

# St. Gabriel Consolidated School

*A National Blue Ribbon School of Excellence*

## Family-Student Handbook

2024-2025



18 W. Sharon Avenue

Glendale, Ohio 45246

513-771-5220

School Hours: 7:55am-2:45pm

[www.stgabeschool.org](http://www.stgabeschool.org)

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Dear Parents and Students,

Welcome to the 2024-2025 school year! We look forward to learning and growing together in the year ahead!

We provide this family-student handbook so that you are aware of the procedures, policies and operations 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. ***Main changes to the handbook are in bold and italic print.***

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 Final Forms platform. Please note that your signatures also mean that you agree to follow all the policies and procedures included therein.

Though we have tried to include all the important information relative to all aspects of our school, this handbook is not all-encompassing. There will always be new circumstances to consider on a case-by-case basis. 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. You will receive notification should amendments be made.

If you have any questions or concerns, please feel free to contact the school office, or me directly for assistance.

Thank you for choosing St. Gabriel Consolidated School – A National Blue Ribbon School of Excellence!

Respectfully,

Kemberly Markham  
Principal

***Any exceptions to these policies must be reviewed by the administration of St. Gabriel Consolidated School and approved by the Board of Pastors.***



## Key Contacts

St. Gabriel Consolidated School

18 W. Sharon Avenue

Glendale, Ohio 45246

School Office: 513-771-5220

Extension 1: Amy Gutman, Office Manager

Extension 2: Kemberly Markham, Principal

Extension 3: Deacon Jeff Merrell, Business Manager

Extension 5: Kristin Carvitti, School Nurse

Office Hours: 7:30-3:00 Monday – Friday,

8:30-11:30 Monday – Friday in June & August, Office closed in July

[www.stgabeschool.org](http://www.stgabeschool.org)

Latchkey Coordinator: Sandy Osborne

Latchkey: 513-703-0499

Latchkey Hours: 2:45-6:00 Monday - Friday

St. Gabriel Church

48 W. Sharon Avenue

Glendale, Ohio 45246

Parish Office: 513-771-4700

Pastor: Father Ed Burns

Advisory Commission Representatives

Jamie Hoffman

Dan Steingraeber

St. John the Evangelist Church

9080 Cincinnati Dayton Road

West Chester, Ohio 45069

Parish Office: 513-777-6433

Pastor: Father Ed Burns

Advisory Commission Representatives

Shaylen Gettelfinger

Sarah Vonderhaar

St. Maximilian Kolbe Church

5720 Hamilton Mason Road

Liberty Township, Ohio 45011

Parish Office: 513-777-4322

Pastor: Father Jim Riehle

Advisory Commission Representatives

Adam Koehlke

Cheri Swanson

Archdiocese of Cincinnati

Catholic Schools Office

100 East Eighth Street

Cincinnati, Ohio 45202

Office: 513-421-3131

Archbishop: Reverend Dennis Schnurr

Superintendent: Matthew J. Daniels

## Staff Directory

<b>Staff</b>	<b>Position</b>	<b>Email</b>
Kem Markham	Principal	<a href="mailto:k.markham@stgabeschool.org">k.markham@stgabeschool.org</a>
Amy Gutman	Office Manager	<a href="mailto:a.gutman@stgabeschool.org">a.gutman@stgabeschool.org</a>
Jeff Merrell	Business Manager	<a href="mailto:businessmgr@stgabeschool.org">businessmgr@stgabeschool.org</a>
Kristin Carvitti	School Nurse	<a href="mailto:nurse@stgabeschool.org">nurse@stgabeschool.org</a>
Gary Berning	Facilities Manager	<a href="mailto:g.berning@stgabeschool.org">g.berning@stgabeschool.org</a>
Chris Hare	Auxiliary Clerk	<a href="mailto:c.hare@stgabeschool.org">c.hare@stgabeschool.org</a>
Sandy Osborne	Latchkey Coordinator	<a href="mailto:s.osborne@stgabeschool.org">s.osborne@stgabeschool.org</a>
Katie Keenan	Coordinator of Religious Education (CRE)	<a href="mailto:k.keenan@stgabeschool.org">k.keenan@stgabeschool.org</a>
Michele Starke	Kindergarten	<a href="mailto:ms.kindergarten@stgabeschool.org">ms.kindergarten@stgabeschool.org</a>
Teri Ziska	Kindergarten	<a href="mailto:t.ziska@stgabeschool.org">t.ziska@stgabeschool.org</a>
Sue Clark	Grade 1	<a href="mailto:s.clark@stgabeschool.org">s.clark@stgabeschool.org</a>
Erina Janakievski	Grade 2	<a href="mailto:e.janakievski@stgabeschool.org">e.janakievski@stgabeschool.org</a>
Carolyn Moore	Grade 2	<a href="mailto:c.moore@stgabeschool.org">c.moore@stgabeschool.org</a>
Barbara Charles	Grade 3	<a href="mailto:b.charles@stgabeschool.org">b.charles@stgabeschool.org</a>
Pam Kelso	Grade 3	<a href="mailto:p.kelso@stgabeschool.org">p.kelso@stgabeschool.org</a>
Toni Hellman	Grade 4	<a href="mailto:t.hellman@stgabeschool.org">t.hellman@stgabeschool.org</a>
Bert Oakley	Grade 4	<a href="mailto:b.oakley@stgabeschool.org">b.oakley@stgabeschool.org</a>
Stephen Imwalle	Grade 5	<a href="mailto:s.imwalle@stgabeschool.org">s.imwalle@stgabeschool.org</a>
Katie Huelsman	Grade 6	<a href="mailto:k.huelsman@stgabeschool.org">k.huelsman@stgabeschool.org</a>
Kerry Shelton	Grade 6	<a href="mailto:k.shelton@stgabeschool.org">k.shelton@stgabeschool.org</a>
Jeff Merrell	Grade 7	<a href="mailto:businessmgr@stgabeschool.org">businessmgr@stgabeschool.org</a>
Becky Timme	Grade 7	<a href="mailto:b.timme@stgabeschool.org">b.timme@stgabeschool.org</a>
Jordan Puckett	Grade 7/8	<a href="mailto:j.puckett@stgabeschool.org">j.puckett@stgabeschool.org</a>
Patty Siemer	Grade 7/8	<a href="mailto:p.siemer@stgabeschool.org">p.siemer@stgabeschool.org</a>
Rob Bethune	Music Education	<a href="mailto:r.bethune@stgabeschool.org">r.bethune@stgabeschool.org</a>
Megan Probst	Physical Education	<a href="mailto:m.probst@stgabeschool.org">m.probst@stgabeschool.org</a>
Allison Morales	Technology	<a href="mailto:a.morales@stgabeschool.org">a.morales@stgabeschool.org</a>
Jonathan Harris	Spanish	<a href="mailto:j.harris@stgabeschool.org">j.harris@stgabeschool.org</a>
Jen Klenke	Librarian, Technology	<a href="mailto:j.klenke@stgabeschool.org">j.klenke@stgabeschool.org</a>
Chuck Lauterbach	Band	<a href="mailto:cl@musicstaffbeat.com">cl@musicstaffbeat.com</a>
Betsy Mendelsohn	Art Education	<a href="mailto:b.mendelsohn@stgabeschool.org">b.mendelsohn@stgabeschool.org</a>
Julie Crutcher	Intervention Specialist	<a href="mailto:Julie.Crutcher@hcsc.org">Julie.Crutcher@hcsc.org</a>
Emily Gatsos	Speech & Language Therapist	<a href="mailto:Emily.Gatsos@hcsc.org">Emily.Gatsos@hcsc.org</a>
Debbie Seger	Cafeteria Director	<a href="mailto:debbiehseger@gmail.com">debbiehseger@gmail.com</a>
Sarah Stumpf	Cafeteria Director	<a href="mailto:Bengalfan07@gmail.com">Bengalfan07@gmail.com</a>

# St. Gabriel Consolidated School

## 2024 - 2025 School Calendar

August '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Parent Conferences		No School/Holiday
	Closed for Summer		First and Last Days of School
	Teacher Inservice-No School for Students		Early Dismissal-1:30 pm



## **MISSION STATEMENT**

St. Gabriel Consolidated School, a Catholic elementary school for more than 150 years, is dedicated to nurturing the whole child through faith, academics, and service in a safe environment. We share a partnership with families and parishes to inspire students in discovering and using their gifts from God to make their church, school, and community better.

## **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 the Evangelist, and St. Maximilian Kolbe, and in partnership with the families of our diverse student body believes 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 through Gospel teachings, all people are called to discipleship and an awareness of social justice issues.
- We believe a child best develops spiritually, intellectually, and emotionally when nurtured in a faith-based environment.
- We believe in the pursuit of academic excellence and the individual potential for every child to succeed.
- We believe rigorous and relevant instruction with an emphasis on critical thinking will enable children to flourish in an ever-changing world.
- We believe through the combined efforts of administration, faculty, families and parishes that a safe environment of respect and responsibility exists at St. Gabriel Consolidated School.

**St. Gabriel Consolidated School is fully accredited by the Ohio Catholic Schools Accrediting Association.**

## **RIGHT TO AMEND HANDBOOK**

This handbook is not a binding contract at St. Gabriel Consolidated School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

## **ADMISSION and REGISTRATION**

St. Gabriel Consolidated School serves the parishioners of St. Gabriel, St. John the Evangelist and St. Maximilian Kolbe. Our first priority is to educate students from these parishes as space permits. All registrations will be accompanied by a \$175 per family non-refundable registration fee. The pastor and principal always reserve the right to accept or deny enrollment of all Catholic/non-Catholic students.

### **NON-DISCRIMINATORY POLICY**

No student may be excluded from St. Gabriel Consolidated School solely because of race, color, national/ethnic origin, or ancestry.

### **APPLICATION and ENROLLMENT PROCESS**

St. Gabriel Consolidated School students are motivated to succeed, accountable for their actions, accepting of others, and maintain a positive relationship with Christ. Therefore, students accepted into St. Gabriel Consolidated School will be those who demonstrate such qualities.

Each student must provide evidence that he/she is capable of successfully completing the educational program offered by the school and present a record of good conduct and good attendance. Applicants in grades 1-8 must provide school records, including a current report card, teacher recommendation, and standardized testing results. Acceptance of registration at St. Gabriel Consolidated School is not considered final until all documents, forms, records from previous school(s), and fees are completed and reviewed by the administration. Children must be six on or before August 31<sup>st</sup> of the current year to enroll in first grade. All new students are subject to interview and assessment by the school staff before acceptance.

New students seeking admission to St. Gabriel Consolidated School must complete the application process:

- Parents/guardians complete all required information in Final Forms by the established deadline.
- Parents/guardians register in FACTS and pay the \$175 registration fee.
- Parents/guardians submit the required documentation, including birth certificate, release of records form, teacher recommendations, current report cards, and any other relevant documents such as custody agreements, special education documents such as 504, ETR/IEP/Accommodation plans, or EL plans.
- The administration will contact the parent/guardian to schedule an in-person screening on predetermined dates. Students must complete an in-person math and reading assessment and screening by the established deadline to be considered for admission.

The administration will review the application and screening information. Upon completion of the application process, students may be enrolled. Class space will be allocated as follows after each shadow day:

1. Present students have the benefit of on-going enrollment. All returning students must re-register with FACTS prior to March 1, 2025. Tuition and fees must be paid in full by April 30, 2025.
2. Siblings of present students K-8 who enroll by the specified enrollment date.
3. New entrants, in grades K-8, from the three (3) parishes. Parish students must have prior approval from their pastors.
4. Non-parish entrants in grades K-8.

The application window for the upcoming school year opens in December, 2024 and closes in June, 2025 for grades 1-8. Registration for kindergarten closes on Friday, August 8, 2024. Exceptions to this rule will be reviewed and determined by the building principal.

St. Gabriel Consolidated School maintains the right to refuse admission or terminate enrollment if parent or guardian exhibits behavior, or spoken or written communication that fails to support the school rules, mission, staff, or administration.

New students will be admitted on a probationary period of one year which is contingent upon the student's academic progress, effort, discipline, attendance and meeting all financial obligations. Enrollment will be terminated if the school cannot meet the student's instructional needs, if the student has not completed the required assignments, if the student has more than 15 unexcused absences or tardies, or the student has neglected to participate in the educational process of the school. Serious or repeated acts of misbehavior are also cause to terminate enrollment.

### **EDUCATING STUDENTS WITH SPECIAL NEEDS**

St. Gabriel Consolidated School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. Special needs situations in any grade are subject to review by the administration and special education staff. An ETR, IEP, service plan, 504, accommodation plan, or behavior plan must be provided when applying for admission. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

### **KINDERGARTEN SCHOOL AGE 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. Letters of recommendation from preschool/daycare teachers are required if the child has had prior school experience. Children eligible for kindergarten must be five on or before August 31<sup>st</sup> 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. New students will be admitted on a probationary period of one year.

### **ACCURACY OF INFORMATION STATEMENT**

Failure to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

### **VOLUNTARY WITHDRAWAL OF STUDENTS**

Any school property, including but not limited to, library books, novels, non-consumable textbooks, school-owned technology, must be returned. Additionally, any and all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met.

## **FAITH FORMATION**

Children of all faiths are welcome at St. Gabriel Consolidated School. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Catholic religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati. Each grade level participates in the Circle of Grace curriculum for our Safe Environment instruction. 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 by the child's parish.

## **SCHOOL MASSES**

Each class attends Mass weekly. Masses are celebrated at 8:30 a.m. in St. Gabriel church. Reverent behavior and participation is expected at Mass. All parents are welcome to attend student Masses. Except for circumstances such as Ash Wednesday, holy days of obligation not falling on Thursdays, or the End of School Year Mass, 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.

## **ACADEMIC PROGRAM**

Students at St. Gabriel are exposed to challenging, well-rounded curriculum. St. Gabriel Consolidated School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards.

### **Language Arts**

In kindergarten, 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, storytelling, reading to children, as well as learning centers, 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.

The primary 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.

In the middle grades, vocabulary, literary elements, and comprehension are continually stressed while exposing students to, and teaching an appreciation of, literature and nonfiction texts. Trade books associated with time periods covered in social studies and science are used.

Junior high students also receive a strong foundation in vocabulary instruction. They experience short stories, plays, poetry, mythology, and novels as they delve deeper into literary elements. Junior high also emphasizes nonfiction strategies to help aid in comprehension.

Students will have growth in reading assessed through iReady three times a year. Based upon the results, students will have an online personalized learning path to help address skills appropriate to the student's learning level.

Independent reading on students' own time is a required part of reading class in order to further develop reading skills.

### **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 to review conventions, spelling, and grammar.

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.

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**

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.

Primary 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, percent, 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 eighth grade, students enrolled in the Algebra class have the opportunity to earn high school credit in Algebra I. The credit is given at the discretion of the high schools the students attend.

Students will have growth in math assessed through iReady three times a year. Based upon the results, students will have an online personalized learning path to help address skills appropriate to the student's learning level.

## **Social Studies**

At the primary grades, students study family, neighborhood, and community. Days of historical significance are integrated into language arts and/or social studies as appropriate.

In fourth grade 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.

In the middle grades students learn the basics of America's roots and development. An overview of world cultures focuses on the geography, history, religions and cultures of the people and places in the global community. Students will learn about economic impacts of civilizations. An awareness of the power of the individual in shaping the past and present is fostered in the students.

Junior high completes a study of ancient cultures and their link to American history, along with a developed understanding of economic principles. Social studies classes stress vocabulary, chronology, cause and effect, theme, generalization, essay writing, and nonfiction reading skills.

## **Science and Health**

Grade level specific science curriculum includes life science and physical/earth sciences through the study of our 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. The school nurse and physical education teacher may present lessons in health.

Students in all grades will participate in two STEM (Science, Technology, Engineering, and Math) special classes per month as a way to supplement the curriculum and enrich the students' understanding of concepts.

## **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 up to 45 minutes.

## **Computer**

Students in grade K-8 use age-appropriate software that enhances the curriculum of that grade. Activities include: introduction to Microsoft, Google, and Apple platforms, including instruction in saving, deleting, and copying files, creating directories and in understanding pathways to open files. Computers and/or iPads are available to classrooms in all grades for their use during the day. Keyboard instruction begins in grade two. Beginning in third grade, students have the ability to make power point or google slide presentations in their classes. Students are taught how to use various elements in Google classroom that may be used for assignments in or out of the classroom. Computer teachers will provide a trimester grade for all 4<sup>th</sup> through 8<sup>th</sup> grade students that will be part of their English class average.

## **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**

Both Beginners and Advanced band instruction is available to interested students in grades 4-8. Classes are held on Friday afternoons. There is an additional fee for students who wish to participate in band.

## **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. If a student is unable to participate in physical education due to illness or injury, please complete and submit a Physical Education form found on the school's website, or physician's documentation.

## **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.

## **STANDARDIZED TESTING**

All pupils in grades K through 8 at St. Gabriel Consolidated School will engage in formal testing following the Archdiocese of Cincinnati and State of Ohio requirements. The iReady diagnostic will be given in fall, winter, and spring to all students. Students in grades 2 through 8 will also take the Assessment of Religious Knowledge (ARK) in the spring. All students in required grade levels will take the ARK regardless of religious affiliation. Students in grades 5 and 8 also take a standardized science test per State of Ohio requirements.

## **ASSIGNMENTS**

Students are expected to complete all assignments with thought and care per the teacher's guidelines. In order to receive full credit for an assignment, directions must be followed, work must be shown and legible, and the assignment must be complete. Students are not permitted to complete assignments during homeroom on the day it is due without the teacher's permission.

Late assignments will be graded less 10% for each day an assignment is overdue. Any assignment more than 5 days late will result in a zero grade.

Students and teachers in grades 4-8 will be using demerit cards as a form of home/school communication. Students with missing or incomplete assignments will receive a demerit and must have their demerit card signed by a parent/guardian on Thursdays and return it to school on Friday or a second demerit will be issued.

Demerits are accumulated by trimester. If a child in grades 4-8 reaches 5 academic demerits for missing, late, or incomplete assignments in a trimester, a detention will be assigned and a referral made to the office. The 10th demerit will result in a second assigned detention, a referral made to the office, and communication with parents, and the 15th may result in a half-day in-school suspension in addition to the detention. Continued excessive missing or incomplete assignments will not be tolerated and could result in suspension or expulsion. Students with incomplete or missing assignments may be pulled from special area classes or recess to complete assignments at the discretion of the classroom teacher.

## **GUIDELINES FOR HOMEWORK COMPLETION**

Homework is an integral part of the academic program because it reinforces skills and concepts taught during class. It provides extra practice, fosters independence, develops good study/work habits, and provides the parents with information about the materials being presented. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, study for a test, etc. The parent's role is to support as a facilitator of good practices and to check for completion.

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 ensure the amount of time spent is reasonable. The following guidelines show the timing of daily homework:

Kindergarten: 15-20 minutes  
Grades 1-3: 20 to 45 minutes  
Grades 4-6: 45 to 90 minutes  
Grades 7-8: 60 to 120 minutes

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 no homework.

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, neighbor, or the Latchkey Teacher where parents may pick up assignments until 5:30 p.m. Assignments may also be sent to the pick-up bin in the front of the school building.

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. 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 unexcused absences (i.e. family vacations, trips, sports, 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.

## **GRADES AND GRADING**

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.



### Grades 4-8

A+	99-100%	A	95-98%	A-	93-94%
B+	91-92%	B	87-90%	B-	85-86%
C+	83-84%	C	79-82%	C-	77-78%
D+	75-76%	D	72-74%	D-	70-71%
F	below 70%				

### Grades K-3

O Outstanding	S+ Very Good	S Satisfactory progress
N Needs improvement	U Unsatisfactory progress	

### REPORTING STUDENT PROGRESS

Trimester report cards will be sent home at the end of the first and second trimester and available to parents on Progress Book at the end of the school year. Parents of students in grades four through eight have access to grades on Progress Books throughout the year, and all parents are encouraged to check grades periodically. An interim report will NOT be sent home. In grades one to three, an interim 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.

Parents are encouraged to contact the teachers at school when they have some concerns about their child's learning or performance. The teacher will try to return your call/email. Parent-teacher conferences are held for all students in October and at a teacher's request in March. Informal conferences can be arranged by contacting the teacher.

### 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 exceptional work on school assignments, extra credit work, and participation in class.

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 12-15 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. Attendance awards are also given each trimester and yearly.

### **COUGAR CHARACTER AWARD**

Students are recognized for showing outstanding citizenship for the trimester. In grades K-3, those students who did not lose a recess as a result of accumulated discipline consequences are rewarded with an out of uniform day at the end of each trimester. In grades 4-8, students who did not serve any detentions are rewarded with an out of uniform day at the end of the trimester.

### **PROMOTION/RETENTION**

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team.

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, have passed classes for the year, and have achieved a level of maturity appropriate for the next grade. Third graders will be required to comply with any Third Grade Reading Guarantee requirements from the state of Ohio in order to be promoted to fourth 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 tutoring plan with a certified professional that is approved by the principal.
4. Students who fail to complete required summer school work will not be permitted to return to St. Gabriel Consolidated School. In the case of an 8<sup>th</sup> grade student failing to complete required summer school work, the high school will be notified which may impact the student's admission.
5. Students missing more than 20 days may be retained in the present grade and/or be 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 the principal's discretion for 8th grade students required to attend summer school or who have outstanding financial obligations.
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 unless approved by the principal.

### **EXTRA CURRICULAR ELIGIBILITY**

In grades five through eight, 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 Booster athletics, drama, or other school sponsored 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 trimester or at the next interim grade. For 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.

Students will not be permitted to participate in extra-curricular activities for the trimester if they accumulate 10 demerits (academic/behavior or combined) in a trimester.

## **STUDENT SUPPORT PROGRAMS**

St. Gabriel Consolidated School has student support programs that are offered via a response to intervention (RTI) method. The referrals are made by the child's teacher and administration. Students may receive intervention services from a Title I Reading teacher through the Princeton City School district, an intervention specialist from Hamilton County Educational Services Center, and/or a speech and language pathologist from Hamilton County Educational Services Center depending on eligibility and availability in the provider's schedule.

## **TEMPORARY HOME INSTRUCTION**

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

## **RECORDS REVIEW**

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. A divorce or change in custody does not typically change the rights of a natural parent to the child's records.

## **WITHDRAWAL/DISENROLLMENT FOR ACADEMIC REASONS**

A student may be asked to withdraw for academic reasons from St. Gabriel Consolidated School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Gabriel Consolidated School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

## **ATTENDANCE**

### **MORNING ARRIVAL**

Students will be admitted at the Flag Door entrance on Sharon Road and in the back parking lot at the entrance of St. Mary's Hall from 7:35 until 7:55 am by a staff member. Students in grades 5-8 will report directly to their homeroom upon arrival. Students in grades K-4 will wait in SMH to be dismissed to their homerooms at 7:45. For safety reasons, parents will not be permitted to escort their children into the classroom. Parents who need to enter the building during the morning drop off time should use the Flag Door entrance and must sign in and out at the school office. Buses generally arrive at school between 7:35 and 7:50 each morning. Students unload in front of the building and enter through the Flag Door entrance.

### **PRIVATE CARS**

Students who arrive by car are not permitted in the building prior to 7:35 a.m. Due to significant safety concerns, students may not be left unattended outside the building prior to the drop-off time of 7:35 a.m. Parents dropping off children and leaving them unattended prior to 7:35 a.m. may be reported to the appropriate authorities. Parents who bring their children to school are asked to use the parking lot to drop them off. If using Sharon Road, please do not create a hazard for the buses. The Glendale Police recommend a right turn only out of the school parking lot. Due to environmental concerns, please do not allow your engines to idle more than 5 minutes when dropping off or picking up the children.

### **AFTERNOON DISMISSAL**

Kindergarten students will be dismissed to parents on the church side of the building at 2:40 prior to the rest of the school. Bus riders will be escorted to their buses along Sharon Road and Church Avenue. Parents may park in the back parking lot, but may not use the church roundabout or rectory lot.

Bus riders in grades 1-8 will be dismissed at 2:45 and escorted to their buses along Sharon Road and Church Avenue. Latchkey students will be dismissed to St. Mary's Hall at 2:45. Car riders in grades 1-8 will be dismissed to parents and guardians in front of the school once bus riders have cleared the area. Parents may park in front of the school or in the back parking lot. The back parking lot will be opened at 2:35 or whenever classes clear the area. Additional public parking across the street from the school is also available. The school must be notified if a student has permission to walk home. Walkers will be dismissed with pick-up students. All students must use sidewalks and crosswalks. A crossing guard is generally on duty each day at dismissal.

Students frequently forget changes to their schedule or routine. 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 send a note, email or call the school office prior to 2:00 p.m. Do not leave a message on the teacher's voicemail.

If you are running late, please notify the school. Any student who is not picked up by 2:50 will be sent to Latchkey and subject to Latchkey fees.

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 AND if the district allows alternate drop-offs.

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.

Parents or an authorized adult must report to the office to meet their children when they are being dismissed early to be signed out.

### **DAILY ATTENDANCE/ABSENCES**

Regular attendance is necessary if one is to be successful in school and to establish a good scholastic record. Students are expected to be in attendance for all days which are scheduled for instruction. Absent students miss valuable class instruction,

discussions, and continuity of work. Parents should consider it a serious obligation to have their children attend school daily. Excessive unexcused absence or tardiness may result in a failure to pass the current grade. The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences is defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

Students arriving AFTER 8:00 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 as an early dismissal.

### **Reporting an Absence**

You must call the school by 8:15 a.m. (513-771-5220) if your child will not be attending that day. A message left on voice mail must include the caller's name, the student's name and grade level, and the specific reason for the child's absence.

### **Excused Absences**

A child should not report to school if he/she is ill or has any of the following symptoms: diarrhea, shortness of breath or difficulty breathing, or vomiting. Additionally, a student should not report to school if he/she has a temperature of 100° or higher. Temperature should be less than 100° without the use of medication. Students should be fever and symptom free for 24 hours before returning to school. Children may return to school following a contagious or communicable disease with a physician's statement for readmission. If a child misses more than 3 consecutive days for illness, the parent must contact a doctor and present a doctor's note when they return to school. Section 3301-69-02 of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

If a student becomes ill or presents a temperature of 100° or higher during the school day, he/she will be sent home. **Parents must have an emergency contact that can pick up their sick child within 30 minutes of the school's initial phone call.** Children who must leave school early due to illness must be signed out in the main office.

As much as possible, please avoid making medical appointments during school hours. When necessary, please notify the school office in advance of the appointment. Arriving late, leaving early, or leaving and returning to school for medical appointments will be considered an excused tardy. All students must have a parent sign them in and out in the school office when arriving late, leaving early or returning to school following an appointment. Students should bring the appropriate appointment excuse note when they return to school.

Eighth grade students should use days off for in-service and parent-teacher conferences for high school shadow days. In addition, three (3) days will be excused for the purpose of high school shadowing. Prior notice must be given to eighth grade homeroom teachers and the school office for shadow days to be considered excused absence. Eighth grade 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.

### **Unexcused Absence**

Absences other than illness, death in the family, or family emergencies are unexcused absences. Absences for the purpose of family vacations, trips, sports, etc. during the school term are discouraged. The school must be informed ahead of time that the child will not be at school and the absence goes on record as an unexcused absence. 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. Excessive absence and truancy from school will warrant proper corrective action in accordance with Ohio law and may result in a failure to pass the current grade or in disenrollment from St. Gabriel Consolidated School.**

### **TARDINESS**

If students arrive after 7:55am, they will be buzzed in the front doors to the office and given a tardy slip to turn in to the homeroom teacher unless it is due to a late bus. Students must be in their homerooms, unpacked, and ready for school to begin at 8:00 a.m. If a child has a doctor or dentist appointment and comes in tardy, they should bring in the doctor's note so that the tardy is recorded as an excused tardy.

Tardiness is recorded on the permanent record card and becomes part of the attendance record. If a student has *five unexcused tardies, the student will receive a color change or a demerit for every additional tardy during the school year. If a child has fifteen unexcused tardies, the principal may meet with the parent to determine whether the student will continue to be enrolled at St. Gabriel. Excessive tardiness will not be tolerated and could result in suspension or expulsion.*

## **ATTENDANCE UNDER SPECIAL CIRCUMSTANCES**

St. Gabriel Consolidated School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Gabriel Consolidated School when determining whether to admit or retain a student.

### **STUDENT PREGNANCY**

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

### **GENDER IDENTITY**

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

## **HEALTH AND SAFETY**

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. **Parents must have an emergency contact that can pick up their sick child within 30 minutes of the school's initial phone call.**

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. If your child experiences an injury or illness that prevents him/her from participating in physical activities, please complete a Physical Education Form and notify the PE teacher and school nurse.

All staff members will have training in first aid for choking, blood-borne pathogens, as well as Epinephrine auto injector administration.

## **MEDICAL INFORMATION**

At the beginning of each school year, parents/guardians will provide current medical information for the students through Final Forms and by contacting the school as necessary. If information changes during the school year, parents/guardians must contact the school with the updated information.

## **ADMINISTRATION OF MEDICATION**

St. Gabriel Consolidated School follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

### Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
- 2) The school receives a statement, signed by the prescriber, that includes the following information:
  - a) The name and address of the student;
  - b) The school and class in which the student is enrolled;
  - c) The name of the drug and the dosage to be administered;
  - d) The times or intervals at which each dosage of the drug is to be administered;
  - e) The date the administration of the drug is to begin and end;



- f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
  - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
  - 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
  - 5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
  - 6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent/guardian; and
- (11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

## **MEDICATION ADMINISTERED AT SCHOOL**

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

## **DIABETIC CARE POLICY**

St. Gabriel Consolidated School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

St. Gabriel is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;

1. Responding to blood glucose levels that are outside of the student's target range;
2. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
3. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
4. Providing oral diabetes medications;
5. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
6. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
7. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

## **SCHOOL ADMINISTRATION OF DIABETES MEDICATIONS**

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:
  - a) The name and address of the student;

- b) The school and class in which the student is enrolled;
  - c) The name of the drug and the dosage to be administered;
  - d) The times or intervals at which each dosage of the drug is to be administered;
  - e) The date the administration of the drug is to begin;
  - f) The date the administration of the drug is to cease;
  - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
  - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
  - 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
  - 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
  - 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

## **STUDENT ADMINISTRATION OF DIABETES MEDICATIONS**

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

## **NON-RESTRICTION DISCLAIMER**

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care.

The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

## **POLICY ON STUDENT USE OF MARIJUANA**

St. Gabriel Consolidated School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Gabriel Consolidated School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

## **CHILD PROTECTION POLICY**

St. Gabriel Consolidated School follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

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 (SafeParish) dealing with the decree. The Archdiocese has committed to SafeParish Training for all volunteers. All volunteers, coaches, etc., must complete the initial on-line training, complete the required background check through selection.com, and complete the quarterly bulletins on-line in order to comply with the Decree. All volunteers, chaperones, etc., must be SafeParish trained, current on bulletins and have approved background checks.

## **IMMUNIZATIONS**

St. Gabriel Consolidated School complies with the minimum immunization requirements set forth by Sections 3313.67 and 3313.671 of the Ohio Revised Code. Although St. Gabriel Consolidated School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

## **HEALTH SCREENINGS**

The school health associate conducts periodic screenings for vision and hearing 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.

## **SAFETY PLAN**

St. Gabriel Consolidated School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Gabriel Consolidated School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state. 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 emergency folders to account for every child.

**TORNADO DRILLS:** Monthly tornado drills are held in April and May.

**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, book bags, 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.

## **SCHOOL WELLNESS POLICY**

In an effort to plan for the nutritional, emotional, 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 are 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, emotional well-being, 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 extracurricular activities and time spent on a weekly basis.

## STUDENT CODE OF CONDUCT

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. Discipline will be administered whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences. Fighting, improper language, and disrespect will not be tolerated. All adults on staff are responsible for student discipline in the school.

St. Gabriel Consolidated School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Gabriel Consolidated School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, St. Gabriel Consolidated School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

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 Latchkey and on the bus. 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.

### CODE OF CONDUCT EXPECTATIONS

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements, or conduct are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
8. Books and materials are to be handled with care. Books must be covered and re-covered, as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
12. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
13. Students are to be orderly in the halls and classrooms at all times so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without the permission of a faculty or staff member.

14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parents/guardians. Students must also obtain the permission of the principal or teacher before leaving the school.
15. Students will be respectful in words and actions in the restroom and will maintain the privacy of others while there.

## **CONDUCT IN OR OUT OF SCHOOL**

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

St. Gabriel Consolidated School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

### **CODE OF CONDUCT DISCIPLINE Grades K-3**

Grades K-3 use 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.

All students begin each day on green. If a student receives a behavior warning, they move their clip down to yellow, followed by red. Parents receive a behavior notice on a daily basis if their children have a yellow or red for the day. Accumulated color changes in a trimester may result in a recess detention, referral made to office, and parent contact. Students may not earn the Cougar Character out of uniform day after a recess detention.

### **CODE OF CONDUCT DISCIPLINE Grades 4-8**

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, school personnel, latchkey personnel, or principal.

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 and the frequency of behaviors.

#### **1 Demerit**

- Out of uniform
- Talking
- Failure to return detention slip or conduct card
- Unprepared for class
- Tardy or late for class
- No Student I.D. badge
- Inappropriate horseplay in the classroom, hallway or cafeteria
- Not listening or following directions

#### **2 Demerits**

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



### 3 Demerits

- Disrespectful or hurtful behavior toward a person or property
- Disrespectful, inappropriate language or non-verbal communication including gestures
- Damage to property
- Lost conduct card
- Bus referrals

### 4 Demerits

- Misuse of technology including laptops, iPads, and personal cell phone
- Cheating/plagiarism
- Forgery

### 5 Demerits

- Fighting
- Harassment/threatening behavior
- Stealing
- Disrespect of person or property on social media
- Use of derogatory language including racial, ethnicity, or gender slurs

Demerits are accumulated by trimester. If a child (grades 4-8) reaches 5 demerits in a trimester, a detention will be assigned and a referral made to the office. The 10th demerit will result in a second assigned detention, referral made to the office and communication with parents, and the 15th may result in a half-day, in-school suspension in addition to the detention. Further problems in a trimester can lead to an out-of-school suspension and/or removal from school. Students who receive a detention during the trimester do not earn the Cougar Character out of uniform day.

Demerits are reflected on the report card with the Personal Development grade. If a student has a detention during the trimester, the student will have an “N/needs improvement” in the Personal Development section. If a student has less than 5 demerits for the trimester, the student will have a “G/good” in Personal Development.

Students and teachers in grades 4-8 will be using demerit cards as a form of home/school communication. Students who are assigned a demerit must have their demerit card signed by a parent/guardian on Thursdays and return it to school on Friday or a second demerit will be issued.

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 grades 4-8 consists of a student remaining for one hour after school 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 the next two Wednesdays. It is imperative that parents arrange for detained students to be picked up at 3:45 p.m. from detention by going to the detention room assigned for that day. Children in detention not picked up at 3:50 p.m. will be sent to Latchkey. All fees associated with Latchkey will be charged.

The purpose of detention is to address opportunities for student growth. Students serving detentions will also be required to write a reflection during their detention that focuses on a respectful, responsible improvement plan to avoid future detentions. This reflection must be signed by the parent and returned the day after the student served the detention. The homeroom teacher must approve the reflection and will give the signed reflection to the principal.

## SUSPENSION AND EXPULSION

Repeated or serious acts of misbehavior are subject to suspension *or expulsion*. Students who accumulate 15 behavior demerits in a trimester will be placed in an in-school suspension for one half of a school day. Continued violations of school rules may result in an out-of-school suspension or expulsion. 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.

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:

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.

- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

## **SEARCH AND SEIZURE**

St. Gabriel Consolidated School reserves the right to search and inspect school property used by students at any time. St. Gabriel Consolidated School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

## **CHEATING AND PLAGIARISM**

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

## **ILLEGAL SUBSTANCES**

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

## **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 all costs necessary to repair the damage.

## **HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

It is the policy of St. Gabriel Consolidated School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

### Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

### **Types of Conduct**

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  - Posting slurs on the Internet, websites, blogs, or social media/networks;
  - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
  - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### **Complaints Regarding Harassment**

#### **Formal Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

### Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

### Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

## **CRIMINAL MISCONDUCT**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

## **CONDUCT DISCLAIMER**

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

## **FINALITY OF DECISIONS**

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

## UNIFORM POLICY

### **All uniforms must be in good repair (no holes, stains, etc.)**

Girls Grades K-4:	Plaid uniform jumper (Pinafore style only) from Shaheen's or Schoolbelles. Length should be no shorter than 3 inches above the knee.
Girls Grades 5-8:	Plaid uniform skirt from Shaheen's or Schoolbelles. Length should be no shorter than 3 inches above the knee.
Girls Pants:	Plain navy blue twill only, no corduroy. No pants are to be worn under jumpers or skirts. Plain navy blue leggings without patterns may be worn under the jumper or skirt from October 1 – March 31.
Boys Pants:	Plain navy blue twill; NO cargo or corduroy pants.
Unisex Shorts:	Navy blue (walking shorts), same material as uniform slacks may be worn in August, September, October, April, May, and June. (NAVY BLUE SKORTS ARE NOT PART OF UNIFORM).
Unisex Collared Shirt:	Solid white or pale blue, long or short sleeve, oxford or knit shirt TUCKED IN. No ornamentation or symbols. If an additional shirt is worn underneath the uniform shirt, it must be plain white with no writing.
Unisex Sweater:	Solid navy blue or solid white, no ornamentation, no hood; collared uniform shirt must be worn underneath
Unisex Sweatshirt:	ONLY an approved St. Gabriel Consolidated School sweatshirt, jacket, or fleece OR a plain, solid navy blue or white sweatshirt with no ornamentation may be worn. Hoodie sweatshirts are not permitted. A collared uniform shirt must be worn underneath a sweatshirt.
Unisex Shoes:	Dress shoes or gym shoes only. NO sandals, Crocs, clogs, flip flops, boots, etc.
Unisex Belts:	Must be worn (grades 1-8). No pants may have belt loops cut off. Belts may be black, blue or brown. Kindergartners do not need to wear a belt with their pants/shorts.
Girls Socks:	Plain navy blue, black, or white knee-hi socks, anklets, or tights; socks must be worn and MUST BE VISIBLE above the shoe tops
Boys Socks:	Plain white, navy blue, or black socks must be worn and MUST BE VISIBLE above the shoe tops.
Jewelry:	Small post earrings, simple chain, one simple ring on a hand, and/or watch. Wristbands or bracelets are to be limited to one per wrist. Students are <u>not</u> permitted to wear Smartwatches.
Girl's Hair:	Hair coloring or accessories which creates a distraction or draws specific attention to an individual person is not acceptable. Hats and headgear are not permitted in the school or sanctuary.
Boys 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. Hats and headgear are not permitted in the school or sanctuary.
Make-Up/Nails	Make-up is not permitted to be worn. Nails must be natural length (no nail extensions). Only clear nail polish is permitted. Tattoos are not permitted.

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 8 <sup>th</sup> grade privilege to use a lanyard.
Physical Education:	Students do not change into a different uniform for PE. Girls may remove their jumpers or skirt during PE if they have appropriate fingertip length shorts on underneath.

Uniform jumpers and skirts must be purchased from Shaheen’s or Schoolbelles, however, pants and shorts can be from other outlets/stores. They must be navy blue and twill cotton. Pants and shorts may not be cargo style and may not be drawstring waist style.

### **SPIRIT DAYS**

Every Friday is a St. Gabriel Spirit Day. Official St. Gabriel spirit shirts or spirit wear 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 for our Catholic school setting. No cutoffs, or any other clothing that does not keep the midsection and shoulders covered completely. Clothing that promotes alcohol, drugs, violence, or political position is not permitted. Pajamas are not permitted on out of uniform days. Shorts (during August, September, October, April, and May only) must be of reasonable length; the standard length is fingertip length. Girls may wear leggings only when covered with a tunic length top. Students deemed to be dressed inappropriately will either have to change into a school uniform or appropriate attire or they will be sent home.

## **PARENT/GUARDIAN INFORMATION**

### **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.

### **CHANGE OF ADDRESS**

Please ***update Final Forms and*** notify the school office of any change of address or phone number, including work or emergency numbers.

### **COMMUNICATION**

Parents can expect a weekly email communication from the school office with pertinent information for the upcoming week. It is an expectation that parents take time each week to read the email thoroughly.

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can be available to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation. Dedicated time is set aside each school year for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

### **CONFIDENTIALITY REGARDING STUDENTS**

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

### **COOPERATION AS CONDITION OF ENROLLMENT**

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Gabriel Consolidated School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.



## CUSTODY

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. St. Gabriel Consolidated School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

## EMERGENCY CLOSING OF SCHOOL DUE TO WEATHER/SNOW DAY POLICY

**Please Do Not Phone the School or Rectory!** You will be notified via a phone call and/or email from our rapid notification service. Information will also be posted on the St. Gabriel Connect Facebook page. Be sure your contact information is current in Final Forms. 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 and Lakota 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. **If St. Gabriel is on a delay, parents may not drop off students before the delayed opening time. For example, if the school is on a two-hour delay, parents may not drop students off before 9:35 am (two hours after the normal opening time of 7:35 am).**

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.

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.

## LATCHKEY PROGRAM

St. Gabriel operates a Latchkey 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. Latchkey 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 2:50 p.m. at which time if they are not, they will be placed in the Latchkey Program.

The fee for Latchkey is **\$15.00 per day**. There is a family maximum fee of \$30.00 per day. If an adult is late in picking up a child after 6:00 p.m., an extra fee is charged at the rate of \$25.00 for each 15 minutes late. Latchkey activities include a snack time, homework supervision and directed activities.

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

## **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 three times during the year, usually in September, January and May.

The PTO sponsors fundraising and provides a wide variety of special programs for the school such as assemblies and field trips.

## **SOCIAL MEDIA**

St. Gabriel Consolidated School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

## **STUDENT DIRECTORY**

A class directory will be offered for each grade level. Parents/guardians determine what information will be shared in the class directory on their Final Forms Student Directory page.

## **TECHNOLOGY**

Use of the internet at St. Gabriel Consolidated School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While St. Gabriel Consolidated School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Gabriel Consolidated School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

## **THEFT OR LOSS OF PERSONAL PROPERTY**

St. Gabriel Consolidated School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St. Gabriel Consolidated School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St. Gabriel Consolidated School will report to authorities and prosecute all thefts or vandalism to property.

## TUITION POLICIES

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. ***Tuition for the 2024-25 school year is \$6350.***

2. All families are required to enroll in FACTS and select a payment plan. Families will be able to pay in full or utilize payment option plans.
3. A list of registered students will be sent to each parish for confirmation of parish status eligibility. Additions and deletions to this list will be sent by the school to the parish office as they occur. Parishes will notify the school if movement occurs from the parish.
4. 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.
5. NSF and late fees are charged through FACTS. FACTS will keep the school aware of late or non-payment of tuition. Circumstances may arise within a family where tuition payments are delayed. Families need to communicate these circumstances to the business manager (513-771-5220 x3) prior to the payment due date. Upon non-payment of tuition, the school will make a decision regarding the continued attendance of the student. The principal will have the final determination.
6. 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, Latchkey fees, missing book fees, iPad/laptop fees, and missing athletic uniform fees. In addition, access to Progress Books will be disabled until all financial obligations are current.
7. Any student who attends any part of the school trimester and withdraws will be charged for the trimester in which the withdrawal takes place. Withdrawal of a student must be directed to the school office in writing with indication of the official date of withdrawal
8. St. Gabriel Consolidated School accepts Ed Choice Traditional and Expansion Scholarships. Scholarship recipients must come into the school to endorse scholarship checks or give authorization to the school to sign the checks. Tuition payments must be made until scholarships are awarded. Tuition overpayments will be returned to families.

## USE OF STUDENT PICTURES/INFORMATION

The student media release allows St. Gabriel Consolidated School or its designee(s) to videotape and/or photograph students and/or student work while they are at school or while they are attending school-related activities on or off-campus. The videos or photographs may be used for publicity purposes or posted on the school's social media pages. Parents/guardians may revoke permission for student photos to be used in the Final Forms Media Release form. Demographic information about the children will not be published.

## VISITORS

All visitors are to report to the school office before proceeding anywhere in the building. Visitors must wear a badge when they are in the building and must sign out in the office when leaving the school. Forgotten lunches, lunch money, school books, etc. should be brought to the school office. Classroom visitation for these purposes is not allowed.

## **VOLUNTEERS**

Volunteers are essential to the well-being of our school programs. We welcome parent, guardian, and grandparent volunteers on many occasions. Volunteers must report to the office, sign in, and wear a visitor badge while in school. PTO asks for volunteers at its meetings, coaches are volunteers through the Boosters, and the school needs volunteers in a variety of capacities such as in the lunchroom, the library, the computer lab, in special classroom activities and as field trip chaperones. All volunteers must be SafeParish trained, current on training bulletins and have an approved background check through selection.com. It is expected that volunteers follow the guidelines set forth in the Decree on Child Protection. Volunteers may be asked to sign the Volunteer Confidentiality Form prior to volunteering.

## **WITHDRAWAL/DISENROLLMENT OF STUDENTS BASED UPON THE CONDUCT OF PARENTS/GUARDIANS**

St. Gabriel Consolidated School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

## **GENERAL SCHOOL INFORMATION**

### **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 they 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 required. Do not send in balloons or gifts for student birthdays.

### **BOOKS**

All hardback books taken out of the school building **must** have a cover on them. Parents are urged to encourage their children to take good care of the books. Fines will be assessed for damaged or lost books at the end of the school year.

### **CAFETERIA/LUNCH**

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 65 cents. Menus are posted in Progress Book and on the school website.

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. Students may not bring carbonated beverages or excessive amounts of sugar-filled items when bringing lunches from home.

Guests that bring lunch to school to eat with students must sign in to the school office and may wait outside the cafeteria for students to arrive. Guests must sign out in the office when leaving the building.

There is a daily charge of \$3.50 for a hot lunch. Children are their name badges 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 at MySchoolBucks.com as well as making payments on line with a convenience fee of \$1.95 per deposit transaction. Only families with a negative balance of \$10 or more will receive an email from school each 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 (over \$75 owed by a family), students will be required to bring lunches from home until accounts are brought up to date.

Reduced or free lunch is available according to government guidelines. Please ask the cafeteria director or school office 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.

### **CELL PHONES/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 (including Smartwatches) is not permitted on school grounds or during school related activities (i.e. while being transported to & from school field trips, Latchkey, detention, etc.) without permission from faculty/staff. Students observed with cell phones or other electronic communication devices will have them confiscated and may be 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. Demerits and/or other consequences may be assigned based upon discretion by the classroom teacher.

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

## **CLASS SIZES**

To maintain an education of the highest possible quality and to meet student needs to the fullest extent possible, no more than twenty-five (25) children will be assigned to a class.

## **FIELD TRIP POLICY**

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and at the field trip destination. All children attending a field trip sponsored by St. Gabriel Consolidated School are required to have a signed permission slip. Permission slips will be available through Final Forms. If a student does not have a valid permission slip, the student will not be permitted to participate in the field trip.

To be eligible for a field trip, a student must be cooperative in the classroom. Students may be disqualified from field trips at the discretion of school administration by lack of cooperative behavior, lack of effort, or excessive missing work.

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.

## **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. Room parents need to be sensitive to children with allergies when planning the events.

## **LIBRARY**

Students may check out library resources for their personal use. Students are responsible for bringing materials back to the library in good condition. If materials are lost or damaged, parents are responsible for replacing the item.

## **LOST AND FOUND**

Lost and found items will be collected in the bins found outside of the principal's office. The items may be collected by the student or parent. Items not claimed at the end of each trimester will be removed from school. Items that are in good condition may be donated to a charitable organization.

## **SCOUTING**

Love of God and country are values taught in the scouting program. St. Gabriel Consolidated School can sponsor both boys and girls scouting programs. Leaders are often needed; please volunteer your expertise!

## **SNACKS**

Students may bring a snack for consumption during a morning break. Please encourage students to bring healthy snacks.

## ST. GABRIEL CONSOLIDATED SCHOOL ADVISORY COMMISSION

This organization is composed 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 typically meets on the 2nd Tuesday in August, October, December, February, and April. These meeting dates may be adjusted as agreed upon by commission members.

## TOYS AT SCHOOL

Toys should not be brought to school for any reason, with the exception of specified kindergarten sharing days. Failure to comply with this policy may result in disciplinary consequences, including but not limited to: confiscation of the toys, color changes or demerits, or items being returned only to a parent.

## TRANSPORTATION

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

Princeton	554-0105	Lakota	755-5820
Fairfield	829-6603	Winton Woods	931-4102

All students are expected to obey their district's guidelines and school behavior expectations. 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 and/or school consequences (i.e. demerits, loss of recess, etc.). 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.

## WATER BOTTLES

***Students must bring closed, sealed water bottles each day.*** Water bottles may not have a straw that can leak. Teachers may decide to limit the size and/or type of bottle that students bring. Water bottles should be cared for properly, taken home to be washed, and clearly marked with the student's name. Students may refill water bottles at the water filling stations located on each floor when given time by the teachers. Bottled water is available for \$1.00 in the cafeteria if needed.

## **ARCHDIOCESE OF CINCINNATI** **Responsible Use of Technology**

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- 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; Rose, 1992*

### **GENERAL INFORMATION FOR USERS OF TECHNOLOGY**

In the 21<sup>st</sup> Century 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, schools will monitor, instruct, 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 parent/guardian 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.

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 the right to 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 online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. 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, noncompliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are 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.

## **CONSENT FOR ONLINE/REMOTE LEARNING**

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, "remote" and/or "distance" learning (hereinafter referred to as "Remote Learning") may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student's immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child's observation of, and/or participation in, that particular class session.

# **PARENT/STUDENT SIGNATURE PAGE**

## ***Handbook Acknowledgement***

I have read the 2024-2025 edition of the Parent-Student Handbook of St. Gabriel Consolidated School (posted on St. Gabriel's website, [www.stgabeschool.org](http://www.stgabeschool.org)) and agree to abide by the rules and regulations stated therein. I agree to cooperate with the school in carrying out these directives. I also understand that failure to meet obligations as outlined in the Handbook, including but not limited to paying tuition or other financial obligations, may result in the student being required to withdraw from St. Gabriel Consolidated School at any point in the school year. I understand that the Handbook is not an exhaustive summary of all the policies, practices, and procedures of St. Gabriel Consolidated School. I am aware that the policies, practices, and procedures of St. Gabriel Consolidated School, whether or not identified in the Handbook, may be revised or discontinued by the school administration at any time.

I specifically acknowledge that I have read the terms and conditions of the Responsible Use of Technology and Internet Acceptable Use Policies contained in the Handbook. I understand that technological resources are provided by the school for educational purposes only. I agree to abide by the terms and conditions stated in the Responsible Use of Technology Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property.

## ***Directory Information Release***

St. Gabriel Consolidated School has designated the following information as directory information and will release this information for students in grades five through eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese, unless the parent/guardian has submitted a Request to Restrict Directory Information form to the school office prior to June 1, 2024, or at the time of registration, if registered after June 1, 2025.

Student Name, Student Address, Home Phone Number, Grade Level, Gender, Parent e-mail

Parents who wish to restrict directory information should realize that their students will not receive information regarding high school enrollment, information, events, and testing. This information is available from the individual high schools.

**Signature of Parent or Guardian**

\_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of Students**

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