



Holy Angels School

223 L. Street

Dayton, Ohio 45409

(937) 229-5959

www.holyangelsdayton.org

2021-2022

Student / Parent Handbook



Holy Angels School

Be it known to all who enter here that Christ is the reason for this school.

VISION

Holy Angels School will prepare a diverse student body to become successful 21st century citizens in a global society through a rigorous and progressive education rooted in the traditional Catholic virtues of faith, hope, and charity.

MISSION

Holy Angels School is a welcoming, faith-filled community of lifelong learners and compassionate leaders, dedicated to academic excellence and committed to living out the Catholic values by following Christ's example through prayer, service, and love.

CORE VALUES

- We believe each person is respected and recognized as a unique, contributing member of the community.
- We strive to foster total spiritual growth of people who are becoming witnesses to their faith through responsible, Christian choices and a close personal relationship with God.
- Academic instruction is provided by a professional staff of certified educators who promote excellence in all fields of study.
- Educators help each individual develop to their fullest potential through a variety of learning experiences.
- Each student is encouraged and provided full opportunity for the recognition and expression of his or her talents.
- Personal growth is encouraged in a warm, loving environment that stresses self-discipline, self-respect, and caring for others.

Welcome to Holy Angels

Every morning I have the privilege of welcoming over 300 smiling faces to Holy Angels School. Our students ranging from ages three to fourteen make up a diverse student body of learners. They come from all over the greater Dayton area, and bring with them different life experiences, as well as an eagerness to learn. Each day presents a new opportunity for our faculty and staff to help them reach their full potential as students. Our teachers do this in a loving and compassionate way, and their dedication to their craft is inspiring to see.

At Holy Angels we take pride in educating the whole child – mind, body, and spirit. Not only do our students take courses in traditional content areas such as reading, writing, math, science, social studies and Catholic theology, they also have instruction in Spanish, art, music and physical education courses. When the dismissal bell rings, students have the opportunity to participate in several extracurricular events including volleyball, soccer, basketball and track and field through our parish CYO program. We have a highly successful National Science Olympiad team as well as a choir and band program. Last year we increased our technology capabilities by initiating a 1:1 Chromebook program in grades K-8. In May of 2017 our school received full accreditation from the Ohio Department of Education and the Ohio Catholic School Accreditation Association. The majority of our graduates go on to attend highly competitive local Catholic high schools.

As important as all of these offerings are, allowing our students to learn how to live their faith is our most important role. We begin each week with a Monday prayer service and conclude our week on Friday with an all-school Mass. Students serve as lectors, cantors, altar servers, and receive the Eucharist. Students take daily Catholic theology classes, and participate in daily prayer activities. These serve as reminders of the importance of a Catholic education. On behalf of the faculty, students, and families of Holy Angels, I welcome you to our community.

HISTORY

For over 100 years Holy Angels School has stood as a symbol of God's love and care in Dayton, Ohio. Our school was founded in 1902 when two classrooms were set aside in the back of the first church, which then faced Stewart St. Two Sisters of Notre Dame de Namur taught 46 children that first year. When the church moved to its present location in 1906, a cornerstone was laid for a parish school. The two-story brick school adjacent to the church cost \$35,000 to build. Between 1910 and 1921 the school staff included six sisters and a part-time music teacher. During those years the school closed only for diphtheria and influenza outbreaks one snow day, and on March 25, 1913, as the notation in an attendance book reads, "The Flood".

In 1924 extensive remodeling was done to update the school. By the 1930's the enrollment had reached 350. Until 1940 the boys and girls studied separately, with girls in the first-floor classrooms and the boys on the second floor. The school principal also taught eighth grade until 1948, when an additional teacher was hired to free the principal for administrative duties.

Work began on an addition to the school and the original building was updated in 1949. The addition was just in time to accommodate the record high enrollment of 794 Baby Boomers in 1958. During this time kindergarten was dropped to make space for the upper grades, and in 1964 the first grade was also discontinued. For a short time the older students attended Holy Trinity to make additional room in the school.

In 1974 Holy Angels School had a record low enrollment of 198 and in 1979 the first grade was reinstated. A year later kindergarten was added. The Sisters of Notre Dame de Namur provided faculty for the school until 1985, and the commitment of these women is still felt in many traditions which exist at Holy Angels today.

The Cotterman Gymnasium and Parish Center were completed in 1988. Physical education classes, music classes, our annual fish fry, and other school and parish events keep the gym and parish center busy throughout the year. In 2004 a preschool program was established for 3 and 4 year olds. It is a direct feeder into our primary grades and has gained a wonderful reputation throughout the Dayton area. With a current preschool through eighth-grade enrollment of over 300 students, Holy Angels Parish continues its long tradition of educating students in a Catholic Christian environment. Every student who has passed through its doors has contributed to our rich history. Many former students have gone on to very rich and fulfilling lives of service to others. Holy Angels Parish understands the great value of a Catholic parish school: the unique opportunity to freely integrate faith with academic rigor. It is the challenge for us today to continue the important work of those who have gone before us.

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Confidentiality Agreement for Volunteers

The Archdiocese of Cincinnati requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the Archdiocese of Cincinnati, as well as the clients and others they serve.

As a volunteer of this organization, I understand that I may have access to confidential information, both verbal and written, relating to clients, volunteers, students or staff and the organization.

I understand, and agree, that all such information is to be treated confidentially and discussed only within the boundaries of my volunteer position at this organization.

I understand that breach of this agreement shall constitute grounds for and may result in termination of my volunteer status with this organization. I also agree not to discuss these same matters after I have left my volunteer position at this organization except where such disclosure is consistent with stated policy and relevant legislation.

Please sign below to indicate your acceptance and agreement with these terms outlined above.

Volunteer Signature: _____ Date: _____

Location: _____

INTRODUCTION

This handbook is a guide and is not comprehensive. Holy Angels School and its administration, faculty, and staff has the discretion to deviate from the handbook's terms. This handbook informs students that the principal retains the right to amend, and is provided to parents so they are aware of school policies. Students and parents must agree to support and abide by the handbook's provisions.

ACCURATE INFORMATION

Holy Angels administration has the right to refuse admission or terminate enrollment if false, inaccurate, or incomplete information is provided to the school.

ACADEMIC EXPECTATIONS

Holy Angels School understands that each child has their own God given gifts, strengths, and challenges. Our students are expected to perform to the best of their ability in all subjects at all times. Holy Angels students should strive to use their gifts and strengths to flourish academically, and to work hard at overcoming all obstacles in their learning process. With the support of teachers, administration, peers, and families we are confident that a Holy Angels graduate will be prepared for high school and the rest of their academic career.

ACCREDITATION

Holy Angels School is accredited through the Ohio Catholic School Accreditation Association (OCSAA), recognized by the State of Ohio as the Nonpublic School accrediting agency. Our recent certification is for FULL ACCREDITATION and spans May 2017- May 2023.

ADMISSIONS POLICY

Holy Angels School accepts students regardless of race, religion, sex or national origin. In the event a class is full the following guidelines will be used:

ORDER OF ADMISSIONS:

1. All students currently enrolled in **HOLY ANGELS SCHOOL**, regardless of their faith.
2. Children from families with siblings currently enrolled in **HOLY ANGELS SCHOOL**.
3. Registered, active and participating **Holy Angels** parishioners.
4. Registered, active and participating Catholics from other parishes.
5. Members of other religious faiths.

CRITERIA FOR STUDENT ENROLLMENT

Students of other faiths must attend Catholic religion class, study the subject matter and are graded on knowledge of content. These students must also attend school-related religious services and should participate at an appropriate level.

- At the time of registration each family will sign a Tuition Contract stating their tuition level, choice of payment option, and agreement to pay according to the payment option.
- Acceptance for the next school year is pending payment of all school fees and tuition currently due.
- Transfer students whose academic needs can be served at Holy Angels School, and whose previous records indicate satisfactory marks in effort and conduct will be considered for admission by the principal. All transfer students (along with parents) must meet with the principal. Every transfer admission will be initially on a **probationary period** for one school year or other period as determined by the principal at the time of the meeting.
- If a parent/guardian fails to notify the school of an existing IEP, discipline, or health issues during the registration process then the school has grounds for dismissal/non-acceptance of the student.
- Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

WAITING LIST POLICY

Waiting lists will be used for all classes as necessary and determined by the principal. The order of admission, using the criteria listed above, will be utilized to determine acceptance for enrollment.

ADMINISTRATION

Holy Angels School functions as a ministry of Holy Angels parish. All administrative, fiscal, and operational decisions are made by the school principal with final approval of the pastor. These decisions are made in accordance with federal and state laws and regulations and are in accordance with the Archdiocese of Cincinnati's policies and procedures.

AFTER-SCHOOL ACTIVITIES

For safety's sake, any student involved in After-School activities must be under the direct supervision of an adult. Students may not remain in school unattended. If parents wish supervision for their children, they may enroll them in the After School Extension (ASE) Program. Any student left unsupervised will be placed in the ASE program and families will be charged accordingly.

AFTER-SCHOOL EXTENSION (A.S.E.) PROGRAM

Holy Angels School offers an After School Extension Program for working parents. We are committed to providing a program of growth and discovery outside of the regular school hours. Activities include outdoor play, homework/reading time, tutoring and special enrichment clubs. ASE begins at 3:00 PM and is available until 5:45 PM. Fees for ASE are \$5.00 per child per hour. A \$1 per minute, per student late fee will be charged.

The **ASE** program is in session **only when Holy Angels School is in session and there will be no ASE Program on days of early dismissal**. In order to pick up their children, parents (or their designee) must enter through the main entrance on L Street. Parents will sign students out in the school office and their child(ren) will be brought to them.

Students may bring a healthy snack. Students in the program may purchase milk (\$0.35) and orange juice (\$0.25) after school. Students are required to stay in their school uniform during ASE. Students may not bring toys from home to use at ASE.

At the principal's discretion, students may be prohibited from using ASE if their behavior is not inline with the school's code of conduct or if payment is one month delinquent. Delinquency of payment will result in the holding of report cards and/or transcripts for potential graduation and/or transfers.

ATTENDANCE

Regular attendance is important and expected for academic success. Students are expected to be **present and on time each day** school is in session unless they are ill. It is quite disruptive to the educational process within each classroom to arrive late or leave early.

EXCUSED ABSENCES

The Ohio Department of Education states that no child is to be excused from attending school unless sick, exposed to contagious disease, or upon parental request, excused for a limited amount of time for medical examination, or family emergency. Excused absences are still noted on the child's records and report cards. Unexcused absences will warrant a call and/or a conference by the administration.

UNEXCUSED ABSENCES

If a child is absent, and the absence is not from one of the categories listed above in "Excused Absence," the absence is recorded as an "Unexcused Absence." This would include vacations taken during the school year

MAKE UP WORK FOR ABSENCES

We request that 48 hours be given to teachers before homework is sent home. If your child is sick, parents may ask that homework be sent home, and it will come home on the following day. If a child returns to school the next day, he or she will bring home the missed work. Children will be given a reasonable amount of time to make up work missed during absences, as established by each grade level team. Teachers are not responsible for giving school work prior to extended leaves.

ABSENCES THAT COINCIDE WITH EVENING EVENTS

Children who are absent during the school day should not attend evening events such as sporting events, school dances, or programs.

TARDY POLICY

When children arrive at school late, there is a disruption of the educational program. Children are considered tardy when they are not in their homerooms by 7:55 a.m. Two exceptions include: late bus arrivals and medical appointments. Students must provide a doctor's note for a medical appointment to be considered an excused tardy.

ABSENCE PROCEDURES

All absences must be reported to the school office by 8:30 a.m. on the day of the absence.

When calling the school office, please give your name, the name of the student, her/his homeroom, and the reason for the absence.

Unreported absences will be checked by a phone call to home or work place.

Upon returning to school, all children must bring a written note signed by a parent or guardian stating the reason for the absence and the date(s) upon which the absences occurred. The note is to be given to the homeroom teacher who will keep it on file until the end of the school year.

CHANGE OF RESIDENCE / TRANSFERS

Should there be a change in residence, send the new address and telephone number to the office. In the case of a withdrawal, notify the school in writing. The new address and the name of the school to be attended will be needed in our school office to assure the transfer of your child's academic and health record. It will be the responsibility of the parents to get the child's report card and his personal possessions on his last day attending Holy Angels.

CHILD PROTECTION

Holy Angels School adheres to all guidelines for identifying and reporting suspected child abuse and/or neglect as specified in the Archdiocesan Commission on Education Child Protection Policy. **All faculty, staff, and volunteers who work with children must complete the Safe Parish Archdiocesan training program and have fingerprints on file with the archdiocese, in addition to keeping up with additional online training required by Safe Parish.**

CRISIS EMERGENCY PLAN

The Emergency Procedures booklet is meant to offer specific guidelines for staff members to take in emergency situations at Holy Angels School (HAS). HAS works cooperatively with the local government and community agencies to prevent, manage, and follow-up on any threats to the safety of the students, faculty, or staff.

It is not possible to enumerate all situations. Even so, this guide, along with the exercise of good judgment, contains the primary elements necessary for effective interventions and follow-up for selected emergencies. Unforeseen factors of a particular emergency may warrant the use of alternate methods of action by staff members of HAS to insure the safety of all concerned. This plan is on file in the school office and can be reviewed upon request.

CODE OF CONDUCT

Holy Angels School provides a Christian environment of love and acceptance. We strive to live in Christ-like manner and make this our goal for behavior. We encourage the development of self-confidence, self-respect, and respect for others. We ask students to help us maintain a sharing Christian atmosphere in which each child can grow and learn by observing the following guidelines of behavior. Students are expected to conduct themselves as responsible members of the school community. They are called to develop a sense of Christian responsibility toward all persons. They are expected to follow the school rules which have been established to provide an environment that is conducive to learning. The following are expectations:

Primary Department Expectations (Grades K-3)

- Children are expected to obey and show respect to every adult, every other classmate, and themselves.
- Class assignments and homework must be completed neatly and according to directions.
- No physical, verbal, or emotional abuse or harassment will be permitted toward any person.
- Children should not bring toys to school unless requested by the teacher.
- Children are expected to listen carefully and follow directions.
- Children are expected to observe "quiet rules" in the halls, restrooms, and cafeteria line.
- Children must enter and leave the building in a quiet and orderly fashion.
- Children are expected to stay in their seats, raise their hands, and wait to be called upon before talking.
- Children must respect the rights and property of others.

Intermediate and Middle School Expectations (Grades 4-8)

- It is essential that students seek a just solution to resolve all problems
- Students must realize that they are responsible for and must accept the consequences of their conduct.
- Students are expected to be respectful and obedient and to exhibit a positive attitude toward themselves, others, and their environment.
- Students are expected to act appropriately and work cooperatively with others.
- Students are expected to refrain from the use of lewd comments, obscenities, and sarcastic disregard for directions.
- Students are expected to respect school property and the personal property of others.
- Students are expected to develop a respect for the uniqueness of each individual including themselves.
- Students may only leave the classroom with the permission of the teacher.
- Students are expected to refrain from chewing gum while at school.
- Students are expected to do their own assignments on time and be attentive during instructional times, and responsible in submitting work promptly.
- In order to secure their safety and to provide structure, students are expected to obey playground and lunchroom regulations.
- Students are expected to demonstrate appropriate behavior during disaster drills.
- Students are expected to walk in the hallways for their safety and the safety of others.
- Students are expected to adhere to the uniform code.

Violations

Examples of minor violations, though not limited to include:

- Disruption of class / school activity
- Violation of school safety rules

- Violation of school uniform code
- Verbal altercations

Depending on the circumstances, any of the above could be considered a major violation.

Examples of major violations, though not limited to include:

- Drug/alcohol/substance use
- Harassment/Intimidation/Bullying
- Crude and or/profane language or gestures
- Defiance of school personnel, volunteers, or visitors
- Vandalizing property
- Leaving classroom or school without permission
- Jeopardizing a person's safety including self
- Truancy
- Stealing/Lying/Cheating

Failure to adhere to the above rules or committing violations of the code of conduct could result in, but are not limited to, nor present in order, the following disciplinary procedures:

- Verbal correction
- Notification to parent via phone call or email
- Removal from class/class activities
- Parent/student/teacher/principal conference
- Suspension
- Expulsion
- Mandatory counseling
- Referral to an outside agency

The forms of discipline listed above are guidelines. The school's teachers and administration may utilize other disciplinary measures as the situation warrants and the school reserves full and absolute discretion in these matters. Students in grades 5-8 will receive additional behavior sheet plans on the first day of school. Additionally, Holy Angels School has authority over conduct that occurs off school property.

As part of its Code of Conduct and disciplinary process, Holy Angels School reserves the right to require a student to participate in counseling/therapy either as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents agree that they will provide whatever authorization is necessary in order for the school to speak with the counselor, therapist, or other mental health professional in such instances to ensure the student's behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, the school reserves final judgement in these matters.

Further, no discipline issued pursuant to this handbook shall bind the school to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the school reserves sole judgement in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the school deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the school's authority, discretion, judgement or responsibility in any student disciplinary matters.

COMMUNICATION

EMAIL CONTACT

Teacher email addresses are available on the school website. **Do not email time sensitive information such as changes in schedule or pick up after school.** Teachers are busy during the school day teaching your child and frequently will not check email until after school.

It should be noted that expectations of civility in communication are the same for email, voicemail, and face-to-face communication. Respect for one another should be evident in tone and language, as well as content. Unfortunately, email does not convey tone and affect, and may cause the message to seem abrupt or confrontational when used in haste or anger. Therefore, issues of significant concerns require face to face meetings.

Emailing homework assignments or permission slips to the school during the day is not permitted.

TELEPHONE CONTACT

The school office is open between 7:10 AM and 3:00 PM. If parents wish to contact a teacher, please call the school office at **937-229-5959** and leave a message with the school secretary. Students needing to contact a parent for a valid reason may be allowed to use the school office phone.

The school telephone is used for school purposes ONLY. Students will not be called to the telephone to accept calls; however, in cases of emergency a message will be delivered to the student. **AFTER-SCHOOL ARRANGEMENTS SHOULD BE CLARIFIED WITH YOUR CHILDREN BEFORE ARRIVING AT SCHOOL.**

CLOSINGS AND DELAYS

In the event of a school closing or delay, parents will be notified through several forms of communication. This includes One-Call, Holy Angels Facebook page, WHIO radio/tv, and the Link. Because many of our students arrive at Holy Angels via Dayton Public School buses, we are inclined to close when DPS closes. However, we ask that parents wait for official confirmation from Holy Angels (Dayton) prior to assuming we are closed or delayed.

MONITORING ACADEMIC PROGRESS

Parents/Guardians are able to monitor academic progress regularly through the Option C program that Holy Angels utilizes. Each year families are provided passwords to check online the progress of their child. Teachers are asked to keep their grades as current as possible, with the request to enter grades at least weekly.

PARENT/STUDENT/TEACHER CONFERENCES

The school schedules parent-student-teacher conferences for all students in the fall and upon request throughout the school year. The purpose of these individual meetings is to better communicate the academic achievement of each student, note areas of strengths and weaknesses, and to establish between school and home plans for the child's growth and improvement.

If parents wish to arrange for a conference they should email their child's teacher. **All teacher conferences must be scheduled with the teacher in advance. Teachers are unavailable for conferences between 7:40 am – 3:15 pm each school day**, unless initiated by the teacher. Parents may not stop in the school before, during, or after the school day to speak with a teacher or administrator without prior agreement.

PARENTAL CONCERNS

Cooperation and communication between a parent and teacher is vital for the success of the child. Parents who have a concern should first bring it directly to the teacher through a phone call, email, or by scheduling a meeting with the teacher(s) involved. If a concern cannot be resolved successfully, parents are invited to make an appointment to meet with the teacher and principal together. Please afford us the opportunity to discuss the situation by scheduling an appointment when the proper amount of time can be given to the consideration of your concerns.

Parents/guardians/relatives may not slander or post negative or harmful comments to/on social media regarding Holy Angels School or Parish, its employees, students, or other school/parish families. Doing so may jeopardize enrollment and/or admission to Holy Angels School.

CURRICULUM

The school curriculum meets and exceeds those standards required and suggested by both the State of Ohio and the Archdiocese of Cincinnati. All required subjects and suggested time allotments meet or exceed state standards. Religion, Reading/Literature, English/Expression, Writing, Math, Science, Social Studies, Physical Education, Art, and Music are taught at all grade levels (K-8).

GRADED COURSE OF STUDY

The Archdiocese Graded Courses of Study are the state approved guide for all Catholic schools in the Archdiocese of Cincinnati. The intent of the Graded Courses of Study is to provide the classroom teacher with identifiable and measurable objectives in each subject area. Objectives of the GCS are utilized and written in the teacher's lesson plan to conform with state standards.

ELECTRONIC DEVICES

Cell phones and other electronic devices are to be turned off and kept in school bags inside the students' locker or closet. All electronic devices/equipment not stored in students' locker or closet will be confiscated, and a parent must retrieve the item from the school office at a later date. Parents must make arrangements with the principal to do so at the convenience of the school. The school is not responsible for lost or stolen cell phones or any other electronic equipment brought to school. Use of any of these items while at school is strictly prohibited.

Cell phone use is strictly prohibited during the school day through dismissal, including school sponsored extracurricular activities. Any cell phones out during tests will be treated as a form of cheating, due to texting and camera capabilities. The school respects the need for older students to have these for emergency situations once they leave the school grounds. However, any usage within the school day will constitute immediate confiscation by any school personnel without warning. Usage includes, but is not limited to: a ringing phone that is unattended; the use of camera features; text messaging; any handling of the phone during the school day; Parents will then be required to reclaim the cell phone at a later date; not on the same day it was confiscated.

EMERGENCY DRILLS

FIRE, TORNADO, LOCKDOWN & ACTIVE SHOOTER DRILLS

Fire and tornado drills are held on a regular basis. Exit routes are posted in all rooms and hallways. Safety procedures in case of tornadoes are also posted. All children are instructed in the proper procedures to follow in case of a drill or emergency. **Volunteers in the building must participate in all drills.** Lockdown and Active Shooter drills will be conducted in coordination with the neighborhood, UD community and local police agencies.

GENDER IDENTITY

As stated by the Archdioceses of Cincinnati the following policy has been put in place:

In Catholic schools, all curricular and extracurricular activity is rooted in and consistent with, the principles of Catholic doctrine.

Catholic schools:

- *Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- *Require that participation on school teams be according to biological sex.
- *Require that names and pronouns be in accordance with the person's biological sex.
- *Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- *Maintain names in school records according to the student's biological sex.
- *Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- *In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - i. What is the specific request of the student and/or parents?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the school reasonably able to accommodate the request?

HARASSMENT, INTIMIDATION, and BULLYING

1. General

- a. It is the policy of Holy Angels that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. Holy Angels internet, technology devices, and computer systems may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the school.
- c. Holy Angels reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off school grounds and outside school hours.

2. Definition of Terms

- “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- “Harassment, intimidation, or bullying” means either of the following:
 - o Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - o Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - o Causes mental or physical harm to the other student; and
 - o Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, Holy Angels will make this determination utilizing its sole and absolute educational discretion and judgment.

3. Types of Conduct

- a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
 - i. Engaging in unsolicited and offensive or insulting behavior;
 - ii. Physical violence and/or attacks;
 - iii. Threats, taunts, and intimidation through words and/or gestures;
 - iv. Extortion, damage, or stealing of money and/or possessions;
 - v. Exclusion from the peer group or spreading rumors; and
 - vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - 1. Posting slurs on the Internet, websites, blogs, or social media/networks;
 - 2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - 3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - 4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

4. Complaints

a. Formal Complaints

i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

b. Informal Complaints

i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. Anonymous Complaints

i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

i. Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. Administrator Responsibilities

i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the

investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the school may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform school personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the Offender

a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

2. Report to the Parent or Guardian of the Victim

a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such a finding.

3. Police and Child Protective Services

a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

6. Miscellaneous

a. No discipline issued pursuant to any Handbook shall bind Holy Angels to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the school reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the school deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the school's authority, discretion, judgment, or responsibility in any student disciplinary matters.

HEALTH AND FIRST AID

A Public Health Nurse (½ day per week) conducts routine checks on vision and hearing and maintains complete health records for each child. The school aims to enforce rules that protect children from accidents. If an accident does occur, or if a child needs to be sent home because of illness, action will be taken according to the instructions given by the parents on the Emergency Information Cards filed in the school office. This information is updated annually.

ACCIDENTS AND FIRST AID

School personnel will take every precaution to avoid accidents or injury to any child. First aid is for the immediate need of any slightly injured student. If serious injury occurs, parents will be notified immediately. Arrangements can then be made to take the child home or to a family doctor or dentist. If for any reason it is deemed in the best interest of the child, an ambulance will be called and the child removed to a hospital for observation and treatment.

EMERGENCY CARDS

Parents enrolling a child must supply emergency contact telephone numbers for work, doctor, and two additional people whom the school can contact if the parent is unavailable. Emergency cards will be kept on file for each family. Emergency Medical Authorization forms are kept on file in case of a serious accident that may result in a child having to be removed to a hospital. **It is required that information relative to the emergency cards or emergency medical authorization forms be kept current by the parent. Please notify the school office of any changes in writing.**

MEDICATION

State regulations do not allow school personnel to dispense medication of any kind. If medicine is needed by a child, it is suggested that the prescribed dosage be directed to the school office accompanied **with a written permission form signed by the physician.** Forms are available from the school office.

Students are not to keep medication on their person. If a child is on medication at home, please notify the school since teachers should be aware of any medication that may alter a child's normal routine. No over the counter drugs (cough drops, aspirin, etc.) will be provided by the school.

Students requiring Epipens, rescue inhalers, or other needed medications parents are required to let the school know. Medication kept at school must not be past the expiration date. All medication kept at school may not be picked up prior to the last day of. The school nurse has the right to amend requirements based on state law and best practice.

COMMUNICABLE DISEASE

Holy Angels School will follow the recommended guidelines from the Archdiocese of Cincinnati and the Ohio Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others. The Ohio Department of Health and Archdiocese of Cincinnati guidelines will also be followed regarding communicable diseases not known to be spread by casual contact, i.e., Hepatitis B, Human Immunodeficiency Virus (HIV), and other diseases. If at any time, a child comes in contact with a contagious disease, the parent will be immediately notified. All parents are requested to follow simple precautionary

rules for the benefit of all of our children: Do not send your child to school if you think he/she has been exposed to a contagious disease; call your doctor; then call the school. Please keep your child at home if there is any doubt.

ALLERGIES

Students with severe allergies must inform the school office, nurse, and teaching staff. For further concerns or questions please contact the school nurse for allergy (food and others) guidelines and an emergency action plan form.

EXCLUSION

Children who attend school ill or become ill at school will be sent to the school office. Parents will be immediately notified and will be expected to pick up their children promptly. If your child is ill, they must be kept home for 24 hours after there is no longer a fever or signs of a fever (without the use of a fever-reducing medicine) and/or vomiting.

IMMUNIZATION AND VACCINATION

State law requires that each student must have evidence on file by the fifteenth (15th) day of entry to school that he/she has received or is in the process of receiving required immunizations. Noncompliance is reason for exclusion from school.

HOMEWORK POLICY

Homework provides reinforcement for what a child learns in the classroom. Handing assignments in on time, neatly done, and complete helps a child develop good study and learning habits. Parents are encouraged to monitor their children's homework by taking an interest in what the child is doing and providing **guidance** in completion of the assignment. Remember, it is the student's responsibility to complete all tasks assigned for homework. If the work is not completed, the student's grade may be lowered. If a problem develops with incomplete homework and the teacher deems it necessary, the parent will be contacted concerning missing work.

A good rule of thumb for assessing time on homework for students is approximately 10-15 minutes per grade in school.

Students who are absent are required to make up missed assignments. Students will be given the number of days missed to make up missed assignments. Parents may email the teacher or call the school for assignments when the child has missed **two days** of school. If a child has a prolonged illness, it is recommended that the parent arrange for books and homework to be taken home on a regular basis. Please make sure your child is well enough to do school work.

IN-HOUSE CELEBRATIONS

In-school treats for birthdays and selected holidays are permitted. Any instance for treats must be coordinated **in advance** with the homeroom teacher.

1. Birthdays

Confirm with the homeroom teacher prior to the day your child plans to provide a treat.

- a. **First option is to provide a non-food treat for the children. Allergies are major issues for many children in our school**

- b. Please send a simple treat that can be shared with all students. If food is the choice, **we encourage healthy snacks such as fruit.**
- c. Full meals such as pizza or entire lunches are not permitted.
- d. No beverages should be served for birthday celebrations.

2. Holidays – (Halloween, Christmas, Valentine’s Day)

- a. Classroom teacher will communicate appropriate guidelines for their particular grade level,
- b. Homeroom parents may be asked to assist with providing a simple holiday celebration for students.
- c. All celebrations involving food treats are to take place in the cafeteria if possible

NOTE: Severe Allergic situations with students will be communicated through the individual classroom teacher.

INTERNET ACCEPTABLE USE POLICY

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including the internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children’s Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school’s technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person’s account, is strictly forbidden. The user agrees not to bypass the school firewall, or to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

RESPONSIBLE USE OF TECHNOLOGY POLICY

All students and parents will be asked to sign a Responsible Use of Technology Policy Form at the start of the school year. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school.

Catholic Schools of the Archdiocese of Cincinnati adhere to the Children’s Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet

Service Providers. The school has the right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

All students and parents are required to review and sign the Acceptable Use Policy forms provided by the school. Additionally, students in grades 6-8 and their parents will be required to sign the Holy Angels 1:1 Chromebook policy handbook

*The term student applies to any individual enrolled in the school, regardless of age.

LUNCH

Children in grades K – 8, are required to bring their lunches and eat in the cafeteria. Holy Angels does not serve regular hot meals. Milk and juice will be available for purchase, as will special lunches.

If a child forgets their lunch and parents wish to bring them to school, the lunch should be clearly marked with the child's name and given to the front office staff. Students are not **TO NOT BRING FAST FOOD LUNCHES, OR LARGER LUNCHES SUCH AS PIZZA. Students are also not allowed to bring soda or any energy drink.** It is important to pack spoons or forks for your child if they have some type of entrée that requires it. The school will not be expected to supply the students with a spoon or fork for their lunch. No Microwave is available for use.

PARENT COOPERATION

The partnership between Holy Angels School and parents is essential for the continued success of our students. Open communication and cooperation between the two help our community thrive and grow. The school vows to educate, nurture, and protect its students to the best of its ability. In order to do so, cooperation from parents is necessary.

As a condition of enrollment, parental and guardian cooperation with the school, teachers, and administration is required. School rules, regulations, and policies stated in this handbook and otherwise promulgated by the school and the Archdiocese of Cincinnati must be followed by parents and guardians.

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

PARENT TEACHER ORGANIZATION (PTO)

Every parent of a Holy Angels School student is a member of the PTO. Dues are collected the first week of each school year. The role of the PTO at Holy Angels is to raise funds to help supplement the school's budget. PTO funds help pay for instructional programs, professional development for staff, facility improvements and many other needs of the school. The PTO Board consists of a President, Vice-President, Past President, Treasurer as well as other positions deemed necessary by the school administration. The PTO is not a policy-making nor advisory group. Members of the PTO Board must be approved by the school principal.

PROMOTION & RETENTION CRITERIA:

Kindergarten-Grade Three

In grades K through 3 there are many factors to consider before a decision is made to promote or retain. The teacher, in consultation with the principal and parents, will consider testing results, reading and math levels, study habits, and overall maturity. Based upon these, but not limited to, factors, the decision to promote, place or retain will be made by the principal.

Grades Four-Eight

In grades 4 through 8 promotion is based upon a passing average in the core content areas. A child with a failing average in two core content areas may be retained, placed, required to attend summer school, or some other school mandated alternative form or remediation. (Core content areas: reading, math, religion, social studies, science, and English). However, there are other factors that may be considered as well. These include, but are not limited to, the study habits and overall maturity of the student. The decision to promote, place, or retain will be made by the principal.

REPORT CARDS

All students (K-8) are issued report cards at the end of each grading period (trimester). Each trimester will be approximately 12 weeks in length. Final grades will be an average of the three trimester grades.

Teachers of students in grades K-3 will use a standards' based report card. Teachers of students in grades 4-8 use the following grading scale:

A+ (100-99) A (98-95) A- (94-93)

B+ (92-91) B (90-87) B- (86-85)

C+ (84-83) C (82-79) C- (78-77)

D+ (76-75) D (74-72) D- (71-70)

F (69-0)

REVIEW OF RECORDS

Parents have the right to review their child's records on request. The material contained in the child's cumulative record folder consists of grades, standardized test scores, attendance data, health data and documentation of serious behavior issues. In the event of a divorce or separation, parents must supply a copy of the custody/visitation court order which will be kept in the child's records. Changes relating to that decision must be kept current. The parent with custody has the right to receive all report cards, interim reports and other school related information. If the non-custodial parent also requests these reports and information they shall receive them unless a legal decree does not allow this to occur. A copy of such legal decree must be provided to the school by the custodial parent. Changes in a child's normal routine must be approved by the custodial parent/guardian. No child will be dismissed from the school to the non-custodial parent without the written consent of the custodial parent/guardian.

SCHOOL HOURS

ARRIVAL

All students must enter through the front door on L Street. **At 7:40 a.m. the front door will be opened by an employee of the school.** Parents needing to drop their children off prior to the front door opening at 7:40 AM may take advantage of our morning care program. Morning care is available between 7:10 AM and 7:40 AM. Morning care is offered at no additional charge. Students arriving via Dayton buses must remain on the bus until the door is opened at 7:40 AM.

Opening announcements and prayer will begin promptly at 7:55 am. Students arriving after the 7:55 am bell will be marked tardy and must report to the school office for a pass prior to being admitted into class. Tardiness disturbs classes already engaged in the studies of the day. **Excessive tardiness will be reported to the State of Ohio and may be deemed as Truancy.**

DISMISSAL

Students are to leave the school at dismissal. School personnel are responsible for students only until dismissal time. Students are to leave by bus, vehicle, or by walking/bike. Parents of students walking, bike riding, or leaving a different way than normal are required to inform the school office. This includes special "discount" days at local businesses. **Students not picked up by 3:10 p.m. will be placed in our ASE program and charged until their parents arrive.**

SEARCH AND SEIZURE

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, books, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal. Whenever possible, all searches are made in the presence of the student and at least one adult witness. If there is reasonable suspicion of criminal possession (illegal drugs, weapons, etc.) the matter is referred to the principal who follows proper legal procedure of search and seizure according to Ohio law.

STANDARDIZED TESTS

Holy Angels School participates in the Archdiocesan-wide testing programs. In the Spring of each year, grades 2 through 7 are given the IOWA Assessment Form. Results are sent home to parents. The state may introduce new tests each year. Students at Holy Angels took the following tests last year:

Fall Tests

3rd Grade: ELA State Test

3rd Grade: IOWA Form F

Spring Tests

IOWA/cogAT

Grade 2: IOWA & cogAT

Grade 3: IOWA

Grade 4: IOWA

Grade 5: IOWA & cogAT

Grade 6: IOWA

Grade 7: IOWA

State Tests

Grade 3: ELA & Math

Grade 4: ELA & Math

Grade 5: ELA, Math, & Science

Grade 6: ELA & Math

Grade 7: ELA & Math

Grade 8: ELA, Math or Algebra I, & Science

STUDENTS WITH LEARNING DIFFERENCES

Holy Angels School strives to meet the needs of each of its students. We employ 2 full-time clinical counselors, 2 part-time Title 1 instructors, and a full-time reading specialist. Additionally, eligible students may be able to receive supplemental accommodations for speech and psychological testing from Dayton Public Schools. Even with these resources Holy Angels may not be able to fully accommodate every student with learning differences. Parents/guardians give up the right to FAPE (Free Appropriate Public Education) when enrolled in a private school. For questions or concerns please contact the principal.

Occasionally parents or teachers may request student testing for learning difficulties. All parental requests must be made through the classroom teacher or clinical counselor. This request will be discussed and possibly evaluated by the school Intervention Assistance Team (IAT). These requests will then be sent to Dayton Public Schools. At that time DPS will contact the parent and the school for the appropriate next steps. If the request for testing is made by the school, the principal has the authority to mandate the testing as a requirement for continued enrollment of the student.

TEXTBOOKS

All textbooks, books, and related materials and equipment assigned to students are the property of Holy Angels School or loaned to the school through State or Federal programs. Students who lose or damage school materials may be assessed a fine equal to the current replacement value. Non-payment of book fees will necessitate withholding of a student's report card or permanent records. If a student withdraws from the school, all books and materials belonging to the school must be returned or the current assessed value paid before permanent records are transferred to the new school.

TRANSPORTATION

BUS

Bus transportation is provided by the City of Dayton for those eligible for this free service. All bus schedules, regulations, and routes are determined by the respective school districts. Lists are kept in their offices of all students eligible for bus service. Withdrawals, new enrollees, or changes of address should be made to our school office so that this information may be forwarded to the proper authorities.

During bus trips Holy Angels students are required to behave in a manner consistent with the school code of conduct.

TUITION

PAYMENT AGREEMENT

Holy Angels Catholic School is funded primarily through student tuition fees and a generous parish subsidy. All families are required to pay tuition and fees in full on or before dates designated by the school and business offices. Failure to do so may be grounds for students being required to withdraw from school.

TUITION ASSISTANCE AVAILABILITY(K-8) ~ *Angels In Education* ~ Ohio Ed. Choice

Angels In Education = a tuition assistance program for Holy Angels School. Holy Angels School utilizes **FACTS** to help determine the amount of recommended *Angels Grant* to be awarded. A **current Tax Return** must be utilized for this application. Tuition assistance is based on need, availability of funds, and interest in stewardship within the Holy Angels community. One **FACTS** form will be utilized per family despite children in different schools. These applications are located in the school office.

Ohio EdChoice Scholarship = State of Ohio scholarship for families that reside in public school districts of Academic emergency or watch, and have not been in a non-public school before enrolling. Parents are responsible to pay the difference of non-public school's tuition less **Ohio EdChoice** scholarship amount. **EdChoice** application periods are usually early February to mid-April. For more information contact the school secretary.

STUDENT WITHDRAWAL AND TUITION

Withdrawal of a student does not preclude payment of tuition and school fees owed. Records will not be transferred until all accounts have been settled. Reimbursement for early withdrawal may be prorated based on the number of teaching days completed at the discretion of the principal.

UNIFORM DRESS CODE POLICY

Uniform Shirts: Uniform shirts must be light blue or white. All uniform shirts must have a collar and be tucked in at all times. The collared shirts may be purchased from anywhere.)Jumpers, sweatshirts, fleece, sweaters.

Undershirts: All undershirts must be white and without lettering or logos. The sleeve length must not exceed the length of the uniform shirt.

Sweaters: Students are permitted to wear plain navy blue sweaters, vests, or cardigans.

Sweatshirts: Students may wear 1/4 zip Navy Blue Fleece, Crew Neck Sweatshirts in Pewter Grey or Navy Blue, or Hooded Sweatshirt in Pewter Grey or Navy Blue. The sweatshirts and Fleece must be purchased from

Lands' End and must have the Holy Angels Logo on it.

Uniform Pants: Only navy blue uniform pants are permitted. Boys and girls are permitted to wear uniform pants year-round.

Uniform Shorts: Only official uniform shorts in Navy blue are permitted. Boys and girls are permitted to wear uniform shorts year-round. All uniform shorts are to be near the knee cap or below.

Grades K-5th Uniform Plaid Jumper: All uniform jumpers must be purchased from Lands' End in plaid pattern Classic Navy. The length of the jumper may not be altered in any way. Students in grades K-4 are not permitted to wear uniform skirts. Grade 5 can wear either the jumper or skirt.

Grades 5-8 Uniform Skirts: All uniform skirts must be purchased from Lands' End. There are two skirt style options and both styles must be in plaid pattern Classic Navy. All uniform skirts are to be near the knee cap or below. Mid-thigh skirts are not permitted. The length of the skirt may not be altered in any way. Students in grades 6-8 are not permitted to wear uniform jumpers.

Tights & Leggings: Girls may wear solid white, navy blue, gray, or black tights or ankle length leggings under their jumpers.

Uniform Skirt Options:

- Girls' Below the Knee A-Line Skirt
- Girls' Below the Knee Pleated Skirt

P.E. Uniform

- All students in grades 2-8 must wear the HA spirit wear shirt and shorts for PE class. To purchase PE shorts or extra PE shirts, visit our spirit wear website <http://stores.logosatplay.com/holyangelsourspiritwear>. Students may also wear new Holy Angels PE sweatpants or sweatshirts.
- Students must wear PE shirts and PE shorts to school on designated PE days.
- Students must wear athletic shoes to gym class.

Other Important Uniform Items

Belts: A belt is required in grades 2 to 8, and must be a solid color of black, brown or navy blue.

Bracelets/Watches/Necklaces: Only one bracelet/watch/single-chain necklace may be worn at a time.

Earrings: Small stud earrings only. Students may not exceed double pierced ears, No body piercing except the earlobe.

Make-Up: Obvious use of make-up is not permitted. Only CLEAR nail polish may be worn.

Hair: Neat, clean and modest hairstyles are expected. Hair must be well kept and out of the face. Extreme colors such as blue, purple, green, etc. are not permitted. Boys' hair must be above the collar.

Socks: Socks must be solid white, navy, or black. Socks may have a single white, navy, or black logo.

Shoes: Athletic shoes should be as simple as possible. All dress shoes should be solid white, black, brown, blue, or grey. Shoes must have a back and non-slip durable sole

*Shoe types NOT permitted: moccasin-style, soft soles, boots, clogs, crocs, mules, slides, platforms, high heels,

OUT OF UNIFORM DRESS CODE POLICY

Modest Dress is required.

- Dress shoes and sandals are allowed. High heels are not allowed.
- Jean pants, shorts or skirts near the kneecap or below in length may be worn.

- Standard jewelry and makeup code still applies
- Shirts/blouses without collars permitted.
- No ripped jeans, no short shorts, no hoodies other than HA hoodies.

The following are not acceptable: (School principal may add to this list at his/her discretion)

- Extremes in hair, clothing, or accessories
- Hats
- Spaghetti straps or tank tops
- Tattoos, or markings that imitate tattoos
- Halters or bare midriffs
- Low cut tops – deemed too revealing for children in an elementary school setting
- Items that promote alcohol, tobacco, illicit drugs, violence, or illicit organizations or ideas
- Sexually explicit language, profanity, pictures, or symbols on clothing
- Pants or Shirts with rips – even if they are designed into the garment

***Students in violation may be sent to the office to call parents for a change of clothes (if necessary).**

SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DRESS OR MAKE CHANGES TO THE UNIFORM POLICY AS HE OR SHE SEES FIT.

VISITORS

We love having visitors, but there are state laws regulating visits to schools for the safety of the children. All visitors, including parents, guardians, and relatives must report to the main office, sign in, and wear a name badge when entering the building during the school day. (Ohio Revised Code) Underage visitors must follow the same procedures and they may be in the school only when accompanied by an authorized adult. Additionally, all visitors must follow the Archdiocese of Cincinnati Decree On Child Protection.

For the safety of our students and staff, all outside doors are kept locked throughout the day. Unscheduled parent visits to the classroom or playground during the day are not permitted. This includes walking your child to the classroom (Except Preschool) or going to the classroom to pick up your child. If it is necessary to bring an item to school for a student (such as medicine, books, etc.) , label it with the child's name and homeroom and bring it to the office. Thank you in advance for your understanding and cooperation in this matter.

RESPONSIBLE USE OF TECHNOLOGY POLICY

All students and parents will be asked to sign a Responsible Use of Technology Policy Form at the start of the school year. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school.

Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

All students and parents are required to review and sign the Acceptable Use Policy forms provided by the school. Additionally, students in grades 6-8 and their parents will be required to sign the Holy Angels 1:1 Chromebook policy handbook

*The term student applies to any individual enrolled in the school, regardless of age.

Responsible Use of Technology Catholic Schools Office Archdiocese of Cincinnati

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

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

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

CONSENT FOR ONLINE/REMOTE LEARNING

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being live streamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any live streamed or recorded video of such Remote Learning to anyone outside of the student’s immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session.

USER AGREEMENT / PARENT PERMISSION FORM
Both Signatures Required

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

User Name (print) _____ School _____

User Signature _____ Date _____

Grade _____ Homeroom _____

Parent / Guardian Permission Form

I have read the terms and conditions of the Responsible Use of Technology Policy. I am requesting that the above named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print) _____

Parent Signature _____ Date _____

My student's name, grade, homeroom and signature appear above.

COVID Policy/Plan

Acknowledgement of Risks

We, the undersigned parent(s) and student, acknowledge and agree that, as a student of Holy Angels Dayton parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Holy Angels staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at Holy Angels, there is an elevated risk of students contracting the disease simply by being in the building, on the premises, or at any [School] function. The same is true for the parent(s) of a student at Holy Angels.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person Holy Angels functions is the choice of each family, including ours. If student or parent(s) who visit Holy Angels have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Holy Angels, attend any Holy Angels function, or visit Holy Angels. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Holy Angels or any Holy Angels function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to Holy Angels, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19. Specifically, we agree that neither student or parent(s) will come to Holy Angels or attend any Holy Angels function in person, if in the 14 days prior to coming to Holy Angels or any Holy Angels function, student or parent(s) has had any of the following: new cough, shortness of breath, difficulty breathing, fever of 100.4 °F or higher (intermittent or constant), chills, new muscle pains or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, or gastrointestinal symptoms like nausea, vomiting, or diarrhea. This does not apply if these symptoms have been affirmatively diagnosed by a healthcare provider as being caused by some non-contagious illness or condition. In such cases, we agree to obtain supporting documentation from our healthcare provider and share such documentation with Holy Angels. Additionally, we agree that neither student or parent(s) will come to [School] or any [School] function if in the last 14 days, student or parent(s) has had prolonged (more than 10 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.

EMERGENCY MEDICAL AUTHORIZATION

School: _____

StudentName: _____

Address: _____

Telephone: _____

Purpose — To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

As used in this section, “parent” means parent as defined in section 3321.01 of the Revised Code.

Residential Parent or Guardian: Mother’s Name: _____

Daytime Phone: _____ Father’s Name: _____ Daytime

Phone: _____ Other’s Name: _____ Daytime

Phone: _____

Name of Relative or Childcare Provider: _____

Relationship: _____

Address: _____ Telephone: _____

PART I OR II MUST BE COMPLETED - Please see below and choose one.

PART I — TO GRANT CONSENT

I hereby give consent for the following medical care providers and local hospital to be called: Doctor _____ Phone _____ Dentist _____ Phone _____ Medical specialist _____ Phone _____ Local Hospital _____ Phone _____ Emergency Room _____ Phone _____ In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctor, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery. Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:

Date _____ Signature of Parent/Guardian _____

Address:

PART II — REFUSAL TO CONSENT I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

Date: _____ Signature of Parent/Guardian: _____

Address:

Holy Angels School | 2021-2022 | Calendar

August 25 - September 6 September 24	First Day of School NO SCHOOL (Labor Day) NO SCHOOL (Professional Development)
October 13 & 14 October 15	Parent/Teacher/Student Conf. 3:30 - 7:30 p.m. NO SCHOOL
November 5 - November 19 November 22-26	NO SCHOOL - Professional Development End of Trimester 1 Thanksgiving Break
December 17 December 20-31st	11:00 a.m. Dismissal Christmas Break
January 3 January 17	Return from Christmas Break NO SCHOOL - Martin Luther King Day
February 3 February 7 February 16 & 17 February 18 February 21 February 25	Open House for prospective families 6:00-7:30 p.m. NO SCHOOL - Professional Development Parent Teacher Conferences 3:30-7:30 p.m. NO SCHOOL NO SCHOOL - Presidents Day End of Trimester 2
March 25	NO SCHOOL - Professional Development
April 15-22 April 25	Easter Break Return from Easter Break
May 26	Field Day, 11:00 a.m. Dismissal, Last Day of School, End of Trimester 3

*****School policy detailed in this handbook may be updated by the principal or pastor at any time in order to best serve the students of Holy Angels. Parents will be notified of handbook changes through e-mail.**

STATEMENT OF COMPLIANCE

Dear Families,

Holy Angels School values its partnership with school parents and guardians. To this end it is important for you and your child(ren) to read and understand this handbook which outlines the policies of Holy Angels School. Please read thoroughly and discuss the contents with your child(ren) before signing and returning to school. Thank you for your understanding and cooperation.

**The school principal and/or pastor reserves the right to change or amend any and all parts of this handbook at anytime.*

Parents will be notified via email of changes

I have read, reviewed, discussed, understood, and will comply with the policies as presented in the 2021-22 Holy Angels Parent-Student Handbook.

(Gr. 2 & under - student signatures optional)

_____	_____	_____
Mother/Guardian (Please Print Name)	Mother/Guardian (Signature Please)	Date
_____	_____	_____
Father/Guardian (Please Print Name)	Father/Guardian (Signature Please)	Date
_____	_____	
Student	Date	
_____	_____	
Student	Date	
_____	_____	
Student	Date	
_____	_____	
Student	Date	

