

# ST. GABRIEL CONSOLIDATED SCHOOL

18 WEST SHARON AVENUE - CINCINNATI, OH 45246  
Telephone 513-771-5220 - Fax 513-771-5133

Dear Parents and Students,

Welcome to the 2010-2011 school year.

This handbook contains school rules, policies, procedures and other information designed to make you aware of the operation of St. Gabriel Consolidated School. Some revisions have been made for the coming year and it will be helpful for you to familiarize yourself with these changes by reading and/or discussing these policies at home. Changes from last year's handbook have been bolded, underlined and italicized for ease of noticing these changes. Students will have a detailed explanation of any changes in our opening school assemblies.

Because we believe that knowledge is power, you are asked to read and then acknowledge your receipt of this handbook by signing the form included in this letter. Your signatures mean that you have read and that you agree to follow the rules as they are printed.

Thank you for choosing St. Gabriel Consolidated School -- A Quality Learning Place for all students.

Respectfully,

Joseph E. Epplen

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Please return this form to school by Friday, September 10, 2010.

We hereby indicate by our signatures that we have read the handbook and will support and abide by its provisions.

\_\_\_\_\_

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Student(s) Signature(s)

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## **ST. GABRIEL CONSOLIDATED SCHOOL**

### **MISSION STATEMENT**

St. Gabriel Consolidated School, a Catholic Christian elementary school, serves a diverse educational community. We are dedicated to nurturing each learner by providing a quality learning environment. Together, we form a partnership with parents and parishes to assist in the Christian formation of each student.

Revised May, 2005

### **PHILOSOPHY OF EDUCATION**

"Catholic schools strive to relate all human culture to the news of salvation, so that the light of faith will illuminate the knowledge which students gradually gain of the world, of life, and of humankind." (Vatican II, Document on Education, 8)

"The educational mission of the Church is an integrated ministry embracing three interlocking dimensions: message, community, and service. Catholic schools afford the fullest and best opportunity to realize this threefold purpose of education among children and young people." (NCCB, To Teach as Jesus Did, 101)

In light of these Church documents, St. Gabriel Consolidated School is committed to the education of children in partnership with parents who recognize that, for people of faith, the wisdom and culture transmitted by a school are enriched and put into perspective by the gospel message of Jesus.

#### **ST. GABRIEL CONSOLIDATED SCHOOL:**

- ...Strives to educate the whole person in a virtue centered environment by promoting the spiritual, moral, physical, and intellectual development of each student.
- ...Challenges each student to accept personal responsibility to enhance self-worth and attain academic competency.
- ...Seeks to motivate students to live as part of a believing community which works to serve the needs of society, to foster love of life, love of family, and love of country, to empower students to embrace the plurality of cultures and creeds and to respect and reverence this plurality as a wonder of God.
- ...Commits itself to caring leadership, competent teaching, and cooperative endeavors with parents and parish communities.

Approved by Ed. Comm. 1/98

## **REGISTRATION AND TUITION POLICIES**

The following policy for children attending St. Gabriel School has been approved by the Board of Pastors and reviewed by SGCS Education Advisory Commission 1/07, representing the Parishes of St. Gabriel, St. John, St. Matthias, and St. Maximilian Kolbe.

### **REGISTRATION**

1. All returning students will pre-register through the school during the month of January with registration forms due by the 15th of February. All registrations will be accompanied by a \$100 per family non-refundable registration fee.

Appropriate announcements will be put in the parish bulletins as to time and place.

2. Tuition rates for the coming school year will be determined by the Board of Pastors with input from the Education Advisory Commission and the building principal. Tuition rates should be established by the end of January for the following school year.

### **ADMISSIONS POLICY**

St. Gabriel Consolidated school serves the parishioners of St. Gabriel, St. John, St. Matthias, and St. Maximilian Kolbe. Our first priority is to educate students from these parishes as space permits. Parish students must have prior approval from their pastors.

Class space will be allocated as follows:

1. Present students approved by pastors and/or principal with registration forms returned by February 15th, and all tuition and fees current. Registrations not returned by February 15th, item #3 will apply. For Non Parish • tuition and fees must be paid in full by April 30th.
2. Siblings of present students K-8, who are members of the five (5) parishes, or Kindergarten siblings of present non-parish students.
3. In grades K-8 new entrants from the five (5) parishes approved by pastors, if there is space, by lottery, February 15th.
4. Siblings of present non-parish students 1-8, provided the class is not filled, after mid-March.
5. Non-parish students can register, if there is space in K-8, beginning mid-March. Non-parish students in grades 4-8 must provide a letter of recommendation and be interviewed by the principal before registration is complete.
6. Special needs situations are subject to review by the administration. An IEP or service plan must be provided at the time of the interview.

7. New students are not accepted after the 1st quarter of school, unless they are new parish members, just moving into one of the four (4) parishes from outside parish boundaries, and if there is space. Exceptions to this rule will be viewed and determined by the building principal.

Revised June, 2010

8. The waiting list of St. Gabriel Consolidated School ceases on the last day of January. It begins anew on February 16th of the current year.

Approved by Ed. Comm. 1/07

## **TUITION**

1. All tuition is collected through Tuition Management Systems by choosing a payment plan of 2, 4, or 10 payments. Parents wishing to make payment in full by June 30 will make payment directly to the school.
2. No returning student will be accepted until all tuition and fees have been paid from the previous year. Any questions regarding tuition should be directed to the principal.
3. Quarterly report cards will NOT be issued and records will not be forwarded if tuition payments are not current. This includes all school related fees.

Approved by Ed. Comm. 4/15/91  
Reviewed by Ed. Comm. 2/98

4. All non-parish families should observe the following procedures:
  - a. Pay a registration fee when re-registering or registering for the first time.
  - b. Sign a tuition payment agreement for the balance of yearly tuition.
  - c. Failure to meet tuition payments may result in your child/children being asked to withdraw from school. Quarterly report cards will not be issued and records will not be forwarded if tuition payments are not current. This includes all school related fees.

Any exceptions to these rules must be reviewed by the Education Advisory Commission of St. Gabriel Consolidated School and approved by the Board of Pastors.

## **NON-DISCRIMINATORY POLICY**

The consolidated school of St. Gabriel admits students of any sex, race, color, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to members of our parishes. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of educational policies, admission policies, athletic, and other school administered programs, and in hiring teachers.

## **RIGHTS AND RESPONSIBILITIES**

We believe in providing children with a Christian educational environment in which to grow and mature. Therefore,

1. The staff and students will provide a positive environment by their behavior, attitude and interest in learning.
2. Peace and justice are reflected in the staff's and student's attitudes and behavior.

## **RIGHTS OF STUDENTS**

1. Students have the right to a Catholic Christian environment.
2. Students have the right to the number of school days required by the laws of the State of Ohio.
3. Students have the right to a positive environment for learning.
4. Students have the right to a safe environment.
5. Students have the right to be taught by professionally certified teachers.

## **RESPONSIBILITIES OF STUDENTS**

1. Students are to contribute to the Catholic environment by participating in Religion classes and contributing to a positive environment by their actions.
2. Students will come prepared to attend class regularly and arrive at and depart from school on time.
3. Students will adhere to the rules and regulations stated in this handbook.

## **RIGHTS OF PARENTS**

1. To be informed of progress in academic and social skills at agreed upon intervals
2. To be informed of major schedule changes in a timely manner; i.e. field trips.
3. To be treated in a respectful manner.
4. To pursue communication chain in dealing with conflict.

## **RESPONSIBILITIES OF PARENTS**

1. To see that children are prepared to attend school: punctuality, attendance, supplies, wearing uniform, having school books, etc.
2. To be respectful and supportive of the school in matters pertaining to their children.
3. To be supportive of extra-curricular activities that pertain to their children.
4. To work with staff in the development of their children.
5. To inform staff of special needs or concerns.

## **RIGHTS OF TEACHERS/STAFF**

1. To be treated in a respectful manner by pastors, administrators, parents, and students.
2. To be provided with an atmosphere in which they can teach.
3. To further their professional development.

## **RESPONSIBILITIES OF TEACHERS/STAFF**

1. To be certified and competent in areas taught.
2. To be good stewards in relation to children and resources.
3. To pursue professional development.

## **CAFETERIA**

St. Gabriel Consolidated School serves nutritious lunches every school day. Students may purchase lunch for a set fee or they may bring a packed lunch and purchase milk for 35 cents.

Mealtime is meant to be a pleasant time for all students. In order to help make mealtime enjoyable, the students are asked to observe the cafeteria rules, especially courtesy and quiet speech. We encourage healthy eating habits by providing a balanced meal for lunch and lunches from home should reflect the same encouragement.

## **DAILY LUNCH FEE**

There is a daily charge of \$1.85 for a hot lunch. Children are to use the current technology for identification purposes when going through the lunch line. Parents may pay in advance by making checks payable to St. Gabriel Consolidated School and including the check in a separate envelope clearly marked for lunches with your child(ren)'s ID number and name(s) printed on the outside of the envelope. This envelope can be included in the Thursday envelope. One check per family is all that is necessary. Accounts are now per student versus per family as we introduce our new software from NutriKids. You have the ability to view 30 days worth of activity on line as well as making payments on line with a convenience fee of \$1.75 per deposit transaction. There will also be a billing around the 15th of each month if this works better for your family. **Only families with a negative balance of \$10 or more will receive a lunch statement that month.** We encourage families to be prompt with the lunch payments and we discourage the accumulation of large lunch bills. In the event that lunch charges become excessive, students will be encouraged to bring lunches from home until accounts are brought current.

Reduced or free lunch is available according to government guidelines. Please ask the principal about the government program if you have a large family, limited income or are out of work. There are forms which must be completed to obtain free or reduced lunch prices.

## **HEALTH, ACCIDENT AND SAFETY**

OHIO law provides for certain immunization and health testing requirements for pupils. Information regarding immunizations is given to incoming kindergarten children. Parents of children who are not in compliance with these regulations will be notified early in the school year so that the requirements can be met. Failure to comply results in exclusion from school until evidence of compliance is given.

Students entering Grade 7 are required by State of Ohio to have a second MMR shot.

## **HEALTH, ACCIDENT, AND SAFETY (CONT.)**

The school nurse conducts periodic screenings for vision, hearing and scoliosis at specific grade levels. Parents of pupils who have suspected deficiencies based on these screenings will be notified. In the event that a parent chooses not to have the nurse screen the child, we would ask that a note to that effect be given to the nurse.

An Emergency Medical Authorization Form must be on file in the school office. Any student who becomes ill or has an accident will be observed by school personnel. Emergency care that may legally be given will be administered as necessary and the parent will be notified if it is recommended that the child leave school for further care. If the parent cannot be reached, instructions on the Emergency Medical Form will be followed.

Bus, playground and physical education safety will be emphasized at school. Please remind your children of their need to practice safe behaviors at all times.

Per newly enacted legislation, all staff members will have training in the Heimlich maneuver.

## **MEDICATION POLICY**

When it is necessary for school personnel to administer medication, the following guidelines will be strictly adhered to:

1. All school personnel are informed that the administration of any drug (prescription or over-the-counter) without the order of a licensed prescriber AND the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. Whenever possible, medication should be administered before or after school hours.
  - a. A separate medication form must be completed for each medication administered.
  - b. A revised statement, signed by the licensed prescriber and the parent/guardian must be submitted whenever any change from the original physician order occurs.
  - c. New medication forms must be submitted at the beginning of each school year.
  - d. All medications must be brought to school by a parent, guardian, or parent-designated representative to the school secretary.
3. Medication forms must be completed by a licensed prescriber AND parent/guardian before any medication may be administered by school personnel. The information must include instructions as to the name of the medication, dosage, time of administration, specific instructions (if applicable), duration of medication and possible side effects.
4. The medication must be in the original container in which it was dispensed. It must have an affixed label including student's name, name of medication, dosage, route of administration and the time of administration.

## **MEDICATION POLICY (CONT.)**

5. Students are not permitted to carry medication on their person unless there is an agreement of school personnel and a medication form has been submitted by the parent/guardian AND the licensed prescriber. This includes asthma inhalers and over-the-counter drugs such as Tylenol, Midol, etc.

## **WITHDRAWALS/CHANGE OF ADDRESS**

Withdrawal of a student must be directed to the **school office** in writing with indication of the official date of withdrawal. Please notify the school office of any change of address or phone number including work or emergency numbers.

## **RECORDS/ACCESS**

All school records are confidential and come under the protection of the Family Educational Rights and Privacy Act (1975). Student records are not released without a signed record release form.

Natural parents always have the right to review their child's record unless those rights were lost through adoption, court order or the child reaching the age of maturity. Records may be accessed by contacting the school office.

A divorce or change in custody does not typically change the rights of a natural parent to the child's records.

## **CUSTODY**

The office needs, in writing, any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree should be sent to the office.

## **VISITORS**

All visitors are to report to the school office before proceeding anywhere in the building. Forgotten lunches, lunch money, school books, etc. should be brought to the school office. Classroom visitation for these purposes is not allowed.

## **PSYCHOLOGIST**

The school psychologist is currently available one day a week on Wednesday. Typically the psychologist is available to staff and parents to assess academic and emotional needs of individual students and to be part of the team to develop Service Plan strategies for students with specific needs. Often times the psychologist works in a consultative role in making recommendations for help outside of the school setting.

Typical forms of assessment include, but are not limited to, observation, testing and conferencing with students. In keeping with due process and the Child Protection Policy, parental permission is necessary before the psychologist may test or work with any student.

## ATTENDANCE

Regular attendance is necessary if one is to be successful in school. Absentees miss valuable class instruction, discussion and continuity of work. Parents should consider it a serious obligation to have their children attend school daily.

**Please do not send a child to school if he/she is ill. After any absence, the child must bring a written excuse upon returning to school. Please call the school by 9 a.m. (771-5220) if your child will not be attending that day.**

**A child may not return to school for 24 hours after fever has been detected at home or school or has had a contagious or communicable disease which would require a doctor's statement for readmission.**

Children who must leave school early due to illness must be signed out in the secretary's office.

**Absences of children for the purpose of family vacations, trips, etc. during the school term is discouraged. Approval of the absence must be secured from the principal before the absence occurs. Teachers are not required to give assignments in advance for students being taken out of school for family vacations. Teachers are also not responsible for re-teaching material covered while a student is on vacation. This becomes the responsibility of the parent/guardian. Upon the return of the student, it is the student's responsibility to find out what work must be made up. The teacher will then discuss the assignments with the student and decide upon a completion deadline.**

Please note the promotion policy concerning excessive absences.

## MORNING DROP OFF

Busses generally arrive at school between 7:35 and 7:50 each morning. Students in K-5 are required to report to St. Mary's Hall upon arrival from which they will be dismissed to their homeroom at 7:50. Students who arrive by car are not permitted in the building prior to 7:35 since there is no supervision. If dropping off students on the way to work, please do not drop off prior to 7:35 a.m.

## TARDINESS

Students must be in their homerooms and ready for school to begin at 8:05 a.m. Those students arriving after 8:05 will be marked tardy unless it is due to a late bus.

If a child is tardy he/she must report to the office for a late slip. Tardiness is recorded on the permanent record card and becomes part of the attendance record. **Students will be assessed a demerit by the homeroom teacher for the third tardy in a quarter and a demerit for each additional tardy in the same quarter.**

## **DISMISSAL**

If your child must leave class during regular school hours, a written note must be sent to the office. No student may leave school, or be sent home without the knowledge and consent of the office staff or principal.

If you need to call the school to change how a child is getting home from school, or to let us know of an early dismissal, please call the school office **prior to 2:00 p.m.** rather than asking to leave a message on the teacher's voicemail.

If your child is to go home with another child, on the bus, a written notice must be sent and approved by the Principal. It can only be approved if the students live in the same school district.

**PARENTS MUST REPORT TO THE OFFICE TO MEET THEIR CHILDREN WHEN THEY ARE BEING DISMISSED EARLY. A RESPONSIBLE ADULT MUST SIGN THEM OUT.**

## **PRIVATE CARS**

Parents who bring their children to school are asked to use the parking lot to drop them off. If using Sharon Avenue, do not create a hazard for the buses. Glendale Police recommend **right** turn only out of school parking lot.

Parent volunteers should park on Sharon Avenue or in the parking lot close to Route 747. **DO NOT PARK** in such a way as to interfere with playground movement. **NEVER** drive through the playground when children are having recess or snack break. Due to environmental concerns, please do not allow your engines to idle more than 5 minutes when dropping off or picking up the children.

## **CLASS SIZE POLICY**

To maintain an educational program of the highest possible quality and to meet student needs to the fullest extent possible, the following policy is established.

The maximum enrollment of students in a class, grades K through 8, is set at twenty-five (25).

Additional students will be placed on a waiting list which expires annually on the last day of February.

## **SCHOOL DAY SCHEDULE**

8:05 Classes assemble (homeroom)  
8:15 Classes begin  
2:40 Dismissal

## **SCHOOL MASSES**

Each class, except for Kindergarten, attends Mass at least two times monthly. Masses are celebrated at 8:20 a.m. in St. Gabriel Church. All parents are welcome to attend student Masses. Except for circumstances such as Ash Wednesday, a holy day or Funfest, all masses are held on Thursdays.

## RELIGION

Religion classes are held daily in grades K-8 unless the children attend worship. All students, Catholic and non-Catholic alike attend worship and study religious doctrine.

## EMERGENCY PROCEDURES

All students, staff and visitors are to take part in emergency drills while on the premises.

### FIRE DRILLS

State Law Monthly fire drills are held so that the children will know how to respond to emergencies. Children leave the classroom quietly without running or pushing. Teachers take their roll books to make sure every child is accounted for.

### TORNADO DRILLS

Monthly tornado drills are held in the Spring.

### RAPID DISMISSAL DRILLS

Rapid dismissal drills are used to instruct students in the correct procedures to follow should a situation arise where the building must be evacuated quickly and it is known that students will not be able to or will not be permitted to re-enter the building for a lengthy period of time. During rapid dismissal drills, students will be instructed to collect their personal belongings (coats, hats, gloves, bookbags, etc.) and exit the building using the same procedures that are used in a fire drill.

### LOCK DOWN DRILLS

It is a state requirement to have at least one lock down drill per school year. This drill is generally initiated with an announcement over the PA.

Each classroom has signs posted to remind students how to proceed during emergency drills.

## BOOKS

All hardback books taken out of school building **must** have a cover on them. Parents are urged to encourage their children to take good care of the books. They are to see that they are covered and marked.

## TELEPHONE

Office and classroom phones are for business purposes and teacher use. Students will not be called to the phone nor are they permitted to use phones unless the secretary or principal deems it necessary because of an emergency. This regulation applies to both during the school day as well as before and after school hours. All after school arrangements (i.e. doctor appointments, transportation, after school activities) should be made prior to the school day.

Student use of cell phones is not permitted on school grounds or during school related activities (i.e. while being transported to & from school, field trips, latch key, detention, etc.). **Students observed with cell phones or other electronic communication devices will have them confiscated and are subject to pay a \$50 fine. In addition, a parent must pick the cell phone or other devices up in order for it to be released.**

## TELEPHONE (CONT.)

If there is a need for a parent to contact a teacher, please leave a message with the secretary or use the voice mail. Your call will be returned within twenty-four hours or as soon as possible.

## TRANSPORTATION

Transportation is provided to our students by the following public school districts:

Princeton	552-8480	Lakota	755-5820
Fairfield	829-6603	Winton Woods	931-4102
Mason	398-5646		

All students are expected to obey their district's guidelines. Punctuality and safety are of utmost importance. The driver is in charge at all times. Failure to listen to or to obey the drivers can lead to suspension from the bus. Parents whose children have been suspended from the bus are responsible to see that their children get to school on time and are picked up.

## EXTRA CURRICULAR ELIGIBILITY

In grades 4-8, students are required to have passing grades in ALL subjects both at interim reporting time as well as on quarterly grades in order to participate in athletics, drama or other school extra curricular activities. Teachers will report deficient grades to the principal who will, in turn, notify sports coordinators or drama directors. Students who have failing grades will not be permitted to participate in games, practices, plays, etc. until passing grades have been established either by the end of the quarter or at the next interim grade. Example, students failing at interims will not be permitted to participate until passing grades are determined at the end of the quarter. Likewise, failing end of quarter grades will be reviewed at the next interim report to determine eligibility to participate.

## HOMEWORK

Homework is an integral part of the academic program, because it reinforces skills and concepts taught during class. It provides extra practice, fosters independence, and provides the parents with information about the materials being presented.

The amount of homework varies according to grade level, the nature of the assignments, and the ability of the pupil. Every attempt is made to see that the amount of time spent is reasonable. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework or if your child claims he/she has none.

In case of student illness, notify the office by 9:00 a.m. and every effort will be made to have your child's work ready by dismissal time. No homework can be picked up before dismissal time. If requested, assignments can be sent to the Latchkey Teacher where parents may pick up assignments until 5:30 p.m.

If parents make no attempt to pick up assignments on a consistent basis (more than three times) no effort will be made to get homework ready.

## **HOMEWORK (CONT.)**

**Teachers are not required to give assignments in advance for students being taken out of school for family vacations.** Teachers are also not responsible for re-teaching material covered while a student is on vacation. This becomes the responsibility of the parent/guardian. Upon the return of the student, it is the student's responsibility to find out what work must be made up. The teacher will then discuss the assignments with the student and decide upon a completion deadline.

## **REPORTING TO PARENTS**

Quarterly report cards are distributed to the students. All parents in grades 4-8 have access to Progress Books and all parents are encouraged to check grades periodically. An interim report will NOT be sent home. In grades 1-3 a report may be sent home with those students who are experiencing academic difficulties. While teachers may contact parents about grading issues from time to time, parents are encouraged to contact teachers to clarify issues over student progress. Checking the child's daily assignment notebook is another good way to check on the daily progress of each student.

## **TEACHER CONSULTATION**

Parent-teacher conferences are scheduled in November. All parents are expected to attend the conference.

Parents are encouraged to call the teachers at school when they have some concerns about their child's learning or performance. The teacher will try to return your call within twenty-four hours.

## **GUIDELINE FOR HONOR ROLL Grade 4-8**

Honor points will be given for the following subjects:

Religion	Math	English
Reading	Science/Health	
Social Studies		

Each subject grade will receive the following numerical value:

A (93-100%) - 3 pts    B (85-92%) - 2 pts    C (76-84%) - 1 pt    D - (70-75%) 0 pts

A - Outstanding progress. This includes above average school assignments, extra credit work, and participation in class work.

B - Above average school assignments, class participation and homework.

C - Average progress, completion of class work, homework and participation in class discussion.

## **GUIDELINE FOR HONOR ROLL Grade 4-8 (CONT.)**

To be eligible for first honors, a student must receive at least 16+ points. For second honors, a student must receive at least 12+ points.

Students cannot have a "D" in a subject and make the honor roll.

Honors are given each quarter. At the end of the year merit awards may be distributed. Attendance awards are also given quarterly/yearly.

### **PROMOTION**

1. Students in grades 1, 2, and 3 will be promoted to the next grade level if they are reading on or above grade level or no more than one year below grade level and have achieved a level of maturity appropriate for the next grade.
2. Students in grades 4 - 8 will be promoted if they have passing grades in all major subjects. Major subjects are Reading, Math, English, Science, and Social Studies. Students in these grades (4-8), will not be promoted if they have achieved less than a passing grade in two or more major subjects.
3. If students in grades 4-8 receive less than a passing grade in one major subject, that subject must be made up in summer school.
4. Report cards of students who attend summer school will be retained by the principal until the summer school report card is received.
5. Students missing more than 18 days will be retained in present grade unless a doctor verifies illness and measures are taken to learn skills missed during absence.
6. Participation in the 8th grade Prayer Service and Awards ceremony is based upon principal's discretion for 8th grade students required to attend summer school. All tuition and fees must be paid.

Adopted: Ed. Comm. 6/19/89

Adopted: Ed. Comm. 5/20/91

### **TESTING**

The pupils in grade 2-8 engage in formal testing. Students in grade 2, 4, 6, 8 take the **Iowa Test**.

An Archdiocesan writing sample is taken in grades 3, 5 and 7. **The writing sample is usually taken during the 2<sup>nd</sup> or 3<sup>rd</sup> quarter with seventh grade first and third grade last.**

## **REMEDIAL READING AND MATH**

St. Gabriel Consolidated School has the services of a remedial reading and math teacher. The intent of such a service is to reinforce a student's learning by providing additional support in reading and math. The referrals are made by the child's teacher; however, parents may request their child to be evaluated for such a service.

## **SPEECH AND HEARING**

A fully certified speech and hearing specialist is available to our school for 3 days per week. Referrals can be made through the teacher or principal and in consultation with a parent.

Services provided in the Speech/Language program include screening, identifying and placement of children with communication problems. Individual and/or group therapy is provided as needed. Regular consultation with the classroom teacher is maintained in order to meet the needs of the children.

## **ENRICHMENT**

Students in grades 4-8 may be selected to attend an enrichment class one or two days per week. The teacher will teach Jr. Great Books as well as other pertinent units. Students are selected based upon teacher recommendations. There are also opportunities for math enrichment activities.

## **DISCIPLINE**

Directing children in the fullest development of their human capacities requires a manner of dealing with them which respects their dignity and uniqueness. To realize their freedom as sons and daughters of God, they must be led to grow in the realization of their own worth, as well as in the recognition and appreciation of the worth of others.

The implication is that respect and politeness will be shown to all: classmates, parents, teachers and staff members. Fighting, improper language, and disrespect will not be tolerated. Teachers are individually and personally responsible for the conduct of their own classes and for the overall discipline in the school.

The learning environment must exist in all areas of the school building including the church, playground, cafeteria, hallways and classrooms.

Failure to conform to required rules of conduct, as defined by the administration and the faculty is punishable by appropriate disciplinary action to be administered by the teacher or Principal.

## **CODE OF CONDUCT**

**In grades 4-8**, demerits will be given when students do not meet the following (A) Academic and (B) Behavior expectations:

### **EXAMPLES**

- A. (1-5 demerits) - Missing homework assignments
  - Failure to return forms that need to be signed
- B. (1-5 demerits) - Not observing school regulations
  - Disrespect in work or action to staff or peers
  - Repeated interruption of class instruction
  - Chewing gum or eating on the school ground
  - Out of uniform
- C. One + will be given for a point free week. Honors may be earned, but highest conduct grade earned is "S".

**Grades K-3** use other age appropriate means such as time outs, color changes or points as well as lunch and recess detention to remind students of these responsibilities.

Demerits are accumulated by quarter. When a child (grades 4-8) reaches 10 demerits in a quarter, a detention will be assigned. The 20th demerit will result in a second assigned detention and the 30th will require a detention AND an in-school suspension. Further problems in a quarter can lead to an out-of-school suspension and/or removal from school.

Students and parents sign the code of conduct yearly at the beginning of the school year. If either party cannot agree to this code, educational placement should be sought at another school.

## **DETENTION**

Detention for students in grade 4-8 consists of a student remaining for one hour after school hours on Wednesdays. Parents will be notified at least 24 hours beforehand through a form which must be signed by the parent and returned to the teacher by the student. Children who are absent because of illness on the designated day will stay the following Wednesday. It is imperative that parents arrange for detained students to be picked up at 3:50 p.m. from detention by going to the detention room assigned for that day. **A fee of \$20** will be assessed if the child in detention is not picked up by 4:00 p.m. Teachers on duty for detention often have home obligations and babysitters to pay. In fairness to those teachers, punctual pick up times should be followed.

## **SUSPENSION**

Repeated or serious acts of misbehavior are liable to suspension. Students who accumulate 30 demerits in a quarter will be placed in an in-school suspension for one day. Continued violations of school rules will result in an out-of-school suspension. The administration reserves the responsibility of judgment in these matters. A student is not re-admitted to school after he has been suspended until a conference is held between the parents and the school administration.

## **PROPERTY DAMAGE**

All property and items at St. Gabriel Consolidated School are for the use of the children. If accidental damage occurs, the student is responsible for restitution. A student who deliberately damages any property will be subject to disciplinary action and be responsible for the damage.

## **SUSPENSION AND EXPULSION**

Suspension or expulsion can occur in cases of serious offenses against the welfare of the school, for gross and/or repeated violations of school rules and in instances where other forms of discipline seem to be ineffective. Examples of unacceptable behavior that could cause suspension or expulsion are:

- Continued class or school disruption
- Insubordination
- Physical abuse of another person
- Threatening or intimidating acts toward another person
- Verbal, written, or gestured obscenity
- Possession or use of drugs, alcohol or tobacco products
- Possession of dangerous objects, such as firearms, knives
- Vandalism, stealing
- Consistent failure to submit school assignments or perform work in class
- Cheating
- Truancy
- Misuse of technology
- Other acts seriously opposed to school policy or the philosophy of the Catholic School

Suspension or expulsion of a student requires the action of the school administration. Before suspending or expelling a student, all reasonable alternatives should be considered.

Procedures for suspension or expulsion include the following:

1. Students facing suspension or expulsion must be afforded an opportunity for a meeting.
2. Written notice is to be sent to the parents and to the student indicating the reason for suspension or expulsion. This notification should also include the effective time of the suspension or expulsion and the length of time in the case of a suspension.
3. There need be no delay between the time notice is given and the time of the hearing.
4. A student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting academic learning may be immediately suspended without a hearing, with notice and hearing to follow as soon as practical.
5. For an expulsion to occur, a hearing involving the school, parent and staff must take place within ten days of the suspension.

The principal is the final recourse in all disciplinary matters and may waive any and all rules at his/her discretion for just cause.

## **BULLYING**

Bullying in the school setting comes in many forms, with verbal taunting or physical intimidation as the primary actions of those who bully. Sometimes bullying is a one on one situation while other times it is a group to group dynamic. In today's culture we also need to be aware of cyber bullying which often is manifested by e-mail messaging or text messaging.

Bullying behaviors are inconsistent with being Christian and not in keeping with the mission of St. Gabriel Consolidated School.

Teachers, school personnel and parents should always be attentive to bullying situations which manifest themselves in the lives of children. The most common places for bullying to occur are on the playground and on school busses. And, with the increase in technology, computers and cell phones provide opportunities for bullying to take place on a regular basis.

Children and employees of St. Gabriel Consolidated School should feel comfortable in attending and working in our school. Bullying cannot ever or will never be tolerated. Children, teachers and parents are always encouraged to report instances of bullying when they occur. Children, teachers and parents should expect that all allegations of bullying will be investigated by the school authorities to determine whether or not bullying is real versus a peer conflict with individuals or groups of people.

As a member of the school family and in keeping with our Christian heritage, conflict between individuals and/or groups should be settled in a peaceful manner.

Bullying will not be tolerated and consequences will be taken against the offending party or parties. Consequences can run the range of a parent/student conference with a teacher or administrator to expulsion from school. The gravity of the situation or the event will dictate the severity of the consequences.

In summary, bullying in any form is not acceptable at St. Gabriel Consolidated School. Consequences will occur in degrees based upon the severity of the event. It is our duty as Christians to avoid situations which lend themselves to bullying, to practice peaceful ways to resolve conflict and to report suspected acts of bullying if witnessed by students, staff or parents.

## **EMERGENCY CLOSING OF SCHOOL**

**Please Do Not Phone the School or Rectory!**

The premise for all of us is to assume St. Gabriel Consolidated School will be open every scheduled school day. In cases where inclement weather occurs, the principal is in contact with each of the public school districts who provide bus service to our school. After consultation with them regarding their plan, a decision is made regarding the closing of school. While the Princeton School District procedures are most often followed, the announcement of our school closing or delayed opening will be made with an **announcement that St. Gabriel Consolidated School is closed or delayed.**

The following radio and television stations will participate in giving school closing information:

WKRC (550AM)	WGRR (103.5FM)
WINK (94.1FM)	WKRQ (101.5FM)
WLW (700AM)	WOFX (92.5 FM)
WRRM (98.1 FM)	WSAI (1530 AM)
WUBE (105.1FM)	WVAE (94.9 FM)
WCPO-TV (Ch. 9)	WLW-TV (Ch. 5)
WKRC-TV (Ch. 12)	FOX (Ch. 19)

It is possible that, after transporting students to school, weather developments would make it necessary to transport students back to their homes prior to the end of a regular school day. Parents should have a plan for the supervision of their children in their homes or in the homes of neighbors or relatives if this should occur. **In addition to the above contacts, an announcement will also be sent to your home, cell phone or work place via our phone system to apprise you of the emergency closing.**

### **SNOW POLICY**

The Education Advisory Commission agreed to the following policy regarding absences due to poor weather conditions:

If St. Gabriel is opened for classes and buses from Lakota, Winton Woods, Mason or Fairfield do not run, the following rules are in effect:

- A. Any student not in school on a day that has regularly scheduled class will be marked absent in the attendance register.
- B. If a student is absent because the buses in his home district are not in operation, he will still be eligible for a perfect attendance award at the end of the year.
- C. Students who miss class because of weather conditions are required to make up all work that is missed that day.
- D. Parents are encouraged to see that their children are in class on all regularly scheduled days. Keep in mind: safety of children is our first concern.

Adopted: Ed. Comm. 11/15/88

Reviewed by School Board 1/98

### **LATCH KEY**

St. Gabriel operates an after school program until 6:00 p.m. every day in which school is in session. This program provides supervision for children whose parents work or are engaged in school related activities. Latch key is not designed for children whose parents want them to play with other children or for punitive reasons such as not doing homework.

The hourly fee is currently \$2.50 per hour and a \$20.00 registration fee is required in order to be able to use this service. If late in picking up your child, an extra fee is charged at the rate of \$25.00 for each 15 minutes late. Latch key activities include a snack time, homework supervision and directed activities.

If circumstances change during the course of the year, and latchkey services are needed, approval to be in the program must come from the principal and a \$30 registration fee will be assessed.

## **BIRTHDAY TREATS**

Parents of students may send a birthday treat to school to be shared by classmates. Please let the teacher know **in advance** so she can plan the proper time for the sharing. We would also like to promote healthy treats as often as possible. **We also need to be sensitive to children with food allergies. Talking to teachers about the treats beforehand is vitally important.**

## **SNACKS**

Students may bring a snack for the morning break, usually held at 9:45 a.m. **Please encourage students to bring healthy snacks.**

## **HOLIDAYS**

PTO very often provides special activities at holiday time. Room parents are usually involved in planning and executing these special treats. Please exercise reasonable judgment in what is planned and always contact the classroom teacher to discuss plans. **Again, we need to be sensitive to children with allergies.**

## **ST. GABRIEL CONSOLIDATED SCHOOL EDUCATION ADVISORY COMMISSION**

This organization is comprised of members of all affiliated parishes having children in attendance at St. Gabriel Consolidated School. The function of the Advisory Commission is to provide input to the Board of Pastors and Principal regarding educational issues, religious formation, and school facilities. They are an advisory making body working with the Principal and Pastors.

St. Gabriel Consolidated Education Advisory Commission meets on the 3rd Monday in September, November, January, March and May at 7:00 p.m. These meetings dates are adjusted when the 3rd Monday falls on a holiday.

## **CHILD PROTECTION POLICY**

All personnel - teachers, staff, aides, tutors, coaches, who work directly with students must attend the Archdiocesan Child Protection workshop once. This workshop is offered yearly by St. Gabriel Parish and your home parishes. A certificate of attendance must be on file in the principal's office. Fingerprinting is also required by the Archdiocese.

Approved by School Board 5/98

## **P.T.O.**

The Parent-Teacher Organization is a vital link of communication between the home and the school. All parents are urged to join and attend meetings regularly. The PTO meets at 7:00 p.m. three times during the year, usually in September, January and May.

The PTO sponsors fund raising and the providing of special programs for the school.

## **ATHLETIC BOOSTERS**

The purpose of the boosters is to organize and fund athletic programs and promote school sports involving as many children as possible. The group ensures proper supervision of these activities.

## **SCOUTING**

Love of God and country are values taught in the scouting program. St. Gabriel Consolidated School sponsors both boys and girls scouting programs. The girls usually meet after school and the boys' troops meet in the evening. Leaders are often needed; please volunteer your expertise!

## **VOLUNTEERS**

Volunteers are used in a variety of ways at St. Gabriel Consolidated School. PTO usually asks for volunteers at its first meeting in September. The school needs volunteers for the lunchroom, the library, the computer room, as chaperones, tutors, and playground supervisors. When you're involved, the children see you supporting the school.

## **FUND RAISING**

Both the PTO and the school have fund raising activities. If you can assist in leadership roles and/or supporting these activities, it will be appreciated.

## UNIFORM POLICY

### Girls Uniform:

- Grades 1-4: Plaid uniform jumper from Campus Outfitters or Schoolbelles. Length should be no shorter than 3 inches above the knee.
- Grade 5: Plaid **uniform jumper or skirt** from Campus Outfitters or Schoolbelles. Length should be no shorter than 3 inches above the knee.
- Grades 6-8: Plaid uniform skirt from Campus Outfitters or Schoolbelles. Length should be no shorter than 3 inches above the knee.
- Pants: Plain navy blue only, no corduroy. No pants are to be worn under jumpers or skirts.
- Belts: Must be worn (grades 1-8). No pants may have belt loops cut off. Belts may be black, blue or brown. **THIS DOES NOT INCLUDE KINDERGARTEN SINCE THEY DO NOT DRESS IN UNIFORM.**
- Shirt: White, long or short sleeve, oxford, blouse or knit shirt **TUCKED IN**. If an additional shirt is worn underneath the uniform shirt, it must be plain white with no writing.
- Sweater: Solid navy blue or solid white, no ornamentation
- Sweatshirt: ONLY a St. Gabriel Consolidated School sweatshirt or fleece OR a plain, solid navy blue or white sweatshirt with no ornamentation must be worn. Non St. Gabriel sweatshirts are not allowed even as a jacket. No hooded sweatshirts are allowed, including St. Gabriel spirit wear sweatshirts.
- Shoes: Dress or gym. NO sandals, clogs, flip flops, boots, etc.
- Socks: Navy blue or white knee-hi socks or anklets. Socks must be worn and **MUST BE VISIBLE** above the shoe tops. White or navy blue tights from **October 1 - March 31. NO LEGGINGS MAY BE WORN UNDER JUMPERS/SKIRTS.**
- Jewelry: **Small** post earrings, simple chain and/or watch. NO jewelry during gym class. Wrist bands or bracelets are to be limited to one per wrist.
- Shorts: Navy blue (walking shorts), same material as uniform slacks may be worn in **August, September, and May**. (NAVY BLUE SKORTS ARE NOT PART OF UNIFORM).
- Gym: Tee shirts, shorts and gym shoes (for grades 4-8). Gym shoes must be worn for all grades.
- Hair: Hair coloring which creates a distraction or draws specific attention to an individual person is not acceptable.

Uniform jumpers and skirts must be purchased from the uniform stores; however, pants and shorts can be from other outlets such as Lands End, LL Bean, Sears or any other department store. They just need to be navy blue and cotton.

**OUT OF UNIFORM DAYS:** Students must dress appropriately. No cutoffs, or any other clothing that does not keep the midsection and shoulders covered completely.

## **UNIFORM POLICY**

### Boys Uniform

- Pants: Plain navy blue; NO cargo or corduroy pants.
- Shirt: Solid white or pale blue, short or long sleeves; oxford or knit. No ornamentation or symbols. **TUCKED IN.** If an additional shirt is worn under the uniform shirt, it must be plain white with no writing.
- Belt: Must be worn (grades 1-8). No pants may have belt loops cut off. Belts may be black, blue or brown. **THIS DOES NOT INCLUDE KINDERGARTEN SINCE THEY DO NOT DRESS IN UNIFORM.**
- Shoes: Dress or gym - NO sandals, flip flops, etc.
- Socks: Socks must be worn and MUST BE VISIBLE above the shoe tops.
- Sweater: Solid navy blue or solid white, no ornamentation.
- Sweatshirt: ONLY a St. Gabriel Consolidated School sweatshirt or fleece OR a plain, solid navy blue or white sweatshirt with no ornamentation may be worn. Non St. Gabriel sweatshirts are not allowed even as a jacket. No hooded sweatshirts are allowed, including St. Gabriel spirit wear sweatshirts.
- Jewelry: Wrist bands or bracelets are to be limited to one per wrist.
- Shorts: Navy blue (walking shorts) same material as uniform pants during **August, September and May.**
- Gym: Tee shirt and shorts (for grades 4-8). Gym shoes must be worn for all grades.
- Hair: Hair must be styled to be out of the eyes, off the ears and above the collar.

Pants and shorts can be from outlets such as Lands End, LL Bean, Sears or any other department store. They just need to be navy blue and cotton.

**OUT OF UNIFORM DAYS:** Students must dress appropriately. No cutoffs, or any other clothing that does not keep the midsection and shoulders covered completely.

**FIELD TRIP POLICY/FORM**

The following is a sample of the field trip permission form that we must have before any child is permitted to take part in a field trip. If you do not have a printed copy of the form you may send us a handwritten note, but the notes must include all this information. If a student does not have a valid permission slip we cannot permit the student to participate in the field trip.

Please remember that to be eligible for a field trip, a student must be cooperative in the classroom. Students may be disqualified from field trips by lack of cooperative behavior and lack of effort.

You are asked to update the emergency form each time a field trip occurs. This information is invaluable in case of an accident or emergency.

**ST. GABRIEL CONSOLIDATED SCHOOL  
18 West Sharon Avenue  
Cincinnati, OH 45246**

I request that St. Gabriel Consolidated School allow my child to participate in

\_\_\_\_\_ (Event)

I give permission for my child \_\_\_\_\_

to attend \_\_\_\_\_ (Event)

In \_\_\_\_\_ on \_\_\_\_\_ (Destination) (Date)

In consideration of the making of arrangements for the trip by St. Gabriel Consolidated School, I hereby release and save harmless the school of St. Gabriel Consolidated, Cincinnati, OH and any liability for any injuries, loss or other claims arising out of or resulting from this trip.

Parent/Legal Guardian \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Responsible Use of Technology  
Catholic School Office  
Archdiocese of Cincinnati**

**USER AGREEMENT / PARENT PERMISSION FORM  
Parent Signature Required**

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

Student Name _____	Homeroom _____
Student Name _____	Homeroom _____
Student Name _____	Homeroom _____
Student Name _____	Homeroom _____

**Parent / Guardian Permission Form**

I have read the terms and conditions of the Responsible Use of Technology Policy. I am requesting that the above named student be allowed to use the school's technological resources including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**For parents of 6th, 7th and 8th graders. Occasionally students will want to email work done in computer lab to their email accounts to continue working on at home. If you wish to be able to do this, please provide your child's email address below:**

Name \_\_\_\_\_ email \_\_\_\_\_

Name \_\_\_\_\_ email \_\_\_\_\_

## **RESPONSIBLE USE OF TECHNOLOGY POLICY**

Catholic School Office  
Archdiocese of Cincinnati

All schools must have on file a signed **Responsible Use of Technology Policy - User Agreement Form** for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

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

### **SCHOOL RESPONSIBILITY**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

### **USER RESPONSIBILITY**

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

### **DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

## RESPONSIBLE USE OF TECHNOLOGY

### **Catholic School Office Archdiocese of Cincinnati**

#### **INTRODUCTION**

- Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement, and personal growth. [www.valuesforalifetime.com](http://www.valuesforalifetime.com)
- The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education.

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world ... "Aetatis Novae, #2, #3; Rome, 1992

- Technology resources are provided in archdiocesan schools, as directed by individual schools' technology plans, for the purpose of achieving the schools' educational objectives.  
*2004-2007 Technology Plan of the Catholic School Office, Archdiocese of Cincinnati*

#### **GENERAL INFORMATION FOR USERS of TECHNOLOGY**

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

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

#### **AGREEMENT FORM**

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents, if the user is under 18 years of age) annually sign the attached **Responsible Use of Technology Policy - User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

## SCHOOL WELLNESS POLICY

In an effort to plan for the nutritional and physical well being of our student body the following goals or activities have been planned and will be implemented at St. Gabriel Consolidated School continuing in the 2010-2011 school year.

### A. Nutrition Education

- All schools will implement the health objective relating to diet, nutrition and exercise as stated in the 2002 Archdiocesan Graded Course of Study for Science & Health.
- Posters containing nutrition guidelines, food pyramid charts and/or messages related to health & nutrition will be posted in or near the school cafeteria.
- School lunch periods will be scheduled so as to provide nourishment within a reasonable timeframe from the start of the school day.
- Recess and snack breaks will be scheduled as part of the school day.
- **Ice cream purchases are limited to grades 4-8 in the cafeteria and will be offered only on Fridays.** The school lunch program will follow nutritional guidelines established by the Ohio Department of Education.
- Food based menu patterns for lunch must include daily:
  - 8 oz. of milk
  - 3/4 cup total of two different fruits and/or vegetables
  - 2 oz. of meat or meat alternative
  - 1 serving of grain/bread

### B. Physical Activity

- All students will participate in the school's Physical Education Program.
- Physical Education programs will implement the objectives of the 2006 Archdiocesan Graded Course of Study.
- All classes will have access to recess according to the school's schedules.
- Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

### C. Other School Based Activities

- SGCS encourages teachers and parents to provide healthy snacks and to minimize sugary treats for classroom celebrations.
- SGCS will permit one fundraiser per year per organization; i.e. PTO and Boosters which includes candy or food items.
- Monthly bake sales will be discontinued.
- SGCS will provide periodic information via newsletters, Thursday Envelopes or parent meetings dealing with nutrition and the benefits of physical activities.

### D. Guidelines for Reimbursable Meals

SGCS will continue to follow the state and federal guidelines and procedures for reimbursement for school lunch and special milk programs.

### E. Plan for measuring implementation of the Wellness Policy

- SGCS will survey students regarding participation in extra curricular activities and time spent on a weekly basis.
- SGCS will survey students in September and again in May.
- The Education Advisory Commission will review this policy on an annual basis in an attempt to assess the benefit (or lack of benefit) of this policy.

Approved by Advisory Commission 9/18/06

## **CURRICULUM AND INSTRUCTION**

### **RELIGION**

Children of all faiths are welcome at SGCS. Traditional Christian values are the basis for all the academic programs. All students participate in daily instruction in Catholic doctrine. Bi-weekly masses, all-school masses, prayer services and morning prayer are shared by the student body. Sacramental preparation for Reconciliation, First Eucharist, and Confirmation is provided during the course of the school year at the appropriate grade level.

### **LANGUAGE ARTS: READING AND LITERATURE**

The reading program at SGCS is comprised of many facets which bring children to the love of reading. Students are taught reading skills through the use of literature-based textbooks while keeping an emphasis on phonics and sight words. Independent reading, reading aloud and oral book reports encourage reading for pleasure. Accelerated Reading programs begin at grade 2.

In the middle grades, vocabulary and comprehension is continually stressed while exposing students to and teaching an appreciation of good literature. Trade books associated with time periods covered in social studies, as well as other, are used. Accelerated reading is used for testing outside reading.

Junior high students receive a strong foundation in vocabulary instruction. They experience short stories, plays, poetry, mythology, and novels. Books read are tested using computer based testing (Accelerated Reading).

### **ENGLISH, WRITING AND SPELLING**

An emphasis on developing writing skills begins in grade one. At the primary level the skills are taught in mini-lessons to tie in with writing. Writing folders, journal writing, pen pals, letters, and creative writing are methods used to encourage writing. Daily oral language is used in the primary and intermediate grades.

The five-step writing process is learned early and is applied throughout a student's years at SGCS.

Students are taught grammar, mechanics, and sentence structure. Students learn to write narrative, expository, descriptive, and persuasive essays. Research projects are encouraged. Poetry books and autobiographies are written at upper grades.

Spelling focuses on high frequency reading and writing words, while junior high uses their vocabulary development program as the basis for correctly spelled words.

## **MATH**

Math features the use of a wide variety of manipulatives. Students explore the basic skills of addition, subtraction, multiplication, division, learning problem-solving techniques, and critical thinking skills. Time, money, measurement, and geometry are introduced and developed at the appropriate grade level.

Junior high math further develops basic skills in decimals, percents, and fractions, while integrating concepts and problem solving. Emphasis is placed on the algebraic principles of evaluation, simplification, equation and inequality solving. Other concepts include geometry, statistics and probability.

Seventh grade students are given the opportunity to be tested in the spring with an Algebra Aptitude test. Students who score well on the test will be taught a full year of Algebra in eighth grade. In the Spring of 8th grade, students enrolled in the Algebra class have the opportunity to test out of Algebra in their freshman year at their respective Catholic High School.

At SGCS we utilize calculator work, peer tutoring, cumulative learning and projects.

## **SOCIAL STUDIES, OHIO HISTORY AND CIVICS**

At the primary grades, students study family, neighborhood, and community. Days of historical significance are integrated into language arts. In the middle grades students learn the basics of America's roots and development. An overview of world cultures focus on the geography, history, religions and cultures of the people and places in the global community. An awareness of the power of the individual in shaping the past and present is fostered in the students. Students are geography literate.

In Ohio Studies there is a broad exploration of the unique history of our state, as well as, state government. Civics prepares them to be productive, active educated voting citizens. Both Ohio History and Civics prepare the student for the Ohio Graduation test. A comprehensive survey course in American History stresses vocabulary, chronology, cause and effect, theme, generalization, essay writing, test taking, and research portfolios.

## **SCIENCE AND HEALTH**

Students learn through hands-on experiments and demonstrations. An in depth study of living organisms and the processes involved in maintaining life is provided. Basic physics and chemistry enable students to study matter, energy, and the laws that govern their movements. Physical well being and basic health concepts are taught and reinforced in each grade.

## **SPANISH**

Students in K-8 receive weekly instruction in Spanish. The exposure to Spanish is conversational in nature and designed to acquaint students with Spanish culture. K-3rd grade receives 30 minutes of instruction weekly while 4th through 8th grade receives 45 minutes.

## **COMPUTERS**

Students in grade K-8 do age-appropriate software that enhances the curriculum of that grade. Activities include: introduction to Microsoft Windows, learning Microsoft Works, instruction in saving, deleting, and copying files, also creating directories and in understanding pathways to open files. Computers are in the classrooms in all grades for their use during the day. Students as early as 4th grade, have the ability to make power point presentations in their classes.

## **MUSIC**

Students from grades K to 8 learn basic music terms, music structure, differentiating sounds, rhythm and information about instruments using various activities. In addition, students develop their voices by singing songs from various countries as well as worship music. Students become familiar with the works of many composers. Second graders learn to play the soprano recorder.

## **BAND**

Band instruction is available to interested students in grades 4-8. Classes are held on Friday afternoons.

## **PHYSICAL EDUCATION**

Physical Education at SGCS emphasizes teamwork, participation, cooperation and overall fitness. These skills are developed through many types of sports, including large group activities, lifetime fitness games, unique games, and games of trust.

## **ART**

Art Education includes four areas:

- 1) Art history; movements, artists, and cultures
- 2) Studio projects; all different mediums, 2-D drawing, painting, pastels, etc. and 3-D sculpture and ceramics
- 3) Criticism; learning how to respect artists and talk about art in a critical informative yet sensitive way
- 4) Aesthetics; discussing different types of art and questioning the difference between art and craft or art and decoration; also discuss whether art has a purpose or function.

The art instructor interjects projects for the students' enjoyment as well.

## **KINDERGARTEN CURRICULUM**

### **LANGUAGE ARTS**

The communication skills - listening, speaking, writing and reading are taught daily through teacher-directed activities and informal experiences. Readiness for reading includes the study of letter sounds-phonics. Language charts, story-telling, reading to children, as well as learning center, enhance the opportunities for the children to progress at their own rate. Small groups and/or individualized instructions will assist children to develop according to their ability.

### **MATH**

Kindergarten math will emphasize number meaning and concepts using manipulative and hands-on materials. Understanding of numbers, counting, number correspondence, and seeing similarities are necessary before number facts are learned.

### **RELIGION**

Christian values - love of God and neighbors are taught and practiced daily. Formal worship is experienced when the children are ready. Prayers are taught and the concept of God as Father, Jesus as brother and church as family are stressed.

### **SOCIAL STUDIES, SCIENCE AND HEALTH**

Concepts related to these subjects are presented in short units of study: holidays, family, school, community helpers and SAFETY.

### **SPANISH**

Students in K-8 receive weekly instruction in Spanish. The exposure to Spanish is conversational in nature and designed to acquaint students with Spanish culture. K-3rd grade receives 30 minutes of instruction weekly while 4th through 8th grades receive 45 minutes instruction.

### **MUSIC, ART AND PHYSICAL EDUCATION**

Music and art experiences are usually related to social studies. Appreciation and enjoyment are stressed in music class as well as development of rhythmic skills.

Motor skills and coordination are developed in physical education classes through planned games and activities.

Parent-teacher conferences are held in November. Informal conferences can be arranged at the parent's convenience by calling the school office.

### **CLOTHING**

Comfortable clothing appropriate to the season may be worn. Uniforms are optional. Gym/Athletic shoes are suggested. Socks must be worn.

# **SCHOOL PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

**The principal retains the right to amend the  
handbook for just cause, and that parents  
will be given prompt notification  
if changes are made.**

