To be a part of St. Charles Borromeo School means something. Our logo and tag line hopes to capture that “something.” The logo was inspired by a section of the rose window in our church. The Latin word, “Humilitas” which means humility, clearly captures our patron, Saint Charles Borromeo, whose family crest involved the word humility. The prominence of this word in the logo is meant to remind us we are dependent on Jesus and all those who have gone before us. The Christian who practices humility begins by acknowledging God as the source of all that is good in life.

At the bottom of our logo is the family. The family is the foundation for every child and the parish school of St. Charles Borromeo strives to be a “family of families.” Each child receives formation symbolized through the lamp of learning and the Eucharist. The lamp represents the warm light of truth which is passed on through knowledge and faith. The Chalice and the Host represent the Eucharist and the love of Christ that forms us all into brothers and sisters. Framing the logo are laurel leaves which in the Christian tradition are said to symbolize the resurrection of Christ: the triumph of humanity.

The tag line, “Honoring the Past, Embracing the Future” describes a school that has a long, proud history that began in 1924. This tradition has formed over 14,000 students and combined with an openness to the future provides a setting that combines both the best of technology and a successful tradition. Spurred on by the hope of Christ, Saint Charles Borromeo Parish School hopes this logo helps reminds us who we are and whose we are.
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While this handbook is comprehensive, it is not all-inclusive. Situations may arise that are not detailed in this handbook. In these cases, the principal and the pastor will make determinations based on the mission and philosophy of the school. The school reserves the right to search anything brought onto school property.

7107 Wilber Ave.  Parma, OH  44129  Phone: 440-886-5546  Fax 440-886-1163
www.saintcharlesschool.org
Dear Families,

Thank you for choosing Saint Charles Borromeo Parish School for your child’s education. The school is a ministry of Saint Charles parish. While we are proud of our history and traditions, we look forward to a positive future.

This handbook serves as a contract with us. It represents the philosophy, mission, and policies of Saint Charles Borromeo Parish School. As we work together in our efforts to educate your children, the information in this handbook will also serve as a reference for you. Please read the information contained in this handbook carefully.

The Family Handbook is revised each year, with changes made as necessary. Realizing that it is impossible to anticipate every occasion that requires a policy, the administration reserves the right to amend, add, or delete the policies and procedures of this handbook based on the mission and philosophy of Saint Charles parish and school. You are asked to sign an agreement to this handbook and its contents on an annual basis. The signed agreement is your commitment to the school and its policies and must be on file in order for students to attend Saint Charles Borromeo Parish School.

Peace,

Mrs. Eileen M. Updegrove
Principal

CATHOLIC SCHOOLS’ MISSION

The Catholic Schools of the Diocese of Cleveland will work together to provide faith-centered Catholic education rooted in Gospel message and evidenced in community life, family life, and Christian witness in service to others.

MISSION STATEMENT OF SAINT CHARLES BORROMEO PARISH

We, the community of Saint Charles Borromeo Parish, bonded together by a deep personal faith in Jesus Christ and empowered by the Holy Spirit, unite our individual gifts to foster, nurture and develop our Christian discipleship. Inspired by the richness and diversity of our Christian heritage, and sensitive to the needs of one another, we commit ourselves to the formation of an ongoing, vibrant, faith-filled Catholic community.

This parish community of Saint Charles Borromeo will be characterized by an atmosphere of shared responsibility, opportunities for spiritual development, enriching liturgical celebrations, educational growth, and social outreach.

MISSION STATEMENT OF SAINT CHARLES BORROMEO PARISH SCHOOL

Saint Charles Borromeo Catholic School is a faith community committed to sharing the responsibility of life-long faith formation and preparing students for the future with relevant and authentic experiences in a nurturing, Christian environment.
PHILOSOPHY OF SCHOOL

The primary purpose of Saint Charles Borromeo Parish School is to cooperate with parents/guardians in preparing students for their role as Christians who will both live and spread the Gospel of Jesus. The Christian educational environment at Saint Charles Borromeo Parish School is directed to educating the whole person: spiritually, physically, intellectually, emotionally and socially.

The school community, through personal Christ-like witness and professional competency, coupled with rich liturgical celebrations and a variety of instructional programs, aids the students in understanding the teachings of Christ and His Church in relation to human knowledge and culture.

EDUCATIONAL GOALS AND OBJECTIVES

In order to foster the school mission, the administration and faculty commit themselves to the following objectives:

- be fully accredited through the State of Ohio Board of Education
- be fully certified in religious education
- show acceptance of each student regardless of religion, race, color, sex, or national origin
- respect confidential information concerning students and/or their home
- demonstrate competency and professionalism in his/her performance
- be supportive of one another in his/her commitment to professionalism
- be supportive of parents in their roles as the primary educators of children; utilizing every means to maintain and increase communication between the home and school
- manifest Christian commitment and loyalty to each other, the school, to God and country

In order to foster these beliefs, the student should:

- express his/her individuality and find acceptance in a cooperative atmosphere
- recognize his/her individual talents as coming from God, yet accept the responsibility of developing these talents to become a productive member of the school and community
- grow competent in decision-making, develop a sense of responsibility to self and others
- learn and apply basic truths of Catholic faith to daily living, participate actively in liturgical events
- be aware of Christian values and acquire the self-discipline needed to live them
- perceive life as one of personal service - to God, family, Church, school and country
- provide opportunity to experience community so as to be able to build community
- to acquire basic skills
- learn to think independently, be capable of making sound judgments based on Christian principles
- use the communication arts effectively and responsibly in life situations
- become aware of mathematics as a practical aid to life experiences
- develop a sound body through a health and physical fitness program
- appreciate art and music as a vital and necessary part of emotional growth and development
- develop desirable attitudes and behavior in interpersonal relationships
- learn to live intelligently with change
Student Code of Ethics

- To respect all teachers, staff, and visitors in the school and their possessions
- To respect fellow students and their possessions
- To observe courteously the rules of traffic in hallways, stairways, classrooms, on school grounds
- To demonstrate good sportsmanship; to be neat and clean in person, dress and thought
- To participate fully and be attentive during classes, assemblies, and school activities on and off campus following the behavior code of Saint Charles Borromeo Parish School
- To refrain from using language of a profane or vulgar nature
- To work at all times toward self-improvement

PARENTAL RESPONSIBILITIES

The primary responsibility for the education of the children belongs to parents. By choosing to send your children to Saint Charles Borromeo Parish School, you have invited us to become an integral part of that ministry. This collaboration requires mutual cooperation and respect. The greatest single factor in building a child’s intellectual, cultural, moral and spiritual attitude is the example you provide in your home.

Parents are responsible for:

- modeling and supporting their children’s practice of the Catholic faith by being active members of the faith community and bringing children to Mass and other worship services on a weekly basis;
- supporting school policy and the authority of the administration and teachers;
- encouraging their children to complete all assignments on time and aim for quality work, monitoring their progress as they do so;
- insisting that their children follow the school regulations and general principles of good behavior;
- making certain children arrive at school on time and avoid unnecessary absences;
- discussing concerns/questions with the adults directly involved and avoiding any criticism of teachers and school policy in front of children;
- being aware of and following the policies and procedures stated in the handbook and communicated to families throughout the year;
- paying all fees (tuition, lunch, extended day care, etc.) responsibly and on time;
- providing restitution or assisting their child in doing so for any property destroyed or damaged, either accidentally or intentionally;
- giving time to volunteer at school and school-related activities; programs are often dependent upon the generous gift of time from parents and families.

ADMISSION POLICY (GRADES K-8)

Admission to Saint Charles Borromeo Parish School Requires:

1. Those new families seeking admission must contact the school office to register the children. Order of acceptance will be given first to Saint Charles Borromeo parishioners, second to parishioners from area Catholic churches, third to non-parishioners. A parishioner is understood to be one who is registered, attends Mass weekly, and contributes to the parish in which he/she belongs.
2. The pastor, in collaboration with the elementary school principal, has the right to determine who will be admitted to Saint Charles Borromeo Parish School consistent with the Diocesan guidelines for school admissions.

3. Each year parents must sign the annual education contract, which includes an agreement to pay school tuition.

4. No child or family will be refused admission because of race, color, creed or national origin.

5. Admission and readmission is determined on an annual basis.

**REGISTRATION**

Re-registration for students attending Saint Charles Borromeo Parish School takes place in January. The non-refundable registration fee must accompany the registration form and only families whose tuition is current at that time will be considered for registration for the following year. Children entering kindergarten must be five years of age on or before September 30. Registration for new families takes place in January and February. Saint Charles Borromeo Parish School is a private school and therefore reserves the right to review and screen all applicants. Records of new students must be reviewed before admission is finalized.

**TRANSFERS/WITHDRAWAL**

If transferring a student to another school, parents or legal guardians are required, by state law, to sign a release form requesting Saint Charles Borromeo Parish School to send the student’s permanent record file to the school to which the student is being transferred. No academic records will be transferred unless all financial obligations have been met. It is a best practice for parents to notify the school as soon as it is known that the student would be transferring and such notification should be in writing, sent to the principal.

**TUITION AND FEE POLICY**

Tuition payments are expected to be made on a regular basis for the daily function of Saint Charles Borromeo Parish School. There are several tuition plans available and such plans are published and sent to families on an annual basis at the time of re-registration. For those choosing to pay monthly, tuition payments will be withdrawn from an arranged account on an agreed upon date. Tuition payments that are delinquent will be subject to an NSF fee. Families have the option of paying the tuition in full. A 5% discount will be given if the tuition is paid in full by May 31.

**WITHHOLDING REPORT CARDS AND DIPLOMAS** – Report cards and/or diplomas may be held until tuition and extended care payments (if applicable) are paid to date.

**WITHHOLDING OF TRANSCRIPTS** – Transcripts of grades for courses completed will not be released to any individual or educational institution unless tuition and extended care payments (if applicable) are paid to date. This procedure applies to transfers to another education institution for any reason and to application for admission to both public and parochial high school.

**ADMITTANCE FOR SECOND SEMESTER** – Students will not be admitted to the second semester classes unless tuition is paid to date. In this case, both of the above procedures will also be applied.
REGISTRATION PROCESS – Registration forms for the next school year will not be processed unless tuition is paid to date. When the account is current, registration forms will be processed. Should the account become delinquent thereafter, the student’s placement for the following year will be jeopardized.

BEYOND TUITION – The following expectations are in effect for families enrolled in Saint Charles Borromeo Parish School:

- family attendance at weekend Mass for all Catholics
- regular support of Sunday offertory averaging $10 weekly as a minimum ($500 minimum annually)
- regular use of our Shopping Gift Certificate Program, historically averaging $5000 as an annual minimum

There are no school-sponsored fundraising involving Saint Charles Borromeo students. There are no additional book fees, playground fees, technology fees or library fees.

DAILY SCHEDULE (GRADES K – 8):

- 7:45 AM - Students assemble in parking lot near entrance doors for correct grade level
  THERE IS NO STUDENT SUPERVISION IN PARKING LOTS BEFORE 7:45 AM
- 7:55 AM - All students enter the building through their grade level doors
- 8:00 AM - Tardy Bell - Students enter building through the school office after 8:00 AM
- 8:05 AM - Classes begin
- 10:55-11:40 - Kindergarten through Grade Three Lunch/Recess Period
- 11:45-12:30 - Grades Four through Eight Lunch/Recess Period
- 2:35 PM - Bus and Extended Day Care Dismissal Bell
- 2:40 PM - Dismissal - Dismissed students should leave for home immediately after dismissal unless they have prior written permission and are being supervised by a member of the faculty/staff

APPOINTMENTS

The school office is open from 7:30 AM - 3:30 PM each day. To provide the adequate and deserved attention and time to a concern, an appointment should be made in advance to speak to the principal or any teachers. Generally, appointments will be made before 7:55 AM or after 2:40 PM. Parents should not enter the school during the school day to speak to a teacher or the principal without an appointment except in the case of an emergency. All visitors and parents are required to sign in at the school office any time they enter the school during the school day for any reason. Parents are to remain in the area of the building indicated on their name tag so as not to disrupt the learning process for students by walking through halls or entering classrooms.

COMMUNICATION WITH TEACHERS AND ADMINISTRATION

All teachers at Saint Charles have voice mail as well as e-mail addresses. Parents are encouraged to contact teachers and the principal in whichever means of communication is best for that parent. Teachers are not able to stop teaching to respond to e-mails, but will reply within 24 hours of receiving such communication. The e-mail addresses are as follows:

- Principal - Eileen Updegrove eupdegrove@saintcharlesschool.org
- Secretary - Laura O’Gorman logorman@saintcharlesschool.org
- Preschool (M - W - F) - Barb Lamb lambfam5@juno.com
- Preschool (T- TH) - Jamie Merold jmerold@saintcharlesschool.org
EMERGENCY MESSAGES AND LATE ITEMS DELIVERED BY PARENTS

The school will try to get EMERGENCY messages to students. Please arrange for after school activities and dismissal transportation before school begins. It is very difficult for the office to get messages to students. Interrupting classes for messages interferes with learning. The school phone is for business. Student use of the phone will be limited to emergency calls.

Items such as homework, lunches, and physical education uniforms, will not be delivered to the classrooms. Additionally, learning will not be interrupted to announce that items have arrived. Any items delivered to school will be placed in the homeroom teacher’s mailbox. Teacher’s mailboxes are checked throughout the day as determined by the teacher. However, in order to be sure your child has materials needed for classes, he/she should have them with him/her as they arrive to school in the morning as a matter of responsibility.
EXTENDED DAY PROGRAM (GRADES K-8)

St. Charles Borromeo School Extended Day Program provides students with a “home base” where they can go before and/or after school when the working schedule of the parents/guardians does not coincide with the school hours. There is an additional cost for the Extended Day Care Program. Please refer to the Extended Day Care Program’s Handbook for cost breakdown.

Extended Day Care Hours:  
Morning session: 7:00 A.M. to 7:55 AM  
Afternoon session: 2:35 P.M. to 6:00 PM

Students may not arrive before 7:00 AM for Extended Day Care. Students arriving at anytime between 7:00 AM and 7:45 AM must go to Extended Care in the Extended Day Care room. Those arriving between 7:00 AM and 7:45 AM will be sent to the Extended Day Care and parents will be charged for the service. Saint Charles Borromeo Parish School is not responsible for any students arriving before 7:00 AM or leaving after 2:40 PM with the exception of those children in Extended Day Care. Students who are not picked up by 2:50 PM will be sent to the after school Extended Day Care program and families charged for the supervision of the student(s). School office staff is not responsible for supervising students who are not picked up from school on time.

PRESCHOOL PROGRAM STRUCTURE AND SCHEDULE

Four/Five-Year-Old Program:  
Monday, Wednesday, Friday  
AM Classes: 8:15 – 10:45 AM  
PM Classes: 11:30 – 2:00 PM  
Child must be four years old by September 30

Three/Four-Year-Old Program:  
Tuesday and Thursday  
AM Classes: 8:15 – 10:45 AM  
PM Classes: 11:30 – 2:00 PM (if needed)  
Three year olds (by September 30) and four year olds  
Child must be fully potty trained

Families of preschool children will receive an additional handbook detailing the program.
ATTENDANCE

Student absence is to be reported to the school office by telephone (440-886-5546) before 9:00 AM. This is a safety measure to protect your child from mishap. The school will call parents of an unreported absentee. If the family cannot be reached by 2:30 PM, police may be notified in accordance with the Missing Child Act. When homework is requested due to an absence, the work will be sent to the office. It is then the responsibility of the parent, sibling or neighbor to pick it up in the office. Requests for homework must be made at the time of reporting the child’s absence prior to 9:00 AM.

Regular attendance is compulsory according to State Law (Ohio Codes 3321.01 and 3321.03). Irregular attendance is investigated and may be reported to the proper authorities. Parents and students must accept FULL RESPONSIBILITY for regular attendance. “The Ohio Truancy Law” (Ohio Revised Code 3321.19) defines habitual and chronic truancy.

- Habitual truancy is defined as absence without legitimate cause for five or more consecutive school days; seven or more school days in one month; or twelve or more school days in a school year.
- Chronic truancy is an absence without legitimate excuse for seven or more school days in one month or fifteen or more school days in a school year.
- Students who are absent for excused and unexcused absences are determined by the administration of the school.
- Students who are absent due to illness for three or more consecutive days must bring a note from the parent or doctor when returning to school.
- Absences for students with documented chronic illness or injury that causes extended absence will be evaluated on a case-by-case basis. It may be determined that another educational placement will better serve the needs of such a student or that the current grade level will need to be repeated.
- Students who arrive at school after 10:30 AM are considered absent for half a day.
- Students who leave before 12:30 PM or are gone from school two hours or more from school for appointments are also considered absent for half a day.

Family requests to remove children from classes during the school year for vacation are greatly discouraged. Classroom learning experiences cannot be reproduced by a workbook page. Responsibility for missed work and tests is that of the student upon RETURN to school. Faculty members have no responsibility and will not provide work for students prior to vacation. Do not ask the teachers for such work ahead of time.

Regardless of reasons for absence – make-up work is the responsibility of the student. One day per day of absence is allocated for the students to complete and turn in daily assignments. Long-term projects/assignments whose due date is known a week prior to the absence are still due on the assigned date. Accommodations may be made on a case-by-case basis in the event of a prolonged illness.

Excessive absence interferes with the learning process, thus affecting the student’s academic achievement. The principal has the right to determine the number of days a student may be absent before retention takes place. This is done on an individual basis. The school may require a physician’s note after a pattern of repeated absences. Based on Ohio law, this determination for retention will be made if a student is absent in excess of 15 days in one school year.
RELEASE OF STUDENTS
Students who are injured or become ill during the school day, as well as students who are being picked up for a medical or dental appointment, will only be released to adults who are listed by the custodial parent/guardian on the Medical Release/Authorization Pick Up form kept in the school office and clinic. Students will not be released to anyone not on such a list. Those picking up a student from school may be asked to present identification to office staff.

TARDINESS
Students arriving after 8:00 AM are considered late for school and must report to the school office before going to class. They may have been marked absent and this must be changed on the attendance record. Punctuality is encouraged as it enhances the learning process and teaches responsible attendance for work. Excessive tardiness may affect a student’s grade due to missing essential class time in the morning.

EMERGENCY CLOSING INFORMATION
In the event of severe weather conditions that would require school closing, please listen to your TV and radio. St. Charles Borromeo Parish School is located in the Parma City School District; therefore, WHEN PARMA CITY SCHOOLS ARE CLOSED BECAUSE OF INCLEMENT WEATHER, THEN SAINT CHARLES BORROMEO PARISH SCHOOL IS CLOSED. The superintendent of Parma City Schools makes this decision. Please do not call the rectory.

GRADELINK AND APP NOTIFICATIONS AS A SOURCE OF EMERGENCY NOTIFICATION
Communication between families and the school is vital. We have two ways to send alerts to families. The only way families are able to receive these messages is by signing up for the services. The first is our school management system through which e-mails are sent. Every family has a username and password. Contact our computer teacher, Jim McKay at jmckay@saintcharlesschool.org if you need the login information. The second is through push notifications through our school app. Search Saint Charles Borromeo School for our app.

BLIZZARD BAG ASSIGNMENTS
Saint Charles has built five calamity days into the 2017-2018 calendar. After five calamity days are used, there are three days of “blizzard bags” that will be considered school days that do not need to be added to the school year calendar (ORC 3313.88). Blizzard bag assignments will be explained by each teacher and available online via Gradelink (grades one through eight) or the school website (kindergarten). By law, students have two weeks to complete the blizzard bag assignments. It would be in the best interest of the student to complete the assignment on the day there is no school or within one day so that other schoolwork and homework do not add to the work required by blizzard bag assignments.
EMERGENCY DRILLS

Various emergency drills are held throughout the year to be sure students are well acquainted with the procedures. Visitors in the building at the time of the drill must also participate in the drill. Saint Charles Borromeo Parish School has a Comprehensive School Emergency Management Plan in compliance with Ohio Revised Code 3313.536. The pastor and other parish staff, maintenance, and school faculty and staff have a copy of this plan. The plan is also on file with the Ohio Attorney General and the Parma police and fire departments. Please contact the principal if you have any questions regarding the safety and security of the students at Saint Charles Borromeo Parish School.

STUDENT INFORMATION

Student records must be kept up to date. Parents should keep the school office informed of any changes of address, telephone or emergency information. It is important that reliable and responsible adults are listed as emergency contacts.

FAMILY CUSTODIAL POLICY

It is vital that parents understand that all custody agreements are between mother and father and NOT between the parents and the school. We will provide reasonable requests for information. All court documents pertaining to custody must be on file in the school office. If one parent is restricted from records or contact, we must have a copy of the complete decree, including the judge's signature and court seal on file in the school office. Without the legal documentation, the school will allow either parent or persons designated by the parent to pick up a student. Out-of-date legal information may also cause an issue. Saint Charles Borromeo Parish School will only follow the current legal documentation provided to us. Custodial parents should understand that unless the decree specifically states otherwise, the non-residential parent has the right to educational information and records. If a non-residential parent wants access to calendars and or report cards, he/she can access most information on the school website, app or Gradelink. If hard copies are requested, he/she must send stamped, self-addressed envelopes to school to receive the documents. Non-residential parents may also arrange to pick up information on a weekly basis. Much of the information is already posted on the school website. Progress reports and report cards can also be sent electronically via an accurate e-mail address.

Parent-Teacher conferences will be scheduled for both parents at the same time regardless of the custody arrangements. Please try to keep communication open with the school.
HEALTH SERVICES

The purpose of our Health Services program is to protect and maintain the health of each student. There is a nurse or health aide in the school clinic five days a week as a part of our auxiliary services through the state of Ohio/Parma City School district. The nurse/health aide will periodically conduct screening examinations in the areas of vision, growth, and posture. General first aid will be provided to students who become ill or injured during the school day. The nurse/health aide is not permitted to diagnose illness or injury. That is the role of the family doctor. All teachers and teacher aides at Saint Charles are trained in Heartsaver CPR/AED. There are two AED's located in the school – one by the school clinic and the other by the gymnasium.

SCHOOL ILLNESS

The school nurse/health aide will contact parents in the event a child becomes ill or injured during the school day. It is important that students be picked up as soon as possible. An authorized adult must come into the school office and sign out the student. Those adults authorized by the student record information sheets are allowed to pick up students when ill. You can e-mail the school clinic at clinic@saintcharlesschool.org.

Send your child to school if:

- The child has a temperature of less than 100.0 Fahrenheit
- The child has not vomited for 24 hours
- There is a slight, but not persistent cough
- There is a slight cold
- There is no diarrhea for 24 hours
- Conjunctivitis or pink eye has been treated for 24 hours
- A skin rash has been treated for 24 hours
- There is no active case of lice or nits
- There is a slight headache that has not been caused by an injury or fever
- There is a slight sore throat of 1-2 days that is not worsening
- Ringworm has been treated for 24 hours

Keep the child home and call your doctor if:

- The child has a temperature of 100.0 F or more without the use of Tylenol or Motrin
- The child has vomited within a 24-hour period
- There is a persistent cough
- There is a bad cold or virus with symptoms of nasal discharge or persistent cough
- There is a virus with vomiting, stomach cramping, or diarrhea, etc.
- Eyes are red, irritated, itching, or painful
- There is a skin rash that is itching, spreading, or worsening
- There is head lice or nits
- A severe headache that is caused by an injury or fever
- There is a bad sore throat for 3 days or longer or there is a sore throat and a rash

Source: http://www.parmacityschools.org/Page/2013
STUDENT MEDICAL INFORMATION

1. In case of an accident or illness, it is extremely important that parents/guardians are able to be reached via phone. Please fill out the emergency information and update new work and cell phone numbers throughout the year. Be sure to keep your child’s medical history up to date.

2. Parents are requested to report all communicable diseases to the school office. Health records and immunizations are to be completed and kept on file in the clinic. State law requires proper immunization for admittance into the school.

3. Any pupil whose records remain incomplete by the 15th day of school will not be permitted to remain in school until the immunizations/physicals/records are completed and reported to the school. Required immunizations are pursuant to Ohio Revised Code 3313.67 and 3313.671.

4. Head checks will be conducted as needed to prevent an outbreak of pediculosis (head lice).

5. We are required to follow the Parma City School District’s medication policy that restricts non-designated school personnel from administering any medication to the students. The principal shall appoint a responsible person or persons to supervise, store and administer medication in the absence of the nurse/health aide. Prescription and non-prescription medicine must be brought into the office by a parent or legal guardian and will be kept in a locked cabinet in the school clinic. If prescription or non-prescription medication is to be taken by a student during school hours, it must be in its original container and have an affixed label with student name, name of medication and dosage. It must also be accompanied by physician and parent authorization form indicating dosage and times of medication to be taken. NO STUDENT MAY CARRY MEDICATION OF ANY KIND ON THEIR PERSON, WITH THE FOLLOWING EXCEPTIONS: Children with asthma may keep their inhalers with them as long as a physician and parent authorization form is on file in the clinic. Children may carry an epi-pen as long as a physician and parent authorization is on file in the clinic. Students may not carry cough drops or any other medicine in their book bags.

6. New medication forms from the parent or legal guardian and physician must be submitted each school year.

HEAD LICE

If a case of head lice is found in a classroom/grade level, all students in the classroom as well as any sibling of the affected child will be checked for head lice. A letter will be sent home to classes of children found with head lice. Students with head lice are not allowed on Parma City School transportation (per Parma City School District). Students returning to school must have their head checked in the clinic prior to re-entry. Although head lice are not considered a communicable disease, Saint Charles Borromeo Parish School has chosen to adopt a policy of no nits that are two inches or closer to the scalp. Students with nits will be sent home until the scalp is clear of nits. If head lice are discovered at home, please notify the school as a matter of being responsible parents.

HEALTH / WELLNESS POLICIES

Saint Charles Borromeo Parish School believes in promoting wellness practices that support a healthy lifestyle. We have adopted the Diocesan Wellness Policy. To this end, students are encouraged to exercise daily during lunch recess and are expected to participate in physical education classes. In addition to exercise, proper nutritional choices are promoted. In consideration of all students (allergies, diabetes, etc.) as well as endorsing a healthy lifestyle of food choices, Saint Charles Borromeo Parish
School will not provide food as an incentive or as a reward. In cooperation with this policy, students are to refrain from bringing food in for classmates on their birthday or any other celebration. Although providing any “gift” to classmates on his/her birthday is an option to begin with, if a student still desires to provide such a “gift,” alternatives to food on birthdays are pencils, erasers, small toys, bookmarks, a book for the classroom library, etc. Ohio Senate Bill 210, The Healthy Choices for Healthy Children Act, passed on June 18, 2010, contains provisions to combat childhood obesity by increasing students’ physical activity and ensuring access to healthy meals and beverages at school. Our school hot lunch program is part of the Diocese of Cleveland’s Nutritional Services Program and follows all federal and state laws regarding nutrition.

**FOOD ALLERGIES**

Saint Charles Borromeo Parish School recognizes that there are students with intolerances and allergies to various foods. All faculty and staff, including the cafeteria staff and lunchroom monitors, are made aware of which students have such issues. In the case of ingestion of food to which a student is allergic, the adult would assess the situation and contact the school clinic, which would then follow the prescribed plan for the individual. This plan would include notifying the parents and may involve calling 911. If necessary, Saint Charles Borromeo Parish School will designate a peanut free table in the cafeteria.

**HAND WASHING**

Saint Charles Borromeo Parish School also promotes hand washing on a regular basis. Research shows that proper hand washing is the most effective way to prevent the spread of disease.

1. Wash hands with soap and water after using the bathroom. Wash for at least fifteen seconds under running water.
2. Wash hands with soap and water before eating meals and snacks.
3. Dry hands with disposable paper towels. Throw paper towels in plastic bag or container.
4. If there is a bodily fluid spill, students should not touch it and should tell an adult immediately.

If there are any questions, please ask the health aide/nurse in the school clinic.

**VISITORS**

All visitors must register at the school office before entering the school building. At all times, the entrance doors to the school will be locked. Visitors must enter the school through the Wilber Avenue main office entrance and sign in and/or wear a visitor tag. Unless otherwise stated, visitors should report to the office to notify personnel when leaving.
VIRTUS AND FINGERPRINTING

As part of the Cleveland Catholic Diocesan response to child sexual abuse, a program has been established for all adults who work with children “...more than (4) hours a month or...more frequently than once a month.” The program is entitled VIRTUS and is designed to assist adults in recognizing the signs of sexual abuse in children.

There are four components to this certification:

1. Participation in an initial three-hour live training session: “Protecting All God’s Children” Awareness Program.
2. Signing of two acknowledgment forms, “Policy for the Safety of Children in Matters of Sexual Abuse” and the “Standards of Conduct for Ministry” – (revised 2016) that these documents have been received and read by the participant.
3. Completion of an on-going on-line VIRTUS training program consisting of reading one online article per month for a period of 24 months. Participants may volunteer during these 24 months.
4. BCI & I electronic fingerprinting is required for volunteers, BCI & I and FBI fingerprinting for employees.

The faculty will check with the parish VIRTUS coordinator prior to selecting chaperones for field trips or having volunteers in the classroom. As most field trips are four hours, those who wish to chaperone must be VIRTUS trained (including fingerprints). These policies are in effect for the safety of all children. Please contact the parish VIRTUS coordinator, Debbie Kozub (dkozub@saintcharlesschool.org) with any questions.

SCHOOL VOLUNTEER PROGRAMS – PARENT TEACHER UNIT (PTU)

All parents are invited to become members of Saint Charles Borromeo Parish School Parent-Teacher Unit. Membership is a small monetary fee per family. Meetings are held monthly – please check with the school calendar for the correct date, time and place each month.

Through a generous devotion of time to the PTU and the school, parents are able to participate in any of the many activities sponsored by the PTU. All students of Saint Charles Borromeo Parish School benefit directly from the well-planned activities and funds generated by the PTU. Adult family members may contact teachers at any time to volunteer time and talent. All volunteers working with children must comply with the VIRTUS and fingerprinting standards set by Saint Charles Borromeo Parish School.
CURRICULUM

The goal and objectives of the course of studies are taken from the Diocesan Graded Courses of Study and meet the requirements of the state of Ohio content learning standards (based on common core state standards). Textbooks are chosen from an approved list and after thorough review. Parents are welcome to make an appointment to review a copy of the curriculum that is kept online with the Office of Catechetical Formation and Education.

RELIGIOUS EDUCATION

Religion classes are taught daily. Students in grades one through eight participate in the parish 8:30 AM Mass on Fridays. Students take part in liturgies, para-liturgies, and service projects. Religious education is carried on throughout the entire curriculum and climate of the school by means of the witness by the staff and students along with continued efforts to imbue Christian values in the context of interpersonal relationships.

PARISH SACRAMENTAL PROGRAM

The Sacramental life is vital to the Catholic faith. The responsibility for preparation and administration of sacraments is that of the parish. The second grade religion program centers on the direct involvement of parents in the Sacramental Program of the Eucharist and the Sacrament of Reconciliation. Specific assigned parent meetings are held during the school year in preparation for your child’s reception of these sacraments. Students receive these sacraments for the first time at their home parish.

Eighth grade students are invited to be a part of the Confirmation program at Saint Charles Borromeo Parish. If they so choose, they will participate in a preparation program for the sacrament of Confirmation. Parents are to follow the prescribed program as part of their support of their child’s preparation for this sacrament of initiation.

Parents are encouraged to take personal responsibility for their children’s reception of the Sacrament of Reconciliation as often as possible during the year. The children have the opportunity to receive the sacrament with their class two times per year, during Advent and Lent. Parents are expected to attend weekend liturgy with their children and to model the Christian way of life.
AUXILIARY SERVICES

State and Federal funding provide our students with the following services: Remedial reading and math, Title I reading, learning disabilities tutoring, speech and language, health services (including a clinical counselor), and a clerk.

RESOURCE ROOM

During recess periods, the Margaret Smith Resource Room is available for any students who need some extra support or help, would like to study for a test, want to read, etc. Students may choose to come into the Resource Room. There are also times when teachers require students to spend time in the Resource Room in order to complete assignments. In acknowledgement of the need for play and exercise during the recess period, students are rarely asked to come to the Resource Room on a daily basis. However, given individual situations, such attendance in the Resource Room may be mandated.

PHYSICAL EDUCATION

Saint Charles Borromeo Parish School supports physical activity as a way to remain healthy and fit. Students participate in physical education weekly. Students are required to participate in physical education unless released by a physician’s note for serious or prolonged illness or injury, or parent note for less serious illness that excuses a student for one class period. Students are to wear the physical education uniform. This includes the t-shirt ordered through school and any PLAIN (no stripes or other large markings) NAVY BLUE shorts with tennis shoes. Please label all articles of clothing. The school is not responsible for unlabeled student possessions.

LIBRARY PROGRAM

The library offers our students opportunities to grow in guided, yet independent areas of research. Exposure of students to educationally sound materials is of major concern to all involved in the program. A state of the art library is available to students, which includes ten Macintosh computers with Internet access that can be used for research. Reading is constantly encouraged of the students at Saint Charles Borromeo Parish School. The Accelerated Reader program is an incentive-based program at Saint Charles Borromeo Parish School and is supported through a web-based program, allowing students to take tests on over 100,000 titles. Benchmarks are determined at the beginning of each school year. Students in grades K-8 will have an assigned library period. Fines for keeping overdue books are five cents per school day. Weekends and free days are not counted. The student must pay for lost and damaged books. Report cards may be held each semester for unpaid library fines over $10.00.
MARKING CODE FOR KINDERGARTEN
Students in kindergarten will receive report cards indicating specific skills and the student’s mastery of those skills.

MARKING CODE FOR GRADES 1-8

A+………………..100-98  B+……………………92-90  C+……………………84-82  D+... ………….76-75
A………………..97-95  B……………………89-87  C……………………81-79  D………………..74-72
A-………………..94-93  B-………………..86-85  C-………………..78-77  D-………………..71-70
            F………………..Below 69

REPORT OF STUDENT PROGRESS

Report card grades take into consideration:
1. Daily Class Participation
2. Home and Daily Classroom Assignments
3. Quizzes and Tests
4. Effort to Improve
5. Ability Level of the Child
6. Authentic/Performance Based Assessment

Grading reflects the student’s achievements and not conduct or attitudes. School policy dictates that grades received by students remain as given and shall not be altered unless there has been some type of clerical error.

Report cards are sent home quarterly. Interim progress reports for students in grades 1-8 will be available on Gradelink between report cards to all parents. Please feel free to contact teachers about a student’s progress by scheduling an appointment.

PERMANENT RECORDS

Saint Charles Borromeo Parish School maintains permanent records for all students. This information includes final grades at the end of each school year (including effort and conduct) as well as attendance information. Parent information, sacramental dates, names of siblings, address, contact information, etc. are included on this card as well. Standardized test scores are part of this permanent file. Any evaluations completed by Parma City Schools are maintained at the board office of Parma City Schools. Copies of evaluation team reports, psychological reports, and any service plans are kept in a separate file at Saint Charles Borromeo Parish School.

HOMEWORK

Homework is assigned by teachers on every grade level to enhance, to provide practice, or to extend classroom teaching. Homework for students who are absent may be sent home with siblings or neighbor students only if the office has been notified by 9:00 AM. Otherwise, the student will receive his/her homework when he/she returns. Homework can be made up when the student returns to school. One day per day of absence is allocated for the students to complete and turn in daily assignments. For assignments where the due date is known a week in advance, the due date remains the same and an extra day is not permitted. This is the student’s responsibility. This policy is communicated to the parents at the beginning of the school year.
POLICY FOR INCOMPLETE HOMEWORK

It is the student’s responsibility to complete work on time. When the student is involved in activities during the school day (serving, music lesson, etc.), he/she is expected to complete all missed classroom work for the day on which it is due. Tests missed due to an absence may need to be taken before/after school so as not to interfere with subject development. Parents are responsible for transportation if the child must stay arrive early or stay after school.

Grades 5 - 8: Neglect of completion of homework will be reflected in a student’s grade. Generally, not completing homework will have a natural consequence of not being prepared for class discussions as well as negative impact on any assessments of understanding.

Gradelink

Parents and students in grades one through eight can access Gradelink through the Saint Charles website daily using a username and password. Although this service offers reminders for homework, as well as an update of current grades (weekly), students are still held responsible for having an assignment notebook and for writing down each night’s homework. Personal responsibility and time management are important life skills that we are helping parents to develop in students.

Gradelink is also a key communication tool between the school administration and families. E-mail messages are sent weekly as a way of reminding of important events or with news. It is in the best interest of all to have an e-mail connected to the Gradelink.

PARENT-TEACHER AND STUDENT-INVOLVED CONFERENCES

Conference days are held twice during the school year. The October conferences are held approximately half way through the first quarter of school. Parents must schedule a conference time online. Students in grades seven and eight are required to attend the first quarter conferences in an effort to increase personal accountability for learning. There is an opportunity to meet with teachers the week after the second quarter report cards are distributed. These conferences can be parent or teacher requested. Parents/legal guardians are encouraged to contact a teacher at any time during the year when a need arises through a note in a sealed envelope, e-mail or a phone call. If matters of a serious nature arise, in the best interest of the student, both parents/guardians should be present for the conference. All conferences will be conducted with respect for all parties involved. In the case of custody situations, both parents should plan to attend the same conference so that the information shared is heard by both parents at the same time. Parents will need to put aside differences for the good of the child in such cases.

JUNIOR HIGH (GRADES 7 & 8) EXPECTATIONS AND PROCEDURES

The junior high level presents increased responsibility and some new challenges. The faculty and staff of Saint Charles Borromeo Parish School will assist students in making sound decisions involving ongoing education and as well as encourage all students to grow spiritually and academically.

EXPECTATIONS

1. Respect all adults and classmates.
2. Come to class prepared with appropriate books, notebooks, pens and pencils every day.
3. Enter and exit the classrooms quietly and orderly.
4. Complete all assignments, submitting them on time.
5. Do not bring food, drinks or gum in the classrooms.
6. Place cell phones in designated containers in homerooms by 8:10 AM.

CONSEQUENCES
1. A verbal warning will be given for all minor offenses.
2. Positive comments and special privileges will be given for appropriate behavior.
3. Inappropriate behavior may result in loss of privileges, extra assignments, demerits, detentions and/or parental involvement.
4. A student may be removed from the classroom for a serious behavioral problem, which may result in a conference with the administrator.

HOMEWORK AND LATE ASSIGNMENTS
Homework is an extension of class and is an important part of the learning process. Assignment notebooks are provided to all students in order to assist with organization. Gradelink is available to check assignments and is updated regularly.

- An assignment is considered late when it is not submitted by the specified due date. There will be a 20% grade reduction on all late assignments IF the assignment is submitted one day after the original due date and BY 8:10 AM, prior to the first period class when the student returns.
- Failure to complete an assignment will result in no credit being given.
- If a student is absent, all work assigned prior to the student’s illness is due by 8:10 AM the morning he/she returns.
- All work assigned while the student is absent is given an extended due date depending on the length of illness. Assignments are due to the respective teacher BEFORE classes begin. This avoids loss of credit given.
- If a student is absent from any class during the day due to a doctor appointment, music lesson, serving Mass, sudden illness, etc., it is the student’s responsibility to submit all assignments due that day to the respective teachers upon arrival or before departure.

ABSENCES
Classroom learning cannot be adequately replaced by completion of a worksheet; students should make every effort to attend class every day. In the case of an unavoidable absence, it is the responsibility of the student to check with each teacher before or after school on the day that he/she returns regarding missed class work.

1. Parents must request work to be sent home when calling the office to report the absence of the sick child. This should be done by 9:00 AM.
2. Standing assignments are due the day the student returns.
3. Long-term assignments must be submitted on the due date or will be considered late.
4. Tests must be made up within two days of return, by appointment (before or after school).

COMMUNICATION
In order to develop good study habits and personal responsibility, parents of students in junior high are encouraged to allow their sons/daughters to handle questions and concerns with the teachers. That being stated, teachers are available to address parental concerns. Parents should communicate with the teacher responsible for the subject matter in question. E-mail is an easy communication tool, but voicemail is also available.
PROGRAM OF DISCIPLINE – KINDERGARTEN THROUGH GRADE EIGHT

A high standard of conduct is expected of the students of Saint Charles Borromeo Parish School. Children are expected, by their actions and in their speech, to contribute to our goal of a positive, safe learning environment.

PLAYGROUND/LUNCHROOM

1. Obey all directions from the adult in charge in the lunchroom or on the playground.
2. Obey and follow the indoor recess rules and playground rules.
3. Be mindful of the rights of others by being courteous to all.
4. Play in the proper section of the schoolyard.
5. Stay in the schoolyard; no child is to leave the schoolyard during the lunch/recess period unless directed to do so by a teacher or other staff member.
6. The adult lunch monitors have a right and responsibility to enforce the school discipline policy by administering a demerit and/or detention.

STUDENT TRANSPORTATION

Notification is required from a parent to the school office regarding student appointments or a change in home routing. Arrangements for pick-up should be made prior to the start of the school day and the student(s) should be aware of such arrangements. The office is not always able to get a message to students during the school day. Due to the efforts to safeguard the students, written notes only are acceptable. In the case of an emergency, please call the office.

WALKERS: When using crosswalks, students are to obey all directions given by the crossing guards. Students should always cross a street where a crossing guard is present.

BIKE RIDERS: Students in grades K-8 may ride a bike to school, but they must walk their bikes on parish property and keep them locked when not in use.

CAR RIDERS:

During morning arrival – Students should be dropped off in the parking lots on Wilber Ave. Cars traveling West should turn right into the large lot and students will cross at the cross walk with the crossing guard. Cars travelling East on Wilber Ave. should pull into the small lot and pull up as far as possible to allow for several students to be dropped off at one time. When leaving either parking lot, cars should turn right. Following the school traffic plan keeps all children safe and ensures a smooth drop-off period for all families.

During dismissal – Adults picking up children on Wilber Ave. should use the large Wilber Ave. parking lot across the street from the school. Cars should not be stopping at the curb on the school side of Wilber Ave. and waiting for children to get into cars as this is against the law and not safe for the children: “No stopping to drop off passengers on school days” is city ordinance number 351.03N.
BUS
School bus transportation is a privilege that cannot be abused by demands for luxury, services or individual convenience. A safe and efficient school bus program calls for teamwork by pupils, bus drivers, parents and principal. Without teamwork, a school system must risk what it cannot afford to risk—death or injury. Walkers or car riders may not ride buses of any district unless they qualify for busing in that district. The only exception is riding buses for field trips.
To provide both sufficient and safe transportation, the Parma School System has established the following rules and regulations by which all the students of Saint Charles Borromeo Parish School are bound:

Getting On and Off the Bus:
1. To help maintain morning schedules, all pupils must be ready when the bus arrives.
2. Riders must conduct themselves in a safe and polite manner while waiting, including staying off the road while waiting.
3. Riders must wait until the bus comes to a complete stop before attempting to board.
4. Crowding and pushing is dangerous and must be avoided when getting on and off the bus.
5. School bus stops for loading and unloading must be reasonably spaced.

Riding On the Bus:
1. Loud talking and laughing or unnecessary confusion can divert the driver’s attention and may result in a serious accident. Riders must talk quietly at all times when on the bus.
2. Bus riders must never tamper with the bus, outside or inside, or with any of its equipment.
3. Any damage done by pupils riding the school bus, such as a cut cushion, a broken window, etc., will have to be paid for by the student or his/her parents. Throwing anything in the bus or out an open window is prohibited.
4. Riders must always keep arms inside the bus when the windows are open.
5. Books, packages, coats and all other objects must be kept out of the aisles.
6. Eating is not permitted on the bus at any time.
7. The bus driver shall be responsible for the orderly conduct of the pupils. While on the bus, the pupils are under the authority of and directly responsible to the driver.
8. The bus driver is responsible for the discipline of the children on the school bus and in the event of misbehavior, the driver is to complete the proper form provided by Parma City Schools. On the second offense, the driver is to take the student to the principal and the principal will to make a decision as to the discipline that should be enforced.
9. If the misbehavior is of such seriousness as to warrant the child being excluded from riding the bus, this decision rests with the principal and the Parma City School District.
10. Any violation of the above rules and regulations may result in suspension of transportation privileges.

The above rules and regulations apply to any trip under school sponsorship. Pupils shall respect the wishes of the chaperone appointed by the school.
If an infraction of the rules occurs, the principal may take the following actions:

First Offense – communication with parents and possible detention for students
Second Offense – removal of riding privileges for one to five school days and a detention for students
ELECTRONIC ITEMS

The school supplies most electronic equipment necessary in school. Radios, cell phones, digital recording devices, computer games, hand held games, iPods, lasers, laser pointers, digital cameras, and other electronic devices are not permitted to be used during school hours without the consent of the teacher/principal. These items will be confiscated by faculty/staff and brought to the office. Confiscated items may be returned only after contact has been made between parents and administrator.

Students in grades seven and eight will place their cell phones in a container upon arrival to homeroom. In this way, the temptation to call, text, or take photos during the school day is removed.

**The administration reserves the right to inspect data contained in electronic devices that are confiscated by school personnel.**

**Saint Charles Borromeo Parish School is not responsible for any personal lost or damaged items brought from home.**

**First Offense:** Device confiscated, conference held between principal and student, letter sent to parents, which is to be signed and returned the following day; item returned to student at end of school day.

**Second Offense:** Device confiscated, parents called by principal, item only returned to parent when parent is able to come to school to pick up the device.

**Third Offense:** Device confiscated and will be returned to the parents at the end of the school year. If a new device is brought to school in the interim time, continued admission for the remainder of the school year at Saint Charles Borromeo Parish School will be considered.

LOCKERS AND DESKS

Lockers and desks are the property of Saint Charles Borromeo Parish School. Lockers, desks, and the contents of each are subject to searches at any time, regardless of whether or not there is a reasonable suspicion that a law or school rule has been broken. Any damage done to lockers may result in the loss of locker privileges. If damage occurs, fines may be incurred.

SAINT CHARLES BORROMEO PARISH SCHOOL DISCIPLINE POLICY

The following acts of misconduct by a student on school premises, or off-school premises at a school-sponsored activity, shall constitute sufficient cause for disciplinary action. Disciplinary action includes, but is not limited to, written or verbal warning, demerit(s), detention(s), parent meeting, behavioral contract, suspension (out of school), and/or expulsion.

Demerits and detentions may be issued to students in grades 4 through 8. Kindergarten through third grade will follow their classroom discipline policies, which may include demerits and detentions at the discretion of the teacher.
DEMERIT AND DETENTION VIOLATIONS

Demerits may be issued for the following reasons:

1. Food outside of the cafeteria
2. Chewing gum
3. Littering
4. Dress code violations (including physical education class and non-uniform days)
5. Disrespect toward peer
6. Disruptive behavior during emergency drills
7. Failure to return a signed demerit may result in an issuance of a second demerit
8. Other – these infractions are those items that are deemed disruptive to the learning process or behaviors that are not Christian in nature but not severe enough to warrant a detention. Such an infraction may be excessive socializing in class rather than completing assigned work.

Five demerits are equivalent to one detention. Detentions are served the next day. Signed detention slips must be returned the next day.

Detentions may be issued for the following reasons:

1. Habitual infraction of demerit violation (for example, five demerits for gum chewing=detention; next violation for chewing gum=detention)
2. Verbal fighting
3. Disrespect toward an adult, faculty or staff
4. Vandalism or graffiti on any school or personal property (restitution is expected)
5. Improper language
6. Forgery
7. Academic dishonesty (cheating, plagiarism, etc.)
   a. Cheating may result in no credit given for an assignment
   b. Copying and pasting someone else’s work, whether from an internet source or one’s classmate, is considered plagiarism
8. Throwing objects such as food, snowballs, books, etc.
9. Leaving the classroom, school building and/or property without permission
10. Consistently disrupting class and/or failure to follow classroom rules
11. Entering a restricted area (teacher desk, faculty lounge, work room, etc.)
12. Misconduct away from school (school functions, field trips, or school-sponsored activities)
13. Bullying (based on nature of violation, see page 25 of handbook)
14. Grades 7 & 8 only: failure to place and leave cell phone in container prior to first period class
15. Other – All infractions are not able to be named in such a document; therefore there is space on the detention form for the teacher or principal to write a description of the behavior choice.

The third detention will be a one day, out-of-school suspension. Parents will receive notification when a student has received two detentions and is close to receiving the third detention.

During the winter months, students should stay off the piles of snow and are not permitted to throw snow at other people while on school property.
Any material on social media such as Facebook, Twitter, Instagram, YouTube, Snapchat, Music.ly, Vine, etc., **which causes disruption in school**, may result in a consequence in school. However, Saint Charles Borromeo Parish School is not able to police the actions of all students outside of the school day. This is the responsibility of parents/guardians. Parents are encouraged to view e-mails and all social media sites of their children on a regular basis. Students are encouraged to keep all information about themselves private on the Internet. Parents will be notified if there is questionable material and such material should be removed from the page. Guiding children in posting appropriate, if any, information on the Internet is a Saint Charles’ priority. All students are required to sign an agreement to the Acceptable Use Policy prior to being permitted to use the Internet at school. The policy is included in this handbook.

**SUSPENSION OR EXPULSION VIOLATIONS**

Suspension or expulsion violations may be given for the following reasons or at the discretion of the principal. Due to the severe nature of these violations, the student will receive no credit for assignments missed during his/her suspension. Students who are suspended from school may be placed on a behavior contract. Severe cases of disregard for school policies may also require professional evaluation before returning to school.

1. Physical fighting
2. Inflicting serious bodily harm of any kind to any person to and from school, during the school day or at school related activities
3. Possession or use of fireworks, firearms, explosives, knives, or any other type of weapon (refer to weapons policy)
4. Insubordination or defiance toward faculty, staff, or school/parish personnel
5. Setting a fire, setting off a false alarm, or possession of a flammable object
6. Membership in a gang or participation in any gang-related activities
7. Illegal entrances into the school or theft of school property or other individual’s property
8. Intimidating, threatening, degrading or disgraceful acts
9. Gambling or stealing
10. Bullying and /or harassment (see policy)
11. Extensive vandalism
12. Possession of tobacco products and/or matches or lighters on school premises
13. Possession of alcohol, drugs, inhalants or any other addictive substances
14. Immoral behavior
15. Skipping school – truancy
16. At discretion of the principal

The principal, after consulting with the pastor, will notify the parents regarding the reason and duration of the suspension, and make arrangements for further professional evaluation. The principal, in consultation with the pastor, may decide to place the student on probation. The student is given the chance to improve. Record of academic progress and general behavior is kept by the administration and the faculty involved. Any student failing to remove him/herself from behavioral or academic probation may be told not to return the following semester.

**EXPULSION** of a student from school is a serious matter and will only be used when necessary. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. **The following behaviors may be punishable by an extended suspension or possible expulsion and professional evaluation:**

1. The use or sale of controlled substances (refer to chemical dependency policy)
2. The possession, use or sale of weapons (refer to weapons policy)
3. Unexcused absence relating to addictive substances (refer to chemical dependency policy)
4. Unlawful behavior (e.g. vandalism, stealing, harassing another student or staff member)

OFF CAMPUS AND OUTSIDE SCHOOL HOURS
Saint Charles Borromeo Parish School may impose consequences for inappropriate behavior off campus and outside school hours. Inappropriate includes, but is not limited to, harassment, safety threats, and unsuitable use of the school name during the use of technology, remarks directed to or about faculty and staff of the school, offensive communication, and illegal activities.

GUIDELINES CONCERNING BULLYING BEHAVIOR
An effective procedure for dealing with bullying begins with a posted classroom management plan that clearly states expectations of behavior and is enforced consistently. Management of classroom behavior requires the teacher to exercise prudent judgment and a great deal of common sense in distinguishing between bullying behavior and behavior that is simply annoying.
In the event that student(s) chooses to break any of the classroom/school expectations with the occurrence of a conflict, that conflict should be addressed with the use of the “I” statement to underscore the ownership of one’s own behavior.

There are many legal definitions of bullying. For Saint Charles Borromeo Parish School, the following will provide an initial guide to defining such behavior:

Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both
1. causes mental or physical harm to the other student
2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student

Source: Ohio Revised Code 3313.666 (effective 3/30/2007)

CONSEQUENCES FOR IDENTIFIED BULLYING BEHAVIOR
All reported instances of bullying (based on the above definition) will be investigated.

First Incident of reported bullying – Adult intervention. Adult will state the expectation that the student will not continue to engage in bullying behavior and may issue a demerit or detention, depending upon the nature of bullying behavior.
Second Incident of reported bullying – Adult intervention. Adult will state the expectation that the student will not continue to engage in bullying behavior and may issue a detention, and schedule a conference with parents, student, teacher and an administrator.
Third Incident of reported bullying – Adult intervention. Adult will state the seriousness of offense and may issue a detention, schedule a conference with parents, student, teacher, and administrator, and at the discretion of the principal, be suspended from school for a period between one and three days or possible expulsion.

It is the desire of Saint Charles Borromeo Parish School to empower students to take a stand against unwanted behavior so that continued intervention is not necessary.
CHEMICAL DEPENDENCY
Saint Charles Borromeo Parish School Community recognizes that chemical dependency is a treatable illness. The school has a dual responsibility in cases of chemical dependency. First, the school recognizes its responsibility to help the student and his/her family to seek professional help. Secondly, the school has a responsibility to hold the student accountable for his/her actions by appropriate disciplinary actions. Each case of chemical dependency is handled individually. A copy of the complete policy is on file in the school office and is available for review on request.

YOUTH GANGS
YOUTH GANGS AND GANG-RELATED ACTIVITY ARE PROHIBITED. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. A copy of the complete policy is on file in the school office and is available for review on request.

WEAPONS
In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Saint Charles Borromeo Parish School policy expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish. This policy includes, but is not limited to, any firearm, knife, deadly weapon, any object used as a weapon, explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, other device that uses air or gas propelled projectiles or an object that is indistinguishable from a deadly weapon. An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he/she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal/designee will immediately contact the police department before confronting the individual. If it is determined that this policy has been violated, the parents/guardians of the offender shall be immediately contacted and must cooperate with the disciplinary process. The disciplinary process will include immediate in/out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents/guardians may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program.

STUDENT THREAT AND SEXUAL HARASSMENT
POLICIES AND PROCEDURES
The pastor, administration, and staff of Saint Charles Borromeo Parish School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. Saint Charles Borromeo Parish School will not accept harassment of any type and, should it occur, the appropriate disciplinary action would be taken. Disciplinary action may include suspension or expulsion.
Examples of harassment include, but are not limited to, verbal or written taunting; consistent bullying; other offensive conduct; intimidating or hostile conduct; jokes, pictures, cartoon, drawings, or objects which are offensive, annoy, abuse, or demean an individual or a group; stalking-type behaviors.

STUDENT THREATS POLICIES AND PROCEDURES

1. Any student threats to inflict any harm to self or others will be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal.
3. Police may be notified immediately.
4. The student may be kept in the principal’s office under supervision until the police arrive.
5. The parent/guardian of the student who has made the threat shall be notified.
6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
7. The students may be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need to psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

With parental permission, the principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any know victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health consultants and administration assisting the principal in his/her education regarding the readmission of the student to the school.

The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to the school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

8. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is provided.
9. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student’s academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation, or non-readmission before being destroyed.
PROCEDURES TO FILE A SEXUAL HARASSMENT COMPLAINT
Students or employees who believe they have experienced sexual harassment shall report such matter to
the principal, who shall be the investigator for sexual harassment complaints.

1. A complaint of sexual harassment is to be made to the principal or other designated impartial
   administrator. The complaint shall be as specific as possible regarding details. If the complaint is
   made by an employee, it shall be in writing.
2. The principal or other impartial designated administrator shall immediately investigate the
   complaint and shall make written notations of the specific allegation.
3. Information to be acquired during the investigation of the complaint shall include names of
   witnesses, date(s), times, and the specific charge of sexual harassment.
4. The need for confidentiality shall be stressed.
5. No reprisal will be tolerated against complainant(s), witness(es), or individual(s) involved in the
   investigation.
6. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be
   made to the parties regarding the disposition of the investigation consistent with the mandates of
   the Family Educational Rights and Privacy Act.

SEXUAL HARASSMENT INVESTIGATION PROCEDURES
Upon receiving a complaint from either a student or a school employee, the principal shall discuss the
allegations with the complainant-victim to obtain a statement of the facts (e.g. what occurred, when, where,
by whom, names of witnesses). All complaints are to be taken seriously. It is the responsibility of the
principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and
eQUITABLE action.

Parties shall be given an opportunity to present witness or other evidence during the investigation.
Information regarding and investigation of sexual harassment shall be confidential to the extent possible,
and those individuals who are involved in the investigation shall not discuss information regarding the
complaint outside the investigation process.
No one shall retaliate against any employee or student because he/she filed a sexual harassment
complaint, assisted or participated in a sexual harassment charge or because he/she has opposed
language or conduct that violates this policy. Retaliation will result in discipline.
If the investigator is the alleged harasser or witness to the incident, an alternative investigator shall be
Designated.

When a crime has been committed, the local police department shall immediately be notified by the
Designated administrator.

After the investigation is completed, notice of the outcome shall be given to the complainant(s) and alleged
harasser(s) consistent with the mandates of the Family Educational Rights and Privacy Act.
Appropriate disciplinary action shall be taken when harassment has occurred and appropriate efforts shall
be taken to prevent reoccurrence of the harassment.
An aggrieved party may appeal a decision to the superintendent, and the superintendent’s decision may be
appealed to the board of education within ten days of the decision of the superintendent.
Preschool and Kindergarten students:
Preschool and Kindergarten students wear play clothing that is both appropriate for school wear and weather conditions. School clothing should be different from “play” clothes children wear for home play. Socks must be worn with shoes. Backless shoes are not permitted as a matter of safety.

Accessories for all students in Grades One through Eight:
1. Tennis shoes will not be permitted as part of the regular school uniform except during the months of August/September and May/June. Shoelaces should match the color of the shoes. Shoelaces must be tied.
2. A shoe with a moderate, rubber-soled heel (approximately one inch in height) is appropriate for school wear. Shoes should be an earthen color of brown, tan, black, or gray (no sparkles). Platform shoes, leather boots, work boots, tennis shoes, moccasins and open back shoes are not permitted. Shoelaces should match the shoe and be tied.
3. For comfort and general health, it is recommended that students wear boots when there is snow on the ground and change into regular school shoes upon entering school.
4. The only sweatshirts allowed to be worn in the school building are Saint Charles sweatshirts. For safety reasons, hooded sweatshirts and hooded sweaters are not permitted inside school.
5. Sweaters may be of any style in a solid color of white, pale yellow, navy blue, gray, or hunter green.
6. Fleece pullovers (quarter zip and full zip with side pockets) are available through Schoolbelles. These fleece pullovers are acceptable to be worn during the school day. The school code for ordering online is S0054, look under “school specialty items.” Other pullovers purchased through the school throughout the years are also acceptable (no hoods).
7. Students may wear a solid color turtleneck sweater or other long sleeve shirt under polo shirts that are white, pale yellow, navy blue, or hunter green. These sweaters must fit correctly under the polo shirt (not oversized and bulky).
8. When students wear either sweaters or sweatshirts, they must wear a knit polo shirt underneath.
9. Sweatshirts and spirit wear of other area Catholic grade schools (including tournament shirts) are not permitted to be worn at any time (including dress down days). For example, students should never wear a shirt stating, “Our Lady of Angels CYO Tournament Champions.”
10. Students are to be in full uniform as they arrive and as they depart from school.
11. Girls only may wear one pair of earrings in each ear, post only - no dangles are to be worn.
12. Students may wear one ring, one watch, and one religious necklace.
13. Unusual, fad, or extreme hairstyles are not acceptable. Dyed hair of an unnatural color or unnatural looking highlights are not acceptable. Hair dyed during the summer months must be returned to its natural color by the first day of school.
14. A plain black, brown or navy dress belt must be worn with all pants that have belt loops.
Girls in Grades One through Eight:
1. Girls may choose to wear a plaid jumper, skirt, split skirt, or skort from Schoolbelles Uniform Company. Skirts and jumpers must be knee length – no shorter than two inches above the knee. This is a matter of modesty. If skirts/jumpers are too short, the hem must be altered or a new uniform must be purchased. Families are encouraged to participate in the PTU uniform exchanges throughout the school year.
2. Knit polo shirts (banded or unbanded) colors may be worn in dark blue, light blue, pale yellow, hunter green or white. Hunter green is the only acceptable shade of green for polo shirts. Unbanded shirts must be tucked in.
3. Socks and tights must be in a solid color of navy blue, hunter green, pale yellow, black, gray or white. Socks with stripes or other markings are not permitted (with the exception of a small company logo). The short socks must be solid in color (NO STRIPES).
4. Dress slacks may be of uniform plaid, navy, black or khaki (as in the color beige or tan). Dress slacks may be like those purchased from Schoolbelles, which means that all the pockets are on the inside of the pants (not sewn-on pockets). There may be no rivets (as in blue jeans), double stitching, loops, excess pockets (as in cargo or carpenter style pants, or any facsimile of either). Slacks must fit properly – not baggy or too tight. A belt must be worn if pants have belt loops.
5. Corduroy pants that are navy blue or black may be worn. Belts must be worn with belt loops.
6. Make-up is not appropriate for school and may not be worn. Nail polish and acrylic nails are not permitted as a part of the regular uniform. Students may be sent to the office to remove nail polish.
7. Girls’ hairstyles are to be neat and should not cover the eyes or be at a length so that hair needs to be pushed out of the eyes on a regular basis. A simple clip, hair band or ponytail holder can solve that issue easily while in school.

Boys in Grades One through Eight:
1. Knit polo shirts may be worn in dark blue, light blue, hunter green or white. Logos or other markings are not permitted on polo shirts. Hunter green is the only acceptable shade of green for polo shirts. Shirts must be tucked in. Only plain t-shirts may be worn under shirts.
2. Navy, black or khaki (as in the color beige or tan) dress pants may be worn. Dress slacks do not have sewn-on pockets, which means that all the pockets are on the inside of the pants. There may be no rivets (as in blue jeans), double stitching, loops, excess pockets (as in cargo or carpenter pants), or any possibility of rip-off or zip-off legs, or facsimile of either of these. Pants must fit properly - not baggy or too tight. Belts must be worn with belt loops.
3. Corduroy pants that are navy blue or black may be worn. Belts must be worn with belt loops.
4. A plain black, brown or navy dress belt must be worn with all pants that have belt loops.
5. Socks must be white, navy blue, hunter green or black. Stripes are not permitted. Small company logos are permitted.
6. Boys’ hairstyles are to be neat and the length of hair should not touch the collar in back or be long enough to cover the ears. Hair should not cover the eyes or be at a length in the front so that hair needs to be pushed out of the eyes on a regular basis.

Boys Grades 7 & 8 ONLY
Students may choose to wear dress-collared shirts with a tie. Shirts must be tucked in. Flannel shirts are not considered dress shirts.
GRADES ONE THROUGH EIGHT - COOL DOWN DRESS POLICY

During the months of August, September, May and June, the cool down dress policy will be in effect. Cool down uniforms are an option. Students may choose to wear the regular uniform.

Students may wear navy, black or khaki dress/uniform walking shorts, like those purchased from Schoolbelles or from the uniform section of major department stores. They should be of knee length or approximately two inches above the knee. If they are shorter than about 2 inches above the top of the knee, they are not considered uniform and may not be worn. There may be no rivets (as in blue jeans), double stitching, loops, or excess pockets (as in cargo or carpenter pants/shorts). All pockets are on the inside of the shorts (no sewn on pockets). A belt must be worn with shorts that have belt loops.

Students may wear tennis shoes during the shorts option days. Tennis shoes may be worn with pants or uniform skirts during cool down months. Laces on both shoes should be the same color. Shoelaces must be tied. Plain white, pale yellow, navy blue, hunter green or black socks must be worn with tennis shoes. Stripes are not permitted (small company logos are permitted).

Gym shorts may not be worn as part of the cool down uniform.

The following will be the consequences if any individual decides not to adhere to the cool down dress code:

First infraction: Warning (documented)
Second infraction: One week without cool down uniform privileges
Third infraction: Cool down uniform privileges revoked for remainder of school year

“DRESS-DOWN” AT SAINT CHARLES MEANS:

1. ***Students ARE required to change into physical education uniforms on dress down days.***
2. Shorts of appropriate length or jeans/slacks that fit properly are acceptable. Tight-fitting sweatpants and yoga-type pants are not appropriate and therefore not permitted. Writing on the posterior of pants is not appropriate. Flannel pajama pants are not appropriate dress down pants.
3. Tennis shoes, sandals, or other shoes not normally worn in school are acceptable - but flip-flops are not appropriate (for safety reasons).
4. Correctly fitting t-shirts with appropriate pictures and writing are acceptable.
5. Saint Charles sweatshirt or an appropriate sweatshirt is acceptable in the cold weather. Hooded sweatshirts are not permitted in the school building (for safety reasons).
6. Remember that t-shirts/sweatshirts (even from tournaments) from other Catholic grade schools are never permitted – not even at recess.
7. IF YOU ARE UNSURE IF WHAT YOU PLAN TO WEAR IS APPROPRIATE, IT PROBABLY IS NOT, SO DO NOT WEAR IT.
8. Students who choose not to follow the dress down policy for appropriate shirts may be told to turn the shirt inside out for the day and may forfeit the right to participate in future dress down days.
9. Nail polish is permitted on dress down days, but must be removed by the next school day.
BIRTHDAYS AT SAINT CHARLES BORROMEO PARISH SCHOOL

Students may dress down on their birthday. Students whose birthdays are on days that we participate in Mass should dress down on a different day so that appropriate dress is worn for Mass. Birthdays that fall on weekends may be celebrated on Monday. Students with summer birthdays can celebrate an “un-birthday” (any day chosen during the school year – notify teacher) or half-birthday.

SAINT CHARLES BORROMEO POLICIES

We adhere to the following Diocese of Cleveland Policies:

- No. 4131 – Personnel – Alcohol and/or Drug and Chemical Abuse
- No. 4132 – Employees and AIDS
- No. 5115 – Students – Pregnancy Policy
- No. 5117 – AIDS Policy – Students
- No. 5118 – Possessions, Use or Abuse of Drugs, Alcohol, Hallucinogens, Controlled Drugs or Drug Paraphernalia
- No. 6102.38 – Wellness Policy

As a faculty, we have adopted the following:

- Weapons Policy
- Policy on Youth Gangs

Student Acceptable Use Policy
Saint Charles Borromeo Parish School - Diocese of Cleveland

Saint Charles Borromeo Parish School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Saint Charles Borromeo Parish School’s students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

Definition of school technology system: The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi; and
- new technologies as they become available.
Acceptable Use: Students are responsible for appropriate behavior on the school’s computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school’s computer resources in accordance with Student Code of Conduct.

Privilege: Access to the District’s computer/network/Internet is a privilege, not a right.

Access to communication system: Access to the school’s electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:
- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Vandalism or Mischief: Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer: Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

Students Access: Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
   a. Use only assigned accounts.
   b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
   c. Avoid distribution of private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.
   a. Observe all network security practices as posted.
b. Report security risks or violations to a school administrator, teacher or network administrator.
c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
d. Conserve, protect, and share these resources with other students and Internet users.
e. Get appropriate approval before accessing the network with personal devices.
f. Abstain from overriding the Internet content filtering system.

3. Respect and protect the intellectual property of others.
   a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
   b. Avoid plagiarism.

4. Respect and practice the principles of parish and school community.
   a. Communicate only in ways that are kind and respectful.
   b. Report threatening or discomforting materials (cyber bullying) to a school administrator, teacher or network administrator.
   c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
   d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
   e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
   f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
   g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
   h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

a. Internet access is filtered by Saint Charles Borromeo Parish School on personal telecommunication devices in the same manner as Saint Charles Borromeo Parish School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.

b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.

c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.

d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose,
repair, or work on a student’s personal telecommunication device.

e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.

f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.

g. An appropriately-trained administrator may examine a student’s personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All Saint Charles Borromeo Parish School network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. Saint Charles Borromeo Parish School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of Saint Charles Borromeo Parish School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Consequences for Violation: Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at Saint Charles Borromeo Parish School before Internet and other technology 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.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.