

SCHOOL OFFICE HOURS

7:30 am—3:30 pm	Monday through Friday, <u>second half of August through last day of school in June</u> (school year)
9:00 am—12:00 noon	Monday through Thursday, <u>remainder of June</u>
School Office Closed	<u>Month of July</u> (Items may be dropped off at Parish Office, Emails may be sent to Administration and Staff)
9:00 am—12:00 noon	Monday through Friday, <u>2nd and 3rd weeks of August</u>

STAFF DIRECTORY

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PARISH WEBSITE.....www.st-gabriel.org

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LUNCH PROGRAM

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MISSION

Being CHRIST ~ Every Day ~ Everywhere, through teaching, learning, leading and serving.

Our Belief Statements

- ❖ We believe that Faith is an integral part of our learning.
- ❖ We believe in developing God given talents for use in service to others.
- ❖ We believe in leading by example.
- ❖ We believe that each child is unique and we celebrate his/her differences.
- ❖ We believe in every child reaching his/her fullest potential.
- ❖ We believe that learning is a life-long process and strive to instill a love of learning.
- ❖ We believe in a strong and challenging academic curriculum.
- ❖ We believe that each of us deserves to be treated with respect and dignity.
- ❖ We believe in fostering and directing the students to apply their knowledge in everyday experiences.
- ❖ We believe that learning is a team effort between the home, the child, and the school.

Accreditation and Continuous Improvement

St. Gabriel School is a Catholic school in the Diocese of Cleveland, and is fully accredited by the Ohio Department of Education, through the Ohio Catholic Accrediting Association (OCSAA).

Our current *Continuous Improvement Plan* cycle, flowing from our *Mission*, from our *Beliefs Statements*, and *driven by data*, is guided by two main goals, one for Catholic Identity, and one for Student Academic Performance.

Goal One states, “Students will demonstrate an understanding and appreciation of the dignity and diversity of the individual.”

Strategies to achieve this goal include implementing best practices and initiatives, in areas such as bully prevention, abuse prevention, service and outreach, and relationship building. Many practices, programs and resources already in place will be extended, and new practices, programs, and resources are continually being added. Examples include *Rachel’s Challenge*, *Called to Protect*, *Altercare Nursing Home Visitations*, and *Operation Keepsake*.

Goal Two states, “Students will improve their higher order thinking skills.”

Strategies to achieve this goal include implementing best practices and initiatives, such as classroom instruction strategies, curricular programs, professional development systems, and metacognitive strategies. Many current programs, practices and resources will be extended, and new programs, practices and resources are continually being added. Examples include Marzano’s *Classroom Instructional Strategies*, *PLC’s* (Professional Learning Communities), and Tomlinson’s *Differentiated Classroom*.

NOTE: This Handbook is the contract describing all philosophies, policies, procedures and regulations that parents and students accept and agree to be governed by as members of the St. Gabriel School Community. The principal and pastor have the final right to determine decisions concerning any issues in this Handbook. The enclosed *Agreement Form* must be signed by parents and students each school year confirming acceptance and agreement given during registration.

ACADEMIC POLICIES

Academic Standards

We adhere to the grading scale of the Diocese of Cleveland.

A+ (4.0-4.3).....98-100	C+, (2.1-2.3).....82-84
A, (3.8-3.9).....95-97	C, (1.8-2.0).....79-81
A-, (3.4-3.7).....93-94	C-, (1.4-1.7).....77-78
B+, (3.1-3.3).....90-92	D+, (1.1-1.3).....75-76
B, (2.8-3.0).....87-89	D, (.8-1.0).....72-74
B-, (2.4-2.7).....85-86	D-, (.6- .7).....70-71
	F (.5 and below).....69 and below

Honors

Honors are earned in each quarter grading period by those students in grades four through eight who have a grade point average of 3.0 and above.

- First Honors: 4.0+ (95-100)
- Second Honors: 3.9-3.6 (93-94)
- Third Honors: 3.5-3.0 (87-92)

Students who have any D’s or F’s, Incompletes, or Specials or Conduct grades of N or U on their report card for the quarter grade are not eligible to be named to the Honor Roll for that grading period.

Homework

A major purpose of student homework is to apply and reinforce skills and knowledge taught in the classroom. Homework helps students prepare for future learning, tests, and other applications. It is also a formative assessment of the information and skills students learned during classroom instruction, and it assists teachers as they design further instruction to help students. Sometimes homework is part of long term projects with unique formats and timelines that include customized rubrics, and students engage in these projects both at home and at school.

The satisfactory completion of homework is an exercise in time management, organization, and responsibility. Teachers may modify homework assignments to account for individual student needs when necessary. Teachers will also coordinate with their grade level team members as best as possible, varying the amount of homework given as well as regulating due dates for major or long-term homework and assignments.

The time students spend on any given evening may vary. This depends on the nature of assignments, individual course loads, and individual skills and approaches to homework. It can vary from amounts such as about an hour in the primary grades to about two hours in the upper grades. Each grade level at St. Gabriel has its own unique guidelines and procedures, and although teachers post assignments online, all students are expected to be more and more responsible for their own homework as they advance in grades. If a child seems to be spending unwarranted amounts of time, or is continually struggling with homework, teachers and parents need to examine the issues and what they may indicate.

Attendance and Punctuality

The importance of regular school attendance and punctuality to children’s learning cannot be stressed enough, no matter what their ability or achievement level, and is a serious issue at St. Gabriel. Illnesses and injuries do happen understandably, but chronic patterns of absences or tardiness limit students in their opportunity to acquire basic and meaningful understanding of subject matter, and limit student collaborative classroom work. Frequent absences or tardiness also limits the effectiveness of the teachers’ work and instruction for students in the classroom.

Scheduling a vacation or other absence during a time when school is in session causes a serious interruption in the instructional process and an extra burden on teachers. At times when this is unavoidable, parents/guardians must notify the school in writing and a Vacation Release Form will be sent home. The days that a child will not be present in school should be stated, along with other requested information. If parents/guardians decide to take a student out of school for vacation, the student may check their teachers’ homework and assignment postings online while away.

Teachers are not required to give work and assignments individually ahead of time. The school releases the school year calendar well in advance so families can plan around days in session and other school events that are important requirements of the curriculum. For long term assignments with due dates during planned non-illness absence, assignments are due BEFORE the absence unless other arrangements are made with the teacher. For homework assignments missed during an absence, students are given one day for each day absent to complete and turn in work

When students need to leave school during the day for any medical appointments, the students must present an appointment notice or note from the parents/guardian on the day of the appointment. These notes are given to the teachers who read and forward them to the Office.

Parents must call the school before 9:00am on the day of any absence. **A signed parent note explaining the absence must be sent in upon return to school. A doctor's note is needed for absences more than five days. Students are considered tardy if they are not in homeroom by the 7:50am bell. Students arriving after 7:50am must get a tardy slip at the Office for admittance to class.**

Students are marked absent a full day if they miss three or more hours of the school day. They are marked absent a half day if they miss one and a half or more and less than three hours of the school day (which includes missing Mass on Wednesday). Class time can be counted either from the beginning or from the end of the day. Students are marked tardy if they come into the classroom after the second bell of any of the nine class periods.

Consequences: Absence for 10% (18 times) of a school year constitute *chronic absenteeism*; students who are chronically absent and/or tardy will receive consequences. Students who are absent and/or tardy a combined 4 times in a quarter will receive written alert notices to resolve the situation. If repeated absences still continue, there will be a parent conference and the student will be placed on an Attendance Contract. There may be exceptions for serious medical conditions.

Progress Reports and Report Cards

The formal report card reflects a student's progress in learning and mastering curriculum content and skills at the end of each quarter, and then cumulatively at the end of the year. The report card grade is based on various assessments to make an accurate evaluation of what a child has learned and mastered. Each child is evaluated according to evidence from performance, achievement, participation, and demonstration of learning and mastery of required grade level material.

Throughout each quarter and the whole year, every student's individual scores and evaluations of their work and progress are posted on our internal online *PowerSchool*

program. Teachers will update this information weekly in order to keep both parents and students informed of their progress. Teachers will notify parents if their child is falling behind at any time during a grading period. **The purpose of publishing this continual progress is for parents, students, and teachers to be able to address any difficulties or struggles a child may be having as soon as possible.**

Permanent Records

Permanent record cards are kept on file for each student. This record is updated each year and contains a cumulative record and summary of student grades for each subject, and student achievement in effort, conduct, and attendance. In eighth grade, or in the case of a transfer, a copy of this permanent record card, plus a copy of the student's ITBS and CogAT scores, is sent to the high school to which the student is applying, or to the school to which the student is moving at that school's request. School records are never released directly to parents. Standardized tests and results, discipline records, and other such information are the property of the school. Parents are welcome to view their child's Permanent Record, ITBS, or CogAt scores in the school office. They should call the Office to make an appointment with the principal.

Standardized Testing

The standardized testing program for schools within the Catholic Diocese of Cleveland is designed to serve and assist teachers and administrators in a systematic evaluation of the curriculum and planning and designing of instruction. In addition individual standardized testing programs are used to determine how best to meet students' needs in specific areas. Use of data from these and all assessments helps teachers see students' strengths and weaknesses, and discrepancies between students' abilities and their performance and achievement.

The *Cognitive Abilities Test* is a national norm-referenced test that is composed of a battery of sub-tests which are a measure of verbal and non-verbal abstract reasoning and problem solving abilities. These tests are given each year to grade one and two in the fall, and grades three, five, and seven in the spring.

The *IOWA Test of Basic Skills* is a national norm-referenced test that provides for the comprehensive measurement of a student's growth and achievement in the fundamental skills of reading, vocabulary, word analysis, listening, language, mathematics, science and social studies. These tests are given to all grades one through eight in the spring. These are performance assessments, not ability assessments.

Conferences—First Quarter

Formal Parent-Teacher Conferences for grades Kindergarten through eight are scheduled in the fall. These conferences are scheduled by request of either the teacher or the parent.

Conferences—As Needed

Spring Parent-Teacher Conferences are not formally scheduled, but accomplished through phone communications or face to face meetings at any time needed.

IMPORTANT NOTE: A teacher, or a parent, may arrange an appointment for a personal conference if needed at a time agreeable to the teacher and parent. Parents requesting conferences must send a note or email ahead of time to the teacher or the Office to arrange an appointment. Teachers are very willing, and they welcome talking with parents about their children at times that do not interrupt teaching or learning or other school work. Parent respect for teachers' instructional and planning time is critical, therefore parents are not permitted to visit teachers unannounced during the school day.

ADMISSIONS POLICY

St. Gabriel School accepts applications from students of any race, color, nationality or ethnic origin and does not discriminate on the basis of sex in its educational programs. A student whose family has been a registered and active member of St. Gabriel Parish is generally enrolled in the parish school, if there are openings, and if the school has the capacity to meet any special needs. New families moving into a home within the parish boundaries must first register in the parish. This is done at the Parish Office. All families, whether within or outside of the parish, must agree and sign, to abide by all the policies, philosophy, rules, procedures and guidelines of this School Handbook before final approval of acceptance.

To enter kindergarten, a child must be five years old by September 30th. To enter first grade, a student must be six years old by September 30th and have successfully completed a kindergarten course of study. Students who attend the Learning Loft, are parishioners, and have siblings already attending St. Gabriel School are given preference. In the case of transfers, students coming from other Catholic schools are also given preference. Non-parishioners will be considered for acceptance only if all the children in the parish desiring attendance and fulfilling requirements of registration at St. Gabriel School have been accommodated. Again, acceptance is always dependent on openings, capacity to meet needs, and agreement with the School Handbook policies and procedures.

Those wishing to register in any grade must obtain and complete the Application form that is available at the School Office and on the school website, and follow the steps listed in the Admission Procedure.

Monthly Open Houses for Interested New Families

Non-school parents interested in enrolling their children for the following school year are invited to attend one of St. Gabriel's School Open Houses, held at 9:00 am approximately one Tuesday a month. Open Houses include a presentation, tour, and a brief observation of individual classrooms in session, and are arranged by appointment. See the website calendar for Open House dates. An individual student shadow day can also be arranged by appointment if desired.

CATHOLIC IDENTITY

Community and Discipleship

“Within an academic setting committed to excellence, the Catholic school exists to impart the message of the Gospel, to build a believing community, to bring the people of God together in worship, and to express the Gospel values of Jesus through service to others. The Catholic school finds its true justification in the mission of the Church. The school must be a means for the local church to evangelize, educate and contribute to the formation of a healthy and morally sound lifestyle among its members. Discipleship of Jesus Christ is integral to the school's Catholic culture and mission.”

- *Ohio Catholic School Accrediting Association (OCSAA)*

Enrollment

Catholic students are given preference in admission. In addition, in keeping with the ecumenical spirit of the Catholic Church, all religious traditions are respected and, when openings and capacity to meet needs permit, students from other faith traditions are welcome in the school. Again, agreement with the School Handbook policies and procedures is required.

Doctrine and Tradition

Catholic liturgy, sacraments, commandments, traditions, and prayer are taught as an integral part of the school's curriculum to students of all faiths. The liturgy is celebrated weekly, prayers said daily, and Catholic traditions celebrated according to the liturgical season. It is the work of the entire Catholic community of St. Gabriel to celebrate sacraments and faith formation within the context of parish life.

The curriculum for Religion is consistent with the teaching of the Roman Catholic Church and Catechism, and will conform to the guidelines of the Religion Curriculum Guide of the Catholic Diocese of Cleveland. All supplemental material used in the curriculum must conform to Catholic moral teaching and doctrine.

Service

A distinguishing feature of St. Gabriel School is that it provides numerous and various opportunities for students to participate in school, parish, and community outreach and service. Students learn the serving attitude of **Being Christ, Every day, Everywhere**, in activities and projects. Programs such as Student Council, the Eighth Grade/First Grade and Seventh Grade/Kindergarten Partner programs, the Thanksgiving Food Bank collection, the Christmas Adopt A Family Project, the New Student Welcome Program, the Jr. High Service Hours Program, the Jr. High Altercare Nursing Home Program and many additional outreach activities offer students opportunities to serve in love as Christ's disciples.

COMMUNICATIONS

General Policy

St. Gabriel School places a high priority on quality communication. School and classroom communications, including parent newsletters, will be posted and emailed on the school's internal online system. PARENTS MUST CHECK FREQUENTLY. Intermittent communications will also be sent only via our group email and phone services. It is important therefore, that all families have a current and continually updated email and phone contact in the school database.

Because of our mission and high standard of Catholic identity, St. Gabriel School also places a high priority on Christ-like courtesy, respect, and confidentiality in the manner and content of all communications involving the adult school community of parents, staff, and volunteers. This is critical to maintaining a positive environment, and it is considered a serious breach of contract when communications by anyone do not follow this guiding principle.

PowerSchool and Teacher Web Pages

For parents and students (Grades 2-8) currently enrolled, St. Gabriel School maintains an intra-school online Student Information System called *PowerSchool*. It is a locked and password protected web site, which includes communications of student progress data, school news, school information, and the ability to communicate with all school staff and organizations through email. Teachers and staff also post schedules, student assignments, curriculum, and pertinent classroom and school news on *Teacher Web pages*. *PowerSchool* and the Web Pages can be accessed on the school website. Teachers may be contacted through their listed emails.

Daily and Weekly Information and News

There are two weekly newsletters sent by email to all school families. Information and important hard copy papers are periodically sent home with students in their book bags. Parents should stress with their children the importance of bringing home all information handed out at school. Generally information affecting all students in a family will be sent home with the "youngest or only" child. Parents should also

check *PowerSchool*, their email, and school and teacher websites as the bulk of communications will increasingly be relegated to these avenues.

School Website

School communications are posted on the school website. Click on the School Office tab on the right hand column in the home page for important information about current school activities, upcoming events, calendar changes, mention of student awards and recognition, school progress in various areas, and other enlightening features such as programs, organizations, dates and events, activities, features, and history and philosophy of the school. *Virtual Backpacks* are also sent twice weekly, via parent emails in our database. They provide additional news, information, reports and reflections on the progress of the school in various areas. Please also follow St. Gabriel's Facebook page "St. Gabriel School" and our twitter account @Stgabrielschool and @PrincipalStGabe

Phone Blast / Email Blast

An immediate direct phone-blast/email-blast system is used to notify all families of any information that needs to be delivered quickly, at any time during any day. Example communications include school closing announcements, safety and emergency bulletins, and notifications and/or reminders of events, meetings and other items or directions of importance. It is imperative that parents keep the School Office updated on changes in phone and/or email contacts.

CURRICULUM AND INSTRUCTION

Graded Course of Studies

The curricula of all subjects taught at St. Gabriel School follow the Graded Course of Studies Curriculum Guides set forth by the Office of Catholic Education for the Diocese of Cleveland. These Curriculum Guides are also aligned with Ohio State Standards and Common Core Standards. See the school website for information about Common Core. All textbooks and instructional materials are selected to support the Graded Course of Studies and Standards. Through regular classroom instruction, through classroom differentiation, through supplemental academic talented services, and through supplemental auxiliary services, St. Gabriel instructs all students in learning, understanding, and applying core academic knowledge and skills needed to be high school, college and career ready.

Religious Education

At St. Gabriel School, the religious formation of students is of prime importance. Religion classes are held daily. Students in grades junior kindergarten through eight attend all school Eucharistic Liturgy each Wednesday and also on Holy Days.

Students periodically help plan and attend prayer services and liturgies that relate to their studies, seasonal celebrations of the Liturgical Year, or school events. A spirit of prayer daily pervades the school and classrooms. Participation in service activities and outreach projects are continually promoted throughout the year. (See CATHOLIC IDENTITY.)

Sacramental Preparation

The sacraments of Reconciliation and Eucharist are received for the first time in the second grade. The Religion curriculum provides for deep and careful preparation in these areas. Students in grades three through eight are also given the opportunity yearly during Advent or Lent to receive the Sacrament of Reconciliation as a class.

STEM

St. Gabriel's is a STEM school, designated and approved by the Ohio Department of Education. Instructional practices of project based learning strategies such as critical thinking and problem solving in science, technology, engineering, and math (STEM) including humanities and religion (STREAM) are incorporated into the St. Gabriel curriculum. They are implemented in science and math and technology classes, and across all subject areas. As STEM philosophy blends with Common Core standards, all classroom teachers implement its features in varying degrees.

Honors/AT/Enrichment Classes

Honors Pre-Algebra and Honors Algebra are offered as accelerated math courses to seventh and eighth grade students who meet state and school academic criteria. The criteria include specified ranges of standardized cognitive scores, standardized achievement scores, placement test scores, previous classroom scores and teacher recommendation. The Honors Algebra in Grade 8 is high school Algebra I, for which many area high schools give credit. Also in seventh and eighth grades, students have the option of taking Accelerated Spanish, which requires student commitment to complete the required extra work. In grades 4-8, supplemental Academically Talented classes and programs are offered to students meeting the school criteria stated above. In all grades, teachers provide differentiation and enrichment in the regular classroom.

Auxiliary Services

Through state and federal auxiliary funding, St. Gabriel School is able to provide staff services and resources to help meet various academic needs of struggling and students. These services include Intervention Specialists, Remedial Reading/Remedial Math Tutors, a Speech and Language Therapist, School Nurse, Health Aide, School Psychologist, and Textbook/Service Clerk. They provide for qualifying students' needs through special assessments, and one-on-one, small group, and inclusion practices.

Technology

St. Gabriel School strives to prepare students for tomorrow's opportunities and challenges through the use of technology. The Technology Program is directed by the *Technology Integration Coordinator*, and provides all students with a skills and content based curriculum taught weekly in the Media Center. The technology coordinator and administration also assist faculty in infusing technology into instruction and learning in the regular classroom with the new 1:1, student: device ratio in all grades. An Acceptable Use Policy is sent home with all students at the beginning of the school year. The school Technology Plan is posted on the school website.

The Arts

St. Gabriel School has a strong belief in the philosophy of education of the whole child, in which the fine and performing arts are a vital part. In addition to the core curriculum subjects, students attend weekly classes in Art and General Music. Student art shows, musical and theatrical performances, and band performances are among highlights of the school year.

A comprehensive Band Program is also offered for interested students during the school day. The St. Gabriel Band Program is one of the largest elementary/middle parochial school band programs in Northeast Ohio, and well known for its performance and achievements. The band teacher offers instrumental instruction on all band instruments. Small group instrument lessons and full band rehearsals are provided during school hours. Lessons and rehearsals take place in a dedicated Band Room with professional quality equipment. The Band Program consists of the Fourth Grade Beginning Band, Fifth Grade Band, Sixth Grade Band, Junior High Concert Band and Junior High Jazz Band. The bands perform in school concerts, school assemblies, community festivals, and honors band programs.

Foreign Languages

In keeping with research supporting the benefits of children studying a second language, **Spanish** is included in students' subjects of study. Spanish is taught once a week to grades JR K-8 with the goal of learning enrichment, and reaching a level of familiarity, understanding and ease of basic communication in the language. Accelerated Spanish is also offered to seventh and eighth grade students twice weekly for more complete preparation for high school Spanish.

Grizzly Learning Den(GLD)/Media Center

The St. Gabriel School Media Center is available for all classes, incorporating use of sound, digital and text media. Computer classes, collaborative classroom projects,

research, and book exchanges fill the days of the GLD. The card catalog for all books is automated, and the online catalog can be accessed at www.leeca.org >LEECA Quick Links>Library Catalogs>St. Gabriel.

Field Trips

Field trips are pre-planned educational experiences related to the curriculum and followed by evaluation. Although field trips are educationally based, students may be denied participation if they fail to meet behavior standards or parental permission requirements. Some field trips are closely integrated into the curriculum and are required and earn grades for participation and assignments, such as Sixth Grade Outdoor Camp. A substitute graded assignment or project will be given to students who cannot attend a class field trip.

High School Visitation

One or two days during the first semester are scheduled for eighth grade students to visit Catholic high schools in the area, during which participating students are not counted absent from school. Students who wish to visit any other prospective high school on a day in addition to the scheduled day, must do it when St. Gabriel is not in session but the high school is in session. If such additional visitations occur during St. Gabriel school hours, participating students will be counted absent. All high schools also provide weekend or evening open houses annually. Information will be provided to students in the beginning of the year.

Extra-Curricular Activities

St. Gabriel offers students a wide range of activities and clubs. These promote further growth and development of social skills, leadership skills, faith values, and other talents and abilities of students outside the standard curriculum or regular classroom. St. Gabriel School, often in partnership with St. Gabriel Parish, is always working to find new and enriching opportunities for its students.

- | | |
|--|-------------------------|
| *Altar Servers | *Debate Club |
| *Liturgical Readers | *School Newspaper |
| *Scouts | *Spelling Bee |
| *Band | *Gr 6-8 Performing Arts |
| *CYO Sports (basketball, cheerleading, football, soccer, track, volleyball, cross country) | *Student Ambassadors |
| *Science Fair | *Student Council |
| *Liturgical Dance | *Kids Love Musicals |
| *Math Clubs | *Chess Club |
| *National Junior Honor Society | *Power of the Pen |
| *Grizzly Broadcasting Network (GBN) | *Homework Club |
| *Student Technology Assistance Team (STAT) | *Drama Club |

Classroom and teacher placement

In the spring of each school year, teachers and the administration confer and consult to create the next year's classroom student assignment lists. Much effort and work is

put into this process to make placements and groupings deemed best by teachers for all students. It is the policy that all critical needs are considered by the teachers and administration, and must be corroborated ahead of time during the school year by experiences, by evidence and input from teachers, from staff, and from parents, and by scheduling of any special services or programs for the next year. Any critical concerns by parents must be conveyed to teachers and/or administration as they arise during the school year before spring, not in placement requests at the end of the year. The placement of all children is intertwined, and the placement of each child affects the placement of other children, to create optimum teaching and learning environments. Class lists are finalized in May and posted at the end of the school year.

DISCIPLINE POLICY

Code of Conduct

A high standard of conduct, based on and modeling Christian gospel values in a Catholic community culture is expected of the students at St. Gabriel School. Students grow in responsibility and self-discipline through the years as they learn that they are accountable for their choices and actions, which will always have consequences. They grow to realize that every student has the right to learn, and every teacher has the right to teach, in a safe environment that is a Christ-like atmosphere of caring, safety and respect for the dignity of all. This atmosphere affirms and supports the loving witness of the entire Catholic community of St. Gabriel School which ever strives to fulfill the mission of **Being CHRIST ~ Every Day ~ Everywhere.**

General School Rules and Guidelines—Apply also to all out-of-school sponsored activities, field trips, programs, etc.

- ❖ Behave in a respectful, orderly, and safe manner.
- ❖ Maintain a considerate quietness anywhere in the building.
- ❖ Walk when moving anywhere in the building or with a class.
- ❖ Respect school property by leaving areas used neat and orderly
- ❖ Do not chew gum anywhere on the school premises.
- ❖ Speak and act in a Christian manner.
- ❖ Use a respectful tone of voice, manner and language at all times.
- ❖ Adhere to the dress code at all times.
- ❖ Be honest in relating to adults and fellow students.
- ❖ Do not bring any electronic games or devices for play to school.

Lunchroom and Playground Rules and Guidelines

- ❖ Follow direction of noon watch with a respectful and obedient attitude.
- ❖ Wait quietly in the lunch line.

- ❖ Remain seated, talk quietly, and treat everyone with respect during lunch.
- ❖ Exhibit appropriate table manners.
- ❖ Leave respective eating areas clean and orderly.
- ❖ Remain seated at assigned homeroom tables, unless permission is given by the administration.
- ❖ Do not use rough play, kicking, pushing, tripping, spitting, jumping on other students, tearing or pulling clothes, or any other inappropriate behavior, language or gestures.
- ❖ Remain in assigned areas and away from all parked cars.
- ❖ Line up calmly and quietly when signaled for the end of the play period.
- ❖ Enter the building to the lunchroom quickly and quietly.
- ❖ Use only play equipment provided by the school or authorized by the administration.
- ❖ Use all playground equipment safely, carefully, respectfully and appropriately so as not to harm self or others or cause damage to anything.

Bus Rules and Guidelines

On the bus students must also abide by the same code of conduct, rules, and guidelines as they do in school. Students are expected to respect the authority of the bus driver and comply with all bus regulations. These regulations will be upheld and enforced by St. Gabriel School. In addition, all guidelines, regulations and consequences under the St. Gabriel School Discipline Policy as explained in this handbook apply to St. Gabriel students riding the bus. Students who jeopardize their safety and/or the safety of others will lose the privilege to ride the bus for a specified number of days.

Consequences for violating rules and guidelines

Administration and teachers will address all discipline issues in a positive manner respectful of the dignity of each student, and use consequences in the spirit of both helping students to learn how to correct their misbehavior and to learn the critical importance of self control and Christ-like behavior. The following consequences and discipline procedures for violation of any school and/or classroom rules, not necessarily in any order, may include, but are not limited to:

- ✓ Verbal Reprimand—warning to correct misbehavior
- ✓ Time Out—removal from class or class activity with time to reflect on how to correct misbehavior
- ✓ Written Conduct Referral—written description of misbehavior and warning to correct misbehavior, sent home for parent notification
- ✓ Natural Consequences—actions taken to naturally make up for misbehavior
- ✓ Restitution—making up for damages done (physically or emotionally)
- ✓ School Service—form of restitution upon causing damage that must be made up
- ✓ Loss of Privileges—losing privilege to attend school function, assembly, event, etc.

- ✓ Detention—written notice of scheduled time to stay after school from 2:30-3:30pm sent home; given to student upon receiving 3rd conduct referral or 3rd dress code violation, or combination; or, may be given automatically without warning or referral **upon any serious violation** that is inconsistent with rules and guidelines. After the one detention, a student will receive a second detention upon only two conduct referrals. After two detentions, a student will receive a detention upon the next conduct referral.
- ✓ Behavior Contract—a written agreement between student, family and school, created by administration and teacher(s), that delineates violations, describes consequences and criteria to be adhered to by student/parents for continued enrollment, behavior changes that must be made by the student, and assigned by all immediately upon return to school.
- ✓ In-School Suspension—written notice of scheduled half or full day of missing classes and activities in school, upon serious misbehavior, and may be given after receiving 3 or more detentions, **or upon any serious violation**; parents will be notified by administration of suspension; missed class work may be made up and credit granted.
- ✓ Out-of-school Suspension— scheduled day(s) out of school, used immediately in cases of serious violations, such as weapon or drug possession, fighting, swearing, obscene or hurtful behavior or language, or upon accumulation of 6 detentions or 2 in-school suspensions. The number of days scheduled will be determined by conferring of administration and teacher(s), up to a total of 10 days. Upon violation, parents will be notified by administration to come to school to pick up their child for suspension. Students will be required to follow a behavior contract (see above) upon return to school. Further consequences, such as loss of privileges, may be issued depending upon misbehavior. Missed work may be completed and credit granted, at discretion of administration and teacher(s).

Withdrawal from Enrollment (Expulsion)—request for withdrawal of student from enrollment in St. Gabriel School. Withdrawal will be required upon a serious violation, repeated serious misbehavior, or violation of behavior contract that is in disregard of the safety and health of the student themselves, or another student, or a staff member, supervisor, or volunteer. The principal and/or pastor have the final right to determine expulsion at any time.

NOTE: Teachers will supplement the school code of conduct and consequences with their own classroom codes of conduct, consequences and procedures.

Serious Violations

Actions considered serious violations of the discipline policy, and for which the principal and/or pastor may out-of-school suspend and/or request that a student withdraw from the school, include but are not limited to, the following:

- ❖ Use, possession, or sale of drugs, alcohol, tobacco, weapons, look-alike weapons, or objects that hurt, that threaten or are used like weapons
- ❖ Inciting fear, and/or alarm, and/or panic, and/or intimidation
- ❖ Use of, or intention to use, any object in a dangerous or harmful way
- ❖ Truancy or unauthorized leaving of the school property
- ❖ Use of vulgar, profane, obscene, violent, threatening, aggressive, disrespectful, immoral language or gestures, pictures, or any other media or behavior toward a teacher, staff or adult member, or student in the school
- ❖ Harmful teasing, harassing, belittling, or abuse of a student, teacher or anyone (see “Bullying Policy” and “Cyberbullying”)
- ❖ Fighting, hitting, kicking, spitting, or in any way endangering the safety of anyone in St. Gabriel School
- ❖ Defying a teacher or person in authority or interfering with a teacher’s conducting of class
- ❖ Stealing, vandalizing, defacing, or destroying school, student, teacher, or parish property as well as anything on school or parish property.
- ❖ Repeated academic cheating (see “Cheating”)
- ❖ Taking pictures of any students, faculty, or staff in the school without permission.
- ❖ Posting or transferring pictures of students, faculty, or staff in school on the internet or a cell phone without permission.

NOTE: Serious violations occurring outside of school by any student that affect any other student in the school, such as internet or bus behavior, are covered by this discipline policy, and may be cause for consequences to be given.

BULLYING POLICY

Bullying is defined as a repeated form of violence (any mean look, word, action or gesture that hurts a person’s body, feelings, or possessions), that intentional, and involves an imbalance of power between the parties involved in a given situation.

Types of bullying include but are not limited to:

- mean looks (eye rolling, intimidating stares)
- mean gestures (insulting gestures with hand or fingers, holding nose, flipping someone off)
- mean words spoken or written anywhere (mocking, teasing, taunting or calling names, gossiping or spreading rumors, embarrassing or humiliating someone, threatening to harm or hurt someone, making threats)
- mean actions (pushing, shoving, hitting, kicking, biting, spitting, assaulting another with the body or objects, tripping or causing a person to fall,

physical cruelty, intentionally excluding someone from a group, setting someone up).

Cyberbullying

Any acts of bullying as described above, against any student or staff member of the St. Gabriel community, that are committed through use of electronic means (internet, cell phone, etc.), whether in, on, or outside of the school campus, will be addressed as a school discipline issue.

All Bullying is seen as an especially serious violation of the code of conduct of the St. Gabriel Community, and will not be tolerated. All incidents of bullying are expected to be reported and will be investigated thoroughly. Students who are found to have knowingly and purposefully engaged in such behavior will be treated as having committed a serious violation, and may be asked to withdraw from the school if the behavior is not corrected and/or restitution is not made. In cases of suspected cyberbullying, careful and thorough investigations will be made to verify, and determine actions and consequences.

CHEATING

Cheating is any act of intentional academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means, passing off ideas, words, or another’s writing as his/her own, or taking the credit for work that is not his/her own. Cheating includes, but is not limited to, forgery, unauthorized copying or sharing of information, tests, homework, and assignments. Cheating includes plagiarism and all other forms of academic dishonesty. **It is a serious violation that violates God’s commandments and global standards of protecting intellectual property.**

1. First offense results in the student receiving a zero on the graded assignment, quiz, test, project, paper etc. on which the cheating occurred. Parents will be notified, and a detention will be given to any student in Gr 4-8 for breaking this rule.
2. Second offense results in a zero on that particular graded assignment plus one day in-school suspension. Parents will be notified and a conference will be held and a behavior contract will be put in place.
3. Third offense may result in a more serious consequence or the student being asked to withdraw from St. Gabriel School as determined by administration and teacher(s).

RESPONSIBILITY

An important component of Catholic education at St. Gabriel School is working to instill a sense of personal responsibility in our students, while guiding them in the development of organization and time management skills. In this light we ask parents

to refrain from bringing in items such as homework assignments and gym clothes to school each time a child forgets them at home. An emergency item such as eye glasses or medicine is an exception.

IMPORTANT NOTE: THE PRINCIPAL IS EMPOWERED BY THIS HANDBOOK TO ISSUE DISCIPLINE MEASURES FOR ANY ACTION THAT VIOLATES THE SPIRIT, MISSION AND PHILOSOPHY OF ST. GABRIEL SCHOOL, EVEN THOUGH NOT SPECIFIED IN THIS HANDBOOK. ANY STUDENT WHOSE BEHAVIOR REPEATEDLY AND/OR NEGATIVELY AFFECTS THE LEARNING, DIGNITY AND/OR SAFETY OF ANY OTHER STUDENT OR STAFF MEMBER, OR NEGATIVELY AFFECTS INSTRUCTION OR THE EDUCATIONAL AND /OR FAITH FORMATION PROCESS OF ANY OTHER MEMBER OF THE ST. GABRIEL SCHOOL COMMUNITY, WILL BE ASKED TO WITHDRAW FROM THE SCHOOL.

DRESS CODE

The purpose of the dress code is to contribute to an atmosphere that is conducive to the mission of St. Gabriel School. Students at all times are expected to dress in an appropriate manner that is comfortable yet maintains the spiritual, educational, and social environment of St. Gabriel School, not causing distractions or bad example.

It is imperative that students abide by the dress code from the time they arrive on campus until they leave the building after school. Students violating the dress code will receive a dress code violation and may be asked to rectify improper dress before attending class, which could result in an absence. Three dress code violations result in a detention. The administration has final say concerning the dress code.

All plaid jumpers and skirts must be Schoolbelles. All gym shirts must be PTU. Refer to Schoolbelles Buying Guide at www.schoolbelles.com.

DRESS UNIFORM

JUNIOR KINDERGARTEN

- Girls:** Navy long or short-sleeved polo with khaki shorts, pants or skirt. Navy sweater or sweatshirt with St. Gabriel School logo may be worn.
- Boys:** Navy long or short-sleeved polo with khaki shorts, pants or skirt. Navy sweater or sweatshirt with St. Gabriel School logo may be worn
- Girls Socks:** White or navy. Knee length or fully covering ankles, tights, or leggings.
- Boys Socks:** White or navy. Must fully cover the ankle.
- Shoes:** Any type of sturdy shoe, tie, buckle, Velcro, or slip on, fabric, leather, or vinyl, no neon colors. Soles may be leather or rubber. Rubber soled sneaker type shoes can be worn for gym. No sandal, hi-tips or boots.

KINDERGARTEN

- Girls:** Light blue blouse with jumper or navy slacks with belt. Navy sweater or sweatshirt with St. Gabriel School logo may be worn.
- Boys:** Light blue knit polo style shirt with navy slacks with belt. Navy sweater or sweatshirt with St. Gabriel School logo may be worn.
- Girls Socks:** White or navy. Knee length or fully covering ankles, tights, or leggings.
- Boys Socks:** White or navy. Must fully cover the ankle.
- Shoes:** Sturdy shoes that tie, buckle, or use Velcro. No open back shoes. Gym shoes may be worn to school on gym days.

GIRLS: Grades 1-8

Unless specified, descriptions apply to all girls. Specified descriptions apply only to those designated.

- Jumper 1-4:** Plaid, knee length.
- Skirt 5-8:** Plaid, knee length. When skirts become too short pants must be worn.
- Slacks:** Navy, twill, or corduroy with belt.
- Slacks 7-8:** May wear khaki, twill, or corduroy slacks with belt.
- Blouse:** White, round, pointed, or oxford collar. Button to first button and tuck in. Plain, white t-shirt may be worn under blouse.
- Sweatshirt:** Navy, red, white, or gray. Must have St. Gabriel School name and/or logo.
- Sweater 1-4:** Navy, long sleeve pullover or cardigan.
- Sweater 5-8:** Navy, long sleeve crewneck or V-neck pullover.
- Vest 5-8:** Navy, V-neck pullover.
- Turtleneck:** White, worn under blouse, long sleeve sweater, or sweatshirt.
- Socks 1-4:** White or navy. Knee length or fully covering ankles, tights, or leggings.
- Tights 5-8:** Must wear navy tights or navy leggings. Free from tears.
- Shoes--NEW:** Any type of sturdy shoe, tie, buckle, Velcro, or slip on, fabric, leather, or vinyl, no neon colors. Soles may be leather or rubber. Rubber soled sneaker type shoes can be worn for gym. No sandals, heels, hi-tops or boots.

NOTE—NEW:

Shirt 4-8: Navy only, banded bottom polo, short or long sleeved with school logo and from Schoolbelles, may be worn with skirt, slacks, or optional shorts.

BOYS: Grades 1-8

Unless specified, descriptions apply to all boys. Specified descriptions apply only to those designated.

- Trousers:** Navy, twill, or corduroy with belt.
- Trousers 7-8:** May wear khaki, twill, or corduroy trousers with belt.
- Shirt 1-6:** White, short or long sleeve knit polo style. Must be tucked in. Solid white t-shirts may be worn under uniform shirt.

- Shirt 7-8: White dress shirt, must be tucked in.
- Tie 7-8: Solid or patterned dress tie, appropriate designs.
- Sweatshirt: Navy, red, white, or gray. Must have St. Gabriel School name and/or logo. Sweatshirts must be obtained from Schoolbelles or PTU Spirit Wear.
- Sweater: Navy, long sleeve pullover or cardigan.
- Sweater 7-8: Navy, V-neck long sleeve pullover.
- Vest 7-8: Navy, V-neck sleeveless pullover.
- Socks: White or navy. Must fully cover the ankle.
- Shoes: Any type of sturdy shoe, tie, buckle, Velcro, or slip on, fabric, leather, or vinyl, no neon colors. Soles may be leather or rubber. Rubber soled sneaker type shoes can be worn for gym. No sandal, hi-tips or boots.

ACCESSORIES

- Accessories K-8: May wear one watch, one bracelet, one ring, and one thin chain religious necklace. Girls may wear one pair of earrings, no long, dangling earrings. Boys may not wear earrings to school or to school functions.
- Accessories 7-8: May wear tasteful and appropriate jewelry, not excessive or distracting to learning. No hats or headscarves. Boys may not wear earrings.
- Girls Hair: No extreme hairstyles such as shaved or Mohawk styles or unnatural coloring.
- Boys Hair: No extreme hairstyles such as shaved or Mohawk styles or unnatural coloring. No longer than shirt collar.
- Make-up K-6: No color nail polish. No make-up.
- Make-up 7-8: Girls may wear light, natural looking make-up and nail polish.

GYM UNIFORM: Grades 2-8

- Shirts: White with school gym logo. Purchase through PTU.
- Shorts: Mesh, solid, red or black, knee length. May be Schoolbelles or any other brand that meets requirements.
- Pants: Sweatpants (no tights or knit or jogging or nylon or yoga pants). Solid color, no logos except Grizzly or St. Gabriel School logos.
- Sweatshirt: Solid color. No hoodies. No logos except Grizzly or St. Gabriel School logos.
- Shoes: Athletic gym shoes (such as tennis, running, basketball ...) or shoes with rubber soles.

Kindergarten and First Grade students do not wear this uniform, but can wear the clothes they wear to school, and may wear their gym shoes to school on gym day.

OPTIONAL UNIFORM: Grades K-8

May be worn in August, September, May, June.

- Shorts: Navy walking shorts that may be purchased through Schoolbelles.
- Shorts 7-8: May wear Khaki walking shorts.
- Shirt: Cotton, white, knit shirt (light blue for kindergarteners).
- Shoes: Tennis, gym, athletic shoes. No sandals.
- Socks: White, fully covering the ankle.

NON-DRESS UNIFORM

Worn during permitted out-of-uniform days such as birthdays, picture day, field trips, rewards, spirit days, any other dress down days designated by the Principal, or any days due to serious individual student needs such as physical injuries or surgery.

- No tank, sleeveless, or narrow strap tops, unless under a shirt top with sleeves.
- No tops that are revealing, have low-cut necklines, or expose bare midriffs when sitting, stretching, stooping, etc.
- No sweatpants, pajama pants, yoga pants, knit pants, jeggings, “tear-away” pants, or any pants with writing on the back. Pants may not be worn low-waisted or sagging, and the bottom edge of the hem of the pants must come below the knee.
- Skirts and dresses should be appropriate in length, no shorter than slightly above the knee.
- Walking shorts or long gym shorts may be worn. Extra short shorts may not be worn (ex. Tight volleyball shorts). Shoes may be school, athletic, or dress. No open backs (flip flops or sandals) or shoes with wheels.
- No inappropriate words, designs or pictures on any clothing.
- On Spirit Days or other special celebration days, Spirit/Grizzly Wear may be worn. Students without spirit wear may wear school colors or other appropriate shirts.
- If tights/leggings are worn, top must be over the tights/leggings, and they must be lower than mid-thigh in length.

ELECTRONIC DEVICES

General Electronic Items

Electronic items are not to be brought into and/or used in any rooms or areas of the school campus, unless requested by teachers for learning purposes. Such items include, but are not limited to, CD’s, IPOD’s, MP3 and DVD players, cameras, radios, TV’s, laser pointers, cell phones, any electronic “smart” toys, computer devices, iPads, or any other devices.

When heard, seen, or discovered, such items will be confiscated, a detention will be given, and parents will be notified. Confiscated devices or media may be held in evidence indefinitely, depending on the nature and severity of the

violation. At the discretion of the administration, the items may be returned either to the student at the end of the school day or returned to a parent/guardian of the student. Parents and students assume all responsibility for any loss or damages to electronic items brought to school.

Any student found violating this electronic device policy may receive any or all of the following consequences:

- Notification of parents.
- Suspension or revocation of privileges related to Internet access, electronic mail and/or fax, network access, and computer access.
- Detention
- Suspension or expulsion if violation is serious and deemed appropriate by school/district administration.
- Legal action may be taken.

SPECIAL NOTE: School issued chromebooks in GR 4-8 are allowed.

SPECIAL NOTE: If cell phones are brought to school for appropriate and family approved use for family/safety purposes after school, they must be stored in book bags, in lockers, and turned off during the school day. Violations of this policy will be dealt with as mentioned above.

INTERNET ACCEPTABLE USE POLICY

We believe that technology is a vital means to assist those who carry out the educational ministry of St. Gabriel 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. Gabriel School community, is that in all ways there is respect and protection of persons and privacy.**

We are pleased to offer students access to our computer network, including access to the Internet. To gain access to the Internet on the school campus, **all students under the age of 18 must obtain parental permission and must read, examine, agree to, and sign and return an Acceptable Use Policy form.** This form is distributed to all students and their families at orientations at the beginning of the school year and must be returned to the school office.

St. Gabriel School is a Google Apps for Education (GAPE) school. In order for students to use the applications available, students in grades 4 – 8 have been issued school google accounts. These accounts are designed for students to log on to applications and websites. They are not true email accounts as students cannot email anyone outside of the St. Gabriel School domain; likewise, no one can contact them from outside of the domain. Students will have the ability to contact teachers and

other students with this account. All accounts are managed by the school administration and the Technology Integration Coordinator who have full access to the accounts.

INTERNET SOCIAL MEDIA POLICY

As stated in the **Acceptable Use Policy**, we are pleased to allow the Internet accessed on the school network for school and educational use only. We have extended description of more details of this policy to include more specifically the area of **Social Media. Again, a key foundation for any Social Media use by or amongst anyone in the St. Gabriel School community, is that in all ways there is respect and protection of persons and privacy.**

- Teachers may not communicate in conversations, or any kind of media posts, with students through their personal cell phones, personal emails, or any personal social media. Exception is school network and school social media.
- Current technology resources and tools, such as school educational Wikis Blogs that are set up by teachers, will continually be examined and evaluated by the Administration, the Technology Integration Coordinator, and the Diocesan Office of Catholic Education and its Legal Counsel, as to their appropriate and safe use by students and staff.
- Students may not use any social media to engage in any type of teasing, harassing, bullying, or such intimidating behavior towards other students or staff members, whether in or outside the school. This includes, but is not limited to computers, electronic smart devices, cameras, or any social media as mentioned above.
- Students may not inappropriately post information, media, discussions and/or conversations of or about school items or school community members, whether in or outside the school. This includes, but is not limited to; conduct referrals, detentions, progress reports, classroom discussions and conversations, and any personal information.
- After investigation and consultation, the Principal reserves the right to the final say on the interpretation and resolution of any internet and/or communication and social networking issues.

PHOTO RELEASE AND AUTHORIZATION

A **Photo Release and Authorization Form** is sent home at the beginning of the school year. This form gives the parent/guardians consent and authorization for St. Gabriel School to release, publicize, disseminate, distribute, use, and/or reproduce any and all photographs taken of their children during their enrollment at St. Gabriel School.

These photos may be taken by an employee, agent, or independent contractor, or representative of St. Gabriel School.

SAFETY AND SECURITY

General Building Security Procedures

All doors of the school building are locked to outside access during the school day to insure the safety of all within the building. In addition, all entrance/exit doors to the school are labeled inside and out, with capital letters and numbers.

A doorbell is located to the left facing the school's main front doors. All who enter after being admitted by School Office Staff must stop at the Office window in the lobby, sign in, and receive a name badge if they will be entering the school. A second set of inside doors are then opened by Office staff to allow admittance into the building.

There is also an extensive written St. Gabriel Parish Building Security Policy that describes rules and guidelines for all individuals and groups using and/or visiting any areas in the school building after school dismissal hours.

Procedure for picking up a child during the school day

If a student is to be released to his or her parent/guardian during the school day to leave early, the parent is required to ring in at the Office entrance doors, and sign the student out at the Office window. The student is then called from their classroom to come to the Office and meet with their parent/guardian.

ID Picture Badges

For safety and communication purposes, students and staff are required to wear Photo Identification Badges at all times during the school day. ID pictures for the badges are taken during the first week of the school year by St. Gabriel Parish staff.

General Disaster Emergency Procedures

St. Gabriel School has a *Crisis Response Plan* with procedures and guidelines for response actions for safety and emergency situations. Students and staff are instructed in the steps that must be followed, and practice emergency drills such as Fire and Rapid Dismissal Drills, Lock-Down Drills, and Tornado Drills are held regularly.

Emergency Procedure for Perry Nuclear Power Plant

The Mentor School District to which St. Gabriel belongs, in conjunction with the Lake County Emergency Management Agency, has developed plans to protect students, should an emergency at Perry Nuclear Power Plant require protective response by the Mentor School District. There is a very low probability of an emergency at the plant and an even lower probability that it will occur during normal school hours. Nonetheless, the district and the school have developed plans for accomplishing sheltering or evacuation protective actions. Information about these plans and consent options is sent home at the beginning of the school year.

Emergency School Closing

It is sometimes necessary to close schools on short notice. The closing will be made as early as possible. This information will be managed by the Instant School Alert System through TV Channels 3, 5, 8, and 19 and by the OneCallNow individual phone and email communication system.

When Mentor Exempted Village Schools and/or Riverside (Painesville Township) Schools are closed due to weather, St. Gabriel School is also closed.

If either Riverside (Painesville Twp.) or Mentor announces a delayed opening, St. Gabriel School students from that area are not considered tardy.

Emergency Contact Information

It is very important that parents notify the school when changes of address, telephone email, and/or place of employment occur throughout the school year. This includes the persons listed on the Emergency Medical Forms. If parents know that they cannot be located at the numbers and addresses on the Emergency Form, they must notify the school as to where they can be reached in case of emergency.

If the child is to be released only to a particular adult in cases of court appointed custody, the custodial parent must provide this information both to the principal and to the child's teacher. A photograph of the person to whom the child is to be released is required. There is a Roster of Approved Persons form sent home at the beginning of the school year for all parents to complete, which lists who is approved to pick up their children.

Emergency Student Dismissal

In case of individual student illness or accident at school, and if the student needs to be sent home, the parent/guardian will be notified as soon as possible and should come to the school to pick up the child. If the parent cannot come, the school will call a person on the Roster of Approved Persons. A driver ID is required when that person comes to retrieve the child. A release form is signed at the School Office, or the Clinic, when a student is taken home.

HEALTH AND WELLNESS POLICY

(Based on the Health and Wellness Policy of the Catholic Diocese of Cleveland)

Purpose and Rationale

Catholic education at St. Gabriel School has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical and social development of the individual as well as the community.

The first of the seven major themes of Catholic social justice teaching, *Life and the Dignity of the Human Person*, carries the responsibility to care for the health and well-being of not only oneself, but of others. The concept of wellness is a core principle that supports both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to Care for God's Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants.

The line between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. The schools of the Diocese of Cleveland, and the community itself, have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns.

St. Gabriel School is committed to providing a school environment to the capacity possible that promotes and protects our children's health and well-being.

General Policy

- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- School Staff will be encouraged to role model healthy habits and eating behaviors.
- St. Gabriel School will participate in the available school meal program through the Diocese of Cleveland Nutrition affordable, nutritious and appealing foods that meet their health and nutrition needs, in clean, safe and pleasant surroundings with adequate time to eat.
- St. Gabriel School will maintain a lunch room food safety program that is based on the principles of the Hazard Analysis and Critical Point Control (HACCP) system implemented with the intent of preventing food-borne illnesses.

- St. Gabriel School maintenance will provide cleaning and maintenance of a healthy and safe environment to the best capacity possible throughout the school day.
- St. Gabriel School will provide accommodations to students with health and well problems, such as diabetes, asthma and life threatening allergies. Accommodations will be based on physician guidelines and to the capacity possible in the school.
- Parents must notify the school of their child's allergies, illnesses or other health or medical concerns. Information must include medical documentation, instructions, any medications, and their child's photo.
- St. Gabriel School cannot ban any allergy causing foods from the school as it is not possible to guarantee a sterile environment in which no allergens will get into the school, or get to students through cross contamination. Further it is not possible to regulate at all times what everyone sends to school with their children, and what is someone's dangerous food can be someone else's safe and/or nutritious food. Thus St. Gabriel School does not claim to be a nut-free school.
- **Note however, that St. Gabriel does strongly encourage all parents in the school to send in foods or treats that are healthy and/or allergen-free, for snacks and lunches, and non-food items for celebratory treats.** In addition, school-based organizations are encouraged to consider using a blend of non-food items and healthful foods for contests and fundraising programs. This is in sensitivity and consideration of protecting and caring for other students' health, especially those with life-threatening allergies.
- St. Gabriel School administration, teachers and staff understand the natural fears and anxieties of parents about their children's health and safety. They will work positively to the best capacity possible with parents of children at high health or medical risk, to protect and support their children and all concerned.
- **Further**, St. Gabriel does strongly encourage any parents with children needing extra protection of their health, to provide food, snacks and treats from their homes to be kept by the teachers at school, or taken by the teachers on field trips. This would be for occasions in which an unplanned situation or event occurs where there is food that is possibly unhealthy or dangerous for their child. Examples would be food treats brought in for birthdays, or food available in school holiday celebrations.
- **Finally**, all school Staff will be made aware of students in their classes who have allergies or any health or medical concerns, so they can better help monitor their behaviors, and better respond if needed to reactions or sickness. This will be accomplished by a system of education and training

of teachers, aides and parents in the beginning of each school year, in general health, safety, first aid, use of such items as epi-pens, and having tight school clinic protocols.

Commitment to Nutrition

- St. Gabriel School will administer Child Nutrition Programs (currently the Cleveland Diocesan Nutrition program) by school food service staff members that are properly qualified according to current professional standards.
- St. Gabriel will offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S Department of Agriculture (SDA) and the Ohio Department of Education (ODE) Office of Child Nutrition Programs.
- St. Gabriel will encourage students to make healthy food choices by emphasizing menu options that feature baked items (will limit fried foods), whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- St. Gabriel will monitor food and beverages sold or served to students outside of the federally regulated child nutrition program (eg. “Ala Carte”, salad bars) to ensure compliance with the most recent local, state and federal statutes and regulations. Nutrient density and portion size will be considered before permitting food and beverages to be sold or served to students in the lunch program.
- The school will provide accommodations and supports for students with allergies:
 - Provide an eating space and table at lunch available to students with allergies that is separate from the regular student classes’ tables, or desks during indoor classroom lunch.
 - Provide separate cleaning items and cleaning materials for the allergy students’ tables after every lunch session, and prior to the next lunch session.
 - Teachers, and parents, will teach children to make responsible decisions and use strategies such as a “no share” rule during snack, lunch and other times.
 - Parents of primary students may attend school functions where they may be extra concern about the monitoring of their children’s behaviors.

Commitment to Comprehensive K-8 Health Education

- St. Gabriel School will offer comprehensive Health Education curriculum in Grades K-8 following the Diocesan Graded Course of Studies.

- The Diocesan Graded Course of Study for Health includes five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances. These strands also cross over into the science and Religion curriculum.
- Extracurricular programs such as drug abuse prevention and bully prevention will further supplement the learning for students in these five strands.

Commitment to Physical Activity and Health

- St. Gabriel School will provide weekly physical education classes for all students in Grades K-8
- Planned in a sequential program, these classes will incorporate individual and group activities, which are student centered and taught in a positive environment, following the Diocesan Graded Course of Studies.
- Regular classes will incorporate physical activity such as stretching before classes and at appropriate intervals during the day when possible.
- The school will strive to create and/or promote wider opportunities for students’ optimal participation in extracurricular physical activity programs.
- Finally, St. Gabriel will promote school-wide challenges in conjunction with charitable events such as a Walk for Diabetes, Hoops for Hearts, or the school Walkathon.

Commitment to General Healthy School Environment

- St. Gabriel School will provide a clean, safe, and enjoyable meal environment for students.
- All school personnel will provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting.
- Healthful eating, physical activity, and healthy lifestyle will be promoted to students, parents, teachers, administrators, and the community at school events, eg. School registration, conferences, PTU events, open houses, health fairs, book fairs, teacher in-service, sporting and other events.
- The school will provide a 15-20 minute time for students to enjoy eating healthy foods and consume lunch.
- Recess will be scheduled before lunch so children are coming to lunch after physical activity, ready to eat, less distracted, and not be rushing to get to recess.
- Drinking fountains will be accessible throughout the school.
- The school will refrain from using food as a reward or punishment for student behaviors.
- Annually before the beginning of the school year, school staff will review the school safety and crisis plans.

- Emergency procedures will be reviewed with parents.
- Either a school nurse or a certified health aide will be available daily to give immediate attention to students for sudden illnesses or accidents during the school day.
- Emergency medical information and emergency contact information for all students is kept on file in the school Clinic, kept current every year, and accessible to all teachers and office staff through their computer student information data systems.
- No child is allowed to have any medication in his/her possession while in school (including aspirin, cough drops, and all OTC medications) unless authorized by a physician on a form available in the School Office. This form must include instructions as the name of medication, dosage, time, duration of medication, and possible side effects. All medications will be administered by the nurse or health aide in the Clinic,
- Children ill with fever must remain out of school until they are fever free for 24 hours with fever reducing medication.
- If a child is too ill to go outside for recess, he/she is too ill to attend school. There are some exceptions such as injuries or recoveries from surgery.
- Immunization requirements must be met by all students for admittance into classes, such as updated kindergarten immunizations and the seventh grade TDAP booster.
- School staff will guide students in following safe hand washing practices using water and soap whenever possible, when using the restroom and close before lunch time. The school will continually investigate strategies and means of using the highly effective practice of hand washing.
- St. Gabriel School high recommends that children with any severe medical conditions wear a medical alert identifier. Stickers or labels may even be fixed onto the back of the student ID badges.

Commitment to Implementation

- As with all curriculum, programs, and activities, St. Gabriel School will conduct a yearly review of the progress of the Health and Wellness policy in the light of improvement and compliance to state or federal regulations.
- The school will also review implementation of the policy in conjunction with the ongoing Ohio Catholic School Accreditation Association (OCSAA) process.

FAMILY CUSTODIAL SITUATIONS AND DOMESTIC RELATIONS

All families must complete an “Information Regarding Legal Custody” form, whether or not there is a divorce or separation situation. This makes our information uniform and complete. In the case of pending divorce or separation of

a student’s parents, parents must inform and keep updated both the principal and the teacher of this fact so that appropriate support can be given to the child if needed.

IMPORTANT NOTE: In the case of divorce or legal separation of a student’s parents, a copy of the entire legal court decree bearing the case number, any visitation schedule, any access to records or visitation limits, and the final page bearing the judge’s signature MUST BE SUBMITTED TO THE PRINCIPAL. Unless the decree indicates otherwise, routine school communications such as newsletters, daily class work and papers will be sent home to the custodial or residential parent. It is the responsibility of the custodial or residential parent for sake of the child to share this information directly with the non-custodial or non-residential parent.

Unless restricted by a Court Order, any non-custodial or non-residential parent has the right to attend any school activity of their child, and has the right to know about their child’s progress in school. Parents should keep each other informed as to these activities and progress. It should be noted that many events and activities, including the *Weekly Virtual Backpack and News & Notes*, the *School Parent Newsletter*, Academic Progress and Assignments, and CYO sports information are posted on and/or linked to the School Website. Unless the decree indicates otherwise, non-custodial and non-residential parents can request to have their own access code for PowerSchool. Non-custodial and non-residential parents may also request a copy of this *Handbook Calendar* from the School Office. The school website is also available for access by non-custodial parents.

VIRTUS – Safety in Matters of Child Abuse

In accordance with the Diocese of Cleveland and St. Gabriel Parish, all employees regardless of their contact with children, and all volunteers who work with children for four or more hours in a month, or more than once a month, must be certified in the Diocesan VIRTUS Program. This includes:

- ❖ Reading and signing the respective acknowledgement forms for the following policies from the Diocese of Cleveland:
 1. Policy for the Safety of Children in Matters of Sexual Abuse
 2. Standards of Conduct for Ministry
- ❖ Being fingerprinted and having a criminal background check performed by BCII or the FBI
- ❖ Attending a three-hour education and awareness VIRTUS training session, followed by one year of on-line monthly updates (24 in total)
- ❖ Being interviewed within 30 days of beginning the ministry followed by a second interview by a staff member
- ❖ Completing an Employee and/or Volunteer Application
- ❖ Submitting a copy of their driver’s license or valid photo ID

These actions must be completed prior to any contact with children. The employee or volunteer may start their ministry while waiting for the results from BCII or FBI; however, they must be in the company of a VIRTUS trained, fingerprinted person.

Reporting Child Abuse/Neglect

All school employees are mandated reporters under Ohio law (ORC 2151.421) and shall report all known or suspected child abuse. The law grants these persons immunity from criminal or civil liability as a result of such reports. The Lake County Department of Job and Family Services and/or law enforcement are the investigating agency for child abuse/neglect. St. Gabriel School follows the law and cooperates with the Children Services Division and law enforcement.

Sexual Violence

If an incident of sexual violence occurs, the pastor, principal or other school authority are required under state law to report the incident. The Lake County Department of Job and Family Services and the police will be contacted immediately if any knowledge or suspicion of sexual abuse or violence has occurred involving a child less than 18 years of age.

Harassment Policy

The pastor, principal, and staff of St. Gabriel School believe that all employees and all students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. St. Gabriel School will not tolerate behavior determined to be harassment, and the appropriate disciplinary action will be taken. Disciplinary action may include, but is not limited to, suspension or expulsion.

Examples of harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, or hostile behavior, jokes, stories, pictures, cartoons, notes, e-mails, drawings or objects which are offensive, alarming, annoying, abusive, or demeaning to an individual or group.

Youth Gangs

Youth gangs and gang-related activity are prohibited. The full policy is on file in the Office of the Principal. This policy is incorporated in the handbook by reference as though it were fully set forth in the handbook and is binding just as if it were set forth in the handbook.

Weapons Policy

The St. Gabriel School policy expressly prohibits the use, possession, sale, or discharge of any weapons, look-alike weapons, any object used as a weapon, or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, parents, participants in parish programs, teachers, administrators, and other personnel in the school or parish. This policy includes, but is not limited to, any firearm, knife, deadly weapon, or an object that is

indistinguishable from a deadly weapon, explosive or incendiary device. An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon. Firearms shall include any loaded or unloaded gun of any caliber type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles.

Violation of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If it is determined that this policy has been violated, the parents/guardians of the offender shall be immediately contacted and must cooperate with the disciplinary process.

The disciplinary process will include in/out of school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents/guardians may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program.

Student Threats and/or Actions of Violence Against Self or Others

- **Any and all student comments about, and/or threats to, inflict any harm to self or others, and any actions, or "mock" actions, of intentional aggression or violence to self or others, will be taken seriously and addressed immediately.**
- Whoever hears directly, or hears about, or suspects a threat of harm, or sees an action of aggression and/or violence, must report it immediately to the principal.
- Parents will be contacted immediately.
- Police and social services will be notified if appropriate.
- The student will be kept in the Principal's Office under supervision until the parents and/or police arrive.
- Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- The student should be suspended and not be considered for readmission to school until a mental health evaluation/risk assessment has been conducted by a mental health professional (licensed PhD psychologist or psychiatrist). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (PhD) for psychological consultation and/or testing. If a psychologist (PhD) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The consultation shall comply with the provisions of ORC 2305.51.

- The Principal shall provide the psychiatrist and/or PhD psychologist with all relevant facts, including but not limited to, aggressive behavior, details of the threat as known to the Principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
- The Principal shall receive a written comprehensive, detailed evaluation and report, and a documented treatment plan in accordance with ORC 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others.
- This report shall also address the concerns raised by the Principal to the Psychiatrist or Psychologist. The evaluation and report shall be made available to the Principal who will share them with legal and/or mental health care consultants and administration assisting the Principal in his/her education regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or PhD psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school, and shall provide the Principal with a copy of the follow-up assessment and/or evaluation and shall inform the Principal if therapy, counseling and/or treatment will be needed and/or provided.
- Counseling should be suggested for children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file, and should not be part of the student's academic/disciplinary file, with access only by the Principal and/or Pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

NOTE: All aggressive and/or threatening and or panic or alarm inciting actions and behaviors may be cause for request to withdraw from St. Gabriel School.

Searches

In cases of suspicion that a student may be carrying or storing contraband (any weapon, illegal drug, drug paraphernalia, electronic device, or any other item prohibited by law or this handbook or school policy), searches of a student's person or personal property may be necessary.

Student AIDS Policy

Should children with Acquired Immune Deficiency Syndrome (AIDS) seek enrollment at St. Gabriel School, they shall be permitted to attend if all the criteria set forth in the AIDS Policy are met. A copy of the complete policy is on file in the School Office and is available for review upon request. This policy is incorporated

in the handbook by reference as though it were fully set forth in the handbook and is binding just as if it were set forth in the handbook.

THE SCHOOL DAY

Morning Arrival

Morning arrival procedures are in place with safety of all and positive start for the school day as the priorities.

- All cars, buses and student transportation vans enter by the driveway between the school and church.
- **Buses** drop children off at the front Office entrance of the school building.
- Students being driven to school as **car riders** must be driven around to the back (north) side of school and dropped off at the back Delivery Entrance door C-9.
- **Front and back school entrance doors are opened for students at 7:20am,** and school adult staff are on duty at both entrances between 7:20 and 7:50am.
- **Cars may not drive up to the front Office door to drop off children between 7:20 and 7:50am, but must drive around to the Delivery Entrance door C-9.**
- If it is necessary for a parent to come in to the school Office alone or with their child, the car must be parked in the parking lot near the church, and then everyone walks to the Office door. **Students and adults must follow and stay within marked coned walking areas.**
- Above all, whether parents are driving anywhere in the lot, or walking anywhere in the lot, they must be extra alert, go slow, follow directions and signs, and be courteous. Also we ask that you follow all driving safety rules and respect the safety of all by NOT USING CELL PHONES WHILE DRIVING THROUGH PAKRING LOT.
- Parents **may not walk back to the classroom with their child in the morning or at any time during the day unless an appointment has been previously arranged.** If necessary, someone in the Office will see that children arrive to their classroom, or the teacher or an aide will come to the Office to take care of them. Kindergarten has a special system for morning arrival the first week of school to make it easier for the new little ones, and other students new to the school will also have a special system the first week. If there is parent-child separation issue, the teacher and administration and will work collaboratively with parents to resolve the issue in a timely and positive manner.

• **Starting Time**

- 7:20 am School doors open, students may go to classrooms
- 7:45 am Warning bell for K-8
- 7:50 am Tardy bell, classes begin

Daily Schedule

Morning homeroom period starting at 7:50am includes quiet classwork, activities announcements, and prayer to begin the school day. Starting at 8:00am, the school day then progresses in various time periods, encompassing instruction in all curriculum subjects, one recess/lunch period, and ends at 2:18pm. Between 2:18 and 2:30 students are dismissed to their buses and car rides. On Wednesday each week all students celebrate the Eucharistic Liturgy together in the church. **Attending Mass is required of all students and is part of the Religion Curriculum.**

Recess

Students remain at school during the lunch period. During the first half of the period, there is outdoor recess on the playground, or indoor recess in their classroom, depending on the weather, under supervision of paid noon watch parent monitors and school staff. During the second half of the period, students eat their lunch in the Multipurpose Room under the supervision of paid noon watch parent monitors and school staff.

Lunch

Students may bring packed lunches, or buy the hot lunch provided daily through the *Nutrition Services Program of the Cleveland Diocese* used by St. Gabriel School. We maintain strict nutritional guidelines developed by the *President's Healthy Hunger Free Kids Act*, and *Ohio's Senate Bill 210*, and food allergy policies as explained under *Safety and Security*. (See Health and Wellness Policy)

St. Gabriel School uses a computerized touch screen Point of Sale (POS) program for purchasing the hot lunches, called *MyPaymentPlus*, which works similar to a debit card system.

- Each family and their students automatically receive an account at the beginning of the school year, determined by school student ID numbers.
- Families may deposit funds in this account through personal bank direct deposits through MyPaymentPlus.com, or through cash or personal checks sent in to the school. Questions may be directed to (1-866-337-8756)
- Cost of a lunch includes main course, 2 fruit/vegetables and milk.
- A **Monthly Menu** is distributed to families and also posted on the school website, describing all meals and prices. Each day students can choose whether or not to buy the hot lunch.
- Each day funds are withdrawn from the students' accounts on touch screen computers, matching the students' pictures and names, as they go through the lunch line in the lunch room.
- If NO FUNDS are available for a student, and the student is without a lunch, we will offer a substitute meal on a borrowed funds basis.

- A La Carte items are also available separately through cash payment (healthy choices of milk, salads, chicken sandwiches, snacks, etc.)
- **A detailed information packet concerning this program is distributed to all families at the beginning of school in August.**

St. Gabriel School also participates in the Federal Government Lunch Program, which helps to defray the cost of the hot lunch. At the beginning of the school year, parents are given an opportunity to apply for free or reduced price lunches funded by the government. Applications are reviewed and approved by the Diocesan Food Service Coordinator. Parents are notified in writing of their status.

Recess/Lunch Times

	<u>M, T, W,Th, F</u>
10:40 am—11:23 am	Grades JRK, K, 1 (5th period)
11:23 am—12:06 pm	Grades 2 & 3 (6th period)
12:06 pm—12:48 pm	Grades 4,5,6 (7th period)
12:48 pm—1:30 pm	Grades 7 & 8 (8th period)

Kindergarten students eat in their classrooms at the beginning of the school year to learn to comfortably manage lunchtime procedures in the Multipurpose Room. After a few weeks, they are ready to be assigned a regular lunch time at one of the other grade levels sessions.

Afternoon Dismissal

Afternoon dismissal procedures are in place, with a safe and positive ending to the school day as the priorities.

- Riverside buses arrive and park in the coned off area of the parking lot. Inside the cones, Riverside buses that are parked along the school side will be loaded and leave before car riders are released.
- Mentor buses are loaded by the front Office doors as they arrive individually and leave in a continual flow.
- Persons picking up students in a car must park by the church (not in the parking spots right in front of the church where the Mentor buses drive out).
- Wait for the signal from the supervisory staff, and **walk up to the side MPR door only after all Riverside bus students are dismissed and buses are gone.**
- The entrance doors will be opened by administration after all car riding students are in their assigned classroom.
- The PIKMYKID app will be used for daily dismissal. Information will be distributed before school starts. Persons may then enter the building to pick up students from one of the assigned **six kindergarten or first grade rooms**. The rooms are assigned by ABC order of students last names. Room assignments TBD.

- NOTE: Persons picking up students must be the family's authorized list and all must show legal picture ID (such as driver's license) or sign in PIKMYKID.
- NOTE: Persons may not come into the building before buses have left to wait inside the halls for their child to come down with car riders.
- After school clubs, sports groups, scouts, etc. come down with car riders and meet their leader, coach, etc. in the MPR.
- Again, above all, whether parents are driving anywhere in the lot, or walking anywhere in the lot, they must be extra alert, go slow, and be courteous. Also we ask that you follow all driving safety rules by and respect the safety of all by **NOT USING CELL PHONES WHILE DRIVING THROUGH PAKRING LOT.**

• **Dismissal Time**

2:30 pm—All Classes K-8; buses pick up students at both south doors; car riders are picked up at MPR entrance after buses depart

IMPORTANT NOTE: Student safety is of highest important to us. In order to manage safe, orderly dismissal process allowing all of our students to successfully arrive at their after-school destination safely, we ask that everyone continue to respectfully follow the procedures below:

- **All non-emergency after school plans must be made prior to 1:30pm.** Messages are delivered to teachers at 1:45pm and we want to make every effort to honor your after school transportation plans.
- Students who require early dismissal must be picked up no later than 2pm.
- Students in classes coming back from field trips or finishing other activities with extra parent volunteers must go home in their regular or pre-arranged transportation.
- 2-2:30 is a high peak activity time at our school, with over 15 buses arriving along with 100 parents picking up students. We will not dismiss individual students between 2-2:30pm to avoid safety concerns and any potential miscommunication/lengthy delays.

Phone Calls/Communications during the School Day

- Parents are asked not to call their child directly on any phone or device during school hours. In case of an emergency from parents, the Office should be called, and a message will be delivered to the student(s).
- Please be aware that because of dismissal preparations it becomes very difficult to deliver messages after 2:00 pm.
- In case of an emergency or serious need from students (such as forgotten glasses, medicine), students may use the office telephone with the permission of the administration. They may NOT use their phone or their teacher's phone.

- Students who forget books, gym uniforms, and/or assignments may not use the phone to call home for these items.

Transportation

Bus transportation to and from St. Gabriel School is provided by both the Riverside Board of Education and the Mentor Exempted Village Board of Education. Under Ohio law (ORC 3327.05), the Mentor Board of Education cannot transport a Riverside student to a Mentor address without a written release from the Riverside Board of Education. Likewise, Riverside cannot transport a Mentor student to a Riverside address without written release from the Mentor Board of Education.

NOTE: Students may NOT be dropped off at a stop for a residence other than his or her own, whether within or without the same transportation district. No bus passes will be given. Transportation for play dates or other reasons must be done after children are taken home, and not by buses. If a child is being transported from school to a babysitter or after school care other than at the home residence, the name and address of the babysitter must be given to the Mentor or Riverside Transportation Department, and this arrangement will be approved as a regular daily occurrence, whenever the child rides the bus after school, not randomly or only on certain days of the week.

Each public school Transportation Department will notify St. Gabriel families of routes and schedules in August, by personal mail, or by lists posted in the school. Concerns and problems regarding routes and schedules are referred to the respective school district Transportation Department.

Grizzly Cub Care

The after school *Grizzly Cub Care* program is staffed by school teachers and aides, and provides care, supervision, and recreation for St. Gabriel students in grades junior kindergarten through six from 2:30pm to 6:00pm. After an initial registration fee, parents pay an hourly fee per child to use the service any school day of the year, except the day before Christmas break, Easter break, and the last day of the school year. Students may be picked up at any time during the program, before closing time at 6:00pm. There is an extra fee for every minute a parent is late after 6:00pm.

School Supplies

School grade level Supply Lists are given to students at the end of the school year for the following school year. Supply kits are also available for order and purchase at the end of the previous school year. During the year, some basic supplies are sold in the school student bookstore before school on Mondays, Tuesdays, Thursdays, and Fridays.

All students must have a book bag to carry their books to and from school and a school assignment notebook (to be purchased on Orientation Day) to record assignments and important information from teachers. All textbooks must be covered, and ALL personal items must be labeled with students' names and homeroom numbers.

VOLUNTEERS

Parents are welcome and invited to serve as volunteers in the school and in the many activities and groups that are part of the St. Gabriel School community. The benefits that St. Gabriel School receives from the generous contribution of the time and talent of volunteers are greatly needed and deeply appreciated. Service and engagement in the school in individual situations is always dependent first on the request, on the needs, and on the acceptance of the administration and the teachers and staff involved.

St. Gabriel School takes very seriously the priority of safety and positive climate. Thus all who volunteer as explained previously in the *VIRTUS* section, must pass thorough background checks and be *Virtus* certified. Furthermore, the administration, teachers and staff must be assured of the great responsibility and commitment of trust, confidentiality and support of school and staff on the part of volunteers, just as with this responsibility on the part of all employed staff. Those who violate this commitment will be asked to withdraw their involvement.

PTU

St. Gabriel School is fortunate to have the Parent Teachers Union, a very active and involved parent volunteer organization. The goals of the PTU are to work with the administration and staff to support the mission of St. Gabriel School and enhance the children's school experience through additional opportunities, family social activities, and supplemental fundraising endeavors. All parents are invited to attend meetings. A complete PTU information packet is distributed at the beginning of the school year. The school website maintains a special PTU section.

Miscellaneous Activities and Programs

Throughout the year, there are many other various school and classroom activities, events, and programs that occur and need the help and service of volunteers. These

are continually made known through avenues of communication such as the internet Onecall *email* memos, *the weekly Parent Newsletters*, *I-Volunteer*, *PowerSchool*, our PTU Marketing Committee, and flyers and announcements that are sent home.

TUITION POLICY & PAYMENT SCHEDULE

The tuition and all fees at St. Gabriel School are cost-based, meaning that all operating costs to educate a child are borne by the parents. By the generosity of our parishioners through their offertory giving, there is financial aid available for those families who demonstrate a financial need. The offertory giving also makes it possible to complete capital maintenance and major capital projects needed in the school.

Tuition and Fee Schedule

JrK-8 Tuition Parishioners	JR K-8 Non Parishioners	K-8 Instructional Fee	Jr K Instructional Fee	Jr K& K Snack/Supply Fee	New Family App Fee
\$3950	\$4950	\$250	\$500	\$45	\$25

Your tuition payments will be withdrawn from your bank account according to the instructions given to the business office on the Tuition Payment Agreement Form. Financial assistance is available to parishioners who first complete the Private School Aid Service (PSAS) application and demonstrate a financial need. This form is processed by PSAS and a confidential report, indicating the family's level of need, is returned to the St. Gabriel Business Manager. The Diocese also receives this report for consideration of a grant from the Catholic Education Endowment Trust (CEET). The deadlines to be considered for this grant are to have your PSAS application in by March 1 for round one and June 1 for round two. Financial aid given by the parish is considered primarily from January through June, as the first tuition payment begins in July.

If a student attends on a partial year, the tuition due is based on the number of quarters attended. If the student starts a quarter, tuition is due for that quarter. The registration fee is non-refundable.

As a member of the Catholic Community of St. Gabriel, we invite and encourage you to fully participate in the community by modeling your faith to your children by worshipping with us weekly at the weekend Mass and finding ways to use your God-given gifts in the many volunteering opportunities available both at the school and the parish. It is also essential to model your stewardship of treasure in financial support to the parish. These funds are the driving force behind the parish's ability to offer financial aid and make capital improvements throughout the property.

Important Cub Care Dates

Please be aware that Cub Care is closed:

The day before Thanksgiving break: Tuesday, November 22nd

The day before Christmas break: Wednesday, December 20th

The day before Easter break: Wednesday, April 12th

The last two days before the end of the year: June 5th and 6th

Spirit Wear & Grizzly Gear

PTU Spirit Wear

The St. Gabriel School PTU offers official **Spirit wear t-shirts and uniform sweatshirts** for sale at the Summer School Apparel Event in mid-July, at the beginning of the school year and again in December. The t-shirts can be worn by students on all official school spirit days. The sweatshirts may be worn by students as part of the uniform dress code.

PTU Grizzly Gear

The PTU Grizzly Den, a virtual store also sells Grizzly Gear items such as t-shirts, sweatpants, sweatshirts, hats, car decals, blankets and other apparel and school spirit items.

Grizzly Gear is sold during the Summer School Apparel Event in mid-July, during school orientation day, during the Parent-Teacher Conference nights and at Catholic Schools Week Open House.

Order forms are available online and in office.

For more information, email Barb Schauer or call 440-725-4881.

Scholarships Available

The following scholarship applications can be found online and are due in May.

Reverend Father Robert Pahler Scholarship

This scholarship honors the former pastor of St. Gabriel Parish and assists an eighth-grade student, whether at in the day school or PSR program, who will attend a Catholic high school. The scholarship is awarded in the amount of \$500 to a student who demonstrates academic effort, commitment, performance, parish and community involvement, and financial need. The scholarship is awarded at the eighth-grade graduation ceremony.

Donald W. Wiertel Football Scholarship

This scholarship was established in memory of a long-time parishioner and well-loved football coach to assist an eighth-grade student football player who will attend a Catholic high school. The scholarship is awarded in the amount of \$500 to a student who adequately expresses how their Catholic education and football experience will enable them to make a difference in the world.

Faculty Memorial Scholarship

This scholarship was created by the St. Gabriel faculty in memory of colleagues who have passed away to assist an eighth-grade student who will attend a Catholic high school. The scholarship is awarded in the amount of \$750 to a student who demonstrates academic effort, commitment, performance, and parish and community involvement. The scholarship is awarded at the eighth-grade graduation ceremony.

The Matthew J. Pohovey Memorial Scholarship

This scholarship was created in their son's memory to assist families with genuine financial need. This scholarship is awarded to a kindergarten family in the amount of one-eighth of the annual cost of tuition and is renewed annually until the eighth-grade graduation of the child. The scholarship is awarded at the kindergarten graduation ceremony.

The Rachel Kayza Badge of Courage Award

This scholarship is awarded to one recipient who has overcome challenges in life. Families are privately nominated by faculty and selected by the Kayza family who through faith, courage, and a strong love in Jesus have themselves overcome great challenges. Through their generosity, this scholarship is possible.

St. Gabriel School Daily Morning Prayer

God be in my head and in my understanding.

God be in my eyes and in my looking.

God be in my mouth and in my speaking.

God be in my heart and in my thinking.

God be at my end and at my departing.

Amen

Prayer to St. Gabriel

O loving messenger of the Incarnation, descend upon all those for whom I wish peace and happiness. Spread your wings over the cradles of the new-born babes, O thou who didst announce the coming of the Infant Jesus.

Give to the young a lily petal from the virginal scepter in your hand. Cause the Ave Maria to re-echo in all hearts that they may find grace and joy through Mary.

Finally, recall the sublime words spoken on the day of the Annunciation-- "Nothing is impossible with God," and repeat them in hours of trial--to all I love--that their confidence in Our Lord may be reanimated, when all human help fails.

May the offering of our service and the prayer of the blessed Archangel Gabriel be acceptable in Thy sight, O Lord; that he whom we venerate on earth, may be our advocate before Thee in heaven.
Through Our Lord.

Amen.