

St. Hilary School
Family Handbook
2023-2024



SCHOOL

Dear Parents:

Thank you for your support and cooperation as we prepare for the 2023-2024 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 pay particular attention to the Role of Parents section on Page 26. It is our expectation that every parent and guardian will partner with us in the fulfillment of our Christ-centered mission. Behavior that undermines our mission will not be tolerated.

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, 2023.

Thank you,

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

**Educational and Conduct Contract
2023-2024**

We have read the 2023-2024 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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SECTION 1: PHILOSOPHICAL FOUNDATION

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 that we do. In solidarity with our parish and school community, we will inspire our students through inclusive, innovative, and challenging academic and spiritual 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 help students continually grow in their faith by fostering solidarity through the rituals and traditions of our Catholic faith, and by providing opportunities for prayer, worship, Christian service, and leadership.

We believe it is our responsibility to uphold the human dignity of every person. Each person is made in the likeness and image of Christ with unique spiritual, intellectual, emotional, social, and physical gifts.

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

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

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

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

We believe that students can and must be inspired to be life-long learners and leaders who treat others with kindness and respect.

We believe that our students have the ability to persevere through adversity and that natural consequences are essential for personal growth.

SECTION 2: ADMISSION

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. St. Hilary School admits qualified students of any gender, ability, race, color, religion, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, ability, race, color, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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 families enrolled in the school and the parishioners of St. Hilary Parish.

In order to maintain an optimal Catholic educational experience for all students, the administration reserves the right to limit enrollment to a maximum of 25 students per classroom, 75 students per grade level, and 675 students total for the school. In the sole discretion of the administration, these maximum numbers may be reduced at any time and for any reason, including, but not limited to, the needs of students in a particular class or grade level and the ability of the educational staff to meet those needs. The administration reserves the right to establish a waiting list if maximum enrollment as determined by the administration is reached for a classroom, grade level, or the school.

If the number of applicants exceeds the number of students who can be accepted while maintaining the quality of education, children will be accepted into St. Hilary School in this order:

1. The family has children enrolled in St. Hilary School.
2. The family is registered at St. Hilary Parish.
3. The child is coming from a parish with no school.
4. The child is coming from a parish with a school.
5. Non-Catholic children will be accepted if there is room available.
6. If two or more children seeking to enroll for the same seat equally meet all admission criteria, priority will be given to the first to complete all steps in the enrollment process.

If applicable, copies of testing data and special education plans must be provided prior to beginning the process of application for admission.

All applicants are expected to furnish at the time of application for admission a copy of the student's most recent academic progress report. Admission may be denied based upon a student's previous academic, behavioral or attendance record. Previous suspension or expulsion may be sole grounds for denial of admission. Applicants may be required to complete entrance or placement testing.

Students applying for entry into kindergarten will be required to furnish at the time of application for admission a copy of the student's most recent preschool evaluation and must also complete St. Hilary School's readiness screening unless waived by the school.

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 administration, will be unable to meet the school's standards for academics, behavior and attendance.

KINDERGARTEN ADMISSION

A student must be five years old before August 15. 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.

SECTION 3: ACADEMICS

ACADEMIC PROGRAM

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

- **Religion:** God's goodness, liturgy, commandments, sacraments, Old Testament, life of Christ, Beatitudes, Church history, the Creed, Catholic social teachings, and prayer.
- **English/Language Arts:** Listening, oral expression/drama, poetry, story-telling, parts of speech, sentence structure, grammar, punctuation, usage, paragraph structure, dictionary skills, creative writing, reports, essays, handwriting, and spelling.
- **Reading:** Auditory, motor and visual skills, phonics, decoding, comprehension, vocabulary, listening skills, library and study skills, reading in content areas, recreational reading, and study of the novel and short story.
- **Social Studies:** Communities, map/globe skills, U.S. history/geography, Latin and South America, history of civilization, countries of Europe and Asia, Ohio history, and American history/government.
- **Math:** Basic operations, numeration, problem solving, measurement, graphs, probability, statistics, basic geometry, and fundamentals of algebra.
- **Science/Health:** General science, matter, energy, earth science, life science, lab activities, community and personal health, safety, drug education, and human sexuality.
- **Physical Education:** Coordination activities, fundamental body movement, elements of various sports, physical fitness, and games for leisure and health.
- **Music:** Singing, music appreciation, music theory, and opportunities for performance.
- **Art:** Art theory, creative expression through various media, crafts, and art appreciation.
- **Technology:** Keyboarding literacy, computer assisted instruction, integration of technology with core curriculum, Power Point presentations, website design, Excel, and Google programs.
- **Library/Media Center/Makerspace:** Learn library skills, withdraw books, engage in research, read for pleasure, work on class projects, complete homework, create, play, invent, tinker, and explore.
- **World 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 Chromebooks are to be kept covered and clearly identified. Parents are financially responsible for the loss or damage of materials.

RELIGIOUS EDUCATION PROGRAM

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

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

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 Digital Academy. Students in grades 6-8 will have their assignments on their iPads. Consequences for consistent missing assignments will be determined at each grade level.

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 Digital Academy 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.

GRADING SCALE

For grades 4-8, St. Hilary School adheres to the grading scale of the Diocese of Cleveland.

<u>Grades K-3</u> <u>(Specials &</u> <u>Designated Subjects)</u> <u>AND Grades 4-8</u> <u>(Effort & Conduct)</u>	<u>Grades 4-8</u>	<u>GPA Equiv.</u>	<u>Grades K-3 Standards-Based Core Areas</u>
O = Outstanding	A+ = 100-98%	4.33	3 = Mastered: Meets or exceeds demonstration/knowledge of target content
S = Satisfactory	A = 97-95%	4.0	2.5 = No major errors regarding 2.0 content with partial knowledge of 3.0 content
N = Needs Improvement	A- = 94-93%	3.67	2 = Developing: Illustrates base knowledge of prerequisite content
	B+ = 92-90%	3.33	1.5 = Partial knowledge of 2.0 content but major errors regarding 3.0 content
	B = 89-87%	3.0	1 = Beginning: Assistance needed to demonstrate partial understanding of score of 2.0 or 3.0
	B- = 86-85%	2.67	Blank = Not assessed in grading period
	C+ = 84-82%	2.33	
	C = 81-79%	2.0	
	C- = 78-77%	1.67	
	D+ = 76-75%	1.33	
	D = 74-72%	1.0	
	D- = 71-70%		
	F = 69% and below		

HONORS

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, world language, music, and physical education) and passing junior high electives. A First Honors GPA traditionally corresponds to a student being in the top 10% of his/her class. A Second Honors GPA traditionally corresponds to a student being in the top 25% of his/her class.

First Honors	4.3 - 3.6 GPA	Second Honors	3.59 – 3.0 GPA
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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.

JUNIOR HIGH ELECTIVES

Students in 7th and 8th grades participate in Junior High Electives. These electives help students explore various topics of interest that they may want to pursue in high school, college, or life. Junior High Electives are offered by semester. Students can choose from a variety of classes that are subject to change based on the semester and year.

STUDENT 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.

Students with Learning Differences, Remedial Scholarship and Supportive Instruction

St. Hilary School is a Better Together school and an Autism Scholarship and Jon Peterson Scholarship provider. Progress Reports and specific progress on the IEP goals of all students on the Autism Scholarship is reported to the Ohio Department of Education. These reports are made available to the parents through the scholarship section of the Ohio Department of Education website.

Individual and small group instruction for children with special needs is given by an intervention specialist. A behavior interventionist and academic tutors are also on site. It is the goal of this program to help these children strengthen their skills to achieve success in the regular classroom. A dedicated intervention space is available to service student needs.

Response to Intervention (RTI) Team

This team consists of administrators, a guidance counselor, and auxiliary and classroom personnel as needed. The purpose of this team is to meet frequently 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.

Occupational Therapy

A school-based occupational therapist supports a student's ability to successfully participate and perform academic tasks in the school environment. Occupational therapists specifically focus on identifying deficits in the following skill areas: fine motor coordination, visual-motor integration, visual perception, sensory processing/self-regulation, social skills, self-care skills/activities of daily living (ADLs), and cognitive skills/executive functioning. A child with deficits in one or more of these areas may demonstrate difficulty performing specific tasks needed in academic settings. These tasks may include: handwriting, cutting, typing, shoe tying, organization, and many others! Occupational therapists screen and evaluate students to determine if there is an underlying deficit in a skill area that is preventing or impacting the way a child is performing academic tasks. If a deficit is identified, the therapist may recommend short-term or long-term occupational therapy (OT) services depending on the type of evaluation and severity of skill deficit. Students may also receive OT services on a consultative basis in which the therapist will monitor the student's skills and consult/collaborate with teachers, paraprofessionals, and other staff if any needs arise.

Behavioral Therapy

Applied Behavior Analysis (ABA therapy) applies the understanding of how behavior works to real situations. The goal is to increase behaviors that are helpful and functional, and decrease behaviors that can negatively affect learning and the environment.

A behavior specialist can help to understand how behavior works, how it is affected by the environment, and how learning best occurs. Specific areas that can be targeted through behavior science at school are; executive functioning skills, improving attention and focus, social skills, memory, academics, and decreasing problem behaviors.

Gifted Services

Think Tank is an enrichment program serving gifted 1st, 2nd, and 3rd grade students, who are identified through standardized testing. The program is not intended to advance the students beyond grade level, but to enrich the students in the areas of language arts, math, and science. The program emphasizes peer collaboration skills, friendships, critical thinking, and creativity. Students in each small group meet weekly for one period.

SECTION 4: HEALTH AND SAFETY

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 9:00 a.m., the school office will initiate a call to parents. Parents may call the attendance line at (330) 867-8720 ext. 350 and leave a message 24 hours a day. Parents may also email attendance@st-hilary.org at any time to report an absence. To help us track illness in the school, please do not simply say your child is sick, but specify the reason for the absence; i.e., Covid, fever, vomiting, etc. If the absence is due to a reason other than illness, please indicate that as well. Requests for homework must be made at the time of your call to report the absence or no later than 9:00 a.m. We will not be able to accommodate your request after that time.

In the case of an excessive number of absences (20 or more days / 116 or more hours / 6,960 or more minutes per semester), parents will be notified by the school office and a conference will be set up. Parents will also receive notification through our Digital Academy system when a student is in danger of approaching this benchmark or has reached it. This notification serves as a reminder that the child may be considered for non-promotion due to the extreme number of absences. In order for a quality learning experience to take place, the child needs to be present in school. Students who are absent from school should not attend after school activities. A student who is absent for consecutive days due to illness or after or after 15 days (87 hours or 5,220 minutes) in a semester may be required to submit a note from the child's doctor for all non-Covid sickness-related absences. There are 350 instructional minutes in a school day. Any time missed from the total minutes, including half days, tardies, etc., is included in the total absences. Please see the table below for more information on excessive absences and habitual truancy.

Days / Hours / Minutes Absent*	Notification to Parents
10 days / 58 hours / 3,480 minutes	Letter to parent
15 days / 87 hours / 5,220 minutes	Letter to parent & Doctor's note required
20 days / 116 hours / 6,960 minutes	Conference with administration and parent
20+ days / 116+ hours / 6,960+ minutes	Conference with administration and parent with plan

*Non-Covid-related absences

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

Medication Procedure

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

Use of Inhalers in the School Setting

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

Health Services

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

Immunizations

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

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

Contagious Diseases and Illness

Students who give evidence of sore throat, severe cough, fever, nausea, vomiting, diarrhea, rash, swollen glands, abdominal pains, watering eyes, etc. should be kept home. Children who are ill should also refrain from participating in sports or attending other events where they risk spreading germs to others.

Parents shall notify the school the morning of the day of a student's absence by 9:00 a.m. **Students are required to present to their teacher a written excuse when they return, indicating the date and reason for their absence.** Parents are asked to contact the school nurse or principal when their child has been diagnosed as having a contagious condition such as Covid, 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, diarrhea, severe cough, and other contagious symptoms for 24 hours. The 24-hour symptom free period begins when the symptoms end. That means if your child has a fever, vomiting, diarrhea, severe cough, or other contagious symptoms today, he or she should not come to school tomorrow. 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, parents will be notified.

Some of our students have compromised immune systems and are especially susceptible to contagious illnesses, so it is important that if your child is sick, he or she stays home. Your cooperation helps us to maintain a safe and healthy environment for all students.

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. The decision as to whether a student needs to go home in the case of illness will be made by the school and parental cooperation is expected.
- Emergency Medical Authorization forms should indicate the names of the persons to contact should it be impossible for the school to reach the parent.
- A student may be released from school (with permission by authorized personnel) only to his or her parents or other authorized person(s). In special instances (separation, lawsuit, etc.) the child may be released only to the parent who is the legal guardian. Parents are to send a copy of that part of the divorce papers that indicates the name of the person who is legally responsible for the student. Otherwise the school and the employees cannot be held responsible.
- Students must be signed out by the authorized person(s) at the school office. **No persons are permitted to go to the classroom to pick up or to return a child.**
- No student may leave school grounds during the day without the permission of his or her parents and the approval of the school principal, and unless accompanied by an adult.

SAFETY AND WELL-BEING

Reporting Child Abuse or Neglect - Ohio Revised Code, Section 2151.421, requires certain persons, including school personnel, to report all cases of suspected child abuse or neglect. The law also grants these persons immunity from criminal or civil liability as a result of such reports. The Children's Services Board of the Department of Human Services is the investigating agency for child abuse or neglect. St. Hilary School follows the law and cooperates with the Department of Human Services. The phone number for the Child Abuse hotline is 330-379-1880.

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

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

Safety During the School Day

All visitors to the school entering the building for ANY REASON, including volunteering for Hot Lunch, dropping off forgotten lunches, assisting in classrooms, attending school assemblies and academic bees, or any other reason, MUST report directly to the school office and sign into the visitor log before going to any other part of the building. Please be sure that grandparents, older

siblings and others in your family who may visit the school for any reason are aware of this procedure. This will enable us to know who is in the building at any given time and to maintain accurate records in case of an emergency. Visitors should also report back to the school office to sign out in the log book before leaving the building.

No visitor, under any circumstances, at any time, may hold the door open for another individual.

No student, under any circumstances, at any time, may hold the door open for anyone – this includes other students, the student's own parent, or any other person.

Anyone entering the school after hours for any reason must be accompanied by a staff member.

Anyone entering the Horning Hall area for practices or games must remain in the Horning Hall area.

Adults picking up a child from Latchkey must remain at the Latchkey door and may not enter the Multi-Purpose Room or roam around the school (inside or outside) unless given permission by a staff member. The Latchkey staff will bring your child to you. If a new caregiver will be picking up your child from Latchkey on your behalf, please notify the Latchkey staff prior, and make sure the caregiver has his or her ID ready to be checked. The Latchkey program can be reached at 330-873-1282.

Safety During School Masses

Our school resource officer will be present during school Masses.

During school Masses, the following doors into the church will be locked at 9:35 a.m.:

West Market Street doors at the back of the church;

Side doors adjacent to the Citizens Bank Parking Lot; and

Spiritual Center doors leading from the patio to the Gathering Area.

Those arriving after 9:35 a.m. will need to enter the building through the Parish office doors, passing through the Gathering Area to enter the church via the door by the Sacred Heart Library.

SECTION 5: LOGISTICS

APPOINTMENTS

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

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 our Digital Academy automated text and email messaging system, and posted on our website and Facebook page. "St. Hilary School" will be specifically mentioned by name on all channels if closed. Parents and students are asked not to call or text 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 usual, regardless of 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. If we receive notification of closings or delays from these districts, we will make every effort to pass that information along to you. However, these districts may not always notify us of closings or delays in a timely manner, so please be sure to watch for their closing or delay information along with ours. 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 bus pick-up location.* Students riding buses operating on a two-hour delay when St. Hilary School is on a normal schedule will not be marked tardy.

In regard to sports practices, please note the following:

If school is closed for weather or another non-scheduled issue, sports practices will be cancelled.

If school is closed for a scheduled day off or break, sports practices may be held.

EXTENDED CARE (LATCHKEY)

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 after school until 6:00 p.m. on each day school is in session. Students will be supervised in their classrooms until dismissed to Latchkey. The purpose of our extended care program is to provide a safe, happy and healthy environment for those children whose parents need to use our before- and/or after-school care programs. **All school rules apply in Latchkey, as well.** Additional information may be obtained by calling 867-8720, ext. 230. Please note that any child not picked up from school by 3:15 p.m. will be placed under supervision in our extended care program and the child's parent will be charged accordingly.

FAMILY VACATIONS

Vacations taken during school days are strongly discouraged and are not considered excused absences. 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 Digital Academy.

FIELD TRIPS

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

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

Messaging will be available through Digital Academy. E-mail communication is sent on a regular basis. The school website and Facebook page are updated regularly.

Office Telephone Hours

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

Emergency Messages to Students During School Hours

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

LUNCH / PLAYGROUND

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

For safety and supervision reasons, we need to limit those in our lunchroom and on our playground to our students and supervisory staff. Families wishing to play together on our playground are welcome to do so outside of school hours. Those using the playground at any time must abide by the same rules in place during the school day. An adult must actively supervise children at all times. This means being physically present and supervising on the playground, not sitting in a car.

PARKING AND TRAFFIC

Please do not park in the Citizens Bank lot. Citizens Bank management has asked that we keep their lot clear for their employees and customers. Your cooperation is appreciated.

Handicapped parking spaces in the St. Hilary lot are designated for use only by those displaying an official handicapped parking placard issued by the Ohio BMV. This includes both parking and leaving a vehicle in a handicapped parking space and sitting and waiting in a vehicle in a handicapped parking space. Even if empty, these spaces are not available for the convenience of drivers who are running late for drop-off or pick-up, or who want to avoid inclement weather by parking closer to the school or church.

Please be respectful of the law and of those who truly need these spaces and do not park or wait in our handicapped parking spaces unless you have the proper placard.

There is no parking in the red "box" area marked on the back parking lot.

Parking is never permitted on sidewalks at the school or the church.

Please respect and follow the directional arrows and markings, including cross walks, that have been painted on our parking lot.

Please be sure to adhere to our drop-off and pick-up procedures, which have been established for the safety of your children.

Please follow the directions of the supervisors on duty.

Please be especially cautious when driving through the Fairlawn Heights neighborhood. The speed limit on all Fairlawn Heights roads is 25 mph and there are no sidewalks for pedestrians to use, so driving slowly and safely is imperative.

PHONE CALLS

Students are permitted to use the school telephones between 8:00 a.m. and 3:00 p.m. once per quarter to call home for a forgotten item. Parents are not to text students during the school day. Please make sure your child has everything he or she needs for the day, including dismissal arrangements, before leaving for school. Changes to dismissal that occur during the school day are to be communicated to students via the school office at 330-867-8720, ext. 5, option 1. We ask that you do not call the office with dismissal changes after 2:30 p.m. unless it is an emergency, as it is very difficult to get messages to students during this busy, late point in the day.

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.

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 fee-based morning extended care program.** The tardy bell rings at 8:25 a.m. Homeroom period is from 8:25 to 8:35 a.m.

Classes begin at 8:35 a.m. All children are to leave the building at 3:05 p.m., unless under adult supervision. Any unsupervised child remaining in the building after 3:15 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.

TARDINESS / EARLY DISMISSAL

Since tardiness can interfere with the child's progress in school and can be disruptive to the class and teacher, parents are requested to nurture and cultivate the habit of punctuality and good attendance with their child. Tardiness to school and early dismissals will be treated and documented the same way, in that the student is missing classroom instruction. Repeated tardiness will be called to the attention of the parents by the homeroom teacher and on the third unexcused tardy in one quarter, a Minor Infraction Notification will be issued. Students are not considered tardy if their school bus arrives late at school. Students may be dropped off by car beginning at 8:00 a.m. **It is our expectation that students will arrive by 8:25 a.m. There will be only one bell in the morning – at 8:25 a.m. This bell signals the beginning of our homeroom period and the point at which students are marked tardy.** Please help your child prepare for the school day in a stress-free manner by ensuring that he or she arrives at school by 8:25 a.m. each day.

- LATE ARRIVAL – if a student arrives at school after 8:25 a.m.
- HALF-DAY ABSENCE – if a student arrives after 10:00 a.m., he/she will be marked for a half-day absence; if a student leaves before 2:00 p.m., he/she will be marked for a half-day absence
- ABSENT – if a student is not present in school for a full day, for any reason, the student is considered absent
- EARLY DISMISSAL – if a student departs school after 2:00 p.m. he/she will not be marked for a half-day absence

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. Students at times ask to ride buses home with their friends. Please help us remind your child that he or she cannot ride a bus home with a friend, and he or she cannot simply hand a note to the driver of the bus he or she intends to board in the afternoon, even with a phone number listed.

Each district notifies parents of routes and schedules in August. The public school district in which you reside will receive a copy of your emergency information. If your child is late arriving home, call the bus transportation department. The bus driver is in complete authority and will report all violations to the school principal or assistant principal. Anyone violating safety rules or creating a disturbance may be denied the privilege of school transportation for a specified period of time and/or receive disciplinary consequences at school.

Bicycles

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

Walkers

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

Cars

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

Drop-off procedures:

Drop-off begins at 8:00 am. Do not drop students off before 8:00 am unless they are meeting with a teacher. If you need to drop off earlier than 8:00 am, please use our Latchkey before-school care program.

Students should report directly to their homerooms upon arrival.

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 from the parking lot to the building. The crosswalks are the only places where parents and students are permitted to cross. Please also note the following:

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

Pick-up procedures:

- a. **Parking lot** – Car riders will be dismissed according to a staggered schedule as follows:
 - i. 2:55 p.m.: Kindergarteners and siblings
 - ii. 3:00 p.m.: Last names beginning with N-Z
 - iii. 3:05 p.m.: Last names beginning with A-M

Parents must 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 West Market Street. **Cars are never permitted to be parked on sidewalks.** Drivers must remain in cars in the pick-up line. No student may ever walk into the parking lot alone.

Kindergarten students must be picked up at the back parking lot (near the basketball hoops, across Blue Ribbon Drive). An adult will escort all Kindergarten students to this area at dismissal.

A large red “box” has been painted on the back parking lot to help designate the area that will serve to keep parents and students safe during pick-up. Parents are asked to stay in the designated red “box” while waiting for children to exit the building at the end of the day. There is no parking in this area. Parents and students must stay in the designated area until they are ready to walk to their cars together. Please pay attention and limit distracting conversation with other parents so that you can monitor your children as cars are backing out and exiting the parking lot.

- b. **Moorfield Road** – Students riding buses will be dismissed at various times as buses arrive. During dismissal, Moorfield Road is reserved for buses only and siblings of high school students who ride public school buses.
- c. It is difficult to dismiss over 500 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. Please be sure your child knows how he or she is going home before he leaves home in the morning. Confusion at the end of the day causes tearful students and difficulty as the office staff tries to determine what arrangements parents wish to be followed. **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. Please send a note to your child’s teacher in the morning. **If, during the day, there is a change in your child’s dismissal arrangements from what was decided in the morning**, please be sure to call the school office as early in the day as possible and a message will be given to your child. Please do not call the office regarding dismissal arrangements at the end of the day unless it is an emergency as dismissal is a very busy time and it is very difficult to reach your child with your message at this time in the day.

TUITION AND FEES

Tuition is determined yearly. Registered, active parishioners pay a percentage of the per pupil cost. A \$150.00 per student registration fee is required upon registration in order to reserve a place for each student, and this fee is non-refundable after June 1. This indicates your commitment to enroll your child for the coming school year. To help defray the cost of teaching assistants, there is an additional fee of \$150.00 for each Kindergarten student and an additional fee of \$150.00 for each first grade student. To help offset graduation expenses there is an additional fee of \$100.00 for each eighth grade student. An additional \$100 instructional fee is charged for each child. An additional School Resource Officer fee of no more than \$200 is charged per child, variable based on other funding that may reduce the fee. An additional Parents’ Association fee of \$50.00 is charged to each family. All tuition and fees must be paid in full for the school year before a student’s final report card can be issued. All school records except for health records will not be transferred to another school unless all financial obligations are met.

SECTION 6: BEHAVIORAL EXPECTATIONS AND DISCIPLINE

STUDENT 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 in each grade level shall establish specific requirements for classroom behavior in addition to the general requirements stated in this handbook. These requirements will typically be 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.

Students represent our school wherever they are and are expected to model good behavior at all times. Accordingly, this Code of Conduct applies to conduct whether occurring during school hours or outside of school hours, and whether occurring on campus or off campus.

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, as determined in the sole discretion of the school administration :

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

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

Detentions are issued for more serious offenses or may be issued for multiple Minor Infraction Notifications. Actions that merit a detention may include, but are not limited to, as determined in the sole discretion of the school administration:

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

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

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

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

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

- 1st detention in a quarter is served for 40 minutes before or after school
- 2nd detention in a quarter is served for one hour before or after school
- 3rd 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

Some infractions are so violative of the mission of our school and the core values we seek to instill that they are grounds for suspension or expulsion whether they occur at school or outside of school. 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, e-cigarettes (vaping devices), nicotine, or other vaping inhalant
- 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 (Appendix A)* or *Chromebook Policy (Appendices B & C)*
- Cheating, academic dishonesty, plagiarism, use of chatbot / artificial intelligence platforms to complete assignments or tests
- Impersonating another individual and using that individual's name or login credentials to share information or commit other violations of the policies contained in this handbook
- Falsely reporting incidents/falsifying records
- Bomb threats and false alarms
- Profane, indecent or obscene language, or language that could be construed as such given the context of the situation
- Language or behavior that is racist, anti-Semitic, homophobic, hateful or demeaning to human dignity, or could be as construed as such given the context of the situation
- Possession or dissemination of pornographic material
- Disruption of school
- Insubordination or disrespect
- Repeated disobedience, repeated and flagrant violation of the code of conduct, gross misconduct
- Any violation of any of the policies listed in this handbook
- **Any offense that constitutes a criminal violation of law**

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.

Administrative Exclusion

An administrative exclusion, to be served in school or outside of school at the discretion of administration, may be issued during the pendency of an investigation by school officials and / or outside agency/ies as warranted.

Elastic Clause & Sequencing

Because it is impossible to foresee all problems which may arise, this clause empowers faculty and administration to take disciplinary action in the manner they deem appropriate for any behavior which violates the mission, spirit or philosophy of St. Hilary School regardless of whether such behavior is not specified in this handbook. In addition, the

steps taken in resolution of a disciplinary matter may or may not occur in the order listed in this handbook. Administration reserves the right to take steps in the order appropriate to the matter.

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.

LUNCH / RECESS REGULATIONS

Playground and lunchroom responsibilities:

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

For safety and supervision reasons, we need to limit those in our lunchroom and on our playground to our students and supervisory staff. Families wishing to play together on our playground are welcome to do so outside of school hours. Those using the playground at any time must abide by the same rules in place during the school day. An adult must actively supervise children at all times. This means being physically present and supervising on the playground, not sitting in a car.

CELL PHONE POLICY

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

1. Phones must be kept in the OFF position and in a concealed place. Teachers may collect the cell phones at the start of each day and keep them in a secured place in the classroom from 8:00 a.m. to 3:00 p.m. **Cell phones should not be in pockets at any time. Cell phones may not be used during arrival and dismissal.**
2. No cell phones may be used for picture taking, sexting, harassment, bullying, threats, sextortion, or other activities that demean human dignity or violate law..
3. 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. In the event of a violation of this policy, cell phones will be taken and turned in to the Principal or Assistant Principal. If warranted, disciplinary consequences will apply as determined in the school's sole discretion.
4. Parents are not to text students during the school day. Please make sure your child has everything he or she needs for the day, including dismissal arrangements, before leaving for school. Changes to dismissal that occur during the school day are to be communicated to students via the school office at 330-867-8720, ext. 5, option 1. We ask that you do not call the office with dismissal changes after 2:30 p.m. unless it is an emergency, as it is very difficult to get messages to students during this busy, late point in the day.

INTERNET USER POLICY

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 Appendix A). Additionally, each student and parent/guardian in grades 3-8 must read and sign the Chromebook Acceptable Use Policy K-5 / 6-8 (See Appendix B / C) . **Please note that proper Internet use is also expected of St. Hilary School students when they are not on our campus.** Part of the good digital citizenship taught at school is using online tools responsibly and respectfully at all times. Social media and other online platforms require that users be of a certain age, and elementary school students who have these accounts are doing so in violation of the age restriction policies. **That said, if parents permit their underage children to have access to these accounts, it is the expectation of the school that parents will monitor such use. Any use of these accounts that becomes disruptive at school, negatively impacts other students or staff members, or is explicit or otherwise improper, or violates the law will be treated as a school disciplinary matter with appropriate consequences.** As with student cell phones, the use of school-provided Chromebooks will be carefully regulated to ensure responsible digital citizenship and student safety.

ANTI-HARASSMENT, ANTI-INTIMIDATION AND ANTI-BULLYING POLICY

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

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

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

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

Definition

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

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

Examples of conduct that could constitute prohibited behaviors include:

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

Procedure for the Alleged Victim

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

Safer Ohio School Tip Line

The Safer Ohio School Tip Line allows students and adults to anonymously report information about threats to student safety, including bullying. The Safer Ohio School Tip Line can be found at <https://ohioschoolsafetycenter.ohio.gov/pre-k-12-schools/safer-ohio-school-tip-line/safer-ohio-school-tip-line>.

THREAT POLICY

Any and all student threats to inflict any harm to self or others will be taken seriously. The individual who hears the threat should report it immediately to school personnel. Means to report include calling or emailing the school administration or using the Safer Ohio School tip line. 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.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

Purpose

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

Sexual Harassment

For the purposes of this policy, sexual harassment includes, but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter will be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all of the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand and parent notification, entered in the student's file,
- detention or removal from selected school activities and/or extracurricular activities,

- behavior/probation contracts, possibly requiring professional intervention,
- suspension,
- expulsion.

WEAPONS POLICY

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, St. Hilary School policy expressly prohibits the use, possession, sale or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish. This policy includes, but is not limited to, any firearm, any dangerous object or object used as a weapon (look-alike weapon), knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles. Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department. If it is determined that the policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process. A model disciplinary process should include immediate in or out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.

YOUTH GANGS

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

Consequences

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

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

Jurisdiction

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

Related Policies

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

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

PREVENTION

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to, Saber Brothers & Sisters, PSI Life Act, Choose Life, Theology of the Body, 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.

SECTION 7: ROLE OF PARENTS

PARENTAL RESPONSIBILITIES AND PARENTS AS PARTNERS CODE OF CONDUCT

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 as able.

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.

EVERY PARENT IS EXPECTED TO ABIDE BY THE PARENTS AS PARTNERS CODE OF CONDUCT AND THE CONSEQUENCES STATED THEREIN.

VOLUNTEER PROGRAM

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

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.

SECTION 8: DRESS CODE

2023-2024 ST. HILARY SCHOOL DRESS CODE EFFECTIVE AUGUST 2023

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. 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. This applies to all students in grades K-8.

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. The administration reserves the right to address any dress code situation not specifically listed here.

Our supplier for new uniform items is Made2Wear (www.made2wearohio.com). All girls in grades 1-8 will be required to wear the correct St. Hilary plaid jumpers, skorts, or skirts from Made2Wear. Girls in grades 1-5 may wear jumpers and skorts; girls in grades 6-8 may wear skirts.

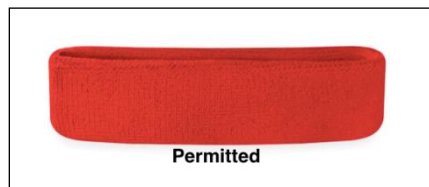
Kindergarteners are permitted to wear play clothes and any closed toe and closed back style shoes. Kindergarteners are not permitted to wear hee-ies, clogs, sandals, crocs, mules, slippers, or moccasins, and all heels must be less than ½". During quarters 1 and 4, kindergarteners may wear shorts. Kindergarteners are to adhere to the general dress code listed below.

GENERAL GUIDELINES – GRADES K - 8

No hats, caps, bandanas, or other headwear is permitted inside the school building unless worn on a designated spirit "hat" day. Navy, white, black, red, or St. Hilary plaid headbands (2" or less in width), bows or ribbons are permitted. The listed colors are the only colors permitted. Headbands may not have logos or ears.



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



Hairstyles should be clean, neat, and conventional in style and remain the student's natural color. Highlighting must be subtle and a natural shade of the student's hair color. Hair beading that is not excessive or distracting is permitted for girls. Fad or trend haircuts, shaved lines, tails, mullets, or bi-level cuts are not permitted. 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. The difference between the length of the sides and back versus the top must be less than 2". Facial hair is not permitted for young men. Hair styles and length are subject to the administration's approval.



Body piercing is not permitted except for a single ear piercing for girls. One pair of stud earrings for girls is permitted. No dangling or hoop earrings are permitted.

Boys and girls are permitted to wear one bracelet.

One simple religious necklace is permitted for both girls and boys. Scapulars are permitted to be worn under a student's shirt.

Tattoos are not acceptable, either permanent or temporary.

Makeup is not permitted, except that girls in grades 6-8 may wear clear mascara, clear lip gloss and very light foundation / concealer.

Nail polish that is clear – no color only – is permitted. All other nail treatments, including gel, shellac, French manicures, nail art, or artificial nails, are not permitted.

Analog or digital watches are permitted (without a calculator function). Smart watches are not permitted (including Apple watches, Fitbits, and similar brands).

Only school approved items listed within this dress code are permitted to be worn inside the classrooms. All other outerwear may only be worn during recess or for outside activities.

SHOES – GRADES 1 – 8

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. All heels must be less than ½".

Styles not permitted include, but are not limited to, plastic shoes, heeies, boots higher than ankle height, hiking style boots, white soles, clogs, sandals, crocs, mules, slippers, moccasins, and other fashion shoes.

Boots:

Men's Chukka boots and ladies' low ankle boots are permitted.

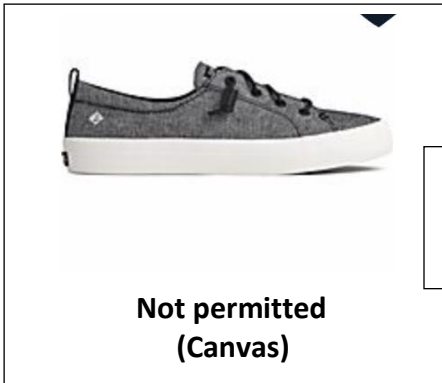


Photos are examples and not intended to represent every potential boot style.



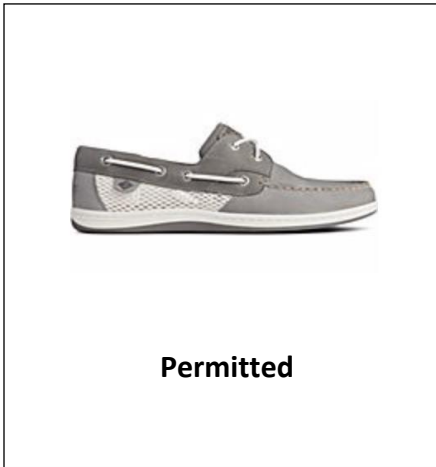
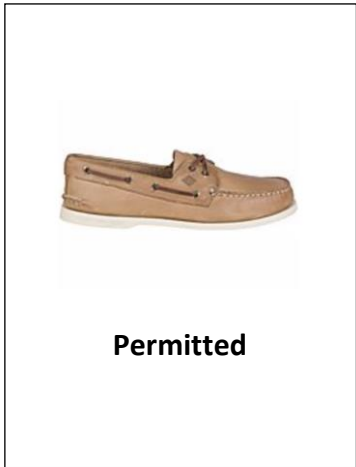
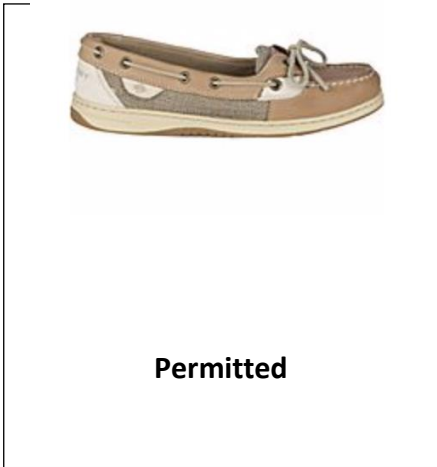
Sperry Shoes:

Sperry AUTHENTIC ORIGINAL boat style shoes in these categories are permitted: Angelfish, Koifish and Songfish. The Sperry brand is the only shoe that can have contrasting soles. All shoes must be primarily brown, tan, black, navy, grey, or true red and may have a small pattern on the side of the shoe.



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



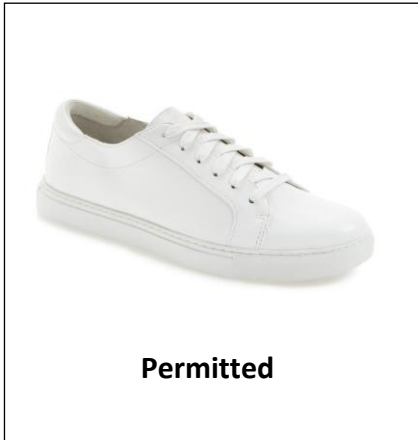
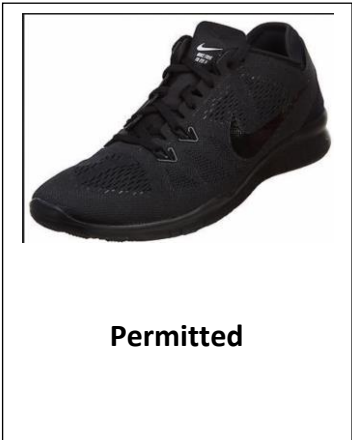
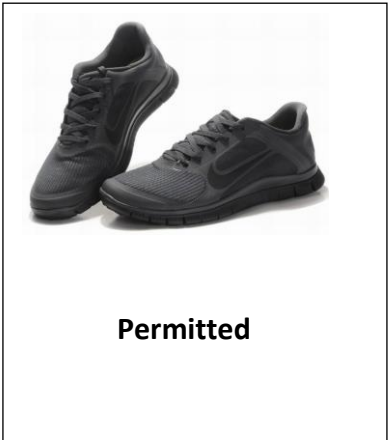


Athletic Shoes:

Athletic or tennis shoes in leather, cloth, mesh, or canvas are only permitted if they are all black with black soles or all white with white soles and with no contrasting logos. Converse shoes and high-tops are not permitted.



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



SOCKS – GRADES 1 – 8

Socks or tights must be worn with all shoes; bare feet are not permitted. Socks must be solid navy, white, grey, or black. No multicolored socks are permitted. A small logo is permitted but Nike Elite type socks are not permitted. St. Hilary logo socks provided by Parents' Association are permitted to be worn on gym days.

PANTS – GRADES 1 – 8

Navy dress pants are to be worn in grades 1-5. Navy or khaki dress pants may be worn in grades 6-8. "Dress" means the absence of ornamentation (rivets). Obvious stitching (top stitching or double stitching), and outside patch pockets. All shirts must be tucked inside pants or shorts.

Low-rise, mid-rise, flared leg, or cargo pants are not permitted.



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



Navy dress shorts may be worn in grades 1-5, and navy or khaki dress shorts may be worn in grades 6-8, during the first and fourth quarters only.

Solid navy, brown or 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.

SHIRTS AND SWEATERS – GRADES 1 – 8

Solid collared white, light blue, red, or navy dress shirts or polo shirts (long or short sleeved) are permitted. The St. Hilary crest is permitted, but not required, on dress or polo shirts.

Sweaters that are cardigan style and waist length are permitted. Sweaters longer than waist length are not permitted. Solid navy, true red, grey, or true white crew neck, cardigan, or V-neck sweaters or vests are permitted. Sweaters may not have any ornamentation such as lace, ruffles, beading, or logos. Rolled collar, buttoned neck, oversized, or hooded sweaters are not permitted.

Sweatshirts with the St. Hilary logo and 1/4-zip shirts with the St. Hilary logo are permitted.

White turtlenecks may be worn during the second and third quarters only.

Solid white undershirts or T-shirts may be worn under uniform shirts.

On Mass days, a button-down dress shirt with or without a complementary tie is permitted for boys.

ADDITIONAL GUIDELINES – GRADES 6 – 8 BOYS

A 1/4 zip St. Hilary pullover (available from Made2Wear) is permitted.

Dress pants may be khaki in color.

ADDITIONAL GUIDELINES – GRADES 6 – 8 GIRLS

Uniform skirts in St. Hilary plaid must be of a modest length not to exceed the height of a soda pop can when the bottom of the can is placed at the middle of the knee. As girls grow throughout the year, be aware that skirts may need to be adjusted. Girls are expected to sit in a ladylike manner while wearing skirts.

A 1/4 zip St. Hilary pullover (available from Made2Wear) is permitted.

Dress pants may be khaki in color in a non-stretch fabric.

GYM UNIFORM – GRADES 1 – 8

Students in grades 1 - 8 are required to wear the school gym uniform. This consists of a grey St. Hilary T-shirt (available through Made2Wear), solid black knit/nylon shorts that are mid-thigh in length and regular athletic shoes with non-marking soles. Students have the *option* to purchase through Made2Wear solid black shorts with a St. Hilary logo, which are also acceptable gym uniform shorts. Students will wear gym uniforms to school on days they have gym class, and will remain in gym uniforms for the day, except that students participating in Mass will dress in school uniforms and change for gym. In lieu of gym shirts, students in grades 6-8 may wear their class shirts with the rest of their gym uniforms on gym days. School sweatshirts must be worn over gym shirts and black sweatpants must be worn over gym shorts in quarters 2 and 3. Students have the *option* to purchase through Made2Wear solid black sweatpants with a St. Hilary logo, which are also acceptable to be worn over gym uniform shorts in quarters 2 and 3. The enforcement of the gym uniform dress code will be handled by the physical education teacher.

OUT-OF-UNIFORM AND SPECIAL DRESS DAYS – GRADES K - 8

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, athletic shorts and rompers for girls
- “Ripped” jeans are permitted as long as rips are small and at or below the knee
- Dresses and skirts must be of a modest length not to exceed the height of a soda pop can when the bottom of the can is placed at the middle of the knee. Shorts or rompers must come down to fingertip length on the thigh.
- Tank tops only when worn with sweaters, shrugs, or cover ups
- Open-toed sandals or crocs with a back or strap around the heel
- Leggings that are fully opaque-must be worn with a long shirt that provides full front and back coverage

Not Permitted:

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

Dress Code for Dress Up Days:**Permitted:**

- Modest and appropriate attire
- Dress pants or shorts (quarters 1 and 4 only for shorts, modest cargo pockets permitted for pants and shorts) and collared shirts for boys
- Dresses, skirts, dress pants, dress shorts, or dress rompers (quarters 1 and 4 only for shorts, modest cargo pockets permitted for pants and shorts), collared shirts, or blouses for girls
 - Dresses and skirts must be of a modest length not to exceed the height of a soda pop can when the bottom of the can is placed at the middle of the knee. Rompers and shorts must come down to fingertip length on the thigh.
- Sleeveless dresses or tops with a sweater, shrug, or cover up
- Open-toed sandals with a back or strap around the heel

Not Permitted:

- Tennis shoes (**except for Kindergarten students**) or sandals with no back (school uniform-approved all-white or all black tennis shoes are permitted)
- Uncovered shoulders
- Jeans
- T-shirts

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 St. Hilary spirit shirt with their regular school uniform pants or skirt.

ENFORCEMENT – GRADES K – 8

A violation of any part of the dress code will result in the issuance of a Minor Infraction Notification (MIN). Three dress code MINs will result in a detention.

2023-2024 St. Hilary School Dress Code Contract

Grades 6-8

Grooming and dress reflect attitudes which have a direct relationship to learning. Attention should be given to every detail of a child’s appearance. 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.

All of the guidelines contained in the dress code are to be adhered to and will be enforced. Students who receive three Minor Infraction Notices (MINs) for violations of the dress code will receive a detention. Parents will be called to bring suitable clothes when necessary. The administration reserves the right to address any dress code situation not specifically listed in the school dress code.

I have read and agree to abide by the provisions contained in the complete St. Hilary School Dress Code.

Grades 6-8 Student Name Printed

Parent Name Printed

Grades 6-8 Student Signature

Parent Signature

Date

Date

APPENDIX A

Student 2023 - 2024 Student Technology Acceptable Use Policy St. Hilary School 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 both in and outside of school while enrolled as a student at St. Hilary School.

All users are expected to use the technology available at St. Hilary School and at home 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, any personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. It is the responsibility of the student to appropriately access and use technology. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, social media, apps, messaging via Google classroom or other web-based platforms, 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. This includes usage that takes 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. Refrain from the use of social media platforms or apps that are not school-approved or violate age restriction policies.
 - d. Avoid distribution of private information about others or themselves online.
 - e. Refrain from impersonating any other user via their device, email, or username.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - . Observe all network security practices as discussed in class and outlined in the school handbook and AUP.
 - a. Report security risks or violations to a school administrator, teacher or the Director of Technology.
 - b. Refrain from destroying or damaging data, networks, equipment, or other resources that do not belong to them.
 - c. Maintain proper digital citizenship at all times, which refers to the responsible use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level.
 - d. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - . Refrain from copyright infringement (i.e. making illegal copies of music, games, or movies).
 - a. Avoid plagiarism, which includes but is not limited to the use of chatbot or any other artificial intelligence platforms.
4. Respect and practice the principles of the parish and school community.
 - . Communicate only in ways that are kind and respectful.
 - a. Report threatening or discomfoting materials to a school administrator, teacher or the Director of Technology.
 - b. Refuse to access, transmit, copy, or create materials that violate the school's code of conduct (such as messages or materials that are pornographic, threatening, stolen, rude, discriminatory, copywritten, or viewed as harassment).
 - c. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - d. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - e. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

f. 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. This includes usage that takes place after school hours or off school property (i.e., home, business, private property, etc.).**

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 resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

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 or school devices. 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 to access any electronic devices brought onto school property. They may also use this information in disciplinary actions and will provide evidence of the crime to law enforcement if one is committed.

Agreement form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Technology Acceptable Use Policy. The signed form must be on file at St. Hilary School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional rules for the use of technology resources. Violations of such rules may be a cause for disciplinary action.

The school reserves the right to seek financial restitution for any damage or loss to the school network or technology equipment 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 Technology 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 Technology 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 (print) _____ 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 Technology 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 School responsible for materials acquired on the network.

Parent/Guardian Name (print) _____ Date _____

Parent/Guardian Signature _____

**ST. HILARY SCHOOL
CHROMEBOOK ACCEPTABLE USE POLICY**

GRADE: _____

Homeroom: _____

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

Above all, the 1:1 program at St. Hilary School is an academic program, and the policies governing the use of the 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. Chromebook Distribution and Care

1. The Chromebooks issued to students are the property of St. Hilary School and are made available to students as learning tools.
2. At the beginning of the school year, students in **grades K-5** will be assigned a Chromebook for in-school use from their class cart.
3. Students are responsible for knowing how to properly operate and protect the Chromebook per teacher instruction and grade level ability. This includes not leaving their device in a location where it can be damaged by cold, heat, or moisture, and keeping the device away from food and beverages.

Cleaning Chromebook Devices

- Grades K-5: Teacher will clean and disinfect when necessary.
4. In grades K-5, the teacher & student are solely responsible for the care and security of student Chromebooks. Devices must never be left in an unsupervised area outside the direction of the teacher.
 5. **For Kindergarten - 5th Grade:**
 - If a Chromebook is damaged or malfunctions, **the student should notify his/her homeroom teacher and the teacher will notify Mrs. Heuer for evaluation.** 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 Gr. K-4 Chromebooks is \$300. For Grade 5, the replacement cost for the Chromebook is \$160. The student is never to disassemble or attempt to repair the Chromebook.
 - If a Chromebook is lost or stolen, the teacher/student must report the incident to the Principal's Office as soon as possible.

- Students are not permitted to repair, alter, modify or replace the Chromebook without express authorization from St. Hilary School. Under no circumstance will St. Hilary School replace or repair a student Chromebook without the required payment from the student/parent.
7. Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of St. Hilary School. Chromebooks may not be permanently altered in any way. At this time, if applicable, no Chromebook is permitted to be used as a tablet, or with a stylus.

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 Chromebook. This includes removing restrictions that are loaded by the school on the device. These restrictions include any attempt to bypass security profiles set-up through the school MDM and/or Web Content Filtering systems, 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. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
5. Chromebooks are never to be placed in a bookbag or on the floor unless directed by the teacher.
6. In grades K-5, Chromebooks used by students must bear the cart number. Students will not remove or deface the serial number on any Chromebook.
7. Students are only permitted to be on their device during normal class period times. Students should not take their devices to lunch, use them at any time while eating or drinking, or have them out in the multi-purpose room prior to the homeroom bell in the morning.
8. Students are only permitted to use their school account to log into their own school-issued device. At no point should a student use their school account to log into another student's device, unless under direction of the teacher. This also applies to personal email accounts. Students are NOT permitted to use a personal email account on any school device at any time.
9. **This 1:1 device acceptable use policy applies to St. Hilary School students at all times, 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 Chromebook under teacher direction if necessary. 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 librarian. 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. Any software/apps originally installed by St. Hilary School must remain on the Chromebook in usable condition and be easily accessible at all times. The school may add software applications or apps 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 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.
9. When conducting internet searches, students must adhere to the expectations of the schools Acceptable Use Policy for Technology.

V. Prohibited Use

Students/Parents/Guardians shall not:

1. Leave the Chromebook unattended on the campus or be unaware of its location.
2. Throw the Chromebooks or otherwise handle it carelessly.
3. Exchange Chromebooks with another student, or impersonate a student on any device.
4. Allow other students to retain or remove the 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 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, apps, 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 Chromebook case.
18. Inappropriate device background and/or account icon.
19. Use chatbot or other artificial intelligence platforms to complete assignments, assessments, or projects.

VI. Hold Harmless and Indemnification

In consideration for receiving the 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 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 Device Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only, and I will use my Chromebook only for appropriate, educational purposes, in accordance with school policies.
- I understand that my 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:

OFFENSES TRACKED BY SEMESTER:

- 1st offense:** student receives verbal warning (AUP #1 DA noted)
- 2nd offense:** student serves lunch-time detention (AUP #2 DA noted & detention dated)
- 3rd offense:** student serves after-school detention and loses Chromebook privileges for one week (AUP #3 DA noted & start date noted)
- 4th offense:** student serves after-school detention and loses Chromebook privileges for the remainder of the quarter and/or semester. (AUP #4 DA marked & date to start 'school use only' noted)
- 5th offense:** student and parent meet with teacher and administration; student loses all Chromebook privileges and is responsible for finding another way to complete assignments and assessments involving the Chromebook.

User Name _____

(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 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 _____

**ST. HILARY SCHOOL
CHROMEBOOK ACCEPTABLE USE POLICY**

GRADE: _____

Homeroom: _____

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

Above all, the 1:1 program at St. Hilary School is an academic program, and the policies governing the use of the 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. Chromebook Distribution and Care

1. The Chromebooks issued to students are the property of St. Hilary School and are made available to students as learning tools.
2. At the beginning of the school year, students in **grades 6-8** will be issued a Chromebook with a case and charging cord for in-school and take-home usage. Each device along with its appropriate case and power cord 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 Chromebook. 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 device.

Cleaning Chromebook Devices

- Grades 6-8: To clean your Chromebook, no type of cleaning solvent containing ammonia, alcohol, etc... should be used. A particular cleaning solution made up of water and vinegar is the only thing permitted. If you feel that your Chromebook needs this type of attention, please see Mrs. Heuer or Mrs. Gupta on the tech team for this cleaning solution.
4. Students/parents/guardians are solely responsible for the care and security of student Chromebooks in the junior high. Chromebooks must never be left in an unlocked car or any unsupervised area outside the direction of the teacher.
 5. **For 6th, 7th, & 8th Grade:**
 - If a Chromebook is damaged or malfunctions, **the student must notify his/her homeroom teacher and then take the Chromebook to Mrs. Heuer 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 (see insurance section). 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 in grade 8 is \$160. **In grades 6 & 7, the cost of replacement is \$300.** The student is never to disassemble or attempt to repair the Chromebook. Damaged chargers hold a replacement fee of \$15, & cases (outside normal wear & tear) are \$30.

- If a device needs to be sent away for repair, the student may be issued a spare from the tech department for in-school use. The spare is NOT permitted to go home, and needs to be returned to Mrs. Heuer at the end of each day.
- If a 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, a police report should be filed, and students/parents are responsible for replacing the cost of the Chromebook at \$160 (w/o case) \$190 (w/ case), or \$300 (6th/7th grade).
- Students/parents/guardians are not permitted to repair, alter, modify or replace the Chromebook without express authorization from St. Hilary School. Under no circumstance will St. Hilary School replace or repair a student Chromebook without the required payment from the student/parent.

6. Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of St. Hilary School. Chromebooks may not be permanently altered in any way. At this time, if applicable, no Chromebook is permitted to be used as a tablet, or with a stylus.

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 Chromebook. This includes removing restrictions that are loaded by the school on the device. These restrictions include any attempt to bypass security profiles set-up through the school MDM and/or Web Content Filtering systems, 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 devices home. However, students are expected to have their Chromebook 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 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. Chromebooks must always be within the school-issued protective case when carried. No utensils or materials of any kind should be kept inside the case. Chromebooks are never to be placed in a bookbag or on the floor unless directed by the teacher. **(The school will provide carrying cases for Grade 6, 7, & 8th grade Chromebooks.**
8. Cases provided by the school for the devices should in no way be exchanged with another student or defaced by the student. This includes removal of the identification label that should be showing the users name on the outside at all times. Like the device, these cases are property of the school, and must be returned with its device at the end of the year. The 6th, 7th, & 8th graders are given a Chromebook carrying case, and per this agreement the student/guardian will be responsible for the replacement cost of \$30 for the case.
9. Chromebooks used by students must bear the student's username. No other name is acceptable. Students will not remove or deface the serial number on any Chromebook, whether his/hers or not.
10. Students are only permitted to be on their device during normal class period times. Students should not take their devices to lunch, use them at any time while eating or drinking, or have them out in the multi-purpose room prior to the homeroom bell in the morning.

11. Students are only permitted to use their school account to log into their own school-issued device. At no point should a student use their school account to log into another student's device, unless under direction of the teacher. This also applies to personal email accounts. Students are NOT permitted to use a personal email account on any school device at any time, especially on their 1:1 device.

12. This 1:1 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 Chromebook under teacher direction if necessary. 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 librarian. 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. Any software/apps originally installed by St. Hilary School must remain on the Chromebook in usable condition and be easily accessible at all times. The school may add software applications or apps 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 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.
9. When conducting internet searches, students must adhere to the expectations of the schools Acceptable Use Policy for Technology.

V. Prohibited Use

Students/Parents/Guardians shall not:

1. Leave the Chromebook unattended on the campus or be unaware of its location.
2. Throw the Chromebooks or otherwise handle it carelessly.
3. Exchange Chromebooks with another student, or impersonate a student on any device.
4. Allow other students to retain or remove the 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 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, apps, wikis, blogs, or 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 Chromebook case.
18. Inappropriate device background and/or account icon.
19. Use chatbot or other artificial intelligence platforms to complete any assignments, assessments, or projects.

VI. Hold Harmless and Indemnification

In consideration for receiving the 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 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 Device Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only, and I will use my Chromebook only for appropriate, educational purposes, in accordance with school policies.
- I understand that my 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:

OFFENSES TRACKED BY SEMESTER:

1st offense: student receives verbal warning (AUP #1 DA noted)

2nd offense: student serves lunch-time detention (AUP #2 DA noted & detention dated)

3rd offense: student serves after-school detention and loses Chromebook for one week (AUP #3 DA noted & start date noted)

4th offense: student serves after-school detention and leaves Chromebook at school for the remainder of the quarter/ semester (as deemed appropriate by admin). (AUP #4 DA marked & date to start 'school use only' noted)

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

User Name _____
(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 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 _____

Chromebook Insurance Coverage Information

Chromebook Coverage:

Saint Hilary School utilizes the company Vivacity for insurance coverage on school issued Chromebooks distributed to students in the 6th, 7th, & 8th grade. With coverage through Vivacity, each Chromebook will be insured with a protective case. At a cost of \$40, the Chromebook will be covered for **one school year**, with a \$0 deductible for unlimited claims. **This fee is automatically charged to all students through yearly tuition invoices.** Below are more coverage details. **NOTE: Although protective cases will be issued with the Chromebooks, the cases themselves are NOT covered under this insurance. Therefore, students are advised to always adhere to proper handling of the Chromebook cases.**

Covered: Accidental damage & handling, mechanical breakdown, liquid damage, & electrical failures.

Not Covered: Cosmetic damage, intentional damage, viruses, theft, misplacement, or the charging cords. **(\$15 fee for lost or stolen charger.**