

St. Gabriel Consolidated School

A National Blue Ribbon School of Excellence

Parent-Student Handbook

2023-2024



18 W. Sharon Avenue

Glendale, Ohio 45246

513-771-5220

www.stgabeschool.org

Dear Parents and Students,

Welcome to the 2023-2024 school year! We look forward to learning and growing together in the year ahead.

We provide this parent-student handbook to you so that you are aware of the procedures, policies and mode of operation of St. Gabriel Consolidated School. Some revisions naturally occur from year to year, so it is critical that you take time to familiarize yourself and your child with the contents of the handbook. ***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,

Kerry Shelton
Principal

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



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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: Kerry Shelton, 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

After School Care Coordinator: Sandy Osborne

After School Care: 513-703-0499

After School Care 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: Kathy Kane

Staff Directory

| Staff | Position | Email |
|-------------------|--|--|
| Kerry Shelton | Principal | k.shelton@stgabeschool.org |
| Amy Gutman | Office Manager | a.gutman@stgabeschool.org |
| Jeff Merrell | Business Manager | businessmgr@stgabeschool.org |
| Kristin Carvitti | School Nurse | nurse@stgabeschool.org |
| Chris Bodin | Custodian | custodian@stgabeschool.org |
| Chris Hare | Auxiliary Clerk | c.hare@stgabeschool.org |
| Sandy Osborne | After School Care Coordinator | s.osborne@stgabeschool.org |
| Katie Keenan | Coordinator of Religious Education (CRE) | k.keenan@stgabeschool.org |
| Pam Kelso | Kindergarten | p.kelso@stgabeschool.org |
| Michele Starke | Kindergarten | ms.kindergarten@stgabeschool.org |
| Sue Clark | Grade 1 | s.clark@stgabeschool.org |
| Erina Janakievski | Grade 1 | e.janakievski@stgabeschool.org |
| Carolyn Moore | Grade 2 | c.moore@stgabeschool.org |
| Barbara Charles | Grade 3 | b.charles@stgabeschool.org |
| Pam Kelso | Grade 3 | p.kelso@stgabeschool.org |
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| Terri Richter | Grade 5 | t.richter@stgabeschool.org |
| Stephen Imwalle | Grade 5 | s.imwalle@stgabeschool.org |
| Katie Huelsman | Grade 6 | k.huelsman@stgabeschool.org |
| Andrea Mudd | Grade 6 | a.mudd@stgabeschool.org |
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| Becky Timme | Grade 7 | b.timme@stgabeschool.org |
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| Patty Siemer | Grade 8 | p.siemer@stgabeschool.org |
| Rob Bethune | Music Education | r.bethune@stgabeschool.org |
| Jim Schriml | Physical Education | j.schriml@stgabeschool.org |
| Allison Morales | Technology | a.morales@stgabeschool.org |
| Jonathan Harris | Spanish | j.harris@stgabeschool.org |
| Jen Klenke | Librarian, Technology | j.klenke@stgabeschool.org |
| Chuck Lauterbach | Band | cl@musicstaffbeat.com |
| Betsy Mendelsohn | Art Education | b.mendelsohn@stgabeschool.org |
| Julie Crutcher | Intervention Specialist | Julie.Crutcher@hcsc.org |
| Torrie Fielden | Gifted Intervention Specialist | t.fielden@stgabeschool.org |
| Emily Gatsos | Speech & Language Therapist | Emily.Gatsos@hcsc.org |
| Debbie Seger | Cafeteria Director | debbiehseger@gmail.com |
| Sarah Stumpf | Cafeteria Director | Bengalfan07@gmail.com |

St. Gabriel Consolidated School

2023 - 2024 School Calendar

| August '23 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 '23 | | | | | | |
|---------------|----|----|----|----|----|----|
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| October '23 | | | | | | |
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| November '23 | | | | | | |
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| December '23 | | | | | | |
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| 31 | | | | | | |

| January '24 | | | | | | |
|-------------|----|----|----|----|----|----|
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| February '24 | | | | | | |
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| March '24 | | | | | | |
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| 31 | | | | | | |

| April '24 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| May '24 | | | | | | |
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| June '24 | | | | | | |
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| July '24 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- Conference Day (no school for students)
- First and Last Day of School
- Limited Office Hours 8:30 am – 11:30 am
- Early Release 1:30 pm

MISSION STATEMENT

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

PHILOSOPHY OF EDUCATION

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

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

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

BELIEF STATEMENT

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

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

RIGHTS AND RESPONSIBILITIES

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

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

RIGHTS OF STUDENTS

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

RESPONSIBILITIES OF STUDENTS

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

RIGHTS OF PARENTS

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

RESPONSIBILITIES OF PARENTS

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

RIGHTS OF TEACHERS / STAFF

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

RESPONSIBILITIES OF TEACHERS / STAFF

1. To foster a Catholic environment in which students may flourish.
2. To be certified and competent in areas taught.
3. To be good stewards in relation to children and resources.
4. To pursue professional development.

ADMISSION POLICIES

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

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

ENROLLMENT PROCEDURE

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, 2023. Tuition and fees must be paid in full by April 30, 2023.
2. Siblings of present students K-8.
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 2024-2025 school year opens on Monday, January 8, 2024 and closes on Monday, June 24, 2024 for grades 1-8. Registration for kindergarten closes on Friday, August 2, 2024. Exceptions to this rule will be reviewed and determined by the building principal.

ADMISSIONS POLICY

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. Applicants in grades 1-8 must provide school records, including a current report card and standardized testing results. Children must be six on or before August 31st of the current year to enroll in first grade. All new students are subject to interview and assessment by the school staff before acceptance. Letters of recommendation from previous teachers are required.

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. 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.

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 and 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 excessive

absences or tardies that impede academic progress, 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.

KINDERGARTEN ADMISSION

All children registering for Kindergarten are required to attend a kindergarten screening. This screening is mandatory and must be completed before the child will be assigned a place in a class. 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 31st 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 trimester.

CUSTODY

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

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.

RECORDS/ACCESS

All school records are confidential and come under the protection of the Family Educational Rights and Privacy Act (1975). Student records are not released without a signed record release form. All financial obligations must be met before a student's records are released.

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

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

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 2023-2024 school year is \$5500.***

1. 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.
2. 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.
3. Each family seeking a parish subsidy will make an application through FACTS online. Each parish will determine the amount of subsidy based upon the information obtained from FACTS and the monies each parish has available for this purpose. A non-refundable fee of \$30.00 paid directly to FACTS will be assessed. Parish subsidies will be sent to the school on a schedule deemed appropriate for each parish. The schedule is generally a monthly payment beginning in July.
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, after school care fees, missing book fees, iPad fees, and missing athletic uniform fees. In addition, access to Progress Books will be disabled three weeks prior to the end of the trimester in which financial obligations are not current. Access to Progress Books will be restored when all financial obligations are current.
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. The Catholic Education Foundation (CEF) offers grants for needs-based elementary school tuition. Grant awards range from \$250.00 - \$1,000.00 per student and can be used at any Catholic elementary school within the Archdiocese. The application window opens in December of each year with a February 6th deadline. Applicants need not be Catholic. For more information and to apply visit: www.catholicbestchoice.org.
9. 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.

UNIFORM POLICY

| | |
|------------------------|--|
| Girls Grades K-4: | Plaid uniform jumper (Pinafore style) from Shaheen's or Schoolbelles. Length should be no shorter than 3 inches above the knee. |
| Girls Grade 5: | Plaid uniform jumper or skirt from Shaheen's or Schoolbelles. Length should be no shorter than 3 inches above the knee. |
| Girls Grades 6-8: | Plaid uniform skirt from Shaheen's or Schoolbelles. Length should be no shorter than 3 inches above the knee. |
| Girls Pants: | Plain navy blue 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; 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 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. |
| Unisex Shoes: | Dress or gym. 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 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 classroom 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 classroom or sanctuary. |
| Make-Up | Make-up is not permitted to be worn. |
| Facial Hair | Facial hair is not permitted – students must be clean shaven at school. |

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

Physical Education: Students will wear standard uniform, except on days specifically designated in advance by the physical education teacher. On such designated days students may wear tee shirt, shorts and gym shoes the entire school day.

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 cotton.

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

OUT OF UNIFORM DAYS: Students must dress appropriately for our Catholic school setting. No cutoffs, or any other clothing that does not keep the midsection and shoulders covered completely. 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 will be sent home.

ATTENDANCE

Regular attendance is necessary if one is to be successful in school. Absent students miss valuable class instruction, discussion and continuity of work. Parents should consider it a serious obligation to have their children attend school daily. Missing 10% or more of the school year is considered chronic absenteeism. A student who misses 30 consecutive hours without a legitimate excuse, 42 hours in a school month without a legitimate excuse or 72 hours in the school year without a legitimate excuse is considered habitually truant. Absences are considered excessive if a student misses 38 hours of school in a month or 65 hours in a school year. Ohio law requires us to report students who have excessive, habitual or chronic absenteeism, and create an Attendance Intervention Plan to address the student's absences.

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 an early dismissal.

Please do not send a child to school if he/she is ill. Please call the school by 9 a.m. (513-771-5220) if your child will not be attending that day.

Excused Absences: A child should not report to school if he/she is ill or has any of the following symptoms: body or muscle aches, chills, diarrhea, loss of taste or smell, nausea, 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. If a student misses school due to a death in the family or a family emergency, it would be considered an excused absence.

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 sign in and out in the school office when arriving late, leaving early or returning to school following an appointment.

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 Absences: *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.

TARDINESS

If students arrive after 7:55am, they will be buzzed in the front doors to the office to be sure they will have time to get to classrooms before 8:00am. Students must be in their homerooms and ready for school to begin at 8:00 a.m. Those students arriving in classrooms at or after 8:00 will be marked tardy unless it is due to a late bus.

If a child is tardy he/she must report to the office for a late slip. Tardiness is recorded on the permanent record card and becomes part of the attendance record. If a student has three unexcused tardies in a trimester, the parent must come in to sign the child into the school office for each subsequent tardy. At five unexcused tardies, the parent must schedule a conference with the principal to create an attendance plan. If warranted as part of the attendance plan, a student may serve recess detentions. Excessive tardiness will not be tolerated and could result in suspension or expulsion.

MORNING ARRIVAL

Students will be greeted at the Flag Door entrance on Sharon Road and in the back parking lot at the entrance of St. Mary's Hall *until 7:55 am*. 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 7:50. 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. After School Care 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 at 2:50. Parents may park in front of the school or in the back parking lot, but may not use the church roundabout or rectory lot. 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 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 2:55 will be sent to After School Care and subject to After School Care 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.

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

AFTER SCHOOL CARE PROGRAM

St. Gabriel operates an After School Care Program until 6:00 p.m. every day in which school is in session. This program provides supervision for children whose parents work or are engaged in school related activities. After School Care is not designed for children whose parents want them to play or socialize with other children or for punitive reasons such as not doing homework. All students must be picked up by 2:55 p.m. at which time if they are not, they will be placed in the After School Care Program.

The fee for after school care is ***\$15.00 per day*** and a \$20.00 family registration fee will be charged on the child's first day in the program. There is a family maximum fee of \$20.00 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. After School Care activities include a snack time, homework supervision and directed activities.

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

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, After School Care, 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.

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.

CAFETERIA

St. Gabriel Consolidated School serves nutritious lunches every school day. Students may purchase lunch for a set fee or they may bring a packed lunch and purchase milk for 65 cents.

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

DAILY LUNCH FEE

There is a daily charge of \$3.50 for a hot lunch. Children are to use the current technology for identification purposes when going through the lunch line. Parents may pay in advance by making checks payable to St. Gabriel Consolidated School and including the check in a separate envelope clearly marked for lunches with your child(ren)'s name(s) printed on the outside of the envelope. One check per family is all that is necessary. You have the ability to view 30 days' worth of activity on line 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 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 are located on the school's website.

SNACKS/WATER BOTTLES

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

Students must bring plastic water bottles each day. Water bottles should be cared for properly and clearly marked with the student's name. Students may refill water bottles at the water filling stations located on each floor.

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.***

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.

CHILD PROTECTION POLICY

All school personnel and volunteers who work with children such as coaches, scout leaders, tutors, etc., must follow the Archdiocesan Guidelines from the Child Protection decree. These guidelines include background checks and an orientation program (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. Volunteers must be current on quarterly bulletins or risk suspension through SafeParish. All volunteers, chaperones, etc., must be SafeParish trained, current on bulletins and have approved background checks.

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.

HOLIDAYS

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

FIELD TRIP POLICY

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.

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

ST. GABRIEL CONSOLIDATED SCHOOL EDUCATION 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 meets on the 2nd *Tuesday* in August, October, December, February, and April. *These meeting dates may be adjusted as agreed upon by commission members.*

P.T.O.

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

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

ATHLETIC BOOSTERS

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

SCOUTING

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

VOLUNTEERS

Volunteers are used in a variety of ways at St. Gabriel Consolidated School. PTO usually asks for volunteers at its first meeting in September. The school needs volunteers for the lunchroom, the library, the computer lab, special classroom activities and as field trip chaperones. When you're involved, the children see you supporting the school. All volunteers must be SafeParish trained, current on training bulletins and have an approved background check through selection.com.

FUNDRAISING

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

CURRICULUM AND INSTRUCTION

RELIGION

Children of all faiths are welcome at SGCS. Traditional Catholic values are the basis for all the academic programs. Prayers are taught and the concept of God as Father, Jesus as brother and Church as family are stressed. All students participate in daily instruction in Catholic doctrine. **Weekly** Masses, all-school Masses, prayer services, and morning prayer are shared by the student body. Sacramental preparation for Reconciliation, First Eucharist, and Confirmation is provided during the course of the school year at the appropriate grade level as well as by the child's parish.

LANGUAGE ARTS: READING AND LITERATURE

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. Accelerated Reading programs begin at grade 2.

In the middle grades, vocabulary and comprehension are continually stressed while exposing students to and teaching an appreciation of literature. Trade books associated with time periods covered in social studies, as well as other, are used. Accelerated reading is used for testing independent reading, and testing results are factored into a student's reading grade.

Junior high students receive a strong foundation in vocabulary instruction. They experience short stories, plays, poetry, mythology, and novels. Books read are tested using Accelerated Reading, and testing results are factored into a student's reading grade.

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.

ENGLISH, WRITING AND SPELLING

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

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

Students are taught grammar, mechanics, and sentence structure. Students learn to write narrative, expository, descriptive, and persuasive essays. Research projects are encouraged.

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, OHIO HISTORY, AND CIVICS

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

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

SCIENCE AND HEALTH

Grade level specific science 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 may present lessons in health

SPANISH

Students in **K-6** 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 6th** grade receives 45 minutes.

COMPUTERS

Students in grade K-8 do age-appropriate software that enhances the curriculum of that grade. Activities include: introduction to Microsoft Windows, Google Classroom, learning Microsoft Works, instruction in saving, deleting, and copying files, also 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 4th through 8th 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.

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.

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.

REPORTING TO PARENTS

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 within twenty-four hours. Parent-teacher conferences are held for all students in October and at a teacher's request in March. Informal conferences can be arranged at the parent's convenience by contacting the teacher.

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 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.

HOMEWORK

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

The amount of homework varies according to grade level, the nature of the assignments, and the ability of the pupil. Every attempt is made to ensure the amount of time spent is reasonable. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework or if your child claims he/she has 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 After School Care 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.

TESTING

St. Gabriel is always working to ensure that we are doing the very best for our students. To help and support every student reach his/her potential, we use testing data to make informed decisions about our curriculum and instruction, and our remedial and enrichment services. Additionally, we will use testing data to document the reading achievement of our students as evidence of Ohio's Third Grade Reading Guarantee.

All pupils in grades K through 8 will engage in formal testing. *The iReady diagnostic will be given in fall, winter, and spring be given each spring. Students in grades 2 and 8 will also take the Assessment of Religious Knowledge (ARK) in the spring.* Ohio State's Tests will be administered as needed for compliancy with EdChoice. Students in grades 2-8 may also take a STAR assessment to determine their instructional and independent reading level.

REMEDIAL READING AND MATH

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

SPEECH AND LANGUAGE

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

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

ENRICHMENT

Students in grades *three* through eight may be selected to attend an enrichment class. This program places an emphasis on critical thinking skills, fosters cooperative learning and communication skills and challenges students to reach deeper levels of understanding across the curriculum. Students are selected based upon standardized test scores, academic ability and teacher recommendations.

REMOTE LEARNING

During a grade level or school-wide closure or quarantine, remote classes will be implemented in a timely manner as appropriate for the circumstances. Remote learning does require parents to provide a quiet place for children to work where they are able to think, listen, write and learn without interruptions. We recommend children work at a desk or table. Parents must also provide internet services and electronic devices for their children. Students in grades 7&8 are provided with a school owned laptop. Students in other grades may also be issued a school owned iPad if requested and available. Textbooks and other school materials will be provided to the students to use when learning from home. Students in grades K-2 will use the Seesaw platform for remote learning, grades 3-8 will use Google Classroom. Assignments and due dates will be posted to the grade appropriate platform. All classrooms will participate in live (virtual) Zoom meetings. St. Gabriel Consolidated School will provide training to both students and parents in preparation for remote learning as well as on-going IT support.

In the case of an extended illness or mandated quarantine of an individual student, teachers will work collaboratively with parents to provide instruction that best fits the needs of the student and supports learning from home.

REMOTE LEARNING EXPECTATIONS

Students in grades K-2 can expect between 45-90 minutes of live remote learning a day.

Students in grades 3-5 can expect between 90-120 minutes of live remote learning a day.

Students in grades 6-8 can expect between 150-180 minutes of live remote learning a day.

- Teachers will schedule live daily Zoom lessons with their students that align with the Archdiocese Graded Course of Study. Instruction in Math, English Language Arts, Religion, Social Studies and Science will be delivered. Daily lessons could be whole group, small groups, partners or individual sessions.

- Special area teachers will provide weekly virtual lessons to their students through Seesaw or Google Classroom. Special area teachers will also participate in live classroom Zoom meetings on a rotating basis.

- Students will have classwork and assignments to complete independently in addition to their daily live remote instruction.

- All teachers will hold office hours on a daily basis. Parents, students or teachers may request an appointment during these scheduled times for guidance, support or clarification of a specific topic.

- Students who qualify for specialized services prior to the initiation of remote learning will continue to meet with the individual service provider as previously scheduled.

- Students will be expected to attend instructional, scheduled daily Zoom meetings. Attendance will be taken, and tardies will be documented. In the event that a student is unable to attend a scheduled meeting the teacher must be notified in advance via email.

- Students must attend Zoom meetings focused and ready to participate. They are not permitted to have toys, pets, other electronic devices or siblings at scheduled Zoom meetings.

- Students should be muted unless specified by the teacher. Students are expected to use the video function while attending scheduled sessions. Screens must allow for proper eye contact and students must remain stationary during the meeting.

- Students are expected to be prepared with the materials needed prior to the start of each scheduled Zoom meeting. Students/Parents should check the grade level platforms (Seesaw or Google Classroom) each morning for assignments and instructions.

- Students must follow instructions for submitting their work. Due dates and deadlines will be communicated by the teacher. 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. Assignments must be completed independently so that teachers can authentically assess the students and issue grades.

- Students are expected to dress appropriately for a school day. No pajamas. Students may not participate in scheduled Zoom meetings on a bed.

- Students must log in with their full name; no nicknames or silly names allowed.

- Eating and gum chewing is prohibited during scheduled Zoom meetings.

- Students should demonstrate respectful behavior when participating in all virtual classroom experiences. Follow the “Responsible Use of Technology” policy in the school handbook.

HONOR ROLL Grades 4-8

Honor points will be given for the following subjects:

| | | |
|----------|----------------|----------------|
| Religion | Math | English |
| Reading | Science/Health | Social Studies |

Each subject grade will receive the following numerical value:

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

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

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

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

To be eligible for first honors, a student must receive at least 16 points. For second honors, a student must receive 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. At the end of the year merit awards may be distributed. Attendance awards are also given each trimester and yearly.

ACADEMIC ALL STARS Grades 1-3

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

Each subject grade will receive the following numerical value:

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

To be eligible for Academic All-Star Honors, a student must earn 17+ points.

Students may not have any grades of N or U to qualify as an All-Star.

Academic All-Star Awards are given each trimester.

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 discipline consequences are rewarded with an out of uniform day at the end of each trimester. (Fewer than 5 color changes) 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

1. Students in grades 1, 2, and 3 will be promoted to the next grade level if they are reading on or above grade level or no more than one year below grade level and have achieved a level of maturity appropriate for the next grade. ***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 experience approved by the principal.
4. Report cards/records of students who attend summer school will be retained by the principal until the summer school report card is received. Students who fail to complete required summer school work will not be permitted to return to St. Gabriel Consolidated School. In the case of an 8th 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 athletics, drama, or other school extra-curricular activities. Teachers will report deficient grades to the principal who will, in turn, notify sports coordinators or drama directors. Students who have failing grades will not be permitted to participate in games, practices, plays, etc., until passing grades have been established either by the end of the 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 15 demerits (academic/behavior or combined) in a trimester.

SCHOOL MASSES

Each class attends Mass at least two times monthly. Masses are celebrated at 9:30 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.

RELIGION

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

HEALTH, ACCIDENT, AND SAFETY

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

St. Gabriel Consolidated School complies with the minimum immunization requirements set forth by Ohio Revised Code 3313.67 and 3313.671. Although St. Gabriel Consolidated School complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception. Students entering Grade 7 are required by State of Ohio to have a booster dose of the Tdap and a dose of the MCV4 meningococcal vaccine.

The school health associate conducts periodic screenings for vision 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.

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.

MEDICATION POLICY

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

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

5. Over the counter medications should be in their original packaging. Expired medications will not be administered to students. Parents will be notified by the school health associate, or a designee, of upcoming medication expiration dates.
6. Students are not permitted to carry medication on their person unless there is an agreement of school personnel and a medication form has been submitted by the parent/guardian AND the licensed prescriber. This includes emergency medications such as asthma inhalers and Epinephrine auto injectors.

REPORTING ABUSE

If you or someone you know has been abused at any time by an agent of the Archdiocese of Cincinnati (priest, deacon, employee or volunteer), the Archdiocese urges you to report the abuse to the Coordinator of Ministry to Survivors of Abuse, formally known as Victims' Assistance Coordinator, of the Archdiocese at 513-263-6623 or 1-800-686-2724 ext. 6623 as well as to the secular legal authorities.

GENDER IDENTITY

St. Gabriel Consolidated School abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school's activities. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. We consider the gender of all students as being consistent with their biological sex, including participation in school athletics and teams, school-sponsored dances, dress and uniform policies, the use of changing facilities, showers, locker rooms, sleeping accommodations on trips, titles, names and pronouns, and school records.

At St. Gabriel Consolidated School, all curricular and extra-curricular activity is rooted in, and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, restrooms, locker rooms, showers and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private restroom 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:
 - i. What is the specific request of the student and/or parents?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the school reasonably able to accommodate the request?

SCHOOL WELLNESS POLICY

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

A. Nutrition Education

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

B. Physical Activity

- All students will participate in the school's Physical Education Program.
- Physical Education programs will implement the objectives of the Archdiocesan Graded Course of Study.
- All classes will have access to recess according to the school's schedules.
- Students 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 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.
- SGCS will survey students in September and again in May.
- The Education Advisory Commission will review this policy on an annual basis in an attempt to assess the benefit (or lack of benefit) of this policy.

EMERGENCY PROCEDURES

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

FIRE DRILLS

Monthly fire drills are held, as required by State law, so that the children will know how to respond to emergencies. Children leave the classroom quietly without running or pushing. Teachers take their 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.

EMERGENCY CLOSING OF SCHOOL DUE TO WEATHER

Please Do Not Phone the School or Rectory! You will be notified via a phone call from our rapid notification service and email. Be sure your contact information is current. 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.

SNOW DAY POLICY

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

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

DISCIPLINE

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

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

The learning environment must exist in all areas of the school building including the church, playground, cafeteria, hallways and classroom. All school rules and policies apply in these areas as well as in After School Care 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.

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, After School Care personnel, or principal.

CODE OF CONDUCT: Grades 4-8

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

1 Demerit

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

2 Demerits

- Chewing gum
- Eating in the classroom other than 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

4 Demerits

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

5 Demerits

- Fighting
- Truancy
- 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. 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.

PRIMARY DISCIPLINE Grades K-3

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

Kindergarten – Each student is assigned a clip with their number attached to a behavior board. 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 report on a daily basis.

First, Second and Third Grade

1st – Green – Start each day

2nd – Yellow – warning

3rd – Red – 5-10-minute time out at recess

5 color changes in a trimester will result in a recess detention, referral made to office, and parent contact

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 3:50 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 After School Care. All fees associated with After School Care 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:

1. Written notice is to be sent to the parents and to the student indicating the reason for suspension or expulsion. This notification should also include the effective time of the suspension or expulsion and the length of time in the case of a suspension.
2. Students facing suspension or expulsion must be afforded an opportunity for a hearing.

3. There need be no delay between the time notice is given and the time of the hearing.
4. A student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting academic learning may be immediately suspended without a hearing, with notice and hearing to follow as soon as is practical.
5. For an expulsion to occur, a hearing involving the school, parent, and staff must take place within 10 days of the suspension.

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.

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

HARASSMENT, INTIMIDATION AND BULLYING POLICY

1. General

- a. It is the policy of St. Gabriel Consolidated School (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The School’s internet and computer system 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 remain on file with the School.
- c. 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.

2. Definition of Terms

- “Electronic act” means an act committed through the use of a cellular 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. Accordingly, 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 sole and absolute educational discretion and judgment.

3. 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
- 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:
 1. Posting slurs on the Internet, websites, blogs, or social media/networks
 2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks
 3. Taking embarrassing photographs of students and posting them online or otherwise distributing them
 4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students

4. Complaints

a. 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.

b. 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.

c. 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.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is

received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. Administrator Responsibilities

- Investigation

The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

- Response

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

- Reporting

Report to the Parent or Guardian of the Offender

If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

Report to the Parent or Guardian of the Victim

If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

Police and Child Protective Services

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

6. Miscellaneous

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 particular 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 present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters

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 21st 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.

RIGHT TO AMEND HANDBOOK

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

PARENT/STUDENT SIGNATURE PAGE

Handbook Acknowledgement

I have read the 2023-2024 edition of the Parent-Student Handbook of St. Gabriel Consolidated School (posted on St. Gabriel's website, 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, 2023, or at the time of registration, if registered after June 1, 2023.

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 _____