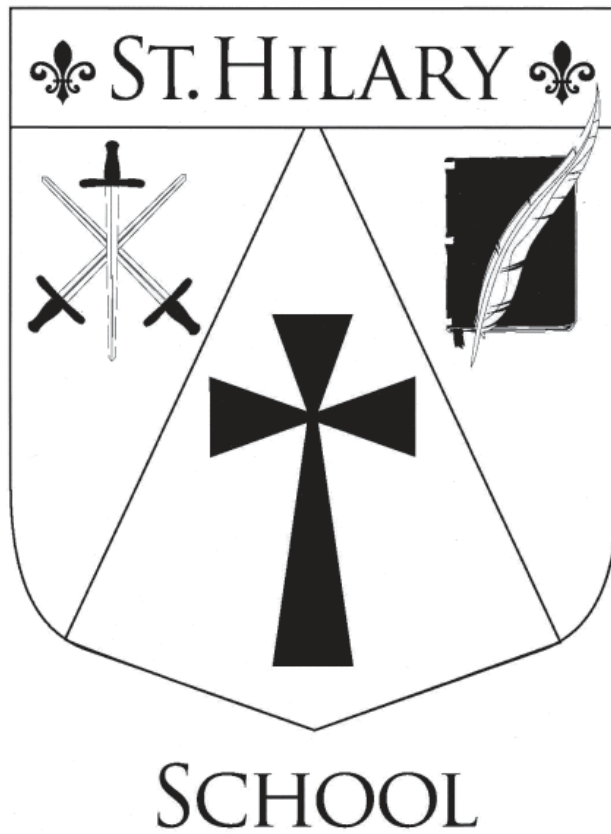


St. Hilary School  
Family Handbook  
2019-2020



Dear Parents:

Thank you for your support and cooperation as we prepare for the 2019-2020 school year.

As Catholic school educators, we are called to enrich the spiritual, emotional and intellectual lives of our students. In the coming school year, we will focus on our mission to serve one another and to live the Gospel message as compassionate, caring Christian Catholics. We look forward to working with you in the education of your child.

To guide us in our unified efforts with families, the following policies and rules have been adopted. These policies and rules help to create an atmosphere for learning and respect for individuals and the educational program. It is our intention that this handbook facilitates responsible procedures that enhance the spiritual, educational and social experiences of all students.

Please take the time to review this handbook and to discuss it with your family. Please sign the contract on the following page and return to the school office by September 6, 2019.

Thank you,

Fr. Steve Brunovsky  
Mrs. Jennifer Woodman  
Mrs. Darcy Alexander

**Educational and Conduct Contract**  
**2019-2020**

We have read on the St. Hilary School website the 2019-2020 St. Hilary School Family Handbook. We understand and agree to abide by the contents.

Family Name: \_\_\_\_\_

Parent Signature/Date: \_\_\_\_\_

Student Signature/Current Grade: \_\_\_\_\_

Student Signature/Current Grade: \_\_\_\_\_

Student Signature/Current Grade: \_\_\_\_\_

Student Signature/Current Grade: \_\_\_\_\_

Student Signature/Current Grade: \_\_\_\_\_

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## QUALITIES OF A CATHOLIC SCHOOL GRADUATE

### The Catholic School Graduate Is:

A faith-filled disciple of Christ who is:

- called by Baptism and nourished in the Eucharist
- active in the Sacramental life of the Church through regular participation in Eucharistic Liturgy and Reconciliation
- centered in Gospel values
- prayerful

A Christian leader who is:

- a decision maker whose conscience is formed by the teachings of the Catholic Church
- a witness to the faith
- a person of integrity
- respectful
- committed to justice
- collaborative
- a community builder
- a steward of the environment
- active in parish life

A centered, well-rounded person who is:

- self-confident
- self-disciplined
- open to growth
- responsible
- an active productive citizen

A loving person who is:

- compassionate
- kind
- forgiving
- appreciative of diversity
- welcoming
- a peace-filled mediator
- respectful of the talents and abilities of others

A life-long learner who is:

- articulate
- creative
- technologically literate
- academically and spiritually competent
- a critical thinker
- a problem solver

A healthy person who is:

- respectful of life
- practicing good health habits
- committed to reaching one's full potential
- a good sport

*As we describe the faith commitment of the Catholic School graduate, we understand that students of other faiths express these values in alternate faith commitments.*

### **MISSION STATEMENT**

Our mission is to keep Christ at the center of all we do. In partnership with our parents and parish community we will inspire our students, through innovative and challenging academic experiences, to be leaders capable of making a positive change in the world.

### **STATEMENT OF PHILOSOPHY**

The purpose of St. Hilary School is to create a Christian educational community where a quality Catholic education is offered in an atmosphere enriched by Christian values and beliefs, sound and realistic discipline, and the dedication and concern of a qualified staff.

We have set our goals and organized our total curriculum to achieve this purpose. Underlying all our efforts to attain these goals is the belief that each of our students is a unique child of God. Our endeavor is to help them realize their God-given potential to its fullest. Only by working together — teachers, students and parents — can those goals be reached.

### **BELIEF STATEMENTS**

We believe that it is our mission to teach Gospel values and the rituals and traditions of our Catholic faith.

We believe that each of our students is a gift from God with unique spiritual, intellectual, emotional, social, and physical needs.

We believe that students learn best in a safe and nurturing environment, enriched by a variety of instructional and assessment methods.

We believe that our school is most successful when we work collaboratively with parents and other stakeholders.

We believe in the importance of helping students to continually grow in their faith lives by providing opportunities for prayer, worship, Christian service, and leadership.

We believe that critical thinking, problem solving and the integration of technology are essential to the education of a student in our world today.

We believe that creative expression through visual and performing arts is important to the education of the whole child.

We believe that students can and must be inspired to be life-long learners.

### **STUDENT ADMISSION AND NON-DISCRIMINATION POLICY**

The Admission Policy of St. Hilary School is in accordance with the student acceptance regulations of the Diocese of Cleveland. The school admits qualified students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at St. Hilary School.

St. Hilary School is a Catholic parochial school within the Cleveland Diocesan School System, built and supported by St. Hilary Parish. The first responsibility of the school is to serve the parishioners of St. Hilary Parish. If the number of applicants exceeds the number of students who can be accepted while maintaining the quality of education, children will be accepted into St. Hilary School in this order:

1. The family is registered at St. Hilary Parish.
2. The child is coming from a parish with no school. Full-cost tuition will be required.
3. The child is coming from a parish with a school. Full-cost tuition will be required.
4. Non-Catholic children will be accepted if there is room available. Full-cost tuition will be required.

**All applicants are expected to furnish at the time of application for admission a copy of the student's most recent academic progress report. If applicable, copies of testing data and special education plans must also be provided. Admission may be denied based upon a student's previous academic, behavioral or attendance record. Students applying for entry into kindergarten will be required to complete St. Hilary School's readiness screening unless waived by the school. All other students may be required to complete entrance or placement testing. Previous schools may be contacted and students and parents may be required to meet with the principal and/or pastor as part of the enrollment process. In order to ensure success for the student, St. Hilary School reserves the right not to admit any student who, in the discretion of the school, will be unable to meet the school's standards for academics, behavior and attendance.**

### **KINDERGARTEN ADMISSION**

A student must be five years old before September 30. Each student will be required to attend a screening which is not an "entrance exam," but a tool to help the teachers better understand the child and to help assess the child's readiness to start school.

### **SCHOOL PERSONNEL**

The St. Hilary School community is made up of many persons who are dedicated to the vital role of contributing positively to each child's education.

They include the following:

Pastor  
 Parochial Vicar  
 Principal  
 Assistant Principal  
 Classroom Teachers  
 Teaching Assistants  
 Physical Education Teacher  
 Instrumental Music Teacher  
 Vocal Music Teacher  
 Art Teacher  
 Technology Teachers  
 Advanced Math Teacher  
 Spanish Teacher  
 French Teacher  
 Chinese Teacher  
 Guidance Counselor  
 Intervention Teacher  
 Speech Therapist  
 Auxiliary Clerk  
 School Secretaries  
 Custodians  
 Nurse  
 Librarian  
 Enrichment Art Teacher  
 Enrichment Music Teacher  
 Gifted and Talented Teacher  
 Behavioral Interventionist  
 Occupational Therapist  
 Director of Marketing & Admissions

The school is staffed by lay teachers and one religious. All members of the staff have the proper training and certification to fulfill their roles.

### **SCHOOL HOURS**

School supervision begins at 8:00 a.m. Please do not send children before this time, unless they are being supervised in our morning extended care program. The first bell rings at 8:20 a.m. Classes begin at 8:30 a.m. All children are to leave the building at 3:05 p.m., unless under adult supervision. Any unsupervised child remaining in the building after 3:30 p.m. will be sent to our afternoon extended care program and parents will be billed accordingly. Please see the separate section on extended care for more information about this service.

### **ABSENCE**

Regular attendance and punctuality are important in developing habits and attitudes of responsible behavior. If a student is absent, state regulations require parents/guardians to notify the school office by phone as soon as possible to report the absence. If the school office has not been notified of the absence by 10:00 a.m., the school office will initiate a call to parents. Parents may leave a message on our answering machine 24 hours a day. The attendance line is (330) 867-8720 ext. 350. Requests for homework must be made at the time of your call to report the absence or no later than 10:00 a.m. We will not be able to accommodate your request after that time.

In the case of an excessive number of absences (fifteen or more per semester), parents will be notified by the school office and a conference will be set up. This notification serves as a reminder that the child may be considered for non-promotion due to the extreme number of absences. In order for a quality learning experience to take place, the child needs to be present in school. Students who are absent from school should not attend after school activities. A student who is absent for consecutive days due to illness may be required to submit a note from the doctor.

### **TARDINESS/EARLY DISMISSAL**

Since tardiness can interfere with the child's progress in school and can be disruptive to the class and teacher, parents are requested to nurture and cultivate the habit of punctuality and good attendance with their child. Tardiness to school and early dismissals will be treated and documented the same way, in that the student is missing classroom instruction. Repeated tardiness will be called to the attention of the parents by the homeroom teacher and on the third unexcused tardy in one quarter, a Minor Infraction Notification will be issued. Students are not considered tardy if their school bus arrives late at school. It is our expectation that students will arrive by 8:20 a.m. This bell signals our morning arrival time, at which students proceed to classrooms and prepare for the day. The 8:30 a.m. bell is not intended to provide a ten-minute grade period after the 8:20 a.m. arrival bell, but signifies the point at which students are marked tardy. Please help your child prepare for the school day in a stress-free manner by ensuring that he or she arrives at school by 8:20 a.m. each day.

- LATE ARRIVAL – if a student arrives at school after 8:30 a.m.
- HALF-DAY ABSENCE – if a student arrives after 10:00 a.m., he/she will be marked for a half-day absence; if a student leaves before 2:00 p.m., he/she will be marked for a half-day absence
- ABSENT – if a student is not present in school for a full day, for any reason, the student is considered absent
- EARLY DISMISSAL – if a student departs school after 2:00 p.m. he/she will not be marked for a half-day absence

### APPOINTMENTS

If a student has an appointment, please notify the office (in writing or phone call) the morning of the appointment. The student will then receive a pass to present to the homeroom teacher and/or classroom teacher so he/she can leave class at the appropriate time. If at all possible, appointments with doctors and dentists should be made outside school hours. When necessary, students may be excused from classes at the written request of the parents.

### FAMILY VACATIONS

Vacations taken during school time are strongly discouraged. However, if vacations are taken, parents should give the school office and homeroom teacher written notification of the child's impending absence. **After the vacation the student should set up an appointment with the teacher to obtain all make-up work. Teachers are not obligated to prepare or assign any work prior to the vacation.** Students are responsible for the mastery of material presented during their absence and are expected to check for assignments on Gradelink.

### HEALTH AND ACCIDENT RELEASE

In case of illness or an accident, and if the student needs to be sent home:

- Parents will be notified as soon as possible and should come to school to pick up the student. If the parent cannot come, he or she is to send a representative to take the student.
- Emergency Medical Authorization forms should indicate the names of the persons to contact should it be impossible for the school to reach the parent.
- A student may be released from school (with permission by authorized personnel) only to his or her parents or other authorized person(s). In special instances (separation, lawsuit, etc.) the child may be released only to the parent who is the legal guardian. Parents are to send a copy of that part of the divorce papers that indicates the name of the person who is legally responsible for the student. Otherwise the school and the employees cannot be held responsible.
- Students must be signed out by the authorized person(s) in the Sign-In/Sign-Out binder. **No persons are permitted to go to the classroom to pick up or to return a child.**
- No student may leave school grounds during the day without the permission of his or her parents and the approval of the school principal, and unless accompanied by an adult.

### DISCIPLINE

#### Anti-Harassment, Anti-Intimidation and Anti-Bullying Policy

St. Hilary School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student in St. Hilary School is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic, or physical acts including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

St. Hilary School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer on or not on school property.

#### Definition

"Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other. Such behavior includes overt intent to ridicule, humiliate or intimidate another student.



Examples of conduct that could constitute prohibited behaviors include:

1. Repetitive physical violence and/or attacks;
2. Repetitive threats, taunts and intimidation through words and/or gestures;
3. Repetitive extortion, damage or stealing of money and/or possessions;
4. Repetitive exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
  - a. Posting slurs on websites where students congregate or on web logs (personal online journals or diaries);
  - b. Sending abusive or threatening instant messages;
  - c. Using camera phones to take embarrassing photographs of students and posting them online; and,
  - d. Using websites to circulate gossip and rumors to other students;

#### **Procedure for the Alleged Victim**

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, assistant principal, or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should go through the assistant principal or principal:
  - a. Fill out a Student Statement form and/or Peer Mediation form.
  - b. Tell a teacher, counselor, assistant principal, or principal.
  - c. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - d. What, when and where it happened.
    - e. Who was involved?
    - f. Exactly what was said or what the harassment is.
    - g. What the student said or did, either at the time or later.
    - h. How the student felt; and
    - i. How the harasser responded.

### **STUDENT CODES**

#### **Code of Conduct**

Compliance with the Student Code of Conduct should foster a positive and safe climate for learning and instill self-discipline motivated by Catholic Christian values. Students are to show Christian respect for all persons. Parental cooperation and support is of utmost importance. We believe that every child has the right to learn in an atmosphere conducive to learning. Such an atmosphere affirms and supports the loving witness of a Catholic faith community. The child's expected behavior should be a reflection of self-worth and one's respect for others. The child will assume responsibility for behavior that departs from this policy.

Teachers on each grade level shall establish specific guidelines for classroom behavior. These guidelines are posted in the classroom, communicated by the teachers to the students, and communicated to the parents at Curriculum Night.

If intervention is required, the classroom teachers will provide a structure to remind students of their expectations and to help students modify their behavior. Those students whose infractions exceed the limits of classroom policy will be subject to the structured policy that follows.

#### **Minor Infraction Notifications/Detention System (enforced K-8)**

**Minor Infraction Notifications - MIN** will be issued for actions that may include, but are not limited to:

- Repeated infractions of classroom policy
- Disrespect to an adult
- Disrespect to a peer
- Misbehavior during Mass, during morning and end of the day prayer, or at any school assembly
- Inappropriate use of the property of other students or adults
- Being away from an assigned area without permission
- Throwing objects or any unsafe actions (i.e. horseplay or rough housing)
- Misbehavior in the lunchroom or on the playground
- Misbehavior in the Multi-Purpose Room in the morning
- Dress code violations
- Gum chewing (in PE class, due to choking hazard, this warrants a detention)
- Unapproved use of cell phones, iPads, or other electronic devices
- Being unprepared for class
- Three (3) unexcused tardies

In grades K-5, Minor Infraction Notifications must be signed by a parent and returned to the homeroom teacher on the following day. In grades 6-8, parents will be notified via an email (per the parent email set up in Gradelink) of a Minor Infraction Notification.

**Detentions** are issued for more serious offenses or for multiple Minor Infraction Notifications. Actions that merit a detention may include, but are not limited to:

- Receiving three Minor Infraction Notifications in a quarter
- Failure to cease disruptive behavior upon issuance of a Minor Infraction Notification
- Defiant language, actions, or disrespect toward adults
- Using insulting or inappropriate spoken or written language
- Bullying
- Interfering with an individual's personal boundaries (physical or emotional)
- Vandalism
- Cheating
- Forgery
- Receiving a bus conduct slip (at the administration's discretion)
- Failure to serve a detention
- Dishonesty

**In grades K-5**, all detentions are scheduled by the administration.

- 1<sup>st</sup> detention in a quarter is served during lunch/recess
- 2<sup>nd</sup> detention in a quarter is served for 40 minutes before or after school
- 3<sup>rd</sup> detention in a quarter is served for one hour before or after school
- 4<sup>th</sup> detention in a quarter is served on a Saturday morning and a conference with the student and administration is required.

*Note: For more severe infractions the administration may choose the time a detention is to be served.*

**In grades 6-8**, all detentions are scheduled by the administration.

- 1<sup>st</sup> detention in a quarter is served for 40 minutes before or after school
- 2<sup>nd</sup> detention in a quarter is served for one hour before or after school
- 3<sup>rd</sup> detention in a quarter is served on a Saturday morning and a conference with the student and administration is required.

*Note: For more severe infractions the administration may choose the time a detention is to be served.*

## **Suspension and Expulsion**

***The following activities may be cause for suspension or expulsion:***

- Vandalism: damage, defacement, destruction of school or personal property
- Possession, transmission, sale or use of drugs, alcohol, or look-alikes
- Possession of paraphernalia related to drugs and alcohol
- Transmitting or attempting to transmit prescription or non-prescription drugs
- Smoking or possession of tobacco products or cigarettes
- Weapons infractions
- Possession, use or threatened use of fireworks, smoke bombs, matches, lighters, or other incendiary devices or materials
- Setting a fire or attempting to set a fire
- Theft or unauthorized possession of school or personal property
- Fighting, assault or attempted assault, gang activity
- Bullying, harassment, hazing
- Truancy, repeated tardiness
- Gambling, trespassing
- Violating the *Internet Acceptable Use Policy*
- Cheating, academic dishonesty, plagiarism
- Falsely reporting incidents/falsifying records
- Bomb threats and false alarms
- Profane, indecent or obscene language
- Disruption of school
- Insubordination or disrespect
- Repeated disobedience, repeated and flagrant violation of the code of conduct, gross misconduct.

*Note: Students who are suspended (out of school) or expelled may not be present on school property, participate in, or attend any school activities or contests, or be present at activities or on property controlled by the school.*

## **THREAT POLICY**

Any and all student threats to inflict any harm to self or others will be taken seriously. Whoever hears the threat should report it immediately to school authorities. The parent or guardian of the student who has made the threat will be notified. The parent or

guardian of any student(s) who have been verbally mentioned as potential victims or listed in writing as potential victims will be notified.

*Violations of this policy may warrant the following:*

1. Application of Student Code of Conduct.
2. Suspension of the student until there has been a psychiatric evaluation (at parent expense) and receipt by the school principal of a written statement from a psychiatrist that the student is not/does not pose a danger to self or others.
3. Notification of the police. In addition, a student may be suspended or expelled for any actions that endanger the physical well-being of self or others.

### **Elastic Clause**

Because it is impossible to foresee all problems which may arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit and philosophy of St. Hilary School even though not specified in this handbook.

### **CELL PHONES**

Cell phones may be brought to a school or class activity under the following conditions:

1. Phones must be kept in the OFF position and in a concealed place. Teachers may collect the cell phones at the start of each day and keep them in a secured place in the classroom from 8:00 a.m. to 3:25 p.m. **Cell phones should not be in pockets at any time.**
2. No cell phones may be used for picture taking or sexting.
3. No harassment or threatening of persons via the cell phone is permitted.
4. Cell phones may not be used for game playing, texting, gambling or making purchases of any kind. Any cell phone use must be monitored by a staff member. Cell phones will be taken and turned in to the Principal or Assistant Principal. If warranted, disciplinary consequences will apply. For the first violation cell phones will be returned to the student at the end of school day. A second violation will result in the phone being confiscated and must be returned to a parent or guardian. The student will also be issued a detention.

### **INTERNET USER POLICY STATEMENT**

We believe that technology is a vital means to assist those who carry out the educational ministry of St. Hilary School. It enhances student learning and provides a quality educational experience for all students during the school day or in any out of school activities. **A key foundation for our internet use by anyone in the St. Hilary School community, is that in all ways there is respect and protection of persons and privacy.** Each student and parent/guardian in grades K-8 must read and sign the Internet Acceptable Use Policy (handed out yearly). Additionally, each student and parent/guardian in grades 6-8 must read and sign the iPad/Chromebook Acceptable Use Policy (handed out yearly).

### **LUNCH / RECESS REGULATIONS**

All parents are expected to provide a lunch for their children. To help facilitate this, the St. Hilary Parents' Association offers a daily hot lunch program, through which lunches may be ordered each month. Those not wishing to purchase a hot lunch may bring a lunch from home. A suitable lunch will be provided for any child who has neither ordered a hot lunch nor brought a lunch from home. A charge will be applied to the student's hot lunch account to cover the cost of each lunch provided. No student should hesitate to ask for a lunch when needed.

*Playground and lunchroom responsibilities:*

1. In the lunchroom, each student deserves a clean table and a pleasant atmosphere. We will not tolerate the following:
  - Throwing food, paper, or other items
  - Getting up from the assigned table without permission
  - Yelling
  - Rude behavior of any kind
2. Playground supervision is provided and students are expected to follow supervisors' instructions. The safety of the children on the playground is imperative. No game may jeopardize the safety of any person. We will not tolerate anything that is actually or potentially harmful, such as:
  - Throwing of snowballs, stones, dirt or other playground litter.
  - Climbing or hanging on parts of the building, baseball backstops, basketball hoops, bike racks, fences, trees, etc.
  - Eating on the playground.
  - Students are expected to use the equipment properly.
3. Once students have gone outside, they must stay outside. They may not come back in for forgotten clothes or equipment.
4. During indoor recess children must exit the lunchroom quietly and proceed to their homeroom in an orderly manner. Students must remain seated (at table, desk or on a carpeted area) and use a low "indoor" voice.
5. It is expected that students be polite and respectful in word and action toward each other and especially to the adults who are supervising.
6. Students may not use technology during indoor recess unless authorized by the teacher.
7. The school will not be responsible for torn or muddied clothing, or lost or broken play items.
8. Any student who violates the playground or lunchroom rules will be given a Minor Infraction Notification or detention as determined by administration.

## ACADEMIC PROGRAM

St. Hilary School follows the Graded Courses of Study prepared by the Cleveland Diocesan Education Office. These Graded Courses of Study Standards have the approval of the Ohio State Department of Education. The following is a partial listing of the basic curriculum:

- **Religion:** God's goodness, liturgy, commandments, sacraments, Old Testament, life of Christ, Beatitudes, Church history, the Creed, Catholic social teachings, and prayer.
- **English/Language Arts:** Listening, oral expression/drama, poetry, story-telling, parts of speech, sentence structure, grammar, punctuation, usage, paragraph structure, dictionary skills, creative writing, reports, essays, handwriting, and spelling.
- **Reading:** Auditory, motor and visual skills, phonics, decoding, comprehension, vocabulary, listening skills, library and study skills, reading in content areas, recreational reading, and study of the novel and short story.
- **Social Studies:** Communities, map/globe skills, U.S. history/geography, Latin and South America, history of civilization, countries of Europe and Asia, Ohio history, and American history/government.
- **Math:** Basic operations, numeration, problem solving, measurement, graphs, probability, statistics, basic geometry, and fundamentals of algebra.
- **Science/Health:** General science, matter, energy, earth science, life science, lab activities, community and personal health, safety, drug education, and human sexuality.
- **Physical Education:** Coordination activities, fundamental body movement, elements of various sports, physical fitness, and games for leisure and health.
- **Music:** Singing, music appreciation, music theory, and opportunities for performance.
- **Art:** Art theory, creative expression through various media, crafts, and art appreciation.
- **Technology:** Keyboarding literacy, computer assisted instruction, integration of technology with core curriculum, Power Point presentations, website design, Excel, and Google programs.
- **Foreign Language:** Vocabulary, conversational phrases, verb tenses, culture, and background.
- **Enrichment:** Storytelling, and visual and performing arts related to higher level thinking skills through reading, listening and creating.

### Care of Instructional Materials

Since instructional materials are expensive to purchase and to maintain from year to year, parents are urged to help their children be responsible for materials used. Books, iPads and Chromebooks are to be kept covered and clearly identified. Parents are financially responsible for the loss or damage of materials.

## RELIGIOUS EDUCATION PROGRAM

"Be it known to all who enter that Christ is the reason for this school, the unseen, but ever-present teacher in its classes, the model of its staff, the inspiration of its students." This is our aim, which we strive to make real in the following ways:

1. Daily religious instruction by certified religion teachers on staff
2. Preparation of and by the students for participation in liturgies and para liturgical services held throughout the school year:
  - a. School Masses and classroom prayer services
  - b. Penance celebrations especially during Advent and Lent
  - c. Participation in Christmas and Holy Week services
  - d. Sacramental preparation programs for Reconciliation, First Holy Communion and Confirmation
3. Opportunities for service to our community:
  - a. Missions – home and foreign
  - b. Remembrances for the sick and elderly
  - c. Service projects
  - d. Altar servers

## CAREER ELECTIVES

Students in 7<sup>th</sup> and 8<sup>th</sup> grades participate in Career Electives. These electives help to develop future innovators and leaders who are capable of making the world a better place. Career Electives are offered by semester. Students can choose from a variety of classes that are subject to change based on the semester and year.

## EVALUATION

### Standardized Testing Program

St. Hilary School gives standardized tests to certain grade levels as follows:

- Dial 4 Test: administered before kindergarten; measures strengths and weaknesses in the various learning modalities (auditory, visual, kinesthetic)
- Measures of Academic Progress (MAP) Test: grades K-8; measures student knowledge and growth through a personalized assessment experience and administered three times a school year
- Cognitive Abilities Test (CogAT): grades 1, 3, 5, and 7; measures reasoning and problem-solving skills in three different areas: verbal, quantitative, and nonverbal

- Assessment of Catechesis/Religious Education (ACRE) Test: grades 5 & 8; evaluates of the effectiveness of a religion program

### Reporting to Parents – Grades 1 through 8

Keeping parents informed of the progress of their child is a vital responsibility of each teacher. Report cards are issued quarterly for grades 1-8 and Kindergarteners receive report cards twice a year. Interim progress reports are issued, if necessary, between report cards during the four quarters. Online viewing of grades is always available through Gradelink for families with students in grades 1-8. Formal parent-teacher conferences are in November. However, parents are urged to contact their child's teacher for a conference whenever a need arises. Teachers may be contacted by email or phone call (see faculty directory for extensions). Out of courtesy, please do not call a teacher at home.

### HOMEWORK

Homework is meant to extend the learning begun at school, promote independent study, encourage individual initiative, and provide for the extra practice needed to perfect fundamental skills, make use of resources outside the school, and enrich learning. The length of homework assignments depends on the initiative and ability of the students and also on the type of assignment given. Long range assignments are often given to upper grade students to develop a sense of responsibility. Some type of homework should be done daily. Check your child's comprehension by listening to him or her read, then asking questions pertaining to the material read. When a written assignment is given, check to see if it is neat, correct, and complete. A definite time and place is advisable for home study. Assignment notebooks are provided by the school and should be utilized daily by all students in grades 1 through 5. Daily assignments for all grades are posted on Gradelink. Students in grades 6-8 will have their assignments on their iPads. Consequences for consistent missing assignments will be determined at each grade level.

### GRADING SCALE:

The following grading scales have been approved by the Diocese of Cleveland and are used at St. Hilary School:

#### Grades K-3

**O = Outstanding (100-98%)**  
**S+ = Satisfactory Plus (97-92%)**  
**S = Satisfactory (91-74%)**  
**S- = Satisfactory Minus (73-72%)**  
**N = Needs Improvement (71-70%)**  
**U = Unsatisfactory (69% and below)**

#### Grades 4-8

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

### HONOR ROLL

Honors will be awarded to students in grades 4-8 based on the student's GPA calculated from the seven academic subjects (reading, math, religion, English, spelling, social studies, and science), while maintaining a "C" or "S" in the special subjects (art, computer, foreign language, music, and physical education). A First Honors GPA traditionally corresponds to a student being in the top 10% of his/her class. A Second Honors GPA traditionally corresponds to a student being in the top 25% of his/her class.

**First Honors**                   4.0 - 3.8 GPA  
**Second Honors**               3.79 - 3.6 GPA

### RETENTION

A child will be retained at a given grade level only if it is presumed that he or she will profit from the experience. Retention must have the prior approval of the principal and be accepted in writing by the parents. If parents refuse to have a child retained, refusal should be in writing and will become a part of the child's permanent record. The principal will then decide if the school can continue to meet the educational needs of the child, or if another educational setting is necessary. Each case of retention is treated individually and thoroughly discussed by the teacher, principal and parents. Parents will be notified if their child is in danger of failing.

### DRESS CODE

**2019-2020 St. Hilary School Dress Code**  
**Effective August 2018**

Personal appearance is as vital to a child’s educational outlook as any other policy we have listed. Grooming and dress reflect attitudes which have a direct relationship to learning. Attention should be given to every detail of a child’s appearance. On any day, all of these guidelines are to be adhered to and will be enforced. Students who, after warning, continue to violate the dress code will receive a detention. Parents will be called to bring suitable clothes when necessary.

**Special Note:** Our official school uniform supplier is Wear Number One ([www.wearnumberone.weebly.com](http://www.wearnumberone.weebly.com)). Any 1<sup>st</sup> grade girl in the 2018-2019 school year will be required to wear the correct St. Hilary plaid jumper or skort from Wear Number One. 2<sup>nd</sup>-8<sup>th</sup> grade girls will be permitted to wear the old “Sunshine” plaid jumpers, skorts, or skirts through the 2019-2020 school year. All girls will be required to wear the correct St. Hilary plaid jumpers, skorts, or skirts from Wear Number One beginning in the 2020-2021 school year.



**GENERAL GUIDELINES**

- All clothing (uniform and dress down/up) should be neat, clean, and correctly sized. All clothing (uniform and dress down/up) should be neat, clean, and correctly sized.
- Navy dress pants may be worn in grades 1-6. Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades may also wear khaki dress pants. “Dress” meaning absence of ornamentation (rivets), obvious stitching (top stitching or double stitching), and outside patch pockets. Low-rise, mid-rise, or flared leg, or cargo pants are not permitted.



Photos are examples and not intended to represent every potential pants style.

- Navy dress shorts may be worn during the first and fourth quarters only. Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade may wear khaki dress shorts.
- Khaki-colored pants or shorts for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders should be a “khaki” color not “olive” color.
- All shirts must be tucked inside pants or shorts.
- Uniform skirts must be of a modest length not to exceed 4 inches above the knee when measured from a kneeling position.
- Solid navy, brown, black leather or leather-like belts or navy elastic belts should be worn with pants or shorts with belt loops (**for both girls and boys**). Fad or cloth belts are not permitted.
- Leather, low cut shoes are permitted. Shoes must be primarily brown, tan, black, navy, grey, or true red. Shoes must be closed toe and closed heel dress style shoes. Metallic colors are not permitted. Athletic or tennis shoes are not permitted. Sperry style shoes must be primarily brown, tan, black, navy, grey, or true red and may have a small pattern on the side of the shoe. Cloth, mesh, plastic, canvas, heellies, boots, clogs, sandals, crocs, mules, slippers, moccasins, or other fashion shoes are not permitted. All heels must be less than 1½ inches.



- Socks or tights must be worn with all shoes; bare feet are not permitted. **Socks must be solid navy, white, or black.** No multicolored socks are permitted.
- Body piercing is not permitted (except for a single ear piercing for girls).
- Tattoos are not acceptable, either permanent or temporary.
- No hats, caps, bandanas, or other headwear is permitted inside the school buildings (unless it is a designated spirit "hat" day).
- Hairstyles should be clean, neat, and conventional in style and remain natural in color. Fad or trend haircuts, shaved lines, tails, or bi-level cuts are not permitted. Hair beading that is not excessive or distracting is permitted for girls. Young men's hair should be above the eyebrow, off the collar and at/or above the opening of the ear; hair should be tapered with no excessive fullness. Facial hair is not permitted for young men.
- Scarves, nail polish other than clear-no color (including gel, shellac, French manicures, nail art, or other special nail treatments), artificial nails, dangling earrings, bracelets, or other accessories of a similar nature are not permitted.
- **Only school approved items (see optional dress code) are permitted to be worn inside the classrooms.** All other outerwear may only be worn during recess or for outside activities.

### 1<sup>ST</sup>-5<sup>TH</sup> BOYS

#### Required Dress Code:

- Solid collared white, light blue, red or navy dress shirts or polo shirts (long or short)
- Navy dress pants or navy dress shorts (**during first and fourth quarters**)
  - Belt required with pants or shorts with belt loops
- Solid white, gray, navy or black crew cut or low-cut socks

#### Optional Dress Code:

- Solid navy colored crew neck or v-neck sweater or sweater vest **without** ornamentation or logo
- Crew neck sweatshirt with St. Hilary school logo
- White turtleneck **during second and third quarters only**
- Solid white undershirt or t-shirt under uniform shirt

#### Optional Accessories:

- Navy, red, or St. Hilary plaid ties with a white button down dress shirt
- Watch (**no smart watches**) or one bracelet
- One simple religious necklace
  - Boys are not permitted to wear earrings or any other jewelry

### 6<sup>TH</sup>-8<sup>TH</sup> GRADE BOYS

#### Required Dress Code:

- Solid collared white, light blue, red or navy dress shirts or polo shirt (long or short sleeved)
- Navy or khaki dress pants or navy or khaki dress shorts (**during first and fourth quarters**)
  - Belt required with pants or shorts with belt loops
- Solid white, gray, navy or black crew cut or low-cut socks

#### Optional Dress Code:

- Solid navy colored crew neck or v-neck sweater or sweater vest **without** ornamentation or logo
- Crew neck sweatshirt with St. Hilary school logo
- $\frac{3}{4}$  quarter zip St. Hilary pullover (available online)
- White turtleneck **during second and third quarters only**
- Solid white undershirt or t-shirt under uniform shirt

#### Optional Accessories:

- Navy, red, or St. Hilary plaid ties with a white button down dress shirt
- Watch (**no smart watches**) or one bracelet
- One simple religious necklace
  - Boys are not permitted to wear earrings or any other jewelry

### 1<sup>ST</sup>-5<sup>TH</sup> GRADE GIRLS

#### Required Dress Code:

- Solid tailored white full button cotton blouse or white, light blue, red or navy polo shirt (long or short sleeved)
- Uniform jumper or skort in St. Hilary plaid
- Navy dress pants or navy dress shorts (**during first and fourth quarters**)
  - Belt required with pants or shorts with belt loops
- Solid white, gray, navy or black knee-socks, crew cut or low-cut socks or tights

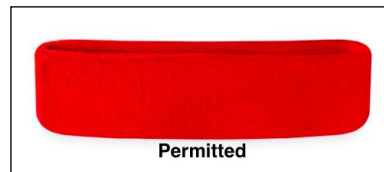
**Optional Dress Code:**

- Navy solid colored crew neck or v-neck sweater or sweater vest **without** ornamentation or logo
- Crew neck sweatshirt with St. Hilary school logo
- White turtleneck **during second and third quarters only**
- Solid white undergarment, t-shirt or camisole under uniform shirt

**Optional Accessories:**

- Navy, white, black, red, or St. Hilary plaid headbands (2 inches or less in width), bows, ribbons or other hair accessories – there should be no logos or ears on headbands
- Watch (**no smart watches**) or one bracelet
- One pair of stud earrings
- One simple religious necklace

Photos are examples and not intended to represent every potential headband style.

**6<sup>TH</sup>-8<sup>TH</sup> GRADE GIRLS:****Required Dress Code:**

- Solid tailored white full button cotton blouse or white, light blue, red or navy polo shirt (long or short sleeved)
- Uniform skirt in St. Hilary plaid
- Navy dress pants or navy dress shorts (**during first and fourth quarters**)
  - Belt required with pants or shorts with belt loops
- Solid white, gray, navy or black knee-socks, crew cut or low-cut socks or tights

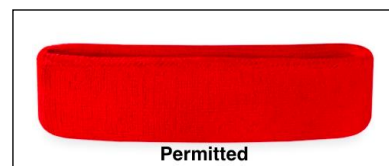
**Optional Dress Code:**

- Navy solid colored crew neck or v-neck sweater or sweater vest **without** ornamentation or logo
- Crew neck sweatshirt with St. Hilary school logo
- ¾ quarter zip St. Hilary pullover (available online)
- White turtleneck **during second and third quarters only**
- Solid white undergarment, t-shirt or camisole under uniform shirt

**Optional Accessories:**

- Navy, white, black, red, or St. Hilary plaid headbands (2 inches or less in width), bows, ribbons or other hair accessories – there should be no logos or ears on headbands
- Watch (**no smart watches**) or one bracelet
- One pair of stud earrings
- One simple religious necklace

Photos are examples and not intended to represent every potential headband style.







### Gym Uniform

Students in 2<sup>nd</sup>-8<sup>th</sup> grades are required to wear the school gym uniform. This consists of a grey St. Hilary T-shirt (shirts must be purchased at school), solid black knit/nylon shorts that are mid-thigh in length and regular athletic shoes with non-marking soles. Students (except kindergarten) are not permitted to wear the same shoes during the school day and also for gym classes. School sweatshirts (over gym shirts) and black sweatpants may be worn during the winter months. The enforcement of the gym uniform dress code will be handled by the physical education teacher.

### Out-of-Uniform Standards

If students choose to dress down or dress up the following standards will apply. Otherwise, regular dress code standards will be enforced. Parents will be called to bring suitable clothing if out of uniform standards are not met.

#### **Dress Code for Dress Down Days:**

##### **Permitted:**

- Modest and appropriate relaxed attire
- Tennis shoes, jeans, shorts and t-shirts for boys
- Tennis shoes, jeans, shorts, t-shirts, dresses, skirts, shorts and rompers for girls
- Dresses and skirts must be of a modest length not to exceed 4 inches about the knee when measured from a kneeling position. Shorts or rompers must come down to fingertip length on the thigh.
- Tank tops with sweaters, shrugs, or cover ups
- Leggings with tops that come down to fingertip length on the thigh
- Open-toed sandals with a back or strap around the heel

##### **Not Permitted:**

- Crop tops and low-rise jeans or shorts
- Uncovered shoulders, including "cold shoulder" styles
- Sandals with no strap or back, clogs, or heels exceeding 1½ inches
- Hats (**unless it is a designated hat day**)

#### **Dress Code for Dress Up Days:**

##### **Permitted:**

- Modest and appropriate attire
- Dress pants or shorts (with modest cargo pockets) and collared shirts for boys
  - Dresses, skirts, dress pants, dress shorts or dress rompers (with modest cargo pockets), collared shirts, or blouses for girls
    - Dresses and skirts must be of a modest length not to exceed 4 inches about the knee when measured from a kneeling position. Shorts or rompers must come down to fingertip length on the thigh.
- Sleeveless dresses or tops with a sweater, shrug, or cover up

##### **Not Permitted:**

- Tennis shoes (**except for Kindergarten students**) or sandals (open toe or open heel)
- Uncovered shoulders

### Spirit Days

Students may be granted the privilege of an administration-approved day on which to wear St. Hilary spirit wear. This day will be determined at the onset of each school year. On the approved day, students may wear only a tucked in St. Hilary spirit shirt with their regular school uniform pants or skirt.

### Enforcement

A violation of any part of the dress code marks a student out-of-uniform and will result in an issuance of a Minor Infraction Notification.

### **EMERGENCY CLOSINGS AND DELAYS**

School will be closed in emergency situations as necessary. School closings will be announced on channels 3, 5, 19 and Fox 8, via email and automated phone system, and posted on our website and Facebook page. "St. Hilary School" will be specifically mentioned by name on all channels if closed. Parents and students are asked not to call the school or school employees concerning a possible closing. When a closing is not warranted, but conditions prevent a normal school start, a two-hour delay may be used.

## Two-Hour Delay Procedure

In the event of a two-hour delay, school will begin two hours later than the normal start time; i.e., 10:30 a.m. rather than 8:30 a.m. There will be no morning Latchkey when a two-hour delay is in effect. Car riders should be dropped off no earlier than 10:00 a.m. Supervisors who were scheduled for regular morning duty will be on duty at their assigned locations by 10:00 a.m. Afternoon Latchkey will be in operation as usual. Students arriving at 10:30 a.m. may report directly to their homerooms. Students arriving after 10:30 a.m. should report to the office for a tardy slip.

Lunch periods will proceed as regularly scheduled, per *Alternate Schedule D* regardless of a two-hour delay.

Because busing is provided for St. Hilary School students by four public school districts (Copley-Fairlawn, Highland, Revere, and Woodridge), parents are advised to check the status of the district whose buses their children normally ride. In nearly every case, if a public school district is closed, busing from that district will not be provided to or from St. Hilary School, but if a public school district is also operating on a two-hour delay, buses will typically be delayed two hours from their normal morning times. *Please confirm with the applicable public school district before dropping your child off at any morning pick-up location.* Students riding buses operating on a two-hour delay when St. Hilary School is on a normal schedule will not be marked tardy.

## EXTENDED CARE

An extended care program is provided for students in grades K – 8 from 6:50 a.m. to 8:00 a.m., and for students in grades K – 6 from 3:20 p.m. to 6:00 p.m. on each day school is in session. Students will be supervised in their classrooms until dismissed to Latchkey at 3:20 p.m. The purpose of our extended care program is to provide a safe, happy and healthy environment for those children whose parents choose to use our before- and/or after-school care programs. Additional information may be obtained by calling 867-8720, ext. 230. Please note that any child not picked up from school by 3:25 p.m. will be placed under supervision in our extended care program and the child's parent will be charged accordingly.

## FIELD TRIPS

Field trips are recognized as an important part of an educational program and can provide a valuable addition to the classroom curriculum. Notification of a field trip, fees and parental permission slips will be sent prior to the field trip date. Permission slips must be signed by the parent or guardian and returned to the school in order for the student to participate in the activity. This is the only form we are permitted to accept. Parent volunteer drivers for field trips must possess a valid **Ohio Driver's License** and sign a waiver. All students must wear seat belts. Per state law, children between the ages of 4 and 8 and 4' 9" tall or shorter must be buckled into booster seats. Drivers may not make unauthorized stops during the field trip. Candy, gum, food, and drinks are not permitted in parents' cars during field trips.

## HEALTH AND ACCIDENT POLICY

The St. Hilary School Clinic is staffed by a registered nurse five days each week. The school furnishes an emergency authorization form on Gradelink which parents or guardians must complete to direct the school's course of action in each individual case. It is **essential** that the parent or guardian notify the school in writing of changes of address, telephone or employment throughout the school year so that this information is always up to date. ***The Emergency Medical Authorization form (EMA) completed by every family provides space for 3 alternate contacts if parents can't be reached. Please make sure these contacts are people who would be able to come to school to pick up your child if necessary. When a child is taken home, the adult taking the child must sign the child out in the school office.***

## Medication Procedure

In compliance with the current State recommendation, a request form, available in the clinic, to administer over-the-counter medications as well as prescriptions, must be completed by the student's physician and parent. If medication must be administered, we are hopeful that parents will have the form completed during routine visits prior to the beginning of the school year. **New forms must be completed for each school year.** A small recent picture of the child is to be attached to the request form. Each family must provide the medication that is to be used in its original container and labeled with the student's name. **All medications must be brought to the clinic by an adult. Likewise, all medications that are unused need to be given to an adult when the medication is no longer needed.** All medications not picked up will be disposed of at the end of the school year or within 30 days of the medication being discontinued. The first dose of a new medication may not be administered at school. These practices ensure that medication is given safely at school and we are grateful for your cooperation.

## Use of Inhalers in the School Setting

If your student has need for an inhaler, he or she may keep this in the school clinic following the medication policy guidelines. Also, state law permits a student to carry an inhaler **after the completion of the form "self-medication for asthma inhalers" by the doctor and parent.** Forms are available in the school office and should be completed prior to the beginning of the school year if this is a concern for your student.

## Health Services

Screenings for vision and hearing are conducted yearly in grades K, 1, 3, 5, and 7. Scoliosis screening is provided yearly in grades 5, 6, and 7. If you have concerns regarding your child's vision or hearing, please inform your child's teacher or the nurse and we will schedule him or her for a requested screening.

## Immunizations

Pupils enrolled in K-12 are required to have written proof on file at their school that they have received the following immunizations:

- Kindergarten: 5 doses of DTaP, DTP or DT, or any combination.
- K-5: 3-4 doses of IPV (Polio). The final dose must be administered on or after the 4th birthday. 4 doses if a combination of OPV and IPV was administered.
- K-5: 2 doses of Varicella vaccine (chickenpox) must be administered prior to school entry.
- K-12: 2 doses of MMR (measles, mumps, rubella)
- K-12: 3 doses of Hepatitis B in its proper sequence of administration. The last dose must not be administered before age 24 weeks.
- Grades 1-12: 3-4 doses of DTaP, DTP, DT or Td or any combination.
- Grades 6-8: 1 dose of varicella vaccine (chickenpox) must be administered on or after the 1st birthday.
- Grades 6-12: 4 doses if a combination of OPV or IPV (polio) was given. 4 doses of all OPV or all IPV is required.
- Grades 7-11: 1 dose of Tdap vaccine is required prior to school entry.
- Kindergarten students are also required to have a physical form on file within the calendar year.
- For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for School Attendance. These documents list required and recommended immunizations and indicate exemptions to immunizations.

## Contagious Diseases and Illness

Parents shall notify the school the morning of the day of a student's absence by 10:00 a.m. **Students are required to present to their teacher a written excuse when they return, indicating the date and reason for their absence.** Parents are asked to contact the school nurse or principal when their child has been diagnosed as having a contagious condition such as strep throat or head lice. When your child has been home with an illness, he or she should not return to school unless he or she has been free of fever, vomiting or diarrhea for 24 hours. In case of contagious illness, consult with your doctor as to when it is permissible for the child to return to school. If a contagious outbreak occurs in the school, you will be notified by letter.

## Illness

Students who give evidence of sore throat, fever, nausea, rash, swollen glands, abdominal pains, watering eyes, etc. should be kept home.

## HIGH SCHOOL VISITATION

Eighth grade students are encouraged to visit the area high schools on the scheduled visitation days or days when St. Hilary School is not in session. Each eighth grader will be permitted two excused days to shadow at high schools if necessary. These days, though excused, will be marked as absences, and teachers should be notified prior to the absence.

## HOME/SCHOOL COMMUNICATION

E-Mail announcements and monthly newsletters are sent home on a regular basis. The school website and Facebook page are updated regularly.

## Office Telephone Hours

Telephone messages for teachers will be accepted from 8:00 a.m. to 3:00 p.m. Voice mail messages can be left at any time. Teachers' phone extensions and e-mail addresses are listed on the school website and in the school directory. Teachers will return your call during the day when they are available, or after school. In the event of an emergency after school hours, you may call the Latchkey office at 330-873-1282 until 6:00 p.m.

## Emergency Messages to Students During School Hours

Parents are not permitted to go directly to a classroom. If it is necessary to deliver anything to the student, please report to the office first to determine how this will be done. Students learn to be responsible when forgotten items are NOT brought to school. Parents are asked not to bring or send any flowers, balloons, etc. to the school for any student. They will not be delivered to the student.

## PHONE CALLS

Students are permitted to use the school telephones between 8:00 a.m. and 3:00 p.m. once per quarter to call home for a forgotten item. Please also see the policy regarding cell phone use.

In case of an emergency, if you need to get a message to your child, please call the school office. Transportation arrangements should be set before your child leaves for school in the morning. In the event of an emergency after school hours, you can call the Latchkey office at 330-873-1282 until 6:00 p.m.

## SAFETY AND WELL-BEING

Reporting Child Abuse or Neglect - Ohio Revised Code, Section 2151.421, requires certain persons, including school personnel, to report all cases of suspected child abuse or neglect. The law also grants these persons immunity from criminal or civil liability as a result of such reports. The Children's Services Board of the Department of Human Services is the investigating agency for child

abuse or neglect. St. Hilary School follows the law and cooperates with the Department of Human Services. The phone number for the Child Abuse hotline is 330-379-1880.

**St. Hilary School has a comprehensive crisis plan in the event that a crisis should occur. All members of the crisis team have been fully in-serviced as to their roles in implementing the plan.**

1. The Fairlawn Police Department maintains a frequent and visible presence on our campus.
2. Our school doors are locked at all times.
3. Visitors can enter the building through the main door entrance or Moorfield Road only after announcing their names and intentions utilizing our intercom system. For this reason, we need your cooperation in never allowing anyone to enter the building with you, no matter how familiar they seem.
4. There are signs posted on all of the entrance doors stating that only authorized visitors can enter the premises and that they must go directly to the school office to sign in and obtain a visitor's badge. At no time are visitors permitted to go directly to classrooms, and we appreciate your cooperation with this policy.
5. We have security cameras in place monitoring numerous exterior and interior locations at all times. These cameras record footage that can be reviewed later if needed. Our secretaries monitor these cameras on a large screen in the office, and can follow the whereabouts of anyone who does not report directly to the office.
6. Visitors are also expected to return to the office to sign out prior to departing the building. This provides a record of all individuals entering and leaving the building.
7. Staff members have been instructed to question any person in the school who is not wearing a visitor badge or looks out of place.
8. The teachers know the school emergency plan in the event that a stranger is in our building.
9. All classroom doors are locked during the day. Each room is furnished with an intercom call button to allow direct communication with the school office. Each teacher has a panic button that, if pressed, will alert local police and fire departments of an immediate life-threatening situation.
10. Classrooms are equipped with emergency kits that contain supplies needed in the event of a lockdown or other emergency situation.
11. During recess, our playground supervisor has a panic button and all playground monitors have cell phones to facilitate immediate communication in an emergency.
12. We have a staff member physically in place at our two main doors, near the Jesus statue and at Moorfield Road, at drop off and pick up times when traffic in and out of the building is at its peak.
13. The students have a monthly fire (evacuation) drill so that if they ever need to evacuate the building because of any threat, they can do so in an orderly fashion. The entire school also participates in periodic safety drills for other emergencies.
14. Our students reap the benefits of participating in various prevention programs throughout the school year: Fairlawn Fire Safety Program (grades K-4); L.E.A.P.E.R. (grade 8); Rachel's Angels; Choose Life (grades 6-8); Saber Sisters and Brothers (grade 6) PSI Life Act, Suicide Prevention (grades 7-8).
15. Our school has a guidance counselor who is skilled in child development and made available to a student upon request.
16. Our teachers are always available to listen to their students – often initiating conversations – when the teachers note student problems, unusual behavior, restlessness or depression.
17. Our Diocesan curriculum fosters Gospel values. Religion is taught daily and the students attend weekly school masses and regular prayer services.
18. Our school philosophy and mission statement reflect our goals for teaching the whole child – meeting and developing spiritual, academic and mental and physical needs.
19. Our school climate promotes respect for all staff members, teachers, and students, enhancing self-esteem.
20. Our discipline code promotes moral behavior. Compliance fosters a positive and safe climate for learning and instills self-discipline motivated by Christian values. We have a zero tolerance policy for student threats and they are taken very seriously.

### **SEARCH AND SEIZURE**

Student lockers, desks, cabinets, and similar property are the property of St. Hilary School and provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

## **SOCIAL SERVICES AND FACILITIES**

### **Guidance Counseling**

Guidance counseling services are available. To initiate services please consult your child's homeroom teacher. The guidance referral may be made by the assistant principal, a teacher and/or parent after consulting with the principal. Any report requested by an external medical professional will be completed by the classroom teacher and mailed directly to that professional. Parents should not request copies of these documents. Guidance counseling services are available at the request of the student, parent, or teacher.

### **Learning Disabled, Remedial Scholarship and Supportive Instruction**

St. Hilary School is an Autism Scholarship and Jon Peterson Scholarship provider. Progress Reports and specific progress on the IEP goals of all students on the Autism Scholarship is reported to the Ohio Department of Education. These reports are made available to the parents through the use of email, phone messages, and personal interaction.

Individual and small group instruction in reading and math for children with special needs is given by an intervention specialist, and an occupational therapist and a behavior interventionist are on site, contracted through a third party. It is the goal of this program to help these children strengthen their skills to achieve success in the regular classroom.

### **Response to Intervention (RTI) Team**

This team consists of administrators, a guidance counselor, and auxiliary and classroom personnel as needed. The purpose of this team is to meet weekly to discuss individual student needs and to create an educational plan that will best support student learning. Further, the team provides support to the classroom teacher to implement the learning plan.

### **Speech and Language Therapy**

A speech and language therapist identifies children who may have communication disorders. All students are screened in areas of speech, language, voice, fluency, and hearing. Teachers, the principal and parents may also refer children at any grade level for evaluation in these areas. Additional diagnostic evaluations are administered to each child who is identified from the screenings as having a problem. The nature of the problem and the plans for remediation are discussed with parents prior to initiating therapy. Therapy begins in the fall and continues until late in the school year. Parents are involved in helping the child use the new speech and language behaviors in the home environment.

### **Library/Media Center/Makerspace**

All classes (grades K through 8) visit the library/media center/makerspace for various times to learn library skills, to withdraw books, engage in research, read for pleasure, work on class projects, complete homework, create, play, invent, tinker, and explore.

- Grades K-5 – two 45-minute classes / week
- Grades 6-8 – one 45-minute class / week

Additional library/media center/makerspace times are also available.

## **TRANSPORTATION**

### **Busing**

Some of our children are transported under the provisions of the Ohio Fair Busing Law. Only children eligible for bus service are permitted to ride the buses. Students may not ride buses other than the one assigned to them. Each district notifies parents of routes and schedules in August. The public school district in which you reside will receive a copy of your emergency information. If your child is late arriving home, call the bus transportation department. The bus driver is in complete authority and will report all violations to the school principal or assistant principal. Anyone violating safety rules or creating a disturbance may be denied the privilege of school transportation for a specified period of time and/or receive disciplinary consequences at school.

### **Bicycles**

Students may ride bicycles to school provided they follow common safety rules. Immediately upon arrival at school, the student must lock the bicycle in the rack. Students are not permitted at the bicycle rack during the day. The school assumes no responsibility for damaged or stolen bikes. Roller blades, scooters and skateboards are not permitted on school property.

### **Walkers**

Because of the number of cars arriving at and leaving school grounds, walkers are asked to exhibit extreme caution. Written permission must be on file in the principal's office before a student can walk home. This permission must be updated each school year. They should cross streets only at crosswalks and walk on sidewalks if possible. Otherwise, they should walk facing the traffic. Parents are asked to make sure that the walkers know safety procedures for getting home.

### **Cars**

Drivers are asked to follow school rules carefully in order to ensure the safety of all students.

**Drop-off procedures:** Traveling north on Moorfield Road, parents should drop off students at the front doors. Students may also be dropped off at the main doors, near the statue of Jesus and the children on the parking lot side of the building. Cars may park in

the parking lot. Parents are required to walk their child into school. The crosswalks are the only places where parents and students are permitted to cross. The students should walk to the multi-purpose room where supervision begins at 8:00 a.m. and sit quietly in the multi-purpose room until the bell rings. Please also note the following:

- Students may exit vehicles only when vehicles are in the marked drop-off zones on either side of the building.
- Students may exit vehicles only from the passenger side due to moving traffic on the driver side of vehicles dropping off students. You may need to adjust car seat placement.
- On the parking lot side of the building, the cross-walk area must remain clear for pedestrian crossing. This is NOT a drop-off zone.
- On the parking lot side of the building, the area near the fire hydrant and the church sidewalk are NOT drop-off zones.
- On the Moorfield Road side of the building, after students exit vehicles, they should walk closest to the grass, not the street.
- Please instruct your child that once he or she exits the vehicle, he or she may not return to it for any reason. If an item is forgotten in the car, he or she may go directly to the office for assistance in promptly contacting the driver who dropped him or her off. If an item is dropped or a car door is not closed, a staff member on duty will assist.
- During drop-off and pick-up times, we are a CELL PHONE – FREE CAMPUS. Please refrain from using your cell phone in your vehicle during this time.
- If you find these procedures to be cumbersome, please remember that you always have the option of parking your car and walking your child to the building. Students are not permitted to walk from the parking lot to the building alone.
- Cooperation with these procedures and with our staff members on duty is expected and appreciated. **THESE PROCEDURES HAVE BEEN IMPLEMENTED FOR THE SAFETY OF YOUR CHILD!**

**Pick-up procedures:** There are two places where students may enter cars:

- a. **Parking lot** – Parents may park in the lot, walk to the school lobby, and escort students back to the car. No student may ever walk into the parking lot alone. Car riders will be dismissed at 3:05 p.m. Parents will not be permitted to enter the lobby for pick-up prior to 2:55 p.m., and must depart the lobby area no later than 3:15 p.m. Parents may also drive in the “pick-up line,” and have the student enter the car. If a parent is at the front of the line and the child is not there waiting, he or she should park the car in the designated lot and not hold up the entire line of cars. No car may stop on W. Market Street. **Cars are never permitted to be parked on sidewalks.** Drivers must remain in cars in the pick-up line.
- b. **Moorfield Road** – Students riding buses will be dismissed at various times as buses arrive. During dismissal, Moorfield Road is reserved for buses only and siblings of high school students who ride public school buses. It is difficult to dismiss over 600 students quickly and safely. Parents and students are asked to follow the directions of the teachers and administrators on duty. Complete cooperation will help ensure the safety of all students. If there is a change in the child’s normal transportation procedure, the school should be notified in writing as to how the child is permitted to go home. Kindergarten students must be picked up at the back parking lot (near the basketball hoops or across Blue Ribbon Drive). An adult will escort all Kindergarten students to this area at dismissal.

### **TUITION AND FEES**

Tuition is determined yearly. Registered, active parishioners pay a percentage of the per pupil cost. A \$150.00 per student registration fee is required upon registration in order to reserve a place for each student, and this fee is non-refundable after June 1. This indicates your commitment to enroll your child for the coming school year. To help defray the cost of teaching assistants, there is an additional fee of \$150.00 for each Kindergarten student and an additional fee of \$150.00 for each first grade student. To help offset graduation expenses there is an additional fee of \$100.00 for each eighth grade student. An additional Parents’ Association fee of \$25.00 is charged to each family. All tuition and fees must be paid in full for the school year before a student’s final report card can be issued. All school records except for health records will not be transferred to another school unless all financial obligations are met.

### **VOLUNTEER PROGRAM**

There are many opportunities for parents to become involved in activities at St. Hilary School. All volunteers visiting the school must check in at the school office and take a visitor’s tag before going to their destination. No one is ever permitted to go directly to a classroom for any reason.

### **PARENTAL INVOLVEMENT RESPONSIBILITIES**

The primary responsibility for the education of children belongs to parents. This responsibility is, however, shared with the school as a matter of practical necessity. The greatest single factor in building a child’s intellectual, cultural and moral attitude is the example you provide in your home.

For a successful educational experience at St. Hilary School, we need your help in:

1. Giving good example in the practice of your faith and sincere prayer life.
2. Encouraging your children to complete all assignments.
3. Insisting that your child obey the regulations and principles of good behavior.

4. Building positive relationships between parent and teacher by contacting the teacher first when a problem or misunderstanding arises.
5. Following the policies and requests stated in the *Family Handbook*.
6. Paying tuition and fees on time.
7. Volunteering to help with fundraising activities.

Parental interest and involvement in any of these areas serve to enhance the responsible transfer of our Catholic Christian faith and meaningful traditions, which are our sacred trust to our posterity. At St. Hilary School, the faculty and staff expect to function as a support to you in your regular daily practice of the faith, not as a substitute.

## DIOCESE OF CLEVELAND LEGAL POLICIES FAMILY/CUSTODIAL SITUATIONS RELATIONSHIPS WITH THE SCHOOL

### **Two-Parent Families**

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. The information includes but is not limited to conference appointments, report cards, interim reports, discussions with school personnel, and tuition statements.

### **Separation**

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumors or demands of a parent, but only on the appropriate documentation as detailed below.

### **Custodial Parent**

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records, the non-custodial parent has a right to the same access as the custodial parent. The school will, unless instructed by a Court Order, re-lease such records upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services. Further, parents should realize that, unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of the child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

### **Joint Custody**

In cases of "joint custody" entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents. Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and come together on behalf of the child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations. In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time. Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week. If there are questions concerning this restatement of procedure or circumstances you feel necessitate other arrangements, please contact the principal personally.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

### **Purpose**

St. Hilary School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Hilary School expressly prohibits sexual harassment and sexual violence in the school environment. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

### **Sexual Harassment**

For the purposes of this policy, sexual harassment includes, but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted

written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter will be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all of the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand and parent notification, entered in the student's file,
- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension,
- expulsion.

### **WEAPONS POLICY**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, St. Hilary 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, any dangerous object or object used as a weapon (look-alike weapon), knife, deadly weapon, or 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). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles. Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department. If it is determined that the policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process. A model disciplinary process should include immediate in or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents 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.

### **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 antisocial behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attributes denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nick-names, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

### **Consequences**

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student to remain in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Children's Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for any forms of vandalism.



### **Jurisdiction**

Realizing that gang activity is a community concern communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the students, the effect of the incident on other students, and the good order and functioning of the school.

### **Related Policies**

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in the *School Handbook*.
2. Discipline policies.
3. The right of school authorities to search lockers, student desks, and upon request, personal property, if suspicion of gang involvement exists.
4. Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.
5. Policies and procedures relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
6. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

### **PREVENTION**

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to LEAPER, Saber Sisters, PSI Life Act, Choose Life, guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO and parish based youth ministry activities, etc.

The rules and regulations in this *Handbook* are subject to change. These rules and regulations are not all-inclusive. It is the right of the principal, after consultation with the pastor, to make final decisions about an issue/incident that may not be specifically stated in these pages.