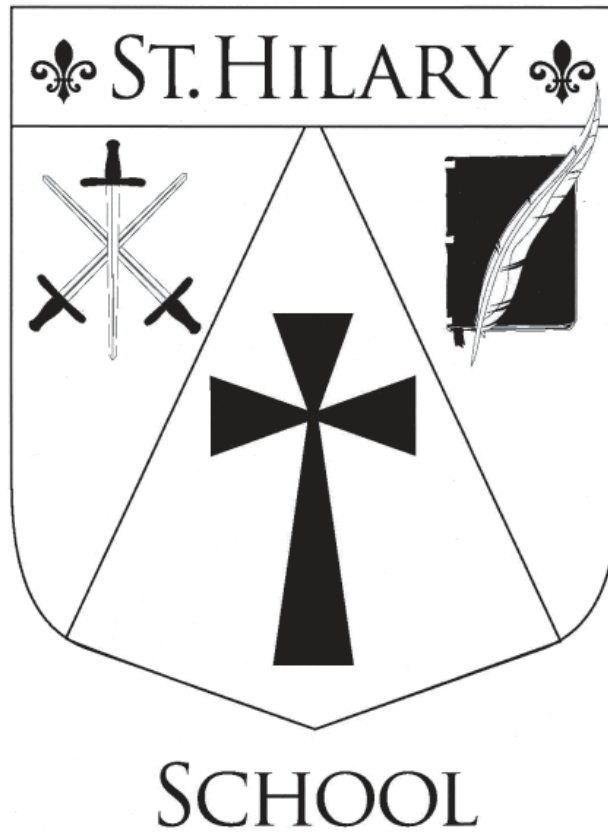


St. Hilary School  
Family Handbook  
2017-2018  
Revised 8/29/17



St. Hilary School

August 2017

Dear Parents:

Thank you for your support and cooperation as we prepare for the 2017-2018 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 8, 2017.

Thank you,

Fr. Steve Brunovsky  
Mrs. Tracey Arnone  
Mrs. Jennifer Woodman



**Educational and Conduct Contract**  
**2017-2018**

We have read on the St. Hilary School website the 2017-2018 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.

In recent years, the number of applicants has exceeded the number of students that can be accepted while maintaining the quality of education at St. Hilary School. Because of this, a priority system has been established to determine which applicants will be admitted.

The following criteria will be considered to determine admittance in the school:

1. Faithful and regular attendance at Parish Sunday liturgy plus involvement in a parish ministry.
2. Financial support of Parish according to one's means.
3. Length of time a family has been registered in St. Hilary Parish.
4. Other siblings in school.
5. Child's readiness to start school.

After these criteria have been considered, 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. Applications will be available during registration week in February.

### **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
- Computer Specialists
- 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 3:00 p.m., unless under adult supervision. Any unsupervised child remaining in the building after 3:25 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. Request for homework must be made at the time of your call in and/or a request that day no later than 10:00 a.m. We will not be able to accommodate your request after that time.



### TARDINESS/EARLY DISMISSAL

Since tardiness can interfere with the child's progress in school and can be disrupt to the class and teacher, parents are requested to nurture and cultivate the habit of punctuality and good attendance with their child. Tardy to school and early dismissals will be treated and documented the same, 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 by administration. Students are not considered tardy if their school bus arrives late at school.

- LATE ARRIVAL – if a student arrives to school after 8:30 a.m.
- HALF-DAY ABSENCE – if a student arrives after 10:00 a.m., he/she will be marked a half-day absence; if a student leaves before 2:00 p.m., he/she will be marked 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 as 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.

### 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 the school website.

### 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 given by the principal 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. Both are necessary. A student may never leave 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. The following statement shall be included:

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, assistance 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
- Throwing objects or any unsafe actions
- 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 is a detention)
- Unapproved use of cell phones, iPads, or other electronic devices
- Being unprepared for class
- Three (3) unexcused tardies

Minor Infraction Notifications must be signed by a parent and returned to the homeroom teacher on the following day.

**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 towards 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

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.*

### **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 such as a school locker or book bag on school property from 8:00 a.m.-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 (see addendum). Additionally, each student and parent/guardian in grades 6-8 must read and sign the iPad/Chromebook Acceptable Use Policy (see addendum).

### 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. The cost of a hot lunch is \$2.70, with additional applicable charges for extra items ordered. Those not wishing to purchase a hot lunch may bring a lunch from home. A cheese or jelly sandwich plus suitable accompaniments will be provided for any child who has neither ordered a hot lunch nor brought a lunch from home. A \$2.70 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 supervisor's instructions. The safety of the children on the playground is imperative. No game may jeopardize the safety of another 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 with the exception of 6<sup>th</sup> grade. 6<sup>th</sup> grade students may use their Chromebooks for homework purposes ONLY.
  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.
- **Computer:** Keyboarding literacy, computer assisted instruction, integration of technology with core curriculum, Power Point presentations, website design, and Excel.
- **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 and iPads are to be kept covered and clearly identified. Book bags should be used at all times. 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 8 classes:

- Robotics/Coding – students will learn more advanced coding and computer programming skills.
- Graphic Design – students will learn the fundamentals of graphic design, which is the process of visual communication and problem-solving using one or more of typography, photography, and illustration.
- Digital Media – students will learn the basic skills of digital media, which is any media that is in a machine-readable format.
- Engineering Lab – students will use Paxton Patterson Labs to explore future engineering and science careers in more detail.
- Health Science – students will use Paxton Patterson Labs to focus on careers in the medical field.
- #AMPPEd Authors – students will become amazing writers and readers and create literary magazines.
- Entrepreneur/Marketing – students will learn how to start their own business or invent something that changes the world.
- Entrepreneur/Finance – students will learn about investing, funding a project, and other aspects of financial responsibility.

### **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. Consistent missing assignments will be determined at each grade level. 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.

<b>First Honors</b>	4.0 - 3.8 GPA
<b>Second Honors</b>	3.8 - 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

#### 2017-2018 St. Hilary School Dress Code

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:** Any 1<sup>st</sup> grade girl in the 2017-2018 school year will be required to wear the correct St. Hilary plaid jumper or skort. 2<sup>nd</sup>-8<sup>th</sup> grade girls will be permitted to wear the Sunshine Uniform 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 beginning in the 2020-2021 school year.

#### GENERAL GUIDELINES 1<sup>ST</sup> – 8<sup>TH</sup> GRADES

- All clothing (uniform and dress down/up) should be neat, clean, modest and appropriately sized. All clothing (uniform and dress down/up) should be free from holes, tears, and excessive fading.
- Navy dress pants may be worn in grades 1-8. 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.

- 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 logos or 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, colored nail polish (including gel, shellac, French manicures, nail art, or other special nail treatments), artificial nails, dangling earrings, 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, 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**)
- 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, 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
- ¾ 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**)
- 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, 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
- Watch (**no smart watches**)
- One pair of stud earrings
- One simple religious necklace

**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, 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
- Watch (**no smart watches**)
- One pair of stud earrings
- One simple religious necklace

**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

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

- Crop tops and low-rise jeans or shorts
- Uncovered shoulders
- Sandals, 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. "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.*

### 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 3:00 p.m. to 6:00 p.m. on each day school is in session. 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.

### EXTRA-CURRICULAR ACTIVITIES

*subject to change from year to year*

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| 1. Academic Challenge           | 14. Power of the Pen                |
| 2. Altar Servers (Parish)       | 15. Readers Theatre                 |
| 3. Art Club                     | 16. Rosary Club                     |
| 4. Bocce Ball                   | 17. School Choir and Mass Musicians |
| 5. Chess Club                   | 18. Scouting (Parish)               |
| 6. C.Y.O. Sports (Parish)       | 19. Ski Club                        |
| 7. English Festival             | 19. Spelling Bee                    |
| 8. Field Trips                  | 20. Speed Stacks                    |
| 9. Foreign Language Clubs       | 21. Student Council                 |
| 10. Future Catholic Teachers    |                                     |
| 11. Geography Bee               |                                     |
| 12. Junior Ambassadors for Life |                                     |
| 13. Mock Trial                  |                                     |

### 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. Due to liability 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 Ascend 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 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 parent 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 9:30 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 is updated several times a week.

### 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 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 not permitted to use the school telephones between 8:00 a.m. – 3:00 p.m. 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.

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.

### **SAFETY**

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.

### **SAFETY AND WELL-BEING**

**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. Our school doors are locked throughout the day.
2. Visitors can enter the building through the main door entrance or Moorfield Road only after announcing their names and intentions utilizing our intercom system.
3. There are signs posted on all of the entrance doors stating that only authorized visitors can enter the premises and that they must go to the school office upon entering the building.
4. The teachers know the school emergency plan in the event that a stranger is in our building. There is a two-way communication system in each classroom and each staff member will have a panic button that is connected directly to the Fairlawn Police Department.
5. 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.
6. 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).
7. Our school has a guidance counselor, who is skilled in child development and made available to a student upon request.
8. Our teachers are always available to listen to their students – often initiating conversations – when the teachers note student problems, unusual behavior, restlessness or depression.
9. Our Diocesan curriculum fosters Gospel values. Religion is taught daily and the students attend weekly school masses and regular prayer services.
10. Our school philosophy and mission statement reflect our goals for teaching the whole child – meeting and developing spiritual, academic and mental and physical needs.
11. Our school climate promotes respect for all staff members, teachers, and students, enhancing self-esteem.
12. 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 and Jon Peterson 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 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
- Grades 6-8 – one 45-minute class

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 rounds, 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.

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

- a. **Parking lot** – Parents may park in the lot, walk to where the students are waiting, and escort them back to the car. 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** – 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 \$175.00 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. 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.

### **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.
8. Contributing to the parish - both financially and in the various ministries.

### **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.

### **Separately Mailed Information to Non-Custodial or Joint Custody Parents**

If a non-custodial parent or joint custodial parent wants progress reports, report cards, or other information mailed to them, it is necessary for them to provide self-addressed stamped business envelopes to the homeroom teacher of their child during the first full month of the new school year. Otherwise, it will be assumed that information is being shared as stated in the above policy of St. Hilary School.

## **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.

	A	B	C	D
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### **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, 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.

	Regular M-TH Daily Schedule	Mass & Morning Assembly	Afternoon Assembly	Two Hour Delay
First Bell	8:20	8:20	8:20	10:20
Tardy Bell	8:30	8:30	8:30	10:30
1 <sup>st</sup> Period	8:40-9:25	8:40-9:25	8:40-9:25	10:40- 10:55
2 <sup>nd</sup> Period	9:25-10:10	10:30-11:00	9:25-10:10	10:55- 11:10
3 <sup>rd</sup> Period	10:10-10:55	11:00-11:30	10:10-10:55	11:10- 11:30
4 <sup>th</sup> Period Non-lunch	10:55-11:40	11:30-12:10	10:55-11:40	11:30- 12:10
4 <sup>th</sup> Period-Lunch  4 <sup>th</sup> /5 <sup>th</sup> and 2 <sup>nd</sup> /3 <sup>rd</sup> Lunch/Recess	4/5 Lunch 10:55-11:15 4/5 Recess 11:15-11:35 2/3 Lunch 11:15-11:35 2/3 Recess 11:35-11:55	4/5 Lunch 11:30-11:50 4/5 Recess 11:50-12:10 2/3 Lunch 11:50-12:10 2/3 Recess 12:10-12:30	4/5 Lunch 10:55-11:15 4/5 Recess 11:15-11:35 2/3 Lunch 11:15-11:35 2/3 Recess 11:35-11:55	4/5 Lunch 11:30- 11:50 4/5 Recess 11:50- 12:10 2/3 Lunch 11:50- 12:10 2/3 Recess 12:10- 12:30
5 <sup>th</sup> Period Non-lunch	11:40-12:25	12:10-12:50	11:40-12:25	12:10- 12:50
5 <sup>th</sup> Period- Lunch  1 <sup>st</sup> /6 <sup>th</sup> and K Lunch/Recess	1/6 Lunch 11:40-12:00 1/6 Recess 12:00-12:20 K Lunch 12:00-12:20 K Recess 12:20-12:45	1/6 Lunch 12:10-12:30 1/6 Recess 12:30-12:50 K Lunch 12:30-12:50 K Recess 12:50-1:10	1/6 Lunch 11:40-12:00 1/6 Recess 12:00-12:20 K Lunch 12:00-12:20 K Recess 12:20-12:45	1/6 Lunch 12:10- 12:30 1/6 Recess 12:30- 12:50 K Lunch 12:30- 12:50 K Recess 12:50-1:10
6 <sup>th</sup> Period	12:25-1:10	12:50-1:30	12:25-1:10	12:50-1:30
7 <sup>th</sup> Period	1:10-1:55	1:30-2:10	1:10-1:35	1:30-2:10
8 <sup>th</sup> Period	1:55-2:40	2:10-2:50	1:35-1:55 (Assembly 2:00 – 2:40)	2:10-2:50
Homeroom	2:40-2:55	2:50-2:55	2:40-2:55	2:50-2:55
Dismissal	2:55-3:30	2:55-3:30	2:55-3:30	2:55-3:30

Alternate Class Schedules: For Grades K-6<sup>th</sup>

Alternate Class Schedule: For Junior High

	A	B	C	D
	Regular M-TH Daily Schedule	Mass & Morning Assembly	Afternoon Assembly	Two Hour Delay
First Bell	8:20	8:20	8:20	10:20
Tardy Bell	8:30	8:30	8:30	10:30
1 <sup>st</sup> Period	8:40-9:25	8:40-9:25	8:40-9:25	10:40-10:55
2 <sup>nd</sup> Period	9:25-10:10	10:30-11:00	9:25-10:10	10:55-11:10
3 <sup>rd</sup> Period	10:10-10:55	11:00-11:30	10:10-10:55	11:10-11:30
4 <sup>th</sup> Period	10:55-11:40	11:30-12:10	10:55-11:40	11:30-12:10
5 <sup>th</sup> Period	11:40-12:25	12:10-12:50	11:40-12:25	12:10-12:50
Lunch 7 <sup>th</sup> & 8 <sup>th</sup> Grade	12:25-12:50	12:50-1:15	12:25-12:50	12:50-1:15
6 <sup>th</sup> period	12:50-1:30	1:15-1:45	12:50-1:15	1:15-1:45
7 <sup>th</sup> period	1:30-2:10	1:45-2:15	1:15-1:35	1:45-2:15
8 <sup>th</sup> period	2:10-2:55	2:15-2:55	1:35-2:00 (Assembly 2:00 – 2:40)	2:15-3:00
Homeroom	2:55-3:00	2:55-3:00	2:40-2:55	2:55-3:00
Dismissal	2:55-3:30	2:55-3:30	2:55-3:30	2:55-3:30

**2017-2018  
ACCEPTABLE USE POLICY  
DIOCESE OF CLEVELAND**

In this 21st century, we are in a time of new and ever changing technologies. We at St. Hilary School believe using new technologies, electronic resources, and Internet access enhance student learning and provide a quality educational experience for all students. It is our privilege to be able to offer use of such technological resources to enhance the educational experience. However, despite these benefits, the Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure the proper use of the technologies while enrolled at St. Hilary School. All users are expected to use the technology available at St. Hilary School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes, but is not limited to, cell phones, iPads, iPods players, e-readers, video games, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property (i.e., home, business, private property, etc.).

Students must\*:

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. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (no 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 discomfoting materials 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.

\* Numbers one through four are not an all-inclusive list of inappropriate uses and activities.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology re-sources. 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.

**Supervision and Monitoring:** School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses 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. Personal devices (cell phones, e-readers, iPads, iPods, etc.) are prohibited during school hours unless permission is granted from school personnel.

**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 St. Hilary 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.

#### **USER AGREEMENT / PARENT PERMISSION FORM Both Signatures Required**

##### *Student Signature Section:*

- I have read the terms and conditions of the Student Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the Student Acceptable Use Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name: \_\_\_\_\_ School: St. Hilary School  
(print)

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

##### *Parent/Guardian Signature Section:*

As the parent or legal guardian of the student signing above, I have read this Student Acceptable Use Policy and grant permission for my child to access the St. Hilary School's information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that St. Hilary School's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold St. Hilary responsible for materials acquired on the network.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(print)

Parent/Guardian Signature: \_\_\_\_\_

CIRCLE GRADE: 6 7 8

PLEASE PRINT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

### Student Mobile Device Acceptable Use Policy Agreement

#### I. Introduction

This mobile device Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad or Chromebook. Technology, on or off-campus, must be used in accordance with the mission and philosophy of St. Hilary School as well as the Acceptable Use Policy for Technology as stated in the *St. Hilary School Family Handbook*. Teachers may set additional requirements for use in their respective classes.

**The iPad and Chromebook remain the property of St. Hilary School at all times.** Therefore, there is no assumption of privacy. The use of these mobile devices will be monitored at school and at home. St. Hilary School reserves the right to inspect student iPads or Chromebooks at any time during the school year **with or without advance notice**. Each device will also be managed through the one of the school's Mobile Device Management Systems. These systems are used to ensure appropriate usage of each student device through a present configuration determined St. Hilary Administration. Misuse of the iPad or Chromebook may result in disciplinary action up to and including suspension and expulsion.

If a family opts out of the 1:1 iPad/Chromebook Program, meaning they do not wish for their child to receive a school issued iPad or Chromebook for individual use during the school year, a Student Mobile Device Acceptable Use Policy Agreement must still be signed. On occasion, the student will be provided a school iPad or Chromebook to use within a classroom for educational purposes assigned by the teacher (i.e. quizzes/tests, research, and/or group projects). In this case, the student will have use of the device during that class time only, under direct supervision of the teacher, and will turn it back into the teacher at the end of that class period.

Above all, the 1:1 program at St. Hilary School is an academic program, and the policies governing the use of the iPad and Chromebook support its academic use. To maintain the integrity of the program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

#### II. iPad/ Chromebook Distribution and Care

1. The iPads and Chromebooks issued to students are the property of St. Hilary School and are made available to students as learning tools.
2. Students will be issued their iPad or Chromebook with case (where appropriate) and charger at the beginning of the school year. Every device along with their appropriate case and chargers/power cords are to be returned in good condition at the end of each academic year for updates and routine maintenance or earlier if the student no longer attends St. Hilary School.
3. Students are responsible for knowing how to properly operate and protect the iPads and Chromebooks. This includes not leaving their device in a location where it can be damaged by cold, heat, or moisture, keeping the device away from food and beverages, and cleaning the screen only with a soft, dry, or anti-static cloth.
4. Students/parents/guardians are solely responsible for the care and security of student iPads and Chromebooks. iPads and Chromebooks must never be left in an unlocked car or any unsupervised area.
5. **For 7<sup>th</sup> & 8<sup>th</sup> Grade (iPad Air/Air2):** If an iPad is damaged or malfunctions, **the student must notify his/her homeroom teacher and then take the iPad to the Media Center as soon as possible for evaluation.** If the issue cannot be resolved by the tech department, it will be handled per the selected insurance agreement for the iPad Air. If a student damages the iPad (outside of reasonable wear and tear), the student/parents/guardians are responsible for the expense of repairing or replacing the device. The **replacement cost** for an iPad Air is \$250. For the iPad Air 2 is \$380 **(w/o case)** \$480 **(w/ case)**. The student is never to disassemble or attempt to repair the iPad.
6. **For 6<sup>th</sup> Grade (Chromebook):** If a Chromebook is damaged or malfunctions, **the student must notify his/her homeroom teacher and then take the Chromebook to the Media Center as soon as possible for evaluation.** If the issue cannot be resolved by the tech department, it will be handled per the selected insurance agreement for the Chromebook. If a student damages the Chromebook (outside of reasonable wear and tear), the student/parents/guardians are responsible for the expense of repairing or

replacing the device. The **replacement cost** for a Chromebook is \$160 (**w/o case**) \$190 (**w/ case**). The student is never to disassemble or attempt to repair the Chromebook.

7. If the iPad or Chromebook is lost or stolen, the student must report the incident to the Principal's Office as soon as possible. In the case of theft, the student must also file a police report. The student/parents/guardians are responsible for replacing the lost or stolen device at his/her/their own cost. The replacement cost of an iPad Air is \$250, iPad Air 2 is \$380 (**w/o case**) \$480 (**w/ case**). and for a Chromebook \$160 (w/o case) \$190 (w/ case).
8. Students/parents/guardians are not permitted to repair, alter, modify or replace iPad or Chromebooks without express authorization from St. Hilary School. Under no circumstance will St. Hilary School replace or repair a student iPad or Chromebook without the required payment from the student/parent.
9. iPads and Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of St. Hilary School. iPads and Chromebooks may not be permanently altered in any way.

### III. General Expectations

1. Students are responsible for understanding and adhering to all Acceptable Use Policy for Technology regulations from the *St. Hilary Family Handbook* relating to the use of technology, in addition to this Mobile Device Agreement, both at school and at home, at all times.
2. Students may not remove or circumvent the management system installed on the mobile devices. This includes removing restrictions or "jailbreaking" (process of removing limitations set by the IOS system) the device. These restrictions include any attempt to bypass security profiles set-up through the MDM, deleting/altering apps or settings already installed on the device, or logging into the device using any form of ID or password not provided by the school.
3. Students may only connect to the Internet via the wireless network provided by St. Hilary School while on campus.
4. Students are permitted to take the mobile devices home. However, students are expected to have their mobile device fully charged at school each day.
5. Parents are expected to provide additional monitoring and enforcement of the **Student Mobile Device Acceptable Use Policy Agreement** when the iPads and Chromebooks are taken home or are used off-campus.
6. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
7. iPads and Chromebooks must always be within the protective cases when carried. **(The school will provide carrying cases for Grade 6 Chromebooks. For Grade 7, iPad Air cases will be redistributed with the Zagg protective cases, and for Grade 8, iPad Air will be redistributed with the Logitech protective cases or student purchased, school-approved replacement case.** iPads and Chromebooks are never to be placed in a bookbag (except for iPads being placed in a padded technology pocket) or on the floor.
8. Cases provided by the school for the mobile devices should in no way be exchanged with another student or defaced by the student. This includes removal of the identification label that should match up with the ID number on the iPad or Chromebook. Like the devices, these cases are property of the school, and must be returned with its device at the end of the year. If cases are damaged beyond reasonable wear and tear, 7th graders have one school-issued replacement during the three-year period, otherwise, they are responsible for paying the replacement cost of the case, or purchasing one of the school-approved cases. The school replacement plan for the 8th grade has ended, so they are responsible for providing an appropriate and school-approved case, if the current school case becomes damaged or deemed insufficient for proper protection. The 6th graders are given a Chromebook carrying case, and per this agreement the student/guardian will be responsible for the replacement cost of \$100 for the case.
9. iPads and Chromebooks used by students must bear the student's user name. No other name is acceptable. Students may not remove or alter the "asset tag" located on the iPad. The "find my iPhone/iPad" function must be on at all times on iPads. Students will not remove or deface the serial number on any iPad or Chromebook, whether his/hers or not.
10. **This mobile device acceptable use policy applies to St. Hilary School students at all times, whether the device is his/hers or not, and whether or not students are on campus, as St. Hilary School students are always representatives of St. Hilary School.**

### IV. Apps, Files, Etc.

1. Students are expected to back up all educational work on the iPad and Chromebook. St. Hilary School does not take responsibility for any lost data.



2. **Students are discouraged from printing materials on campus. Printers are available in the library for limited student use as directed by a teacher or librarians. Readers, worksheets, and other academic materials are available digitally on each device for study and reference.**
3. During the school day, earphones may be used only with the permission from the teacher.
4. Educational Apps will be provided by the school. The software/Apps originally installed by St. Hilary School must remain on the iPad or Chromebook in usable condition and be easily accessible at all times. The school may add software applications throughout the year.
5. Students are not permitted to add any Apps or personal data (i.e. photos, movies, video, or other personal entertainment) to the devices, unless assigned by the classroom teacher.
6. Certain assignments may require the use or download of music files and apps. Students may access items under the supervision of their teacher. Music may be stored on the devices, but it must contain appropriate ratings and adhere to the mission and philosophy of St. Hilary School.
7. As stated in the Acceptable Use Policy for Technology, students must refrain from using social media, gaming or blogging websites on the school-issued iPads and Chromebooks. Students should not receive pop-up or email notifications from Facebook or other social networking/entertainment sites or apps on the school-issued devices.
8. The camera may be used only when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email, or share images and/or videos of students, St. Hilary School personnel or the campus (beyond the scope of the assignment.) Photos or video taken with the devices for academic assignments must conform to the mission and philosophy of St. Hilary School.

#### **V. Prohibited Use**

##### **Students/Parents/Guardians shall not:**

1. Leave the iPad or Chromebook unattended on the campus or be unaware of its location.
2. Throw the iPads or Chromebooks or otherwise handle them carelessly.
3. Exchange iPads or Chromebooks with another student.
4. Allow other students to retain or remove the iPad or Chromebook from their presence.
5. Copy certain Internet materials or reproduce or transmit materials without the permission of the author or other right-holder.
6. Plagiarize academic materials. It is the student's responsibility to respect and adhere to all copyright, trademark and other intellectual rights and trade secrets laws.
7. Use the iPad or Chromebook for any action that violates existing school rules or public law.
8. Use inappropriate language, create, access or distribute, or encourage others to create, access or distribute, offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content that is discourteous or abusive, harmful to other persons, not aligned with the school's mission and philosophy, or prohibited by law, when using e-mails, journals, wikis, blogs, or any other forms of communication.
9. Use chat rooms or messaging services not authorized by the teacher for academic use.
10. Access sites selling term papers, book reports, and other forms of student work.
11. Spam: send mass or inappropriate emails.
12. Gain access to other students' accounts, files, and/or data.
13. Use the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
14. Bypass the St. Hilary School web filter through a web proxy.
15. Share passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.
16. Use or possess hacking software.
17. Mark, destroy, or decorate a school provided iPad or Chromebook case.

#### **VI. Hold Harmless and Indemnification**

In consideration for receiving the iPad or Chromebook from St. Hilary School, the student and his/her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends **St. Hilary Parish/School, the Pastor/Ecclesiastical Liaison, employees, the Roman Catholic Diocese of Cleveland, the Bishop of the Roman Catholic Diocese of Cleveland, the Office of Catholic Education, and all their agents, successors and assigns** from any and all liability, losses, damages, claims, actions and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad or Chromebook furnished by St. Hilary School to the student.

**USER AGREEMENT / PARENT PERMISSION FORM Both Signatures Required****Student Signature Section:**

- I have read the terms and conditions of the Student Mobile Device Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only, and I will use my iPad/ Chromebook only for appropriate, educational purposes, in accordance with school policies.
- I understand that my iPad/Chromebook is the property of St. Hilary School, is loaned to me for educational use, and is subject to inspection at any time without notice.
- I agree to abide by the terms and conditions stated in the Student Mobile Device Acceptable Use Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.
- If I fail to comply with the above expectations, I understand that consequences may be issued at the discretion of the teachers and the administration, and that a stricter consequence may be issued based upon the severity of the infraction, as follows:

**1st offense:** student receives verbal warning

**2nd offense:** student serves lunch-time detention

**3rd offense:** student serves after-school detention and loses iPad/Chromebook for one week

**4th offense:** student serves after-school detention and leaves iPad/Chromebook at school for the remainder of the year

**5th offense:** student and parent meet with teacher and administration; student loses all iPad/Chromebook privileges and is responsible for finding another way to complete assignments and assessments involving the iPad or Chromebook

User Name: \_\_\_\_\_  
(print)

School: St. Hilary School

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom: \_\_\_\_\_

**Parent/Guardian Signature Section:**

As the parent or legal guardian of the student signing above, I have read this Student Mobile Device Acceptable Use Policy and grant permission for my child to access St. Hilary School's information technology resources. I understand that my child will be held liable for violations of this agreement and that my child and I will be responsible for all damage or loss caused to the iPad or Chromebook as a result of neglect or abuse. I understand that St. Hilary School's information technology resources are intended for educational purposes. I also understand that St. Hilary School may not be able to restrict access to all controversial materials, and I will not hold St. Hilary School responsible for materials acquired on the network.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(print)

Parent/Guardian Signature: \_\_\_\_\_