



Most Blessed Sacrament Parish School Student & Parent Handbook 2023–2024

Most Blessed Sacrament School is dedicated to educating students of all faiths in a Catholic, Christ-centered environment. We serve a diverse community of learners by teaching our students to excel academically, emotionally, socially, and spiritually. We believe instruction and assessment must provide for the diverse needs and abilities of all students, and nurturing 21st century learners.

We are Faith–Filled Children of God who will be:

Fair and Just

Accepting responsibility for our choices

Igniting our passion for learning

Treating others with respect, love and kindness

Helping those in need

We are Champions for Christ!

At Most Blessed Sacrament Parish School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code.

Philosophy and Organization

This handbook is provided to acquaint parents and students with mission, policies, and procedures of Most Blessed Sacrament Parish School. Policies listed here are subject to interpretation, adaptation, or revision by the Most Blessed Sacrament Parish School administration.

Mission Statement

Rooted in Catholic Faith as one body in Christ, our school works to develop youth to be responsible, fair, and just Disciples of Christ, capable of integrating intellectual greatness.

Beliefs

Parents are the primary educators of their children. Parents have chosen Most Blessed Sacrament Parish School to assist them in the education of the child(ren). Open and positive communication is necessary to meet each child's individual needs.

We believe in a partnership in which the family and the school together, support, encourage, and discipline the natural and spiritual gifts of the child.

As a Catholic School, we will work together to create a Christian environment in which all are welcomed and given the opportunity to develop as Disciples and learners.

We will provide curricular and extracurricular programs that will nurture the intellect and physical growth of the child.

Each child is unique and a gift from God with different academic, social, emotional, and religious needs. Our efforts are aimed at ministering to each child and meeting each child's individual needs.

Most Blessed Sacrament School works to put our faith into action living out our Catholic social teaching: emphasizing human dignity, the common good, and the preferential option for the marginalized.

Non-Discrimination Policy

Most Blessed Sacrament Parish School does not discriminate based on race, sex, color, age, gender, ethnicity, national origin, ancestry, handicap (if student can function in the environment with the support and services that the school can offer), or religion.

Admittance and Commitment for Attendance

Families wishing to transfer a child into Most Blessed Sacrament Parish School from another school must fill out all necessary forms provided by the office.

The child's previous conduct, academic, discipline, and attendance records, along with communication from the child's previous school, will be reviewed prior to a child being accepted. An interview may be requested with the family, the child, and the Principal-Minister.

Once school is in session, registration and admittance of a child into Most Blessed Sacrament Parish School may be limited to families that have recently moved and relocated into the Toledo Diocese or community.

Tuition

Tuition is based on the total cost to educate each student. The cost to educate each child is more than the listed tuition. The tuition rate per child is \$6,165 and is subsidized by Most Blessed Sacrament Parish.

Registration

Registration fees are due at the time of registration. A certified birth certificate is required with the registration fee. The registration fee is non-refundable nor applicable toward tuition.

Registration Fee is \$150 a student with a maximum of \$450 a family. Returning students must pay the registration fee by the designated date to guarantee their spot for the next school year.

FACTS Tuition Service and Fee Collection

Most Blessed Sacrament Parish School uses FACTS, a convenient online method for paying tuition and fees.

All families may sign up and complete their tuition and incidental plans. Please set up your FACTS account as soon as possible if this applies to you. If you have questions, please contact the Parish Office @ 419-472-2288.

DELINQUENT ACCOUNTS

Contact the Main Office or the Operations Manager immediately if you are experiencing financial difficulties and need to make changes to your FACTS payment plan that is used to pay registration fees and After School Care costs.

Delinquent-30 DAYS PAST DUE

When an account becomes 30 days past due under the established agreement, the financially responsible party will receive a notification from FACTS or the school. They will also receive an email from the billing office. It is the responsibility of the family to contact the billing office to work out an agreement to correct the situation or make an acceptable alternate plan for payment.

If the family does not contact the finance office to correct the situation, then the following will take place:

- Student(s) will not be allowed to participate in extended school, club, or organized trips.
- Student(s) will not be allowed to participate in any athletic competitions or practices.
- Student(s) will not be allowed to participate in any extracurricular activities.

60 DAYS PAST DUE

When an account becomes 60 days past due under the established agreement, the responsible party will receive written notice by certified mail from the Operations Manager and the Principal explaining the commitment and require immediate attention to the matter.

In addition the following may occur:

- Student(s) may be withdrawn from Most Blessed Sacrament School until payment is received.
- In conjunction with this delinquency, a collection agency may be used to collect the past due amount.
- The finance office of the Diocese of Toledo is informed of the account delinquency.
- Most Blessed Sacrament School encourages all responsible parties to maintain open communication with the Operations Manager to ensure a complete understanding of financial circumstances.

The goal of Most Blessed Sacrament Parish School is to provide a Catholic education to every student that desires one. By working together, we can make sure this goal is met.

WITHDRAWALS, LATE ADMISSIONS, AND REFUNDS

Registration fees and finance charges are nonrefundable, even if a student withdraws or does not attend the school. Transcripts, grade cards, and diplomas will not be released until all balances due are paid in full.

Students are charged the full tuition and composite fee amount for a quarter even if only attending a portion of the quarter. Outgoing students are charged the full tuition and composite fee amount for a quarter if exiting after the first full week of the quarter. The charge for the tuition and composite fee is based on the total base tuition and composite fee, divided by the four quarters of the school year.

When a student leaves during the school year, all financial aid (grants, scholarships, etc.) is negated and this portion of the tuition is the responsibility of the family. Ed Choice and Jon Peterson families invoice calculations on final balances owed or refunded may be delayed due to the calculations and notification by the Ohio Department of Education to the school.

Therefore, cumulative records will be available once all the final finance obligations have been met.

Student Confidentiality

Most Blessed Sacrament Parish School respects and honors all Individual Education Plans (IEP) records. All records will be governed by the Federal Family Educational Rights and Privacy Act (FERPA). All IEP files, billings for Jon Peterson and Autism Scholarships, and claim records will be kept confidential and marked as such and kept in safe and secure files.

Student information will not be shared with others. Parents may grant permission to others to share information in order to carry out the requirements or evaluation of their child. When a child transfers to another school and documents are requested in proper format, just the necessary files will be sent via the United States Postal System. All other documents are shredded after a five-year period.

Information on the student data system, Option C, is a permission granted access system only. Parents are given an access code to view particular screens regarding details of their own child. The information is confidential and restricted to authorized users only.

Personal information on the student or family is not released or sold to others. Families have the option of signing a security form at the beginning of the year.

granting or denying permission to have their child's picture and name published in the annual year book, class rosters, and published in the local newspaper.

Changes in Family Information

Families must immediately notify the school office of any changes in the information given on the child's registration form (i.e.: marital status, custody, address, telephone). This information must be current so that the school can contact you when necessary.

Transfers and Withdrawals

If a child is transferring to another school, the parent is to notify the Principal-Minister at least one week prior to withdrawal. Records will be released to the new school once a "Release of Record Form" is signed by the parents. All fees, tuition and fines must be paid, and school-owned books and technology items must be returned before records are released. Tuition refunds will be made from the parish business office upon notification from the school.

Review and Release of Records

To review, inspect, and obtain copies of their child/ren's educational records, parents may fill out a request form in the office. All separated and/or divorced parents have a right to see their children's records, unless a court order is on file. No records are to be released if there is a balance of tuition or other school fees. All records are confidential and remain in the office. Requests for copies of records are not fulfilled the same day. The office requires 24-48 hours to fulfill any requests for copies of records.

Service Hours

All families who are a part of the school community are expected to demonstrate a willingness to volunteer by performing hours of service throughout the year. This is a significant part of building a Christian community within our school family.

Service hours are activities performed to assist the school and the parish. There are many ways this commitment may be served, including coaching sports, working school and parish functions and events, and assisting with co-curricular activities.

Parents Association offers multiple opportunities for obtaining these service hours throughout the school year. All families are encouraged to volunteer in some way at our parish festival and the Lenten fish fries.

Volunteer Certification Requirement

Most Blessed Sacrament Parish School welcomes and encourages people to volunteer at school in many capacities. All volunteers who work directly with children, including lunch-room supervisors, recess and field trip chaperones, tutors, and library volunteers etc.... must have a current VIRTUS certification on file with the parish Business Office. This is a required policy for all churches and schools in the Diocese of Toledo.

To obtain your certificate, which is valid for five (5) years, visit www.virtusonline.org and complete all necessary lessons and requirements. This includes completing the online "Protecting God's Children and Vulnerable Adults" class, digitally signing the "Standards" form and completing the background check with Selection.com.

There is a \$30 fee. (If certification is cost prohibitive, the Parent Association provides a limited number of reimbursements, based on evidence of financial need). Instructions for completing the requirements can be found in the School Office. Please contact the business office, (419) 472-2288 if you have any further questions.

Parents Association

Most Blessed Sacrament Parish School Parent Association/Parent Teacher Organization (PA/PTO) is an organization founded and

functioning in cooperation with the Principal-Minister.

Adult family members of students enrolled at Most Blessed Sacrament Parish School, as well as faculty and staff, are automatically members of the organization. The purpose is to help build a Catholic Christian community and environment which will enrich the school life experiences of our students.

Through projects and activities, the PA raises funds used to benefit the education of our students and improve the educational capabilities of the school. PA provides funding for classroom items for teachers and subsidizes field trips, and school parties. Parents are strongly encouraged to attend the monthly PA meetings.

Tutoring

Most Blessed Sacrament Parish School welcomes and encourages volunteers to serve as tutors. There are always students who need and would benefit from individual or small group tutoring. All volunteers must comply with Diocese rules and regulations on "Protecting Youth" and have a VIRTUS Certification on file with the parish office.

Room Parents

To help facilitate activities and class celebrations, a head room parent is needed to coordinate efforts with all the other parents. Please contact your child's Teacher-Minister or the Parent's Association if you are interested in being a room parent.

Sign-up sheets are available on Supply Drop-Off night. We encourage parents to help and participate at any time throughout the year.

Youth Board

The Most Blessed Sacrament Youth Board supports the athletic programs at Most Blessed Sacrament Parish School. Most of our teams participate in The Catholic Youth Organization (CYO) league. The CYO publishes information on their website (www.toledodiocese.org), Facebook page and Twitter.

Most Blessed Sacrament Youth Board will disseminate athletic information through the school newsletter, church bulletin, the school Facebook page, and emails. Students as young as Kindergarten may participate in some sports.

Sports available to students are:

- co-ed Cross Country grades K-8th
- co-ed soccer grades 1-8th
- co-ed instructional soccer grade K
- girls volleyball grades 3-12th
- boys and girls basketball grades 3-12th
- co-ed instructional basketball grades K-2nd
- girls softball grades 4-8th

- boys baseball grades 3-8th
- co-ed track grades 4-8th
- boys flag football grades 3-4th
- boys football grades 5-8th

For information about athletic involvement at Most Blessed Sacrament, please visit the Youth Board website

<http://blessedsacramenttoledo.com/youth-board>

All sign up forms for Most Blessed Sacrament Sports will be handled through the website:

<https://blessedsacrament-oh.finalforms.com>

Athletic Eligibility (Grades 4-8) Academic

Student athletes must be in good academic standing to compete in Most Blessed Sacrament athletics. Students may not have failing grades in order to participate in sports.

Grades are checked at mid-term and the end of the quarter. Student names will be forwarded to the Parish Athletic Director.

The Athletic Director will inform the coach of the player's eligibility status. At each grade check, any student who has two failing grades or more will be ineligible to play until the next grade check.

The student should continue to participate in practices. Any student who is academically

ineligible and continues to participate in games during that time of ineligibility may be removed from the team for the remainder of the season.

Athletic Eligibility (Grades 4-8) Discipline

Student athletes who receive a detention will not be eligible to play in that week's game(s). Any student athlete that receives more than one detention during the season may be considered for removal from the team. Any student athlete who is suspended may not participate in practices or games during that suspension from school.

Daily Schedule

All children must enter the school through the designated entrances.

7:30 a.m. The first bell rings

7:45 a.m. The second bell rings, morning announcements, then classes begin. Children not in school at this time are tardy.

2:45 p.m. Dismissal for all students

Curriculum

Children attending Most Blessed Sacrament Parish School are taught the skills and concepts outlined in the State Approved Diocesan Courses of Study for Religion, Language Arts, Reading, Mathematics, Science, Social Studies, Music, Art, Physical Education, Computer Education, and Foreign Languages.

Testing

Standardized testing is used to evaluate the school learning program and to measure a child's achievement and ability.

Standardized tests are administered according to diocesan guidelines.

The Assessment of Religious Knowledge (ARK) is administered to grades 2-8 in the spring. The MAP test is administered to all students three times a year. Parents will receive a summary report of their child's standardized test results at the end of the school year with the final report card.

Textbooks

Textbooks and materials are school property made available for each child's use. Students are expected to treat their textbooks and equipment with respect.

Families will be assessed a fee if textbooks and equipment are damaged, destroyed or lost.

Students may be issued workbooks that they write in. If a student loses these texts, parents will be required to purchase a replacement.

Homework

Teacher-Ministers may assign homework any day of the week.

Time may be given in school to begin homework under the guidance of the Teacher-Minister.

Families are notified of missing assignments through several methods, including assignment notebooks, progress reports, notes home, e-mails, and via Option C.

Please check Option C regularly to monitor grades and check for missing assignments. Late assignments are accepted based on each individual Teacher- Ministers' discretion/ policy.

Absent Make-Up Work

When a student has an excused absence, they are permitted to make up any missed work. The student will have one day for every day absent to complete work and turn it in to their teacher.

Teacher-Ministers and students may make alternative arrangements for missing absent work. It is the student's responsibility to find out what they missed and to make up the work.

Parents may request missed classwork and homework through the office staff, and may retrieve it at the end of the school day.

Religion

All children, regardless of religious affiliation, have religion as part of their daily school curriculum. Children attend Mass each week on Fridays at 8:30 am, and on Holy Days. Families are welcome and encouraged to attend the Children's Masses and Liturgies.

Teacher-Ministers will make every effort to incorporate our Catholic Faith in every minute of every day by teaching and implementing the Gospel Values and teaching as

Christ taught us to "love one another as I have loved you" (John 13:3435). The school incorporates various service projects as a core teaching method to help students live out our faith in the world.

Sacrament Preparation

Sacramental preparation is of paramount importance. This is done in conjunction with the parish's religious-education program. The Sacraments of Reconciliation and Eucharist are celebrated for the first time by children in the second grade. Students entering the eighth grade are prepared for the Sacrament of Confirmation, which is usually completed in the spring.

Students of other religious denominations are involved in every aspect of our religion program, with this exception: they do not receive the sacraments.

Student Services

Technology Usage

Each student paid a \$25 technology fee that is included with the registration fee. This fee will be used to help maintain technology used by students and maintain software to help track student activity on school provided technology. All students will be provided with access to technology in their classrooms and in the computer lab, provided they follow and adhere to the acceptable use policy set forth by the school and the Diocese of Toledo.

One to One Policy – Middle School (Grades 6–8)

One Chromebook and charger will be lent to each student in grades 6–8. Students will continue to use the same device each year they are at Most Blessed Sacrament Parish School. The device is to be turned in at the end of each school year when it will be wiped clean and refreshed for the next school year. Students do not own the devices and are required to return the item upon leaving the school either from withdrawal or graduation.

It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

An individual Chromebook in a 1-to-1 environment provides an opportunity to enhance each students' overall learning experience. Utilizing the Chromebooks provided by Most Blessed Sacrament Parish School gives each student the access to learn anywhere, anytime – both in the classroom and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever-changing technologies.

This equipment is, and at all times remains, the property of Most Blessed Sacrament Parish School and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way, including the application of stickers to the Chromebook. Inappropriate use of the machine may result in the student losing the right to use the Chromebook. The equipment will be returned when requested by Most Blessed Sacrament Parish School, or sooner, if the student withdraws from the school prior to the end of the school year.

The Chromebook may be used by the student for non-commercial purposes only, in accordance with the school and parish policies and rules, the Most Blessed Sacrament Parish School code of conduct, as well as local, state, and federal statutes.

The student may not install or use software other than software owned or approved by the school and made available to the student. One user with specific capabilities and privileges has been set up on the Chromebook for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. Students are not to share login information including passwords with other students. Students are to make no attempt to learn other's passwords and use them to login others.

The student may not make any attempt to add, delete, access, or modify other users' accounts on the Chromebook and on any school-owned computer.

The Most Blessed Sacrament Parish School Network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Chromebook and charger. These labels are not to be removed or modified. If they become damaged or missing, the main office should be contacted and notified for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the laptop.

It is the student's responsibility to make sure their files are backed up regularly. Most Blessed Sacrament Parish School is not responsible for any computer or electronic viruses that may be transferred to or from the students Chromebook, the server, and the student agrees to use their best effort to assure that Most Blessed Sacrament Parish School's property is not damaged or rendered inoperable by any such electronic virus while in the student's possession.

The student acknowledges and agrees that the student's use of the school's property is a privilege and that by the student's agreement of the terms hereof, the student acknowledges the student's responsibility to adhere to the technology rules, protect and safeguard the school's property, and to return the same in good condition and repair upon request of Most Blessed Sacrament Parish School. The student also acknowledges and agrees that there are consequences up to and including expulsion for unacceptable choices with the given technology.

Student Responsibilities

Your Chromebook is an important tool to help you learn and is for educational purposes only. In order to take your Chromebook home every day, you must be willing to accept the following responsibilities:

When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Most Blessed Sacrament Parish School – especially the student code of conduct and acceptable use policy – and abide by all local, state, and federal laws.

- If the Chromebook is lost, stolen, or damaged, I will notify the school office immediately.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.

- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the Chromebook.
- I will not remove programs or files from the Chromebook.
- I will honor my family's values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to school every day.
- I agree that email (or any other computer communication including social media) should be used for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will not attempt to repair my Chromebook.
- I will recharge my Chromebook each night.
- I will return/surrender the Chromebook when requested and upon my withdrawal from Most Blessed Sacrament Parish School.
- I will keep the Chromebook in a safe spot when not in use.
- I will surrender my Chromebook to any teacher/staff member when requested so they may review the items on my computer.
- I will not access or attempt to access any inappropriate websites or material while using my Chromebook at school or at home.

Parent Responsibilities

Your child has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/ daughter's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my child's use of the Internet and email, including social media.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the Chromebook.
- I will not load or delete any software from the Chromebook.
- I will make sure my child recharges the Chromebook every night.
- I will make sure my child brings their Chromebook to school everyday.
- I understand that if my child comes to school without the Chromebook I may be called to bring it to school.
- I agree to make sure the Chromebook is returned to the school when requested and upon my child's withdrawal from Most Blessed Sacrament Parish School.
- I understand that I am financially responsible for any loss, damages, or

repairs not covered under the Chromebook warranty.

- I understand my child may receive disciplinary action for not following the rules and guidelines for using the Chromebook.

Library

Each class will be visited by the library book cart at least once per week to check out and return books. Students are responsible for replacing lost and damaged library materials.

Lost and Found

Lost and Found can be located in the school office. Items not claimed at the end of each quarter are subject to donation. To help return items to students, please label any clothing with their name.

Auxiliary Services Program

The State of Ohio provides Title I interventional services and funding for textbooks and student materials. The following services may be available to our students: supplemental reading and math instruction, speech and language therapy, and limited disabilities tutoring (if applicable). Our school nurse, and our counselor are also funded through this program. If your child meets the requirements for your child's Teacher-Minister will notify you and ask you to sign a permission form.

Communication

Communication between the school and families is an absolute necessity for the success and well-being of

the children. Most Blessed Sacrament School has many lines of communication, including email and phone calls, a weekly newsletter, a smart-phone app, and the Option C grade reporting program.

Parents should not hesitate to contact their child's Teacher-Minister or the Principal-Minister at any time. Parents may contact Teacher-Ministers through messages with office staff, notes and email.

Calls and Email: Please consult the school website, or your child's Teacher-Minister for staff email addresses. Staff will return calls or emails within 24 hours. If you attempt to contact a Teacher-Minister on the weekend, you can expect to hear from them by the end of day Monday.

Newsletter Updates: You will regularly receive a school newsletter, as well as updates from the Teacher-Minister informing you of projects, current studies, and future activities. Once a week the school will send a newsletter with information via email and online. It is important that parents read the newsletter each week.

Option C: Every family is provided a username and password to access the web-based Option C for monitoring student progress. Please contact the office if you need your access information for Option C. Alerts and messages will be sent via Option C as well. It is the parent's responsibility to ensure their contact information is up to date so the office may reach you with important news when needed.

Issues

All issues should first be discussed with the Teacher-Minister or other person with whom you may have an issue. If the issue cannot be resolved, it should then be referred to the Principal-Minister. The Business Manager and/or Pastor may become involved, if necessary. It is Most Blessed Sacrament School policy that social media is not an acceptable mode of communicating or sharing problems. Just as Jesus was talking to his disciples about solving issues with one another, Matthew 5:24 "Go and be reconciled to that person."

Continuous Improvement & Stakeholder Satisfaction

Most Blessed Sacrament Parish School is accredited by the Ohio Catholic School Accrediting Association (OCSAA). Each five-year accreditation cycle generates a plan for our continued improvement. A copy of our current school improvement plan is available in the office. Additionally, this process

requires the school to conduct internal evaluations to monitor the process and procedures of the school. As part of our accreditation process, parents and other stakeholders will be periodically surveyed for input.

Custody Issues

This school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the noncustodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

Parent/Teacher Conferences

Mandatory conferences are held after the conclusion of the 1st Quarter. These will be scheduled through Option C. Parents must attend the conference in order to receive their child's grade card. All subsequent grade cards will be withheld until a parent has a conference with the child's teacher. Additional conferences may be requested by a parent/ guardian at any time throughout the year.

Report Card/Progress Reports

Progress Reports are issued at the 4^{1/2} week period of each quarter for all students. Report cards are issued at nine week intervals.

Records/report cards may be withheld if the parent owes tuition or fees.

Quarterly Progress Reports will include the input from the main classroom Teacher-Minister and include comments, as well as indications of skill levels.

Student progress can be tracked by parents daily through Option C.

Grading Scale

Grades K-2

Outstanding – 100-93

Satisfactory (S+) – 92-85

Satisfactory (S) – 84-77

Satisfactory (S-) – 76-70

Not Acceptable/ Failing – 69 or below

Grading Scale

Grades 3-8

A – 100-93

B – 92-85

C – 84-77

D – 76-70

F – 69 or below

Honor Roll Criteria

Students in grades 4-8 who earn high marks are eligible for the Honor Roll each quarter. Award celebrations are held at the end of each quarter.

There are two levels of achievement:

- Principal's Academic Honors
All As
- Honor Roll
All As and Bs

School Honors are determined by the student's behavior, attitude, and conduct displayed in and out of the classroom.

* Grade Point Average (GPA) will be calculated based on the scale listed on the report cards and only in grades 4-8 for scholarship purposes.

Promotion Policy

Promotion/placement/retention policies are the sole responsibility of the school. Whether a child is promoted, placed, or retained is determined by the Teacher-Minister and the Principal-Minister.

Promotion is based on the ability and performance of the child at grade level. The decision to retain or place a child does not need the permission of the parents.

Students who fail two core courses for the school year may not be promoted to the next grade. Students who are not meeting grade-level standards at the end of the first quarter may be placed into the preceding grade.

Families are briefed during the school year about concerns of the Teacher-Minister regarding the child's academic progress.

If a student is at risk of failing a course for the year, parents will be notified at the end of the first semester. Parents will also be notified at the end of the third quarter of any potential failures for the year and possible retentions. Every effort and communication will be made to notify parents/guardians of students on track to be retained.

Third-Grade Reading Guarantee (NEW, July, 2023)

State law permits a student to be promoted to 4th grade if the TGRG score is not met in consultation with the teacher, parents, and administration.

The student will need to remain on a Reading Improvement Plan with intensive reading instruction until the student becomes proficient at grade level.

During consultation with parents, the parents may choose for retention for the student if they feel it will benefit the student's reading proficiency.

Attendance

Absences

A parent or legal guardian **MUST** notify the school office of impending absences prior to 8:00 am on the day of the absence. If the parent or guardian fails to contact the office, school personnel will attempt to reach the parent by phone to verify knowledge of the absence. If school staff cannot reach the responsible party, the school will notify authorities, in accordance with state law.

Chronic Absences

Ohio House Bill 410 addresses habitual and chronic truancy. A habitual truant is someone who is absent 30 or more consecutive hours without a legitimate excuse or absent 42 hours or more in one month without a legitimate excuse or absent 72 or more hours in one year without a legitimate excuse. Excessive absences are defined as 38 or more hours in one school month with or without a legitimate excuse, or absent 65, or more hours in one school year with or without a legitimate excuse.

Excused Absences/Tardies

Acceptable reasons:

- Illness or injury of the child (must be free of fever and may not be vomiting for 24 hours before returning to school)
- Illness in the family necessitating the presence of the child

- Quarantine of the home
- Death of a relative
- Medical or dental appointment
- Observance of religious holidays
- School visitation
- Emergency or other set of circumstances

Absences are considered excused only with a note from a parent or doctor. Students who are absent for three (3) or more consecutive days MUST have a doctor's note to return to school.

Unexcused Absences/ Tardies

Students whose absences are not excused will receive no credit for work they missed on those days. Unreasonable excuses include, but are not limited to the following: oversleeping, train traffic, slow traffic, and missing the bus.

Students who accumulate five (5) or more tardies during a quarter will be subject to disciplinary actions including, but not limited to, detentions. Subsequent tardies may lead to suspension.

Any student who accumulates 25 or more unexcused absences for a year may be considered for retention in the current grade or denied registration for the following school year.

Half Day Absences

A child who misses 2 1/2 hours or more of a school day will be marked absent for a half-day. If a child arrives at school late due to an appointment, a doctor's note must be submitted to be considered as an excused half-day absence.

Personal Convenience Form

This form must be used by a family member to request that their child be absent from school for more than two days, due to reasons other than illness or family emergency. Parents are asked to complete and return this form at least one week before the absence. The Principal-Minister reserves the right to approve or deny the request. Vacations during the school year are discouraged. However, if such a situation arises, the Teacher-Ministers are not expected to provide the lesson material in advance.

Obtaining Assignments/ Make-Up Work

It is the responsibility of the child and family to obtain all missed assignments during an absence. A child will be permitted one day for each day absent to

make up assignments missed during an absence. Unless special permission is granted, all missing work beyond the time allotted will receive no credit. A child who is missing a vast amount of work may not be eligible to attend certain field trips and school activities and will be required to complete the work in school.

Leaving During the School Day

If a child is ill or if a situation arises that he/she must leave school during the course of the day, the parent/family member must sign the child out in the office and sign them in upon the child's return. At this point, the child will receive an admit slip from the office, which allows them to return to class.

Late Arrivals

Children arriving after the second bell are considered tardy. If they arrive after 7:45 am, the child must report to the school office and receive an "admit slip" to be admitted to class.

Exclusion from School; Illness and Vaccinations

The school reserves the right to exclude a child from school if, in the school's judgment, the condition is serious enough to jeopardize the health of others.

In some cases, a physician's note is required for readmittance. The school will not permit children to enter without the necessary documentation indicating required by the State of Ohio are current. The general guidelines to follow are: the child must be fever free (without medication) for 24 hours, and not vomiting for 24 hours before returning to school.

Emergency Forms

At the beginning of the school year, parents are asked to complete an emergency form for each child. Copies are kept in the child's classroom and office and carried on field trips. In case of an emergency, the school will contact the people listed on the emergency form. For this reason, any change in information must be reported to the school immediately. If someone is not on the form and comes to pick up your child, your child will not be released to that person.

School Delays and Closings Toledo Catholic Elementary Closings

Listen to the radio and television for school delays and closing information. Most Blessed Sacrament School will close or delay when you see "Toledo Catholic Elementary" or "Most Blessed Sacrament School." If school is closed, all activities scheduled for that day are canceled. If school is delayed, do not send your child to school more than ten minutes prior to the start of school. There will be no breakfast on delay days. School will start at 9:45 A.M. on two-hour delay days.

Emergency Closings

An emergency closing occurs when school is already in session and something happens that demands the children to be sent home.

Important Notice: If school is closed, all activities scheduled for that day are canceled. Emergency closings will be displayed on local media outlets. A message from the school office will be sent to parents electronically in the event of an emergency closing.

National Red Level Alert Procedure

The following procedures have been instituted for Lucas and Wood Counties should our geographic area come under a threat level RED alert, or a national alert.

If this alert happens outside of

school time, schools will be closed and all activities canceled until authorized to open by our Regional Terrorism Task Force.

If this alert happens during school time, school will be secured and students will remain in class until normal dismissal time unless otherwise directed by the Regional Terrorism Task Force.

All activities will be canceled.

Parents will be asked not to call or come to the school before dismissal time. This will greatly assist our effort to secure the building and keep your child/ren safe. Local safety authorities will keep us informed through the media. You may also use the Lucas County website at

www.co.lucas.oh/homelandsecurity for updates. Our school has a safety plan in place as well as an evacuation plan should the need arise.

Fire/Tornado/Rapid Dismissal Drills

Safety drills are conducted on a regular basis. The children are to follow directions, remain silent, and act in an orderly manner. Any student who talks during safety drills may be given a detention. Students must remain silent to hear instructions. Practice drills are not conducted when there is inclement weather.

Transportation

Please, obey the following guidelines:

- Parents may drop off and pick up students off along Bellevue Rd. or in the parking lot behind the Middle School building. At least one staff member is present each morning on Bellevue Rd. to direct traffic and help small children exit the vehicle.
- Parents may also park in the Close Park and Middle School parking lots and walk students to and from the doors. When walking, parents and students should cross Bellevue Rd. Students should never walk between cars.
- Parents picking up on Bellevue Rd. must park their vehicle in a parking spot or along the curb before their children enter. Students may not enter a vehicle that pulls up into the moving lane of traffic.

Change in Transportation Routine

Any time there are any changes (temporary or permanent) to the regular transportation method on file in the office, parents must send a note or call the office. A parent must also notify the office if any person other than those authorized to pick up your child will be transporting your child home. Your child will not be allowed to leave with any individual who is not listed

on the authorized form on file in the office for instance, if the child is being picked up by a family member, going home with a friend, or riding the bus when they don't ordinarily do so, you must notify the Teacher-Minister and the office.

Health & Safety

Food Allergy Policy

Most Blessed Sacrament Parish School recognizes that food allergies, in some instances, may be severe and even life threatening. The school accommodates students with food allergies and works to reduce the likelihood of severe allergic reactions of students with known food allergies. If your child has a food allergy, contact the nurse and inform your child's teacher.

After School Policy for Activities

If your child has a scheduled sports practice or any other meeting/activity that begins on school grounds after dismissal, the child is NOT permitted to stay and loiter on building grounds after dismissal unless the activity supervisor is present.

Teacher/office supervision is not provided and the child may not stay in the school's office. If you will need supervision for your child in this time frame, you may enroll your child in the After-School Care program, which charges a nominal fee per hour.

School Visitors

All visitors must enter the school through the main office upon arrival. They must sign in and receive a visitor badge.

Internet Safety

Most Blessed Sacrament Parish School uses technology protection measures that block or filter access to some World Wide Web sites that are not in accordance with the policy of the Catholic Diocese. These measures protect against Internet access by minors that are harmful to them. To ensure the enforcement of this policy, Most Blessed Sacrament Parish School staff will monitor use of technology resources through direct supervision, monitoring Internet use history, or various software and hardware tools. It is the parent's responsibility to supervise this in your own homes. Children should never use the Internet or the World Wide Web behind closed doors. As a community, we must do our very best to ensure the safety of our children.

******In response to the number of criminal activities that have occurred on "Social Networks," we do not allow our students to use social networking sites on school grounds, and we would encourage our parents not to allow their children to place their photos or other identifying information on this website or similar websites, (i.e. Snapchat, Twitter, Facebook). Please refer to the Acceptable Use Policy that is included in your registration packet and in this handbook. Students and parents **MUST** sign the Acceptable Use Policy prior to using the computer lab or other forms of technology at school. Students will review the acceptable use policy in detail in the first weeks of school.

Cell Phones and Electronics

Cell phones, tablets, smart watches, iPods, MP3 players, and other devices are not permitted to be used in school during the school day (including after school care). Such devices are to be turned OFF by 7:45 a.m. and will be given to the teacher for classroom storage. If your child has a cell phone or other device for after school use, (NOT After School Care) the school is not responsible if these devices are lost or stolen.

There is a phone available for student use in the office. Use of the school phone by the children is for emergency purposes only. Forgetting homework, books, equipment, and wearing the wrong clothing for special dress days are not considered emergencies.

Accident Reports

All accidents involving students must be reported by the Teacher-Minister/adult in charge to the office. When an accident report is filled out, parents/guardians will be notified.

Immunizations

According to Ohio State Law all children must be immunized before entering school. Failure to comply with this regulation will result in exclusion of the child from school.

Emergency Forms

One emergency form is filled out for each child. The information on this form is used if your child becomes ill or injured during the school day, or if a natural disaster or emergency situation occurs. Families are to notify the school office of any changes during the school year.

In the event of illness, injury, and or the need to send a child home, the parents will be notified. If parents are unavailable, the school will contact the person listed on the emergency form. Please keep this form CURRENT.

Medication Policy

Most Blessed Sacrament Parish School encourages all medication to be taken at home, both over the counter and prescribed medication. We understand, however, that there may be instances when a child may need to take medication at school. In these cases, a medication form must be completed by the prescribing physician and signed by the parent before the medication can be brought to school. Medication MUST be in the ORIGINAL pharmacy container and brought to school by an adult. This applies to both prescription and over the counter meds, such as Tylenol or cold medicine. Students are not allowed to carry inhalers unless the form from the doctor states that they understand the proper use of the inhaler and that they may keep it with them.

Medication forms are available from the school office and can be faxed to us by the physician's office. Medication will be dispensed by the school nurse when present, the Principal-Minister, or the Principal-Minister's designee.

Lice/ Bedbugs

Most Blessed Sacrament Parish School has a no live lice or bedbug policy. Parents of children with lice or bedbugs on their belongings will be notified and will be expected to pick up their child. Children will be excluded from school until they are free of all lice/bedbugs. Students will be checked prior to being admitted back in school. All parents will be notified when there are lice or bedbugs present in school.

Health Screenings

Students will be screened by the nurse for the following:

- Vision (K, 1, 3, 5, & 7)
- Hearing (K, 1, 3, 5)
- Scoliosis (6, 7, & 8)

If parents do not want their child to be screened, they are to notify the school nurse in a written statement. All students new to the school will be screened for hearing and vision by the school nurse.

Parent and Teacher-Minister recommendations will also be considered. Contact the school nurse if you feel your child needs to be screened. Other screenings may take place from time to time with the changes to State and Federal Regulations. Parents are always afforded the opportunity to “opt out” of these screenings.

Money Collecting

In most cases, families will make tuition payments using the family FACTS account.

In instances when students might need money at school (Jeans Days, donations, etc.) money will be collected by the Teacher-Minister in the morning at the time attendance is checked.

Money must be in a sealed envelope or Zip-loc bag, with the child's name, grade, and room listed. The purpose and the amount in the envelope are to be written on the outside of the envelope. Money will not be accepted without an envelope or bag.

The school is not responsible for lost or stolen money that a child carries to school. Financial obligations and refund concerns are referred to the business office.

School Wellness Policy

Our wellness policy for school lunches as well as physical activity is available in the school office to anyone who requests it. The wellness policy expresses the desire of the school to serve students healthy, complete meals, while trying to educate the students about healthy eating habits for life. Copies are kept on hand in the main school office.

Lunch

Students who wish to order a hot lunch will place the order with their teacher each morning. Option C will be used to track when your child purchases a lunch.

Children need to bring their lunch daily if not ordering hot lunch. For safety reasons, no breakable bottles or containers are to be used during lunch. Lunches should be healthy in nature with a variety of choices from the four food groups.

No pop/ soda is permitted in lunches. Most Blessed Sacrament Parish School has closed lunch periods. Students may not leave the building during lunch unless they are signed out of the building by their own parent or guardian.

Cafeteria Rules

- Stay in your seat at all times.
- Use an inside voice and appropriate language.
- Eat your own food and do not share it with others.
- Keep your hands to yourself.
- Clean up after yourself.

Playground Rules

- Line up to be dismissed to the playground.
- Walk. Do not run. Stay on the sidewalk when leaving the building.
- Use all equipment in a safe and proper manner in the way for which it was intended.
- Get a playground supervisor if you need help at any time or if you have any questions about safety or rules.
- Always stay on the playground. Tell a playground supervisor if a ball goes off the playground.
- Food, drinks, candy, or gum are not allowed on the playground.
- Stay away from the side of the building where classes are in session.
- When the whistle blows/bell rings:
 - carry all balls and equipment to the supervisor and place in container,
 - walk to your designated line-up zone,
 - walk quietly back to your rooms or cafeteria.

Parent and Child Code of Conduct

CATHOLIC DIOCESE OF TOLEDO BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS

Introduction

The Diocese of Toledo and the Catholic Schools Office believe that all our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive, and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation, or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment, or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

A. Bullying:

Bullying, harassment, or intimidation means any of the following: Any intentional written, verbal, electronic (cyberbullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property.
- (2.) Places another student in reasonable fear of harm or of damage to property.
- (3.) Creates a hostile environment at school for another student.
- (4.) Infringes on the rights of another student at school.
- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
- (7.) Is considered electronic bullying (cyberbullying) meaning bullying through the use of technology or any electronic communication, which shall

include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:

- Wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying is Prohibited:

On school grounds owned, leased, or used by Most Blessed Sacrament Parish School or on property immediately adjacent to school grounds.

- At any school sponsored or related activity, function, or program whether on or off school grounds
- At a school bus stop, on a school bus, or any other vehicle owned, leased, or used by the school.
- Through the use of technology or electronic device owned, leased, or used by the school.

Bullying is also Prohibited:

- At a location, activity, function, or program that is not school related
- Through the use of technology or an electronic device that is not owned, leased, or used by the school if the acts in question
- Creates a hostile environment at school for the target
- Infringes on the rights of the target at school
- Materially or substantially disrupts the education process or the orderly operation of a school.

Reporting of bullying behavior:

Bullying may be reported on paper or verbally. Written reports should be returned to a staff member, the counselor, or the principal. The form may be completed anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. School personnel must report prohibited incidents of which they are aware to the principal and/or counselor.

In cases where the aggressor or target are not students of Most Blessed Sacrament Parish School, information will be disclosed to the principal or appropriate administrator of the school in which the student is enrolled.

Investigation of bullying incidents:

- Bully reports will be investigated by a staff member, the counselor, and/or the principal, and the incident will be documented.
- Parents or guardians of any student involved in a prohibited incident will be notified.
- An appropriate discipline consequence will be applied to any student found guilty of harassment, intimidation, or bullying including, but not limited to, conference with student and parents, infractions, loss of recess privileges. Repeated incidents can result in suspension or expulsion.

Retaliatory behavior:

Targets or other students shall be protected from new or additional harassment, intimidation, bullying, or retaliation following a report. Retaliation will be treated as a serious discipline incident carrying the possibility of suspension.

False reports:

Deliberately making a false report of harassment, intimidation, or bullying will also be regarded as a serious discipline incident which will carry the possibility of suspension.

APPENDIX A

Acceptable Use Policy

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; *Rome*, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At Most Blessed Sacrament, Toledo, students are not allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored either in the locker or in a specific place as designated by the school. **All devices must be powered off by 7:45 a.m. when the tardy bell rings! Students will turn in their personal device to the teacher to be locked up for the day.** Students who do not turn in their devices and choose to use their devices during the day without permission will be asked to turn their devices over to administration until the end of the day.

The following policy applies to school computers, technological devices, and networks and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of Most Blessed Sacrament, Toledo must obtain parental permission through the receipt of this handbook and attend a series of required Internet training sessions. The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts.

III. Acceptable Uses

An acceptable use is one that is for educational purposes. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

A. Safe Communication

- 1) *Personal Information:* When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.

Meetings: Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

B. Netiquette

- 1) *Behavior:* Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

C. Copyrights

- 1) *Honesty:* Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

IV. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of Most Blessed Sacrament, Toledo, in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (or Technology Coordinator).

Unacceptable uses will result in appropriate levels of discipline up to and including expulsion, possibly including a loss of computer access, as well as other disciplinary or legal action.

A. Recording devices

- 1) *Messaging*: Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
- 2) *Prohibited Areas*: Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) *Sexting*: Students are not permitted to “sext” or transmit other sexually oriented images.
- 4) *Permission*: Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

B. Downloads

- 1) *Games*: Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) *Viruses*: Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

C. Unauthorized Access

- 1) *Bypasses*: Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts*: Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including

online school resources such as Google Apps for Education, Microsoft Office, Option C, Edmodo, or Moodle.

- 3) *Mobile Hotspots*: Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.
- 4) *Proper Action to Take*: If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) *Internet Access*: Students are not permitted to connect to the internet through a source other than the school's specified provider. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

D. Other Actions

- 1) *Employees*: Students should not email or post to webpages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities*: Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) *Defamation*: Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking*: Students are not permitted to access social networking sites (such as Facebook, Twitter, Snapchat, Tik Tok, and Instagram) **Social media companies are REQUIRED to obtain parental consent who is using any of the above platforms. This change in law as of June 30, 2023 requires schools to remind parents of the social media law changes.**
- 5) *Tampering*: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 6) *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) *Cyberbullying*: Cyberbullying is strictly prohibited.
- 8) *Jailbreaking*: Students are not permitted to "jailbreak" school-provided devices (or do any similar process that wipes clean the hard drive of a device).

V. Content of Policy

A. Review and Revisions

- 1) *Current Policy*: Signed Acceptable Use Policies will be kept on file at Most Blessed Sacrament, Toledo.
- 2) *Updating the Policy*: Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

APPENDIX B

Student Code of Conduct

Any conduct which causes or is likely to cause disruption or interference with a school activity or the educational purposes of the school, or which endangers or interferes with the health, safety, or well-being, or with the rights of other students or school personnel is strictly prohibited. Violations may result in various forms of discipline including suspension or expulsion.

This Student Code of Conduct applies while a student is in the custody or control of the school; on school grounds or closely proximate thereto; while at a school sponsored function or activity or on school-owned property; or provided transportation vehicles.

In addition, this Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is connected to activities or incidents that have occurred on district owned or controlled property; is reasonably related to the health and safety of other students and/or school employees; or such conduct would unreasonably interrupt the educational processes of Most Blessed Sacrament Parish School.

Any behavior that is disruptive to school purposes will make the student liable for discipline whether or not the behavior is specified below. The school has a "zero tolerance" for violent, disruptive, or inappropriate behavior by its students and/or community members.

ACCEPTABLE STANDARDS OF BEHAVIOR

Most Blessed Sacrament Parish School students are expected to be polite in all their dealings during the school day and at all school functions. "Excuse me," "please," and "thank you" are to be used whenever appropriate. Respect for self and others is an expected standard.

In Assemblies:

- Give the person in charge of the program your utmost cooperation.
- Be attentive regardless of the nature of the program.
- Treat all participants as your guests.
- Give applause only at such times as are appropriate and in good taste. Wait for directions from the person in charge before leaving.

In Classrooms:

- Be in your seat and ready to work before the bell rings.
- Abide by the rules of the classroom teacher at all times; the instructor is in complete charge of the class.
- Be in proper uniform at all times.

In Hallways and Traffic Areas:

- No sitting or laying in hallways
- Never run in corridors or on stairways.
- Do not block corridors, traffic ways, or stairs with conversation groups.
- Keep voices at a normal conversation level and silent when changing classes.
- Please be courteous and move quietly when changing classes. Stay to the right side of the halls and stairs. DO NOT RUN OR PUSH!

In Church:

- Participate in the mass to the extent you are able.
- Pay attention to those speaking.
- Have an attitude of reverence.

On Field Trips

- Listen to directions from all adults present.
- Be attentive and follow directions.
- All rules from the school apply on field trips.

A student may not be eligible to attend a field trip, even if it is academically related, if there are concerns about the student's behavior, academics, or attendance.

Category A – Unacceptable Behavior

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to the guidance counselor, parental contact or conference, detentions, in-school suspension, community service, emergency removal, referral to law enforcement agencies, suspension, or expulsion. Students assigned a detention must serve the detention.

Abusive or Vulgar Language and Actions:

A student shall not use vulgar acts, gestures, or profane oral or written language, send vulgar or profane text messages or images on electronic devices.

Academic Misconduct/Cheating/ Being Untruthful or Deceitful:

Students shall not cheat. Academic Misconduct/Cheating shall include, but not be limited to plagiarism, copying homework, allowing others to copy any work, using cheat sheets, obtaining answers from another student on a test or quiz, and transmission of unauthorized academic information. When any school employee asks a student a question, the student is expected to tell the truth at all times. When filling out forms and documents for the school, the student must be honest at all times.

Aiding and Abetting: A student shall in no way aid or abet another student in violating the Student Conduct Code or other school rules, including inciting and/or encouraging others in actions that violate the code.

Class Cutting: A student shall not cut any class, study hall, library, homeroom, field trip, etc. for which he/she has been scheduled. Students must report to an assigned class/area on time unless prior arrangements have been made with that teacher. Students may not leave the classroom without permission of the teacher.

Disrespect: A student shall not insult, verbally abuse or abuse in writing any student, employee of Most Blessed Sacrament Parish School, or visitor of the school. Sleeping in class will be considered to be disrespectful.

Disruption:

Students must abide by all classroom and school rules and not interrupt the educational process of the classroom. Any behavior that intends to interfere with the learning process of other students or with the operation of the school or school activities shall be deemed disruptive. This includes behavior deemed

inappropriate in class, hallways, cafeteria, on the bus (where applicable), on school grounds, and at any school-related activity and may include, but not be limited to any of the following:

- Not signing in or out of school.
- Possessing and/or consuming food/drinks in all areas of the school other than the cafeteria.
- Chewing gum or eating candy in school.
- Drinking pop during school hours, unless authorized.
- Leaving the assigned area during a lunch period without a pass.
- Using and/or possession of radios, CDs, cell phones, laptop computers, laser lights, MP-3 players, iPods, iPads or electronic equipment with or without headphones during scheduled school time or school activities. The item will be confiscated and released only to a parent or guardian in the school office. All electronic devices must immediately be placed in your locker or given to the teacher upon arrival to school and turned off by 7:45 a.m. Students are subject to disciplinary consequences upon the first confiscation.
- Carrying and/or using portable communication devices. Portable communication devices may not be turned on or used in the school during the school day, during detentions before or after school and during detentions. All portable communication devices must be placed in one's locker immediately upon arrival to school and turned off.
- Appropriating images or material from the school website.
- Bringing, possessing, or creating pornographic materials or any materials deemed inappropriate by authorities.
- General horseplay, unruly behavior, general misconduct.
- Public display of affection between students meaning kissing, hugging, holding hands or any body contact is prohibited
- Being present in building halls and/or restrooms without a pass.
- Not bringing supplies for class including, but not limited to books, writing utensils, and paper.
- Unauthorized use of book bags, gym bags and/or purses.
- Playing recreational card games.
- Having skateboards, scooters, and/or wearing heely-skating shoes, in-line skates, or skates.
- Having excessive writing/markings on the body.

Gross Misconduct:

No student shall be disobedient or be engaged in any gross misconduct not otherwise stated.

Harassment/Bullying/Cyber-Bullying:

A student shall not harass another student or employee of Most Blessed Sacrament Parish School. This includes, but is not limited to, verbal and/or physical harassment, intimidation, or threatening, discriminatory or racial comments, or other verbal or physical actions, text messages or images on electronic devices. Schools may discipline students that generate offensive Internet content off school premises if the content disrupts the educational process or presents a reasonable risk of disruption.

Insubordination: A student shall not disregard or refuse to obey directions given by school personnel. This includes administrators, teachers, teacher aides, secretaries, cooks, custodians, bus drivers, or any other employee. Not serving a detention or completing an assigned assignment by a teacher will be considered insubordination.

Leaving School Grounds or Building Without Authorization:

A student is considered to be on school grounds and under the direction of school authorities upon boarding the school bus and upon driving or arriving on school grounds. Students are not permitted to leave the school grounds until the end of the school day unless they have an early dismissal approved by office personnel or designee. Students are to remain within specific boundaries of their school building and grounds as specified for use. Leaving the school, school grounds, or a school activity without required permission shall be considered a violation of the rule.

Once students enter the building for the day, they are not permitted to leave the building for ANY reason without direct permission from the Principal–Minister.

Loitering:

No student shall loiter at any time on school property, in school buildings, or adjacent properties.

Repeated Violations of School Rules:

A student shall not repeatedly violate rules listed in the various sections of the Student Conduct Code, nor shall he/she repeatedly violate classroom rules.

Repeated violations may result in suspension or expulsion.

Technology Violations:

Violation(s) of the Student Acceptable Use policy.

Unauthorized Entry: When school is closed, you are not to enter the school building unless you:

- Are participating in a school activity under the supervision of staff,
- Are observing a school sponsored event,
- Have authorization from the office staff. At such times, you are to remain in assigned areas and not enter into other sections of the building.

Category A is an enumeration of main areas of conduct, which will lead to disciplinary action. Any behavior, which is inimical to school purposes, will make the student liable for discipline, whether or not the behavior is specified above.

Category B – Illegal Behavior

Consequences of violations in this category may include mediation and resolution between sources of conflict, referral to counseling or treatment, detainment (in and out of school detentions and suspensions) and/or possible emergency removal from school premises. Legal authorities (police, sheriff, probation officers, court monitors, and/or drug counselor) may be consulted and charges filed against students involved. All attempts will be made to contact parents at this time as well. Administration reserves the right to assign consequences. A recommendation for expulsion may also be considered.

Alcohol:

No student shall come to school or any school event or activity with alcohol in his/her possession or the smell of alcohol on his/her breath or clothes regardless of when or where the alcohol was consumed. No student shall use, possess, have in his/her locker, have easy access to, sell, intend to sell, transport, give away, or conceal any alcoholic beverage.

Arson or Illegal Use of Fire: A student shall not burn or attempt to burn any building or property owned or leased by the Board of Education, nor shall a student set any unauthorized fires on school property. A student is responsible for restitution of all damages incurred by the school. A student may not be permitted to attend school until full restitution is made to the school/ parish.

Assault/Threatening Assault: A student shall not act or behave in such a way as to cause or threaten to cause physical injury to other students, visitors, or staff members of the school district, nor shall any student encourage another person to commit the offense of assault. A student shall not fight/assault another individual. Fighting/assault is defined as the willful act of hostile bodily contact between two or more persons. Repeated alterations that may result from overt acts will cause appropriate penalties.

Dangerous Weapons: A student shall not use, handle, have on his/her person, have any access to, transmit, or conceal any object or weapon such as a knife, chain, club, or firearm, that could be considered a dangerous weapon capable of inflicting bodily injury. This includes any sharp object that could be used to threaten or inflict bodily harm. Specifically included in this category are fake weapons that look like the real thing or anything that can be represented as or indistinguishable from any of the above-stated weapons when in fact they are not.

Destruction or Defacement of Property: A student shall not cause or attempt to cause damage to school property or private property of employees or volunteers on school premises or at a school activity off school grounds. A student is responsible for all restitution when damage occurs. A student may not be permitted to return to school until full restitution is made to school/parish for damage to school property or to the private party involved.

Drug Paraphernalia: No student shall use, possess, have in his/her locker, have easy access to, sell, intend to sell, transport, give away, or conceal any paraphernalia that is commonly associated with drugs. Such articles shall include, but not be limited to pipes, articles adapted to be used as pipes, rolling papers, "roach" clips, etc.

Extortion: A student shall not gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat. No student will repeatedly ask other students for money for lunch or any items sold in the lunchroom.

False Alarms: A student shall not initiate an alarm for fire, bomb explosion, or any catastrophe without just cause and without notifying the building administrator of his/her actions.

Fireworks and Explosives: A student shall not have on his/her person, have access to, transmit, conceal, use or threaten use of fireworks, explosives, or other such devices capable of inflicting bodily injury or disrupting the

educational process. This includes, but is not limited to, brass knuckles, stink bombs, clubs, ammunition or sharp objects, including scissors.

Forgery: Forgery is an illegal behavior. Students are not permitted to and shall not permit others to copy, sign, or reproduce a parent's signature in any form.

Hazing: Hazing is a strict liability crime considered a 4th-degree misdemeanor. Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another. (O.R.C. 2903.31)

Mood-Altering Chemical or Substances: Any and all mood-altering chemicals, drug medications, and drug-like substances must be prescribed by the student's physician and be authorized by the school administrator before the substance is permitted for personal use or possession by a student at school. A student shall not use, have on his/her person or in his/her possession, have in his/her locker or have easy access to, be under the influence of, sell, intend to sell, transport, give away, or conceal any unauthorized mood-altering chemical or substance. Those substances included as mood-altering chemicals include, but are not limited to, the following: stimulants such as diet medication, caffeine pills, energy drinks, amphetamines, cocaine, etc.; depressants such as alcohol, barbiturates, sleeping medication, tranquilizers, muscle relaxants, etc... narcotics such as heroin, morphine, codeine, etc.; hallucinogens such as LSD, marijuana, etc.; or inhalants such as thinners, solvents, aerosols, glue, permanent markers, correction fluid, etc... Specifically included in this category are look alike, counterfeit or "bootleg" substances that are represented as any of the above-stated substances when in fact they are not.

Sexual Harassment: Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact or images on electronic devices.

Stealing: A student shall not take or acquire the property of others without the consent of the owner.

Tobacco: Students shall not use or have in their possession tobacco products including, but not limited to, cigarettes, vape devices, and smokeless tobacco. This provision shall include tobacco imitation products such as mint chew.

Truancy: No student shall be truant from school. A student shall be considered truant when absent from school without permission of his/her parents and school officials.

Repeated Violations of School Rules: A student shall not repeatedly violate rules listed in the various sections of the Student Conduct Code, nor shall he/she repeatedly violate classroom rules. Repeated violations may result in suspension or expulsion.

Gross Misconduct: No student shall be disobedient or be engaged in any gross misconduct not otherwise stated.

Category C–Violation of the Student Conduct Code

The penalty for violation of the Student Code of Conduct will be decided by the principal. While each case is handled according to its own unique set of circumstances, there are some offenses for which the consequences or penalty will be more severe based on the age of the child, severity of the incident, and whether or not it is a repeat offense.

QUIET LUNCH OR RECESS TIME OUT

This consequence may be assigned by any staff member for minor or infrequent violations of rules of conduct.

RECESS DETENTION

This consequence may be assigned by any staff member for minor or infrequent violations of rules of conduct and can only be served with the teacher assigning it.

AFTER SCHOOL DETENTION

This consequence may be assigned by teachers or administration with a one-day notice to parents when misbehavior persists. Detentions are served every Tuesday and Thursday immediately after school. Parents are responsible for making arrangements to pick up their child at 3:30pm after the detention.

If a student does not attend their assigned detention, a demerit will be issued and a grade level drop in Conduct will be issued, further punishment up to and including suspension may be assigned.

DEMERITS

This consequence may be assigned by administration for any of the following reasons:

- Student has received three detentions
- Student violated a school policy that deems a demerit should be issued
- Student does not serve a detention that has been issued

Each Demerit that is issued drops the student's conduct grade by one letter grade. When a student reaches a "C" in conduct that student will be placed on a Behavior Contract with the school administration.

Students on Behavior Contracts that receive another detention/demerit will go before a discipline board. This discipline board will be made up of four employees including but not limited to the principal, school counselor, and a selection of teachers or staff members. This board meets with the student and the parent/guardian to discuss the student's future with the school.

EMERGENCY REMOVAL – This consequence may be assigned by the principal (or designee in his/her absence) when a student's actions are deemed to be a serious disruption of class, are harmful to staff or students, or present the immediate threat of being harmful to others. (This includes, but is not limited to severe disruption, assault, ongoing insubordination, dangerous activities/weapons, or repeated violations of the code of conduct.)

IN-SCHOOL SUSPENSION – This consequence may be assigned by the principal or other administrator when a student's actions are deemed to be very serious. (This includes, but is not limited to narcotics, alcohol, dangerous activities/weapons, severe disruption, assault, ongoing insubordination, dangerous activities/weapons, or repeated violations of the code of conduct.) Use of this consequence is limited by the availability of teachers to supervise the student.

OUT-OF-SCHOOL SUSPENSION – This consequence may be assigned by the principal or other administrator when a student's actions are deemed to be very serious. (This includes, but is not limited to narcotics, alcohol, dangerous activities/weapons, severe disruption, assault, ongoing insubordination, dangerous activities/weapons, or repeated violations of the code of conduct.) A student suspended from school because of Out-of-School Suspension must observe the following restrictions and responsibilities:

- Administration or legal authorities may immediately remove the student from school grounds. Parents may be asked to take the student home.
- The student will not attend school through the length of the suspension.

- Students may be allowed to make-up classroom work/tests, etc. missed while serving Out-of-School Suspension. This is based on school discretion.
- Suspension may cross semester lines and may be carried from one year to the next.
- Students may not attend any school functions including athletic practices, home or away.
- Students are not permitted on school grounds while serving an Out-of-School Suspension.

EXPULSION - The Principal may expel a student from school for major or repeated offenses. A student has the right to appeal the decision to the Pastor. If a student is expelled from school, he/she will receive zeros (0s) for work in all classes during the expulsion and will not be allowed to make-up the missed work. Expelled students will not be permitted to participate in any extracurricular activities. Expulsion will be handled as follows:

- The student and parents will be informed of the offense(s) and be given an opportunity to be heard by a discipline board. Only the student and parents are permitted in this meeting, no other counsel is permitted.
- If the discipline board decides upon expulsion, parents have the right of appeal.
- The appeal will take place with the Pastor and the Principal- Minister, the student and the parents. After the appeal, the decision of the Pastor and the principal is final.

JUVENILE COURT – The principal is authorized to contact the juvenile court and file unruly charges against a student where misbehavior is of an ongoing and/or serious nature and previous consequences have not resulted in the student making better choices.

Possession of a weapon or anything that may constitute a weapon may result in immediate suspension and/or expulsion. Police involvement will be used at the discretion of school personnel.

The rules and standards set forth apply to conduct on school premises or on school buses, or to conduct which involves school property in any way, to conduct off school premises which directly affects other students or which reflects upon the school, and to conduct at school functions of any type regardless of where they are held.

WARNING: *Students may be subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior toward school personnel during non-school hours.*