

ST. GABRIEL CONSOLIDATED SCHOOL

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

A 2010 Blue Ribbon School

Dear Parents and Students,

Welcome to the 2016-2017 school year.

We provide this parent-student handbook to you so that you are aware of the procedures, policies and mode of operation of St. Gabriel Consolidated School. Some revisions naturally occur from year to year so it is critical that you take time to familiarize yourself and your child with the contents of the handbook. Students will get more information on specific changes at our opening student assemblies in the fall.

Because we believe that knowledge is power, you are asked to read and acknowledge your receipt of this handbook by signing the form on the last page of the Handbook and return the form to school by the date indicated. Please note that your signatures also mean that you have carefully read the handbook, including our student use policy for the internet, and agree to follow all the policies and procedures included therein.

Thank you for choosing St. Gabriel Consolidated School -- A Blue Ribbon School of Excellence and A Quality Learning Place for all students.

Respectfully,

Mrs. Nicole Brainard
Principal

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ST. GABRIEL CONSOLIDATED SCHOOL

MISSION STATEMENT

St. Gabriel Consolidated School, a Catholic elementary school, is dedicated to nurturing the faith, academic, and service lives of our students with an emphasis on enriching the whole child. Together, we share a partnership with parents and parishes to create a Catholic environment which empowers each individual to become a valuable member of church, school, and community.

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.

BELIEF STATEMENT

St. Gabriel Consolidated School in collaboration with our three parishes, St. Gabriel, St. John, West Chester and St. Maximilian Kolbe, in partnership with the families of our diverse student body believe Christ is the center of all that we do.

- We believe, as a Catholic school community, we are called to live Christ's mission of service.
- We believe a child best develops spiritually, intellectually, and emotionally when nurtured in a faith-based environment.
- We believe through that Gospel teachings, all people are called to discipleship and an awareness of social justice issues.
- We believe rigorous and relevant instruction with an emphasis on critical thinking will enable children to flourish in an ever-changing world.
- We believe in the pursuit of academic excellence and the individual potential for every child to succeed.
- We believe through the combined efforts of administration, faculty, parents and parishes that an environment of respect and responsibility exists at St. Gabriel Consolidated School.

REGISTRATION AND TUITION POLICIES

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 \$175 per family non-refundable registration fee.
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 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 families tuition and fees must be paid in full by April 30th.
2. Siblings of present students K-8, who are members of the three (3) parishes, or Kindergarten siblings of present non-parish students.
3. In grades K-8 new entrants from the three (3) 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 March 1st. Non-parish students in grades 4-8 must provide school records, including a current report card, 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 trimester of school, unless they are new parish members, just moving into one of the three (3) parishes from outside parish boundaries, and if there is space. Exceptions to this rule will be reviewed and determined by the building principal.

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.

KINDERGARTEN ADMISSION

All children registering for Kindergarten are required to attend a Kindergarten Screening. This screening is mandatory and must be completed before the child will be assigned a place in a class. Children eligible for Kindergarten must be five on or before September 30th of the current year. Children are eligible for early entrance testing if they are five before the first day of January. Testing will be administered by the local public school district's psychologist. Children who pass the early entrance testing must still complete and pass the St. Gabriel Consolidated School screening process in order to be eligible for placement in a class.

TUITION

1. **All families except those who pay in full by June 30 are required to enroll in TMS and select a payment plan.**
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 business manager.
3. Trimester report cards will NOT be issued and records will not be forwarded if all financial obligations to St. Gabriel Consolidated School are not current. These obligations include, but are not limited to: tuition, cafeteria fees, after school care fees, missing book fees and missing athletic uniform fees. In addition, access to Progress Books will be disabled three weeks prior to the end of the trimester in which financial obligations are not current. Access to Progress Books will be restored when all financial obligations are current.
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. Trimester 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 hours 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 appropriate communication channels 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/work.
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 50 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. We discourage the bringing of carbonated beverages and Lunchable™ types of products when bringing lunches from home.

DAILY LUNCH FEE

There is a daily charge of \$3.00 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 name(s) printed on the outside of the envelope. One check per family is all that is necessary. 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 \$1.95 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 an email 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 required to bring lunches from home until accounts are brought current.

Reduced or free lunch is available according to government guidelines. Please ask the business manager 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 may result in exclusion from school until evidence of compliance is given.

Students entering Grade 7 are required by State of Ohio to have a booster dose of the Tdap and a dose of the MCV4 meningococcal vaccine.

The school health associate conducts periodic screenings for vision, hearing and scoliosis of students 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 school health associate screen the child, a signed note refusing the screening must be given to the school health associate.

An Emergency Medical Authorization Form must be on file in the school health 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.

All staff members will have training in first aid for choking as well as Epinephrin autoinjector administration.

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 health associate.
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.

5. Over the counter medications should be in their original packaging. Expired medications will not be administered to students. Parents will be notified by the school health associate, or a designee, of upcoming medication expiration dates.
6. 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 emergency medications such as asthma inhalers and Epinephrine autoinjectors.

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. 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.

Students arriving AFTER 8:05 a.m. but BEFORE 10:00 a.m. will be marked tardy.

Students arriving AFTER 10:00 a.m. will be marked ½ day absence.

Students leaving BEFORE 1:00 p.m. will be marked ½ day absence.

Students leaving AFTER 1:00 p.m. will be marked an early dismissal.

Please do not send a child to school if he/she is ill. 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 main 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. Assignments will not be given in advance for students being taken out of school for family vacations, trips, etc. Upon the return of the student, it is the student's responsibility to find out what work must be made up. Students are permitted the number of days they were absent, beginning the day after they return to school, to turn in completed make-up work for credit.

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 in grades 4-8 will be assessed a demerit by the homeroom teacher for the fourth tardy in a trimester and a demerit for each additional tardy in the same trimester.

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. Parents wishing to escort their child into school should park on Sharon Road. If using Sharon Road, 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 Road 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 January.

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. Parents and students are reminded that a weekday school Mass does NOT satisfy your obligation to attend Mass on Sundays at your respective parish.

SACRAMENTAL PREPARATION

While the teaching of sacraments is part of our religion graded course of study, each parish has the responsibility for sacramental preparation. Preparation times are set aside at each parish for first penance and first communion as well as confirmation.

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

Monthly fire drills are held, as required by State law, 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.

SCHOOL SAFETY DRILLS

It is a state requirement to have a minimum of three school safety drills 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 personal cell phones or other electronic devices is not permitted on school grounds or during school related activities (i.e. while being transported to & from school, field trips, After School Care, 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.

If there is a need for a parent to contact a teacher, please leave a message with the secretary or use the voice mail system. 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

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 trimester grades in order to participate in athletics, drama or other school extra curricular activities. Teachers will report deficient grades to the assistant 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 trimester 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 trimester. Likewise, failing end of trimester 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 a sibling or the After School Care 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.

It is expected that homework and other projects are turned in on time and/or on dates assigned. Demerits are issued to students for late assignments and late assignments are subject to grade penalties, i.e. half credit when a day late. Students must be responsible for work assigned and make up privileges will depend upon the circumstances surrounding the late assignment, i.e. personal or family illnesses.

Assignments will not be given in advance for students being taken out of school for family vacations, trips, etc. Upon the return of the student, it is the student's responsibility to find out what work must be made up. Students are permitted the number of days they were absent, beginning the day after they return to school, to turn in completed make-up work for credit.

REPORTING TO PARENTS

Trimester report cards are distributed to the students. All parents in grades 4-8 have access to grades on 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 October. All parents are expected to attend the conference. There will be a second day of conferences in March, as needed.

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.

HONOR ROLL Grades 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.

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" or below in a subject and make the honor roll. Students must be in good standing in terms of discipline, i.e. they may not have been suspended and make the honor roll.

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

STAR STUDENT GUIDELINES Grades 1-3

Star Student points will be given for the following subjects: Religion, Reading, English, Math, Social Studies, Science and Handwriting.

Each subject grade will receive the following numerical value:

O = 3 pts. S+ = 2 pts. S = 1 pt.

These grades exclude Art, Music, Physical Education.

To be eligible for Star Student Honors, a student must earn 17+ points.

Students may not have any grades of N or U to qualify as a Star Student.

Star Student Awards are given each trimester.

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 or some type of summer experience approved by the principal.
4. Report cards of students who attend summer school will be retained by the principal until the summer school report card is received. Students who fail to complete required summer school work will not be permitted to return to St. Gabriel Consolidated School.
5. Students missing more than 18 days may be retained in the present grade and/or required to attend summer school unless a doctor verifies illness and measures are taken to learn skills missed during absence.
6. Participation in the 8th grade graduation ceremony is based upon principal's discretion for 8th grade students required to attend summer school. All tuition and fees must be paid.

7. Due to the negative social ramifications, students who are retained in a grade will not be permitted to repeat that grade level at St. Gabriel Consolidated School.

TESTING

All pupils in grades 2 through 7 will engage in formal testing. The Iowa Test of Scholastic Achievement and/or the Test of Cognitive Abilities will be given.

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 LANGUAGE

A fully certified speech and language pathologist 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 / QUEST

Students in grades 4-8 may be selected to attend a QUEST class one or two days per week. This program places an emphasis on critical thinking skills, fosters cooperative learning and communication skills and challenges students to reach deeper levels understanding across the curriculum. Students are selected based upon standardized test scores, academic ability and teacher recommendations.

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 classroom. All school rules and policies apply in these areas as well as in After School Care. Anytime the students are representing the school off campus or

during extracurricular activities, the expectation is that they will behave in a manner that is not only Christian in nature but that also reflects positively on St. Gabriel Consolidated School.

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, After School Care personnel or Principal.

CODE OF CONDUCT: Grades 4-8

In grades 4-8 demerits will be given when students do not meet the following expectations. Please note this listing is not intended to be comprehensive and serves primarily as a guideline for the teachers who will use their professional discretion based on the situation.

1 Demerit

- Missing/late assignment
- Out of uniform
- Talking
- No form turned in
- Unprepared for class
- Tardy
- Late for class
- No Student I.D. badge

2 Demerits

- Chewing gum
- Eating in the classroom other than snack break
- Disruption of class
- Disrespectful behavior during religious services
- Inappropriate language

3 Demerits

- Disrespect of person or property
- Damage to property

4 Demerits

- Misuse of technology
- Cheating/plagiarism
- Forgery

5 Demerits

- Fighting
- Truancy
- Harassment/threatening behavior
- Stealing

Demerits are accumulated by trimester. When a child (grades 4-8) reaches 10 demerits in a trimester, 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 trimester 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.

PRIMARY DISCIPLINE Grades K-3

Grades K-3 use other age appropriate means of discipline to remind students of their responsibilities. Below is a listing of procedures generally utilized in the primary classrooms. As always, these are guidelines and the teachers may utilize other disciplinary actions as the situation warrants.

Kindergarten – Each student is assigned a clip with their number attached to a behavior board. Students move their clip either up or down the behavior chart throughout the day. Each day parents will receive a behavior report.

First Grade

- 1st – Green – Start each day
- 2nd – Yellow – warning
- 3rd – Red – time out
- 4th – Blue – lunch detention
- 12 days with a color change will result in a lunch detention

Second Grade

- 1st – Green – Start each day
- 2nd – Yellow – warning
- 3rd – Red – time out
- 4th – Blue – lunch detention
- 15 color changes results in a lunch detention

Third Grade

- 1st – Green – Start each day
- 2nd – Yellow – warning
- 3rd – Red – lunch detention
- 4th – Blue – phone call home
- 12 color changes results in a lunch detention

DETENTION

Detention for students in grades 4-8 consists of a student remaining for one hour after school hours on Wednesdays. Parents will be notified at least 24 hours before the scheduled detention through a form which must be signed by the parent and returned to the teacher by the student. Children who are absent due to illness on the designated day will stay the following Wednesday. A note from a physician is required. Children absent from detention for any other reason will be required to serve the detention on the each of the next two Wednesdays. It is imperative that parents arrange for detained students to be picked up at 3:50pm 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 4:00pm. Teachers on duty for detention often have home obligations and babysitters to pay. In fairness to those teachers, punctuality is expected.

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 may 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

A serious infraction of the rules or conduct endangering the rights and welfare of any member of the school community will result in suspension or expulsion from St. Gabriel Consolidated School. Students who are suspended from school in an out of school suspension are not permitted to receive credit for any missed work/tests or other classroom activities. Behavior that is subject to immediate suspension or dismissal includes, but is not limited to the following items:

Continued class or school disruption

Insubordination

Physical abuse of another person

Threatening, intimidating or harassing 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 or 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

Forging school related documents

Procedures for suspension or expulsion include the following:

1. 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.
2. Students facing suspension or expulsion must be afforded an opportunity for a hearing.
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 10 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.

HARASSMENT, INTIMIDATION AND BULLYING

St. Gabriel Consolidated School is committed to maintaining an catholic environment in which every individual can work, study, and coexist without being harassed, intimidated or bullied. Harassment, intimidation or bullying means any offense or unsolicited gesture or written, verbal or physical act that is reasonably perceived as being motivated by:

1. any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or gender identity and expression;
2. a mental, physical or sensory handicap;
3. any other distinguishing characteristic; or
4. meanness

Harassment, intimidation or bullying may include, but is not limited to: verbal jokes, innuendo, propositions, threats, non-verbal gestures, touching, assault, or the display of pictures or other visual material. This includes cyberbullying.

Cyberbullying encompasses any of the already prohibited actions, such as bullying, discrimination, harassment, intimidation, and is accomplished through electronic means.

It is everyone's responsibility, teachers, parents and students, to maintain a harassment-free educational atmosphere. This includes freedom from intimidation and bullying, not only by fellow students, but also by other persons whom students encounter at St. Gabriel Consolidated School. This policy applies equally to students whether they are on or off campus.

Students who have experienced, witnessed or been made aware of any harassment, intimidation and/or bullying must report such conduct to a member of the St. Gabriel Faculty, Staff or Administration. If an investigation confirms the allegations, prompt and appropriate disciplinary action will be taken at the discretion of St. Gabriel Consolidated School, and may include, but is not limited to, suspension, expulsion and/or involvement of law enforcement authorities.

Social Networking Sites: All information that is posted to a social networking site, blog or chat (Twitter, Facebook, online gaming, etc.) must be respectful to St. Gabriel Consolidated School and its members. Pictures posted and language used on these sites must be appropriate.

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 messaging system to apprise you of the emergency closing.

SNOW POLICY

If St. Gabriel is opened for classes and buses from Lakota, Winton Woods, Princeton 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.

AFTER SCHOOL CARE PROGRAM

St. Gabriel operates an After School Care 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. After School Care is not designed for children whose parents want them to play or socialize with other children or for punitive reasons such as not doing homework. All students must be picked up by 3:00pm at which time all students will be placed in the After School Care Program.

The fee for after school care is \$10.00 per day and a \$20.00 registration fee is required. There is a family maximum fee of \$20.00 per day. If an adult is late in picking up your child, an extra fee is charged at the rate of \$25.00 for each 15 minutes late. After School Care will be provided for those children who have not been registered for a fee of \$15 per day and the registration fee will be charged after the first use. After School Care activities include a snack time, homework supervision and directed activities.

If family circumstances change during the course of the year, and after school care services are needed, approval to be in the program must come from the principal and a \$20 registration fee will be assessed.

All school rules and policies apply. All after school care personnel are authorized to enforce these policies utilizing the school Code of Conduct in the Parent Handbook.

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.

WATER BOTTLES

Water bottles are only permitted during August, September, May and June. Exceptions to this policy require a note from the student's physician.

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.

CHILD PROTECTION POLICY

All school personnel and volunteers who work with children such as coaches, scout leaders, tutors, etc. must follow the Archdiocesan Guidelines from the Child Protection decree. These guidelines include background checks and an orientation program (Virtus) dealing with the decree. The Archdiocese has committed to Virtus Training for all volunteers. All volunteers, coaches, etc. must attend the initial 3 hours of training, complete the required background check through selection.com and complete the monthly bulletins on-line in order to comply with the Decree.

Volunteers must be current on monthly bulletins or risk suspension through Virtus. All volunteers, chaperones, etc. must be Virtus trained, current on bulletins and have approved background checks.

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 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.

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 provides special programs for the school such as assemblies and field trips.

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' dens 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 and playground supervisors. When you're involved, the children see you supporting the school. All volunteers must be Virtus trained, current on training bulletins and have an approved background check through selection.com.

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 Schoolbelles.
Length should be no shorter than 3 inches above the knee.
- Grade 5: Plaid uniform jumper or skirt from Schoolbelles.
Length should be no shorter than 3 inches above the knee.
- Grades 6-8: Plaid uniform skirt from 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.
- Shorts: Navy blue (walking shorts), same material as uniform slacks may be worn in August, September, May, and June. (NAVY BLUE SKORTS ARE NOT PART OF 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 may be worn.
- Shoes: Dress or gym. NO sandals, clogs, flip flops, boots, etc.
- Socks: Plain 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. Plain navy blue leggings without patterns may be worn under the jumper or skirt from October 1 – March 31.
- Gym: Tee shirts, shorts and gym shoes (for grades 4-8). Gym shoes must be worn for all grades.
- 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.
- Hair: Hair coloring which creates a distraction or draws specific attention to an individual person is not acceptable.
- Make-Up: Make-up is not permitted to be worn.

School I.D. Badge School I.D. Badge must be worn on the shirt collar each day. It is an 8th grade privilege to use a lanyard.

Uniform jumpers and skirts must be purchased from the Schoolbelles; however, pants and shorts can be from other outlets/stores. They must be navy blue and cotton.

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. Shirts must be 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: Plain white or navy blue 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.

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, May and June.

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. Shaved letters, numbers, words, designs, etc. or Mohawk styles of haircuts are not permitted. No hair coloring which creates a distraction or draws specific attention to an individual person is not acceptable.

Facial Hair Facial hair is not permitted – students must be clean shaven at school.

School I.D. Badge School I.D. Badge must be worn on the shirt collar each day. It is an 8th grade privilege to wear lanyards.

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

SPIRIT DAYS: Every Friday is a St. Gabriel Spirit Day. Official St. Gabriel spirit shirts, sweatshirts may be worn with uniform bottoms. Only post-service SCGS sports jerseys are permitted to be worn as spirit wear.

OUT OF UNIFORM DAYS: Students must dress appropriately. No cutoffs, or any other clothing that does not keep the midsection and shoulders covered completely. Shorts must be of reasonable length; the standard length is fingertip length.

FIELD TRIP POLICY

All children attending a fieldtrip sponsored by St. Gabriel Consolidated School are required to have a signed permission slip. Extra copies of the form can be located on the school website. Emailed or faxed copies of the permission form will be accepted as long as a parent signature is present on the form. If a student does not have a valid permission slip, the student will not be permitted 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.

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

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 schoolaffiliated 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
- 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.

A. Nutrition Education

- All schools will implement the health objective relating to diet, nutrition and exercise as stated in the 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.
- 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 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.
- Bake sales are not permitted.

- SGCS will provide periodic information via newsletters, Progress Books 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 access the benefit (or lack of benefit) of this policy.

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 as well as the child's parish.

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 are 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, and testing results are factored into a student's reading grade.

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), and testing results are factored into a student's reading grade.

ENGLISH, WRITING AND SPELLING

An emphasis on developing writing skills begins in primary grades, 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.

Middle grades 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 earn high school credit in Algebra I.

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

Grade level specific science includes study of environment, life cycles, energy and motion, basic physics and chemistry. Physical well being and basic health concepts (hand washing, tooth brushing, etc.) are reinforced from grade to 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 3rd grade, have the ability to make power point presentations in their classes. Keyboard instruction is relevant in grade 2.

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. ORFF instruments are introduced as early as Kindergarten and this introduction helps students to understand and appreciate the study of musical notation.

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.
- 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 collaborates with other classroom teachers and the administration to create art forms which relate to classroom activities and school wide themes.

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.

COMPUTER SKILLS

Kindergarten will be in a formal computer class for 30 minutes a week and will learn very basic skills.

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. Religion is often taught through the reading or telling of Bible stories.

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. Kindergarten receives 30 minutes of instruction weekly.

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.

CONFERENCES AND REPORT CARDS

Parent-teacher conferences are held in October and March. Informal conferences can be arranged at the parent's convenience by calling the school teacher. Report cards are sent home twice a year, in January and at the end of the school year.

CLOTHING

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

RIGHT TO AMEND HANDBOOK

The policies, practices, and procedures of St. Gabriel Consolidated School, whether or not identified in this Handbook, may be revised or discontinued by the school administration at any time. The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.