information on their own.

**I. FOOD ALLERGIES**

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

- b. Student Responsibilities
  1. Take as much responsibility for avoiding allergens.
  2. Avoid trading or sharing food.
  3. Learn to recognize symptoms of an allergic reaction.
  4. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
  - Administrator Responsibilities (and designee)
  5. Provide training, education, and practice for faculty and staff in:
    - The correct use of an epi-pen.
    - Signs of anaphylaxis.
    - Review emergency procedures at the beginning of each school year
    - Activation of Emergency Medical Response (911).
    - Allergy awareness including but not limited to peanuts and tree nuts.
    - Basic first aid.
  6. Inform parent/guardian if their child experiences an allergic reaction.
  
- c. Teacher Responsibilities
  1. Receive training and education in:
    - The correct use of an Epi-pen.
    - Signs of anaphylaxis.
    - Review emergency procedures at the beginning of each school year.
    - Activation of Emergency Medical Response (911).
    - Allergy awareness including but not limited to peanuts and tree nuts.
    - Basic first aid.
  2. Act immediately if a student reports signs of an allergic reaction.
  3. Leave information about (life-threatening) allergies in an organized and accessible format for a substitute teacher.
  4. Inform classroom students about safe eating procedures within the school.
  
- d. Nurse Responsibilities
  1. Provide appropriate forms for parents and physicians once parental notification of (life - threatening) allergies has been received.
  2. Compile a Medical Concerns List and disseminate to administration and staff.
  3. Provide training and educate administration, faculty, staff, lunch/recess supervisors and after school care staff on:
    - The correct use of an Epi-pen.
    - Signs of anaphylaxis.
    - Emergency procedures.
    - Activation of Emergency Medical Response (911).
    - Allergy awareness including but not limited to peanuts and tree nuts.
    - Basic first aid.
  
- e. After School Care Staff/Lunch & Recess Supervisors
  1. Receive training and education in
    - The correct use of an Epi-pen.
    - Signs of anaphylaxis.
    - Emergency procedures.
    - Activation of Emergency Medical Response (911).
    - Allergy awareness including but not limited to peanuts and tree nuts.
    - Basic first aid.
  2. Be consistent with the school policies and procedures regarding (life-threatening) allergies.
  3. Be provided with a list of students with (life-threatening) allergies.
  4. Act immediately if a student a student has a reaction.
  5. Alert the school nurse/office when a student shows signs of an allergic reaction.
  6. Be able to identify the students who have (life-threatening) allergies.

## J. HEAD LICE / PEDICULOSIS CAPITIS

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

## K. HEALTH SERVICES

Our 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, must remain home for a full 24 hours.

## L. INTERVENTION ASSISTANCE TEAM (IAT):

A building IAT is designed to support students, parents, and teachers. Their role is to identify possible ways to help students achieve greater success academically and behaviorally.

## M. MEDICATION POLICY

Saint 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.



**N. PARENT VOLUNTEERS – Opportunities will depend on the health of the community (pandemic).**

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

- ⇒ 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 about two hours in length and available at no cost. Training sessions are offered year-round, throughout the Diocese. Go to [Virtusonline.org](http://Virtusonline.org) 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 Saint Brendan Parish Office (440.777.7222).

**O. 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.

**P. PREGNANCY GUIDELINES**

The Catholic Church teaches respect for all human life.

**Q. PROFESSIONAL SERVICES / IAT**

The following professional services are provided:

- Auxiliary Clerk
- Learning Disabilities Tutor / Remedial Reading and Math Tutor
- Speech and Hearing Therapist
- School Nurse
- School Psychologist or Clinical School Counselor

**R. 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.

**S. SEARCHES**

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

**T. SNOWBALLS**

For the safety purposes, making/throwing snowballs, kicking snow and climbing on snow piles is not permitted on school grounds.

**U. 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 may be notified immediately.
- The student should be kept in the school 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 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.

#### **V. SUBSTANCE ABUSE POLICY GUIDELINES**

Saint 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.

#### **W. 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."

#### **X. VISITORS**

The policy will be reviewed at the beginning and throughout the school year. The health of the community (pandemic updates) will be considered when setting the policy.

#### **Y. WEAPON POLICY**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, Saint 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 a-likes: 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.

## **Z. 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 Saint 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.

## **AA. WELLNESS POLICY**

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.

## **BB. YOUTH GANGS AND VIOLENCE (Full policy available in the school office.)**

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/activity will not be tolerated and immediate action will be taken by administration if a student(s) is identified as being a participant in such a group/activity.

## **V. EXTRACURRICULAR ACTIVITIES – Club announcements will be made as the year progresses.**

Some clubs may vary depending on the interest of the students and the availability of volunteers to monitor the activities.

### **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.

### **ATHLETIC PROGRAM**

The CYO Athletic Program, including sign ups and fees, is under the direction of the Patriot Athletic Association. The Association is comprised of students from the following parishes: Saints Brendan, Clarence and Richard.

T-Ball is a St. Brendan Parish sponsored sport played in the summer months, on the Church grounds for students entering Kindergarten-2<sup>nd</sup> grade.

### **BAND**

Saint 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.

### **CATHOLIC KIDS CLUB (CKC)**

This club provides the opportunity for students in grades K-3 to explore and deepen their faith, while gathering in community and participating in prayer, crafts, discussion and more.

### **CHESS/CHECKERS CLUB**

Open to 3<sup>rd</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.

### **CRAZY 8's MATH CLUB**

This club runs for 8 weekly sessions and is open to students in grades 3-5. Crazy 8's is designed as a noncompetitive activity that helps students appreciate the math that is all around them. The program encourages participants to collaboratively focus on creative, hands-on math activities.

### **DRUM CIRCLE**

Students in grades 5-8 gather after school to play various percussion instruments to share and learn rhythms and have fun. The Drum Circle utilizes a variety of drum types, as well as auxiliary percussion equipment to add to the overall sound and structure of the group. Music has been found to make a positive impact with learning.

### **ENVIRONMENTAL (GREEN) CLUB**

The Environmental Club is offered to students in grades 5-8. 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.

### **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.

### **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) Lector at school Masses.
- 5) Serve as student ambassadors for the school and parish.

**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

**SEWING CLUB**

Sewing Club is offered to students in grades 3-8. Sewing machines are available for use by the students who meet two times a week after school. The members learn the basic mechanics of how to use a sewing machine, various stitches, applications, how to use patterns, and much more. Projects vary throughout the school year.

**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 may perform at school and community functions and events.

**YOU BE THE CHEMIST**

Students in grades 6-8 who are passionate about chemistry, competition and collaboration meet weekly to prepare for a local competition with a chance to then compete statewide and nationally.

***DISCLAIMER:2022-2023 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.***

## **Saint Brendan School 2022-2023 Onboarding Policies and Protocols**

*We are operating with current policies stated by the CDC. Changes in policy will be in conjunction with up-to-date information provided by state and local health authorities. As we have since the beginning of the pandemic, we will continue to be flexible in order to respond to the needs of our school community and prioritize safe learning.*

If a student or faculty/staff member tests positive for COVID-19, this person is required to isolate for 5 days. This person may return to school masked for days 6-10, if they are not exhibiting any symptoms.

If a student or faculty/staff member is exposed to COVID-19, this person may be at school, however is recommended to wear a mask for 10 days and test after the 5<sup>th</sup> day of exposure.

### Positive COVID-19 Test Result Guidelines

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

### Exposure to COVID-19 Guidelines

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>

### *Assessment Protocols*

#### *Home*

- All families are asked to complete a health symptom check every day before coming to school. The caregiver should take the child's temperature prior to leaving the house.
- If a student has an elevated temperature of 100 degrees Fahrenheit or higher they may not attend school.
- The temperature should be taken prior to taking any fever-reducing medication.
- Other signs and symptoms of potential illness, that student should be assessed and stay home for are: chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, a loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Families will need to communicate with the School Office what symptoms the child is experiencing so the school can record and monitor any possible trends.

#### *Clean School Environment*

- Students and staff will follow enhanced protocols for the health and well-being of all; good hand-hygiene and surface cleaning.
- Every classroom is supplied with disinfecting supplies.
- Stationary hand sanitizing stations are at the main doors of the building and classrooms.
- The building will be thoroughly, cleaned and sanitized in preparation for the school day. This includes classrooms, bathrooms, hallways, and common areas.
- Attention is given to sanitize high contact areas, throughout the school.
- Bathrooms are cleaned and sanitized throughout the day and after school.
- Portable air-purifiers are in each classroom and offices. "The Patented "DFS" Technology delivers advanced air purification with a system specifically designed to capture and reduce ultrafine particles in the air. This revolutionary technology efficiently reduces airborne microorganisms and particulate matter while prolonging filter life by inhibiting the growth of captured microorganisms."

## Student or Staff Exhibiting Symptoms

### *At Home*

- If an individual, either Staff or student, is showing any of the symptoms related to COVID-19 prior to arriving at school, the individual should not come to school.
- Individuals need to inform the school what symptoms are being exhibited and keep them informed of their physician's guidance.
- All information shared with the school will be kept in strict confidence and shared only with Administration and those individuals that may need to know.
- If sickness is not COVID-19 related, the individual may return to school after 24-hours, symptom free, without medication.

### *At School*

- If an individual, either staff or student, begins to show symptoms related to COVID-19 (or other health issues) or has a temperature of 100 degrees Fahrenheit or higher, they will be immediately separated from other students or staff and monitored by a staff member.
- Monitoring of the individual will be provided at a safe physical distance for both the individual and staff member.
- The parents of a student will be contacted and asked to pick up their child as soon as possible.
- Families and staff are asked to keep the school informed on what diagnosis or testing takes place with the individual.
- All information shared with the school will be kept in strict confidence and shared only with the Administration and those individuals that may need to know.

### *Face Masks*

- Faculty, staff, and students will be required to wear a face mask/covering that covers their nose and mouth *if the situation calls for this measure to be taken*.
- If your child is unable to wear a mask due to respiratory issues, please inform the school.

### *Water Fountains*

- Water fountains will only be used to fill water bottles (not as a drinking fountain).
- The students are asked to come to school with their water bottle filled (with water) and may refill when needed. Please clearly label the water bottle with your child's name and grade.

### *Lunch/Snack*

- Students will wash their hands before lunch/snack and wash or sanitize their hands after lunch/snack.
- Desks/tables will be sanitized before and after lunch/snack.

### *Early Release*

- Should a student require an early release, the adult picking them up may call (440) 777-8433 upon arrival. The parent/guardian will wait outside the doors by the main office and the student will be escorted out to the car. The parent/guardian will be asked for identification if they are not listed on the emergency release form.

### *Deliveries During the School Day*

- If an item needs to be dropped off at the office for a student, call (440) 777-8433 upon arrival. Inform the office what and for whom something is being dropped. We will receive the item at the door and deliver it to the intended recipient.

