

St. Gabriel School



Student/Parent Handbook

**2022-2023
School Year**

**St. Gabriel School
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Concord Township, OH 44060**

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Administration

Fr. Fred Pausche, Pastor

Robert Kumazec, Principal

Leah Seifert, Assistant Principal

The Student-Parent Handbook is designed to familiarize students and parents with the mission of St. Gabriel School and to assist establishing expectations for our families for the upcoming school year.

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

The annual registration of a student is considered an agreement on the part of students and parents to comply with the Catholic philosophy of education and all of the policies, procedures and regulations of the school outlined in the Student-Parent Handbook.

During the year, the policies, procedures and regulations may be revised, added to or deleted by the administration with appropriate notice.

SCHOOL OFFICE HOURS

August 1, 2022 to August 12, 2022	Monday to Friday	8:00 am to 12:00 pm
August 15, 2022 to June 2, 2023	Monday to Friday	7:20 am to 3:30 pm
June 5, 2023 to June 30, 2023	Monday to Friday	8:00 am to 12:00 pm
July 3, 2023 to July 28, 2023	Monday to Friday	School Office Closed

*If you need to reach school staff in July or outside of office hours, please use email.
Any paperwork or other items can be dropped off at the Parish Office.*

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INTRODUCTION

Mission

Being Christ... Every Day, Everywhere through Teaching, Learning, Leading, and Serving

Belief Statements

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

Catholic Identity

Catholic identity is interwoven throughout the curriculum and daily activities of our school – through religious instruction, liturgies, daily prayer, sacraments, traditions and service projects. Mass is celebrated weekly, prayers said daily, and Catholic traditions celebrated according to the liturgical season.

Our students celebrate weekly Mass together and take part in a myriad of service projects designed to help them learn the value of stewardship of time, talent and treasure. The dedication of St. Gabriel parish priests ensures a strong religious presence in our school. They celebrate liturgies, assist in teaching religion classes and attend school activities.

Patron Saint

St. Gabriel is our patron saint. He is one of the three archangels, and he serves as a messenger for God to certain important figures in the Bible. St. Gabriel is mentioned in both the Old and the New Testaments. He appears to the prophet Daniel to explain his visions. He also appears to John the Baptist's father Zacharias, as well as Mary to announce her pregnancy. St. Gabriel is often depicted as being clothed in blue or white, and he is seen carrying a lily, a trumpet, a shining lantern, a branch from Paradise, a scroll or a scepter. Gabriel is recognized as the patron saint of messengers, telecommunication workers, and postal workers. His feast day is celebrated on September 29, along with St. Michael and St. Raphael.

Source: https://www.catholic.org/saints/saint.php?saint_id=279

Mascot and School Colors



Grizzlies
Red and Black

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)*

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 through Teaching, Learning, Leading, and Serving** in activities and projects. Each Friday during 9th Period students will join in a school wide service project or participate in one of the following programs:

- Student Council
- Eighth Grade/First Grade Buddies
- Seventh Grade/Kindergarten Buddies
- Thanksgiving Food Bank Drive
- Christmas Adopt-A-Family Project
- New Student Welcome Program
- Junior High Service Hours Program
- Junior High Altercare Nursing Home Program

ACADEMIC POLICIES

Grading Scale

A+	98 - 100%	4.0 - 4.3
A	95 - 97%	3.8 - 3.9
A-	93 - 94%	3.4 - 3.7
B+	90 - 92%	3.1 - 3.3
B	87 - 89%	2.8 - 3.0
B-	85 - 86%	2.4 - 2.7
C+	82 - 84%	2.1 - 2.3
C	79 - 81%	1.8 - 2.0
C-	77 - 78%	1.4 - 1.7
D+	75 - 76%	1.1 - 1.3
D	72 - 74%	0.8 - 1.0
D-	70 - 71%	0.6 - 0.7
F	69% and below	

Please Note: St. Gabriel School adheres to the standard grading scale of the Diocese of Cleveland.

Academic Honors

Honors are earned in each quarter grading period by those students in grades five through eight who meet the following qualifications:

<u>Honors</u>	<u>GPA</u>
First Honors	4.0+
Second Honors	3.6 - 3.99
Third Honors	3.0 - 3.59

Students must also meet the following criteria to qualify for Academic Honors:

1. All grades earned for each quarter must be a 77% or higher.
2. Related Arts grades need to be “Satisfactory” or higher for the grading period.

Homework

Each grade level at St. Gabriel has homework guidelines and procedures. Teachers post assignments their websites, and on a chart in the classroom. Students are expected to be more and more responsible for their own homework as they advance in grades. If a child is continually struggling with homework, parents should contact his or her teachers.

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. The report card is issued at the conclusion of the first, second, third and fourth quarters. Each student’s individual scores, evaluations of their work, and daily progress are posted

on our internal online *FACTS* program. These grades are posted throughout the school year. Teachers will update this information weekly in order to keep both parents and students informed of their progress.

Permanent Records

Permanent record cards are kept on file for each student. In eighth grade, or in the case of a transfer, a copy of this permanent record card, plus a copy of the student's standardized test scores are sent to the new school to which the student is applying. School records are never released directly to parents. Parents are welcome to view their child's Permanent Record by making 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 *Measure of Academic Progress* (MAP) is an adaptive test that provides for the comprehensive measurement of a student's growth in the fundamental skills of reading, vocabulary, word analysis, listening, language, and mathematics. These tests are given to students in the fall, winter, and spring.

Parent-Teacher Conferences

Formal Parent-Teacher Conferences for all grades are scheduled in the fall. Teachers will prepare for the conferences by gathering and presenting data from classroom experiences, formal assessments, and standardized tests. Parents can bring any questions or concerns to teachers as well. Conferences can be scheduled by parents or teachers. If parents are unable to attend the Parent-Teacher Conferences as scheduled, they should reach out to the parents at a later date. Additional conferences can be scheduled throughout the school year by finding a mutually agreed upon time with your child's teacher(s). Parents requesting conferences should email the teacher ahead of time to arrange an appointment.

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, which are aligned with the Ohio State Learning Standards. 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

Faith formation is an important part of educational philosophy at St. Gabriel School. Students attend religion classes each day, and liturgy is also offered to our students weekly. Junior kindergarten through grade one attend Children's Liturgy of the Word to help them learn the parts of the Liturgical celebration. Students in grade one will begin joining the Wednesday School Liturgies after Advent, and Junior Kindergarten and Kindergarten will begin joining the Wednesday School Liturgies after Ash Wednesday. Second grade through eighth grade attend Mass 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. Prayer is used to enrich the classroom experience throughout school. All students are expected to attend and share in all religious opportunities. Participation in service activities and outreach projects are continually promoted throughout the year.

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, during Advent or Lent, to receive the Sacrament of Reconciliation.

STEM and STREAM

St. Gabriel School is a certified STEM school designated by the Ohio Department of Education. STEM education is an integrated, interdisciplinary approach to learning that provides hands-on and relevant learning experiences for students in science, technology, engineering, and math (STEM). Instructional practices include project based learning, critical thinking, problem solving, focus on creativity, and other higher order thinking skills. As a Catholic school, we have added both art and religion to this model creating an approach to education known as STREAM. This framework is implemented across all curricular areas.

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 includes classroom achievement, standardized test scores, placement test scores, and teacher recommendations. The Honors Algebra in Eighth Grade is high school Algebra I. Completion of this course may grant you high school credit. Whether a high school gives credit or not is decided upon by each high school. In 4th through 8th Grade, 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.

Student Support Services

St. Gabriel School is able to provide staff services and resources to help meet various academic needs of struggling and academically talented students. Our team includes two Intervention Specialists, Remedial Reading/Remedial Math Tutors, a Speech and Language Therapist, and a School Psychologist. They provide for the needs of qualifying students through special assessments, and one-on-one, small group, and inclusion practices.

Technology

St. Gabriel School strives to prepare students for future opportunities 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 computer lab in grades K-8. The technology coordinator also assists faculty in infusing technology into instruction. Each student at St. Gabriel School is given a device to use during the school year. Junior Kindergarten to 1st Grade students receive iPads and 2nd Grade to 8th Grade students use Chromebooks. All students are expected to abide by the school and Chromebook Acceptable Use Policies that are included in the registration process.

Related Arts

St. Gabriel School offers Music, Physical Education, Art, Spanish and Computer classes to its students in order to educate the whole child. In addition to the core curriculum subjects, students attend these classes once a week and participate in extra-curricular events like X-STREAM Expo, art shows, musical and theatrical performances, band performances and more.

A comprehensive band program is also offered for interested students during the school day. 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, and Middle School Concert and Jazz Band. The bands perform in school concerts, school assemblies, community festivals, and honors band programs.

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.

Field Trips

Field trips educational experiences closely integrated into the curriculum and are required. Our goal is to introduce our students to a variety of experiences and new learning environments. We will ensure proper notification and permission slips are distributed ahead of time.

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. New extra-curricular activities can be requested by students.

ATTENDANCE

Consistent attendance is an essential element in achieving academic success and helps to develop a lifelong habit of regular attendance and punctuality. Students are expected to be in their classrooms ready to learn by 7:50am. The school day ends with dismissal at 2:30 pm.

Absence Procedures

Parents must call the school before 9:00am on the day of any absence with a reason for the absence. If parents do not call before 9:00am, an automated message will be sent to parents as a reminder. The school office will follow up with parents until the student's absence is confirmed. A doctor's note is needed for absences more than five consecutive days.

Students are marked absent a full day if they miss three or more hours of the school day. For homework assignments missed during an absence, students are given one day for each day absent to complete and turn in work

Scheduled Appointments

When students need to leave school during the day for any appointments, the students must present a "blue note" from the pad given at the beginning of the year or parents/guardians should email the school office at michelle.clarke@st-gabrielschool.org on the day of the appointment. This information is shared between the school office and teachers.

Vacations

Scheduling a vacation during a time when school is in session causes a serious interruption in the instructional process for our students. If a vacation is planned while school is in session, parents need to notify the school two weeks before the vacation. Teachers will do their best to provide students with assignments before they leave. Students may check their teachers' homework and assignment postings online while away. 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. Upon the student's return, the teacher will give him/her a reasonable window to make up missing work.

Extended Medical Leave

Students that need to take time off to recover from a surgery, illness, or other medical condition must notify the administration as soon as possible. Each situation will be discussed and a plan will be put in place that balances time to heal with keeping current on all school assignments and class content.

Tardiness

Students are considered tardy if they are not in homeroom by the 7:50am bell. Students arriving after 7:50am must go to the School Office to get marked tardy before being admitted to class.

High School Visitation

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 will be counted absent.

Chronic Absenteeism/Tardiness

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.

ADMISSIONS

Admissions Policies

St. Gabriel School accepts applications from students of any race, nationality or ethnic origin and does not discriminate on the basis of sexual orientation 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 Catholic 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 our Junior Kindergarten program the student needs to be four years old by September 30th for the enrolling school year. To enter kindergarten, a child must be five years old by September 30th. To enter first grade, a student must have successfully completed a kindergarten course of study.

Non-parishioners are welcome to apply to St. Gabriel School. In keeping with the ecumenical spirit of the Catholic Church, all religious traditions are respected. Students from other faith traditions are welcome to be a part of the St. Gabriel School Community.

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 Inquiring New Families

Those families interested in enrolling their children for the following school year are invited to attend one of St. Gabriel's School Open Houses. 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.

COMMUNICATIONS

General Policy

St. Gabriel School realizes that effective communication between students, teachers, administration and parents is vital to a successful school year. School and classroom communications, including parent newsletters, will be posted and emailed on the school's internal online system. Parents should check this system frequently. Intermittent communications will also be sent only via our group email and phone services. Each family should make sure the school has the most current email and phone contact in the school database.

St. Gabriel School encourages courtesy, respect, and confidentiality in all communicates between community members. To maintain a positive environment, adults and children to ensure all communications reflect the above values.

FACTS and Teacher Web Pages

For parents and students (Grades 1-8) currently enrolled, St. Gabriel School maintains an intra-school online Student Information System called *FACTS*. It is a locked and password protected web site that communicates student progress data, and the ability to communicate with all school staff and organizations through email. Teachers and staff post schedules, student assignments, curriculum maps, grade level policies and pertinent classroom and school news on Teacher Google Web Sites which can be accessed on the school website.

Weekly News

Bear Essentials, our newsletter from the principal is sent weekly 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 *FACTS*, 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. They provide additional news, information, reports and reflections on the progress of the school in various areas.

Phone Blast / Email Blast

An immediate direct phone call/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. Parents need to keep the School Office updated on any changes in phone and email contacts by making updates through our FACTS student information system. Parents are encouraged to keep information as current as possible.

Social Media

Please also follow St. Gabriel's Facebook page *St. Gabriel School*, Twitter accounts: @Stgabrielschool1 and Instagram account: **stgabesgrizzlygram**.

SCHOOL DISCIPLINE

We believe our students at St. Gabriel School are called upon to conduct themselves according to the values consistent with the Gospel message and our mission. Our students will grow in respect for themselves and others, and personal responsibility for their choices and actions. Safety and security are our first priority, and all students are expected to contribute to a positive learning environment.

Every day God blesses us in many ways, and students should be grateful for all that they have been given. Every student should strive to fulfill our mission of **“Being Christ... Every Day, Everywhere through Teaching, Learning, Leading, and Serving.”**

General Behavior Expectations

Be Safe

1. Walk while in and around the building.
2. Use inside voices.
3. Follow the directions at all times.

Be Respectful

1. Be polite by saying hello, please, and thank you.
2. Accept individual differences.
3. Keep hands and feet to yourself.
4. Treat all school property carefully.
5. Use kind words.
6. Share with others.
7. Offer assistance to those in need.

Be Responsible

1. Attend school daily and be on time.
2. Wear the proper uniform attire each day.
3. Complete assignments on time.
4. Have materials ready for learning.
5. Ask for help when you need it.
6. Leaving work areas neat and orderly.
7. Tell an adult if you or a peer is being treated poorly.
8. Do your best.

Be Grateful

1. Begin and end each day thanking God for all the blessings in your life.
2. Appreciate your teachers and school staff.
3. Thank your parents for the opportunity to attend St. Gabriel School.

Lunchroom and Playground Expectations

1. Follow the directions of Noon Watch.
2. Remain seated, talk quietly, and clean up after yourself.
3. Remain in assigned areas and away from all parked cars.
4. Line up calmly and quietly when signaled for the end of the play period.
5. Enter the building quickly and quietly.
6. Use approved play equipment.

Bus Rider Expectations

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. 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.

Disciplinary Consequences

When students do not meet the school's expectations or they act contrary to its mission, their behavior will result in disciplinary consequences. Teachers are expected to carry out their own discipline with their students. Further consequences given out by the school are detentions, in-school suspensions, out-of-school suspensions, disciplinary probation and dismissal. Families may also be required to pay for any damage to personal or school property.

Disciplinary Procedure for Minor Violations:

- 1st Occurrence: Verbal Warning
- 2nd Occurrence: Student/Teacher Conference
- 3rd Occurrence: Teacher Contacts Parents
- 4th Occurrence: Teacher Detention and Conduct Referral
- 5th Occurrence: School Detention & Parent Communication
- 6th Occurrence: Parent/Teacher/Student/Principal Conference
- 7th Occurrence: Suspension and Disciplinary Probation

Consequences for Major Violations:

School Detention

Students stays after school from 2:30pm - 3:15pm. Parents are contacted to discuss the disciplinary issue, date of the detention, and plan moving forward.

In-School Suspension

Students will be suspended from school for a period determined by the administration. They will miss all classes and activities. They will need to make up all school work that they miss, and credit will be granted. Parents will be notified by administration of suspension.

Out-of-school Suspension

Students will be suspended from school and stay home for a period determined by the administration. Parents will be notified by administration to come to school to pick up their student. Students serving an out-of-school suspension receive the same consequences as an in-school suspension. Students are not permitted to be on school grounds or attend any school sponsored events until the conclusion of the suspension. Upon conclusion of the suspension, the student and parents will meet with the administration before returning to school. Days missed due to out-of-school suspensions will be reflected as an absence on the student's record.

Disciplinary Probation

A disciplinary probation contract is created when previous interventions have not been effective. A conference will be held with the parents and student to discuss the terms of the probation agreement. A

student who is on probation and violates the terms of the probation agreement may be asked to leave the school. This decision is made by the principal.

Withdrawal

In some cases, the principal may deem actions by students so severe that it results in immediate dismissal from St. Gabriel School. Students will withdrawal from the school for the remainder of the school year.

List of Possible Violations

This list is not intended to be all-inclusive. Violations can occur during school or after school hours. As various offenses occur, it will be the decision of the administration to determine the appropriate disciplinary consequences.

Minor Violations

- Disturbance (yelling, running, etc.)
- Failure to abide by school policies or procedures
- Dress code violations
- Tardiness to school
- Tardiness to class

Major Violations

- Out of class without permission
- Leaving school building without permission
- Fighting or inappropriate physical contact
- Cheating, plagiarism, forgery or lying
- Repeated failure to report for detention
- Defiance or disrespect
- Stealing, abuse of property (vandalism or defacing)
- Possession, use or sale of any illegal substances or paraphernalia
- Sale, possession, use of fireworks or weapons
- Obscene, vulgar, profane or offensive language, material or gesture
- Disruption of school operations
- Vandalism of an individual's or organization's property
- Bullying, cyber bullying or harassing (physical, verbal, or written)
- Violation of Internet acceptable use policies

Electronics Policy

Electronic items may not be brought into and/or used in any rooms or areas of the school campus, unless requested by teachers for learning purposes. Parents and students assume all responsibility for any loss or damages to electronic items brought to school. Phones and smart watches must be turned off or silenced and placed in backpacks, coats, and/or lockers during the school day. If electronic devices are used during the school day the following consequences will occur:

First Offense:	Verbal Warning
Second Offense:	Confiscation until the end of the day and learning activity
Third Offense:	Confiscation and device given to assistant principal, parental notification, and learning activity

Drug and Alcohol Policy

Use, suspected use, transmission, and/or possession of drugs, alcohol, counterfeit controlled substances or drug paraphernalia on school property or at school sponsored activities is forbidden. In addition to disciplinary consequences, further consequences for violation of this policy may include a professional evaluation and follow-up at the family's expense, contacting police, and/or dismissal from St. Gabriel School. Sale, transmission, and/or distribution of alcohol and/or drugs will result in serious disciplinary consequences. The administration may also notify the police.

Harassment Policy

St. Gabriel School seeks to create and foster a school community in which all individuals are treated with dignity, integrity and respect. We believe that all individuals are called to "be Christ...every day, everywhere." For these reasons, the St. Gabriel School community is one in which all faculty, students and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional and physical potential. Harassment of any kind interferes with this development and, therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile and intimidating environment. Examples of harassing behavior include, but are not limited to the following:

- **Verbal Harassment**: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- **Physical Harassment**: Unwanted physical contact, touch, impudence, blocking movements, assault, hazing or any intimidating interference with normal activity or movement.
- **Visual Harassment**: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures or altered photographs physically produced or posted (such as the internet and/or text messages).
- **Sexual Harassment**: Unwelcome insults and other verbal or physical conduct of a sexual nature.

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. As members of the St. Gabriel Community, we trust that you will embrace and practice these principles on campus and in your home.

Mistreatment of Others and Bullying

St. Gabriel School does not tolerate mistreatment of other students or behavior that is inconsistent with St. Gabriel School's mission, values, and beliefs. Prohibited behavior occurs when a student is a target of mistreatment usually in the form of intentional, repeated hurtful acts, words, or exclusionary behaviors including but not limited to:

- Intimidation, such as name-calling or threatening
- Social alienation, such as shunning or spreading false rumors
- Physical aggression, such as spitting or pushing.

"Bullying" is likewise prohibited. It will not be tolerated. "Bullying" as related to students means either of the following:

- (a) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior:
 - (i) Causes mental or physical harm to the other student and
 - (ii) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- (b) Violence within a dating relationship.

Any student who believes s/he has been the victim of mistreatment or bullying shall report the incident(s) to a teacher, staff member, or administrator immediately. Similarly, any student who believes another student has been mistreated or bullied shall report the incident(s) to a teacher, staff member, or administrator immediately. All reports will be reviewed in a prompt and thorough manner, and no student will be retaliated against for bringing forth concerns of mistreatment or bullying or for participating in the investigation of a mistreatment or bullying complaint.

Violations of this policy will result in disciplinary action.

Academic Dishonesty

St. Gabriel School does not tolerate academic dishonesty of any kind. Academic dishonesty includes, but is not limited to, cheating, forgery, unauthorized copying or sharing of information, tests, homework, assignments, and plagiarism

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 also be notified.
2. Second offense results in a zero on that particular graded assignment, and a detention. Parents will be notified.
3. Third offense results in a zero on that particular graded assignment, and an in-school suspension. Parents will be notified.

Out of School Conduct

Student behavior that reflects negatively on St. Gabriel School and/or implicates or involves St. Gabriel School may warrant investigation and action on the part of the administration. In addition, students may incur disciplinary consequences.

Searching of Property

St. Gabriel School administration reserves the right to conduct searches of a student's person or personal property at the school or school event. Searches may be necessary if there is suspicion of a student committing a major violation.

DRESS CODE

The purpose of the dress code is to contribute to the positive learning environment of St. Gabriel School. Students are expected to dress in an appropriate manner that is respectful to themselves and others. Students must abide by the dress code during the school day while on campus or at a school event. The administration reserves the right to make the final decisions concerning the dress code.

Schoolbelles and PTU

Specific items need to be purchased through Schoolbelles or PTU. An item will have a notation when this is the case. All other items can be purchased at local retailers. A list of these items can also be found here:

Schoolbelles

- Plaid jumpers
- Plaid skirts
- Navy vests
- Girls banded navy polo shirts
- St. Gabriel Grizzly jacket & pants warm-up suits

PTU

- Grey Gym T-shirts (optional)
- Grizzly Spirit Wear Sweatshirts (crew neck or quarter-zip)

Refer to our website (www.st-gabrielschool.org/handbookdress-codesupply-lists.html) or Main Office for Schoolbelles and PTU order forms.

Condition of Uniform

The St. Gabriel School uniform must always be worn in a manner that is appropriate for a school environment. All parts of the uniform need to be in good condition. Frayed cuffs, split seams, writing, markings and holes in the uniform are unacceptable

Grooming and Accessories

Boys

- Hair is not to extend below the top of the collar and may not cover the eyes.
- No extreme or fad hairstyles (For example: mohawks, two tone hair colors, cut designs in the hair, etc.)
- No unnaturally dyed hair color (For example: pink, green, blue, etc.)
- No earrings or piercings

Girls

- No extreme or fad hairstyles (For example: mohawks, two tone hair colors, cut designs in the hair, etc.)
- No unnaturally dyed hair color (For example: pink, green, blue, etc.)
- Girls may wear one pair of non-dangling earrings.
- Girls in JR K to 5th Grade are not permitted to have nail polish or make-up.
- Girls in 6th Grade to 8th Grade are allowed to have natural looking make-up and nail polish.
- Jewelry must be appropriate and not a distraction to the learning environment.

BOYS

Pants

- JR K— Khaki pants or shorts.
- K to 5— Khaki pants.
- 6 to 8— Khaki pants must be straight legged without cargo pockets, hoops, or other decorative designs. All pants must be worn with a belt.

Shirts and Ties

- JR K— Red polo shirts with short or long sleeves.
- K— Light blue polo shirts with short or long sleeves.
- 1 to 5— Navy polo shirts with short or long sleeves. Polo shirts must be tucked in at all times.
- 6 to 8— White button-down dress shirt. Dress shirts must be tucked in at all times. Ties must have appropriate designs and be worn at all times.

Sweatshirts, Sweaters and Vests

- JR K to 5— Sweatshirts (crew neck or quarter-zip) must be navy, red, white, or gray with a St. Gabriel School logo. Sweaters must be a navy, long sleeve pullover or cardigan.
- 6 to 8— Sweatshirts (crew neck or quarter-zip) must be navy, red, white, or gray with a St. Gabriel School logo. Sweaters must be a V-neck navy, long sleeve pullover. A navy pullover sweater vest can also be worn.

Shoes and Socks

- JR K to 8— Athletic shoes may be worn. They must be a solid color in black, white, navy or grey. No sandals, high top sneakers, boots, or slippers. Socks must always be worn with shoes.

GIRLS

Jumpers, Skirts and Pants

- JR K— Khaki pants, shorts, or skirt (purchased through Schoolbelles).
- K to 4— Plaid jumper (purchased through Schoolbelles) with length to the knee, or khaki pants should be worn. All pants must be worn with a belt.
- 5 to 8— Plaid knee-length skirts (purchased through Schoolbelles) can be worn. Khaki pants without cargo pockets, hoops, or other decorative designs. All pants must be worn with a belt.

Blouses and Shirts

- JR K— Red polo shirts with short or long sleeves.
- K— Light blue blouses or polo shirts with short or long sleeves.
- 1 to 4— White blouse or polo shirts with short or long sleeves. They must be tucked in at all times.
- 5 to 8— White blouse with short or long sleeves. Blouses must be tucked in at all times. Navy banded bottom polo shirts with short or long sleeves can also be worn (purchased through Schoolbelles).

Sweatshirts, Sweaters and Vests

- JR K to 4— Sweatshirts (crew neck or quarter-zip) must be navy, red, white, or gray with a St. Gabriel School logo. Sweaters must be a navy, long sleeve pullover or cardigan.
- 5 to 8— Sweatshirts (crew neck or quarter-zip) must be navy, red, white, or gray with a St. Gabriel School logo. Sweaters must be a V-neck or crew neck navy, long sleeve pullover. A navy pullover sweater vest can also be worn.

Shoes, Socks and Tights

- JR K to 4— Athletic shoes may be worn. All shoes must be a solid color in black, white, navy, grey or red. No sandals, high top sneakers, boots, or slippers. Socks should be white or navy and can go past the ankle or to the knee. Tights or leggings must be in good condition in white, navy, or black are allowed.
- 5 to 8— Athletic shoes may be worn. They must be a solid color in black, white, navy, grey or red. No sandals, high top sneakers, boots, or slippers. Students must wear tights or leggings that are in good condition in navy or black.

GYM UNIFORM

JR K to 1st Grade

Students do not wear a separate gym uniform. They will wear their regular school uniform.

2nd Grade to 8th Grade

Gym uniforms are worn during gym class time only. Students must change into their gym clothes before gym class. They will change back into their school uniforms after gym class for the remainder of the day. They are allowed to wear their gym clothes underneath their school uniform.

Shirt— Any St. Gabriel Grizzly t-shirt or Grizzly Wear sweatshirt.

Shorts— Shorts should be mesh, black or red and knee length.

Shoes— Rubber soled athletic shoes only.

Optional

Pants— Black warm-up pants (purchased through Schoolbelles).

Shirts— Black warm-up jacket with Grizzly logo (purchased through Schoolbelles).

WARM WEATHER UNIFORM

During the months of August, September, and May an alternate uniform can be worn.

Shorts

JR K to 8— Khaki walking shorts (aka Bermuda shorts or golf shorts)

Shirts

JR K— Red polo shirts.

K— Light blue polo shirts.

1 to 5 Boys— Navy polo shirts.

1 to 4 Girls— White polo shirts

6 to 8 Boys— White polo shirts

5 to 8 Girls— Navy blue banded polo shirts

Shoes and Socks

JR K to 8— Athletic shoes are suggested. No sandals, high top sneakers, boots, or slip pers. Socks must be worn.

DRESS DOWN DAYS

On special occasions students may be allowed to “dress down” and not wear their regular school uniform. Students recovering from an injury or other medical condition will be allowed to wear clothing that are more comfortable. For these instances, please refer to the guidelines below. All clothing must be suitable for the Catholic school environment.

Special themed dress down days will be designated throughout the school year. Additional criteria for these days will be shared with families ahead of time.

Pants and Shorts

Pants can be jeans, sweatpants, warm-up pants, capri pants (below the knee), khakis, and cargos. Walking shorts (aka Bermuda shorts or golf shorts) and long, mesh athletic shorts are allowed. Cut-off or tight-fitting pants such as, but not limited to, jeggings, leggings, pajama pants, and yoga pants are not permitted.

Skirts and Dresses

Skirts and dresses should be appropriate in length, no shorter than slightly above the knee. Dresses should cover the shoulders and neckline should be appropriate.

Shirts and Tops

All shirts and tops must have short or long sleeves and cover the waist. Necklines should be appropriate.

Shoes

Any casual or athletic shoes are acceptable. Sandals, slippers, flip-flops, or open-backed shoes are not permitted.

GENERAL SCHOOL POLICIES

Internet Acceptable Use Policy & Google Accounts

Technology is a vital part of our students' educational experience at St. Gabriel School. It enhances student learning and provides a quality educational experience for our students. At all times students should act with respect, and the staff/faculty will do their best to protect our students and their privacy. We are pleased to offer students access to our computer network and access to the Internet. We ask all students to be responsible when accessing the Internet and to respect others at all times.

St. Gabriel School is a Google Apps for Education 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. A more detailed Acceptable Use Policy will be provided to parents in an additional document.

Social Media Policy

Students are expected to treat each other with respect when using social media. 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. Current technology resources and tools, such as school educational Wikis Blogs that are set up by teachers, are subject to examination by the Administration.

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 post any personal information pertaining to any part of the St. Gabriel School Community. After investigation and consultation, the administration reserves the right to the final say on the interpretation and resolution of any internet and/or communication and social networking issues. Violations of this policy may result in disciplinary action.

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.

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.

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. Any questions or concerns regarding bus drivers, behavior on the bus, or other issues should be directed to the respective school district transportation department.

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.

Parent 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 will not allow students to call home for forgotten items (homework, gym clothes, Chromebook, etc.). An emergency item such as eyeglasses or medicine is an exception.

Parent Cooperation

The education of student is a partnership between parents/guardians and the school. If a parent's behavior is detrimental to the relationship with St. Gabriel School, actions may be taken by the school administration to address these concerns. If in the opinion of the administration the partnership is irretrievably broken, the school reserves the right to request that the student be withdrawn from St. Gabriel School.

Parent 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. 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.

All parents who volunteer must pass state and federal background checks and be *VIRTUS* certified. All volunteers must embrace confidentiality, support St. Gabriel School and staff, and act in a responsible and respectful way. Those who violate this commitment will be asked to withdraw their involvement.

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 *Bear Essentials*, PTU Marketing Committee, and flyers and announcements that are sent home.

Family Custodial Specifications

All families must complete a student information form. On this form parents must indicate the primary custody and residence of their student. In the case of pending divorce or separation of a student's parents, parents must inform and keep updated both the principal, school office staff, and the teacher of this fact so that appropriate support can be given to the child if needed.

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 Main Office. 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, *Bear Essentials*, 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 *FACTS*. 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.

Youth Gangs

Youth gangs and gang-related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Consequences for involvement in gangs or gang-related activities will result in disciplinary action up to and including expulsion and referral to police and/or the courts.

Weapons Policy

The use, possession, sale, or discharge of any weapon or look-alike weapon or explosive device in the school, on school grounds or at school sponsored activities is prohibited. Violations of this policy may warrant notification of the police, immediate suspension and possible dismissal. If it is determined that this policy has been violated, the parents/guardians of the offender shall be contacted and must cooperate fully with police and the St. Gabriel School disciplinary process.

Student Threats and/or Violence

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 administration.

In a situation involving threats to self or others parents will be contacted immediately. Police and social services will be notified if appropriate. The student will be kept in the Main Office under supervision.

The student will be removed from school and not be considered for readmission 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 for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The consultation shall comply with the provisions of ORC 2305.51.

St. Gabriel School 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 staff, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims prior to the student’s visit. The administration 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 administration to the psychiatrist or psychologist.

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 school administration. 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.

Sexual Assault Policy

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.

Reporting Abuse

If a student is the victim of child abuse, he or she should tell a teacher, staff member, or administrator immediately. All school personnel are mandated reporters of child abuse (sexual, physical and emotional), as well as child neglect and domestic violence, under Ohio Revised Code 2151.421. All reports are made to Lake County Job and Family Services (440) 350-4000 or (440) 918-4000.

SAFETY AND SECURITY POLICIES

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. This includes parents coming into the school during school hours. The adjacent crosswalk area is the designated drop-off for children as they are escorted by our safety guard. For the extra bags, /projects, and materials that need to be dropped off, the foyer right inside the front doors is the designated drop-off point. Assistance will be given to deliver the items/materials for the child. If parents have a meeting at the beginning of school they need to sign-in at the office window. This is an extra safety precaution to know who is in the building in case of an emergency. We care about everyone in our community.

Procedure for School Day Student Pick Up

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 PikMyKid program individual phone and text communication system.

When Mentor Exempted Village Schools and/or Riverside (Painesville Twp.) Schools are closed due to inclement 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. A "Roster of Approved Persons" is located on the FACTS system. Parents are required to update this list of who is approved to pick up their children.

Student Emergency Procedure

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 POLICIES

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. Our policy is based on the Health and Wellness Policy of the Catholic Diocese of Cleveland.

General Health and Allergy Policy

- All students will have opportunities to be physically active on a regular basis.
- School Staff will be encouraged to role model healthy habits and eating behaviors.
- 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 specific allergen-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.
- 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 all school clinic protocols.
- 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.

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.

Physical Activity and Health

- St. Gabriel School will provide weekly physical education classes for students in Grades Jr 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.

Healthy School Environment

- St. Gabriel School will provide a clean, safe, and enjoyable environment for students.
- All school personnel will provide positive, motivating messages 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.
- The school will provide a 15-20 minute time for students to enjoy eating lunch.
- Recess will be scheduled after lunch so children have the opportunity to eat their food.
- 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 without fever reducing medication (Tylenol, Motrin, etc.).
- If your child has been sent home ill, to return they must be: fever free; no vomiting or diarrhea for 24 hours; be on medication full 24 hours if diagnosed with contagious disease such as Strep Throat or Pink Eye; follow ODH Communicable Disease Guidelines.
- 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 highly recommends that children with any severe medical conditions wear a medical alert identifier.

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.

SCHOOL DAY SCHEDULE

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 into the school, the car must be parked in the parking lot near the church.
- Students and adults must follow and stay within marked coned walking areas, and use the designated crosswalk at all times.
- 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 on St. Gabriel property.
- 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. Junior Kindergarten and 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 JK-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 Mass 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, students eat their lunch in the Multipurpose Room under the supervision of Noon Watch parent monitors and school staff. During the second 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.

Lunch

Students may bring packed lunches, or buy the hot lunch provided daily through the St. Gabriel School Grizzly Grub Hub. A la carte items are also available for students in 1st through 8th grade. Students must come to school with a lunch. If they do not have their lunch, a hot lunch will be provided to the student and the parents will be billed at a later date. At the start of the school year a detailed explanation of the lunch ordering process will be provided to parents.

At the beginning of each school year, parents are given an opportunity to apply for free or reduced price lunches. Applications are reviewed and approved by St. Gabriel School. Parents are notified in writing of their status each year.

Lunch/Recess Times

10:48 am—11:30 am	<u>M, T, Th, F,</u> Grades JRK, K, 3 (5th period)
11:30 am—12:12 pm	Grades 1 & 2 (6th period)
12:12 pm—12:54 pm	Grades 4,5, (7th period)
12:54 pm—1:36 pm	Grades 6, 7 & 8 (8th period)

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. 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 student last names. Room assignments TBD.
- PIKMYKID stops recording changes at 1pm, any changes to the afternoon dismissal of a student need to be made by calling the School Office.
- 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.

- 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 or as arranged by the school office.
- 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 and/or around the St. Gabriel drives and parking lot.

Dismissal Time

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

Student safety is of highest important to us. We ask that everyone 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.

School Day Phone Calls/Communications

- 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, students may use the office telephone with the permission of the administration.

FINANCIAL INFORMATION AND SERVICES

Tuition Policies

Please visit the school website: <https://www.st-gabrielschool.org/tuition--fees.html>

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. All students must have a book bag to carry their books to and from school and a school assignment notebook 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.

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.

Please be aware that Cub Care is closed:

- The day before Thanksgiving break.
- The day before Christmas break.
- The last three days at the end of the school year.

Scholarships

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.