

2025-2026

STUDENT/FAMILY HANDBOOK



HOLY ANGELS CATHOLIC SCHOOL
120 E. Water Street
Sidney, Ohio 45365
937-492-9293
www.holyangelscatholic.com
School Hours - 8:15-3:15 p.m.

TABLE OF CONTENTS

WELCOME.....5

Principal Letter

History of School

Mission Statement

Belief Statements

Philosophy Statement

Accreditation

Administration

Right To Amend

ADMISSION AND REGISTRATION.....7

Non-Discrimination Statement

Registration Requirements for All Students

School Age

Part-time Enrollment Policy

Educating Students with Special Needs

Admissions Process

Accuracy of Information Statement

Voluntary Withdrawal of Students

FAITH FORMATION.....10

Religious Education

Sacramental Preparation

ACADEMIC PROGRAM11

Academic Expectations

Homework

Guidelines for Homework Completion

Grades and Grading

Field Trips

Promotion and Retention

Records Review

Withdrawal/Disenrollment for Academic Reasons

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

Curriculum

Standardized Testing

Reporting Student Progress

Student Support Programs

Temporary Home Instruction

Multi-tiered System of Support (MtSS)

ATTENDANCE16

The School Day

Daily Attendance

Appointments, Scheduled Events, Vacations

Absences Due to Funerals

Make-up Work

Excessive Absence and Tardiness

Reporting An Absence

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES19
Student Pregnancy
Gender Identity

HEALTH AND SAFETY.....20
Medical Information
Administration of Medication
Medication Administered at School
Diabetic Care Policy
School Administration of Diabetes Medications
Student Administration of Diabetes Medications
Non-Restriction Disclaimer
Policy on Student Use of Marijuana
Child Protection
Immunizations
Health Screenings
Safety Plan
Wellness Plan

STUDENT CODE OF CONDUCT.....27
Conduct In or Out of School
Illegal Substances
Harassment, Intimidation and Bullying Policy
Criminal Misconduct
Conduct Disclaimer
Code of Conduct/General Behavioral Expectations
Bus Conduct
School-wide Disciplinary Violations
Demerit Guidelines
Procedures to be Followed in Cases of Suspension and Expulsion
Search and Seizure
Cheating and Plagiarism
Finality of Decisions

SCHOOL UNIFORM.....38

PARENT/GUARDIAN INFORMATION.....42
Communication
Confidentiality Concerning Students
Cooperation as Condition of Enrollment
Custody Policy
Emergency Closings
Archdiocese of Cincinnati Catholic School/Holy Angels Emergency Academic Requirements
Social Media
Technology/Use of AI
Theft or Loss of Personal Property
Tuition and Registration Fees
Tuition Collection Policy
Use of Student Photographs/Information
Visitors
Volunteers

GENERAL SCHOOL INFORMATION.....48
Extra-Curricular Activities
Athletics
Birthday Celebrations
Lost and Found
Lockers
Lunch Program

SIGNATURE PAGE - Parent/Guardian and Student(s) Signature Required (hardcopy to sign provided in August at Open House in packet)

APPENDICES - These pages are provided as hard copies to each family at the beginning of the school year to have and complete for the student school files. Provided at Open House in August.

Appendix A	<u>Accident Injury Form</u>
Appendix B	<u>Archdiocesan Policy for Youth Activities/Permission Form</u>
Appendix C	<u>Asthma Inhaler Form for Self-administration</u>
Appendix D	<u>Decree on Child Protection</u> (SafeParish information)
Appendix E	<u>Emergency Medical Authorization Form</u>
Appendix F	<u>Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector</u>
Appendix G	<u>Parent/Guardian Request for Administration of Medication</u>
Appendix H	<u>Physician Request for Administration of Medication</u>
Appendix I	<u>Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector</u>
Appendix J	<u>Responsible Use of Technology</u>
Appendix K	<u>School Calendar</u>
Appendix L	<u>Social Media Policy and Media Release Form</u>
Appendix M	<u>Volunteer Confidentiality Form</u>
Appendix N	<u>Google Workspace Parent Consent Form</u>
Appendix O	<u>Student Handbook Agreement Form</u>

Dear Holy Angels Families:

Welcome to the 2025-26 school year and the Holy Angels School Family! I am looking forward to another school year and sharing in the Wings spirit! This year we will continue building on the strengths of our school, as well as strengthening our areas of limitations. We appreciate those of you who shared your input in our end of the school year survey to help us identify these areas! Many good things are in store for everyone this year and we are happy that you have chosen a Catholic education with us!

The information in this Parent/Student Handbook will be helpful as you become involved as an active member of the school community. Please know that the Handbook is subject to change. If such a change becomes necessary, it will be brought to your attention immediately.

The school year will provide each student with many opportunities. I encourage our students to take advantage of these moments and use their many God-given gifts, to be Christ-like with one another, and live out the mission of the school (Holy Angels Catholic School is devoted to the development of the student's mind, body, soul, and service to others, rooted in the Catholic teachings of Jesus Christ).

I pray that everyone will have a safe and outstanding year! My door is always open, if you have any questions.

Many blessings,

Denise Stauffer
Principal

HISTORY OF SCHOOL

Education in the Holy Angels Parish dates to 1861 with the building of a new church on Main Street. The west end of the church was partitioned off to serve as a school for 20 students. Miss Eleanor Ryan was our first teacher. In 1875, the parish had grown, and a new three-story brick school was built, including six classrooms and a library for the 112 children enrolled at the time. Four Sisters of Charity came to staff it.

Holy Angels parishioners were dedicated from the outset to providing a Catholic education for their children, and when the original school was partially destroyed by fire in April 1936, the present grade school was built. The cornerstone was laid for the new school on April 4, 1937, with Msgr. R. Marcellus Wagner officiating. It housed grades 1 through 12 until 1955, when Holy Angels High School was completed.

The school has undergone many phases of renovations and additions, beginning in 1938 when the gymnasium was completed, first paint job in 1940, and the removal of the coal furnaces in June 1970 to install a public address system and convert the assembly room into classrooms.

In 1970, Holy Angels High School merged with Piqua Catholic High School to become an Archdiocesan high school – now known as Lehman High School.

The successful conclusion of the 1989-90 Building Fund Campaign and the complete renovation of the current building and addition of the west wing marked another important date in the history of Holy Angels Education. It evidenced the continued commitment of the Holy Angels parishioners and community to the education of their children.

Since the above renovation and addition, the school updated the primary playground on Water Street in 1997. A state-of-the-art computer lab has also been added. The 2012-2013 school year marked the first year where Kindergarten was offered full day, and the following year, Kindergarten became exclusively all day. In 2014, the boys' bathroom on the first floor and girls' bathroom on the second floor were updated.

Currently, every classroom is equipped with an Interactive Board. Additional technology utilized by teachers includes a Chromebook cart for each individual grade, from 1st through 8th grade. All teachers have a Chromebook to utilize for their classes.

During the COVID-19 pandemic of 2020, the school office was renovated to provide a more professional and welcoming environment for the families. A wall was added to include a new office for the business manager, and the layout was restructured to make the area better fit the needs of our staff and students.

The preschool renovation project began in 2020 and ended in 2021 to prepare for the addition of Little Angels Preschool in the fall of 2021. The old art room and computer lab were renovated to become two preschool classrooms. The old library was converted into a daycare room. The old locker rooms were restructured to create a storage space with two bathrooms that could be used for preschoolers. A Prekindergarten Program (ages 4–5 year-olds) began in the fall of 2021 and a Preschool Program (ages 3-4 year olds) began in the fall of 2023.

As Holy Angels continues to change and modernize itself, its goal remains: To instill “Values for a Lifetime.”

MISSION STATEMENT

Holy Angels Catholic School is devoted to the development of the student's mind, body, soul, and service to others, rooted in the Catholic teachings of Jesus Christ.

BELIEF STATEMENTS

We believe in lifelong faith formation with Jesus Christ as the center of all that we do, and his teachings should be embedded in all subject areas.

We believe every student has value and deserves to learn to their fullest potential. Every student is encouraged to use his/her gifts and talents to fulfill God's plan.

We believe every student has the right to learn in a safe, secure, and stimulating environment.

We believe every student has the ability to become a responsible citizen to serve others.

We believe student development is enhanced when parents support the school and their child through the educational process.

PHILOSOPHY STATEMENT

Holy Angels Catholic School is a Catholic, Christian centered community that strives to educate children and their families about how to live their faith in real world terms while growing their knowledge in a variety of curricula. We encourage all staff, students, and families to be ready, willing, and able to serve and lead in intelligence, virtue, and love when their time here is complete.

ACCREDITATION

Holy Angels School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

Holy Angels Catholic School received full accreditation in May 2022. Our school improvement goals include both a Catholic Identity Goal and an Academic Goal. The Catholic Identity Goal states, "In accordance with the Catholic church's teachings on human dignity, our students will improve their ability to articulate, model, and demonstrate inclusion and acceptance". The Academic Goal states that "Students will initiate ways to seek out new strategies to increase learning and demonstrate improvement and growth, across the curriculum".

ADMINISTRATION

Holy Angels Catholic School is part of the Archdiocese of Cincinnati, under the jurisdiction of Archbishop Robert G. Casey and at the direction of Superintendent Matt Daniels. Holy Angels School is a parish school which operates under the authority of the Pastor, Fr. John Tonkin under the direction of the school principal, Denise Stauffer, and assistant principal/Dean of Academics, Carrie O'Leary, and Dean of Students, Ellen Brandon.

RIGHT TO AMEND

This handbook is not a binding contract with Holy Angels School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

NON-DISCRIMINATION STATEMENT

The governing board of Holy Angels School located at 120 East Water Street in Sidney, Ohio 45365, has adopted the following racial nondiscriminatory policies. “Holy Angels School recruits and admits students of any race, color, ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. “Holy Angels School will not discriminate on the basis of race, color, national or ethnic origin in the hiring of its certified or non-certified personnel.”

REGISTRATION REQUIREMENTS FOR ALL STUDENTS

Students who currently attend Holy Angels Catholic School will be auto registered for the following school year. A non-refundable registration fee must be paid by the official registration deadline of April 30th to guarantee admission. If a student does not wish to continue at Holy Angels School, the school MUST be notified by April 30th to avoid being charged the non-refundable registration fee. If a student who currently attends Holy Angels Catholic School registers after the official registration deadline, she or he will be admitted based on the same criteria listed in the admissions process section and will be assessed a late registration fee. Registration paperwork includes the following documentation: registration form, birth certificates, baptismal records, health/immunization records, any legal custody/parenting time agreements, transcripts, and the registration fee. Registration fees are not covered under the EdChoice or Jon Peterson Special Needs Scholarships.

SCHOOL AGE

In accordance with [Section 3321.01](#) of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

PARTIAL ENROLLMENT POLICY

The following are the requirements of the school for a student to be considered a “part-time student”, making them eligible to participate in the school’s athletic programs, including Lehman Junior High Athletics:

1. Part-time students must take one core class (Language Arts, Math, Social Studies, Science) during the school year at the school’s physical location. Virtual instruction will not be offered by the school.
2. Part-time students must take the Religion class corresponding to their specified grade, as determined by the local school district, at the school’s physical location. The school can make an exception for this if the family can show that they are receiving appropriate Religion instruction through the parish or at home. Virtual instruction will not be offered by the school. All part-time students must participate in all faith-based events and programs as determined by the Principal of the school (ie. Retreats).

3. Part-time students will be held to the same academic standards and grade eligibility requirements as all other students.

EDUCATING STUDENTS WITH SPECIAL NEEDS

Holy Angels School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

ADMISSIONS PROCESS

Acceptance of registration at Holy Angels School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as EdChoice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Registration fees are not refundable and not covered by the EdChoice or Jon Peterson Scholarships. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

The admission process at Holy Angels School is as follows:

1. APPLICATION form is completed by the parent/guardian and submitted with all requested information and required documents no later than the established deadline.
2. REVIEW of the application begins. All required records will be reviewed by the school administration.
3. ACCEPTANCE is determined. Once the administrator/admission director reaches a decision whether to accept a student, the parent/guardian will be notified.
4. ENROLLMENT is completed. Upon acceptance, the parent/guardian will be asked to register the student for the upcoming school year and pay the registration fee by a predetermined date.
5. Holy Angels Catholic School will attempt to maintain a class size of less than 30. Once a grade's size equals 30, the possibility of establishing another class MUST be reviewed by the Principal and the School Committee.

Admission to Holy Angels School is considered according to the following priorities:

1. Children of registered parish members whose siblings are already in school
2. Children of registered parish members whose siblings have attended the school
3. Children of registered parish members
4. Siblings of students currently enrolled and have paid the registration fee
5. Catholic children outside of Sidney who do not have a parish school but are active members of their Catholic parish
6. All other children will be carried on the waiting list until one week prior to the beginning of the school year to provide space for children in the first five priorities

New students who wish to be considered for enrollment may need to complete an assessment, academic screening, review of records, and interviews.

New students entering Holy Angels Catholic School with prior academic and/or behavioral concerns will be placed on a nine-week probation period to ensure their school success. The Principal gives special consideration to each child's particular needs before a decision is made to admit or exclude the child for enrollment at Holy Angels Catholic School.

ACCURACY OF INFORMATION STATEMENT

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.

Voluntary Withdrawal of Students

The school follows the policies of the Archdiocese Commission on Education regarding withdrawal of students. For a school to request that pupils voluntarily withdraw for academic deficiencies, the following conditions must have been fulfilled:

1. Sufficient advance notice of the contemplated action must be given in writing to the parents.
2. An opportunity has been given to the pupil and to the parents to discuss with the appropriate staff member the future school placement of the pupil
3. The school agrees to cooperate with any receiving school, in matters concerning the placement of the pupil in an instructional program
4. Tuition must be paid at the time of withdrawal. Tuition will be charged for each quarter attended and for the full quarter, even if they only attended a partial quarter.
5. Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned. Additionally, all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met.

FAITH FORMATION

RELIGIOUS EDUCATION

The religious formation of our students is the primary aim and purpose for the existence of Holy Angels Catholic School. Holy Angels Catholic School follows the Archdiocese of Cincinnati's Graded Course of Study for Religious Education.

Holy Angels School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

SACRAMENTAL PREPARATION

Holy Angels School, along with the St. Joseph Pillar of Families Parish Religious Education Office and parents, provide sacramental preparation to our second-grade students (First Reconciliation and First Communion) and eighth-grade students (Confirmation). Parents are expected to attend preparation sessions for each sacrament. Parents of students who have not received the sacrament at the scheduled time should notify the school or parish office to see if arrangements can be made to prepare the students.

Rite of Christian Initiation: If you are not Catholic but are interested in learning more about the Catholic faith, please notify the school and we will assist you in contacting the parish for more information.

ACADEMIC PROGRAM

ACADEMIC EXPECTATIONS

Students at Holy Angels School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as fine arts and intervention opportunities. Additional support services may be available for students as needed. The curriculum for Holy Angels Catholic School is published by the Archdiocese of Cincinnati School Office and meets the standards of the Ohio Department of Education.

HOMEWORK

Homework is a valuable aid in helping students make the most of their school experience. It reinforces what has been learned in class; it prepares students for upcoming lessons; it teaches responsibility and independence; and it develops positive study habits. Of course, it also helps the teacher evaluate progress. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc. Students are expected to do their own work. Parents should help their children if a problem arises, but only after the child has tried their best on their own. Parents should not do homework for their children.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

Students should expect, on average, 10-15 minutes of homework daily per grade level. For example:

Kindergarten	10 to 15 minutes
Grades 1 – 3	15 to 45 minutes
Grades 4 – 6	45 to 90 minutes
Grades 7 – 8	70 to 120 minutes

Long term projects/deadlines will be communicated with students and parents. Completed projects are due when designated. A loss of points/zero credit could be given for incomplete/unfinished work. Students are responsible for keeping track of their deadlines. If a child will be on vacation when a long-term assignment is due, the assignment **MUST** be turned in prior to leaving for vacation. Failure to turn in the assignment will result in a loss of points/zero credit at the teacher's discretion.

Homework assignments that are not completed in a timely manner could result in a loss of points. Students with no more than 3 outstanding homework assignments will be issued a Gradelink notification and will result in a lunch/recess detention until all work is completed.

GRADES AND GRADING

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

Standards-based, number grades are used on report cards and permanent records for grades K-2:

- 4 - Consistently Demonstrates/Exceeds Proficiency
- 3 - Frequently Demonstrates Proficiency
- 2 - Progressing Toward Proficiency
- 1 - Demonstrates Limited Progress Toward Proficiency
- N/A - Not Assessed This Grading Period

Letter grades are used on report cards and permanent records for grades 3-8. The following is a conversion from percentages to letters:

93 - 100	A	Superior/Outstanding
85 - 92	B	Above Average
75 - 84	C	Satisfactory
70 - 74	D	Below Average
Below 70	F	Failing/Unsatisfactory

Progress/Interim reports are issued mid-quarter as needed (required for a grade 84% or lower). Progress Reports for students are issued four (4) times per year, each quarter.

Honor Roll (6th-8th)

First Honors - is defined as a student receiving a minimum of a 93% or higher in all Core Subject areas.

Second Honors- is defined as a student receiving a minimum of an 85%-92% in all Core Subject areas.

FIELD TRIPS

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Expectations on all field trips are the same as a regular school day. Parents/guardians must complete the appropriate forms and return them to the school prior to the event. Phone confirmations cannot be accepted. Students may be denied participation in an external learning experience (field trip) due to excessive absences or if they are not in good academic or disciplinary standing with the school.

Good standing guidelines are as follows during the quarter of the field trip:

Grades 4th-8th:

No more than three missing assignments

No failing grades, and

No more than one detention for a behavior infraction at the time of the field trip

Pre K-3rd:

No more than three missing assignments, and
No more than 3 red cards/5 Dojo points lost, or
2 Removals from class

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. Holy Angels will make reasonable accommodations for all students and will inform trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students.

All adults/chaperones must be Safe Parish/child protection approved through the Archdiocese of Cincinnati and sign a volunteer form.

In cases where student or parent vehicles are used (this is not recommended), parents shall be made aware and agree, in writing, that they are assuming the liability for any child in their vehicle. A copy of their driver's license and proof of automobile insurance must be provided to the school's front office. In parent vehicles, at least one other adult (in addition to the parent) shall be present. Students and parents shall be encouraged to follow all traffic safety laws. Any student traveling in a private parent's care must have written permission from his/her parent or guardian to do so.

PROMOTION AND RETENTION

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered.

Each student is assigned to a grade level to best serve the child's needs. The assignment is usually done at the close of each school year; it may be promotion, retention, or placement. Promotion is defined as advancement to the next grade level. Retention or placement may occur in the respective grade level when the student in:

- Kindergarten has not demonstrated readiness for the first grade.
- Grades 1-3 show unsatisfactory progress for the year in Language Arts or Math and/or the student has not met the Third Grade Reading Guarantee.
- Grades 4-8 has a failing cumulative average for the year in two core subjects, or a failing cumulative average for the year in 1 core and 2 special subjects.

Core Subjects are Religion, Language Arts (Reading and English), Mathematics, Science, and Social Studies.

Special Subjects are Art, Health, Music, Band, Computers, and Physical Education.

The decision to retain or place a student will be made by the principal, upon the teacher's recommendation, and will be based on many factors. These include, but are not limited to, social and emotional development, physical maturity, age, attendance, standardized test scores, and diagnosed learning disabilities. Other special considerations, which might influence the decision to retain or place a student, would be attending an after school or summer intervention program such as tutoring or summer school. Options will be discussed before the final decision is made to either retain or place.

Whenever retention or placement is being considered, there should be evidence of adequate communication during the school year between home and school such as: phone calls, letters, conferences, interim reports, etc. prior to the decision to retain or place.

Any decision to retain a child will be made with the agreement of the parents. If such an agreement cannot be made, the school will place the child the first year and note its disagreement with the parents. However, if the following year, the school again decides that retention is desirable, and the parents disagree, retention may transpire over the objection of the parents.

Because school attendance is extremely important and what happens in the classroom has great effects on the academic performance of a student, good attendance should be a high priority. Therefore, if a child misses 21 days of school or more during the school year, the student may be subject to retention of the current grade, or be required to make up the days missed (beyond the 21 days) at the end of the school year, or take summer school. This is inclusive of tardies that add up to full day absences. The only exception would be in the case of a medical condition(s) that warrants such absences. If this condition is the cause of the 21 days or more, a doctor's note would be required and will be considered by the principal or designee.

STUDENT RECORDS REVIEW

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

WITHDRAW/DISENROLLMENT FOR ACADEMIC REASONS

A student may be asked to withdraw for academic reasons from Holy Angels School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. Holy Angels School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

WITHDRAW/DISENROLLMENT OF STUDENTS BASED ON CONDUCT OF PARENTS/GUARDIANS

Holy Angels School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing, sent through US mail, to the Superintendent.

CURRICULUM

Holy Angels School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

STANDARDIZED TESTING

Holy Angels School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

We participate in the following Diocesan-wide testing programs:

- Grades K-8 - i-Ready Math and Reading
- Grades 2-8 - Assessment of Religious Knowledge (ARK)
- Grades 5 and 8 AIR Science Test
- Grade 8 State Algebra Test

REPORTING STUDENT PROGRESS

Holy Angels School issues electronic report cards (hardcopies will be available upon request) to the families on a quarterly basis. Additionally, electronic interim/midterm progress reports are issued throughout each grading period. Student grades can be accessed at any time via the Gradelink student management system.

STUDENT SUPPORT PROGRAMS

Holy Angels School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

Title 1 Reading K-3

Special Education Intervention

Speech Language Intervention

Tutoring: Reading and Math

Clinical school therapist

A nurse to service all students who may need it.

Physical Therapy, Occupational Therapy, and Aide Services if Holy Angels School can provide those resources.

Please note that only intervention and speech services are covered financially under the Jon Peterson Special Needs Scholarship.

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

Multi-tiered System of Support (MTSS) - aka Response to Intervention (RTI)

Multi-Tiered System of Support is an educational framework for meeting the varied needs of all students. This system relies on a data-based problem-solving process to integrate and support the provision of both academic and behavioral instruction and intervention. It is not a process that automatically results in a referral to special education for an IEP (Individualized Education Plan) or a 504 Plan suggested by an outside specialist. The MTSS referral process involves a structured approach to identifying and addressing students' needs. It starts with a screening and progress monitoring process to identify struggling learners, followed by tiered interventions and ongoing monitoring in order to develop a plan that addresses the student's needs. Parents and/or teachers can make a referral to the MTSS team.

ATTENDANCE – ABSENCE

THE SCHOOL DAY

Students should not report to school before 7:50 AM unless they are enrolled in Before Care. The school is not responsible for supervision before that time. The school is not liable for any bodily harm to any student due to any accident that occurs before 7:50 AM. When students, in grades K-8, arrive at school, they should enter either door #2 or #3 and report immediately to the cafeteria until the 8:00 AM bell that dismisses them to the classroom. Students may be dropped off either in the front of school or the alley behind the school. Please use crosswalks when applicable. Students in our preschool/PreK programs will need to be walked to the classroom and parents may enter door #1 with these students. School will begin promptly at 8:15 AM.

DAILY ATTENDANCE

Regular attendance is an important factor in the establishment of a good scholastic record. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to be absent are personal illness, a family death, or a family emergency.

Teachers will send attendance counts to the office by 8:30 AM. If there is a justifiable reason for being late, parents should send a note of explanation or personally bring the student to the office. Each student who is tardy should report to the office for a tardy slip. Four unexcused tardies will lead to a detention. Further disciplinary consequences may be taken by the Principal if the problem continues.

Tardy is defined as being late up to fifteen minutes after the start of the school day. Absence of less than three hours will be recorded as one-half day absent. If a student attends school for less than 3 hours in a given day, they will be considered a full day absent. Upon returning to school, students should report to the office for an admission slip. Permission for a child to leave school other than the prescribed 3:15 P.M. dismissal time should be obtained in writing or by a phone call to the Principal or his/her designee. Parents should meet their children at the school office to be picked up for early dismissal.

Any student who comes late to school or is signed out during the school day is not eligible for a Perfect Attendance Certificate at the end of the quarter or end of the school year.

[Section 3301-69-02](#) of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

Classes pack up at 3:10 P.M. Students line up silently to leave the building in orderly lines accompanied by teachers. Patrol people and assigned teachers are responsible for the safety of the students walking home. Students are to leave the playground promptly unless waiting for transportation. Once a student has left the school grounds via bus, parent pick-up, or walking home, they are no longer under the supervision of the school and its members. The school day is over at 3:15 P.M.

APPOINTMENTS, SCHEDULED EVENTS, VACATIONS

When possible, medical and dental appointments should be scheduled outside of school hours. We strongly discourage the practice of taking children out of school for vacations, visits to relatives out of town, etc. Because unique classroom dynamics can't be reproduced, it is sometimes difficult for a teacher to accurately plan for a week's time or sometimes even a couple of days' time. For this reason, teachers can't be expected to give all of the homework during an absence such as this. Teachers can give routine assignments during such absences (e.g. spelling lists, math lessons, etc.). If such assignments are given in advance, these assignments **may be expected to be turned in the day the student arrives back to school**. Should parents intend for students to be released for these purposes, the following should be fulfilled:

1. A vacation/visit form should be obtained from the school, completed and returned to the Principal and/or her designee, at least one week prior to the absence, to be signed/approved.
2. Once signed by the parents/guardian and principal or designee, the vacation/visit form will be given to the student to share with his/her teacher to sign and return to the front office.
3. The degree of interference with the student's scholastic program should be discussed with the student's teacher(s).
4. No special instruction will be provided. Should the student fail, due to this type of absence, failure is not the responsibility of the school.

ABSENCES DUE TO FUNERALS

Students attending a funeral are not counted as being absent from school if they leave the school and travel directly to the church or location of the funeral and return to the school immediately following the funeral. However, the travel must be accomplished within a period of three hours or less to qualify as a non-absence. Attendance at funerals is otherwise counted as an excused absence.

MAKE-UP WORK

Students should make up any work missed during an excused absence; this includes classwork, homework, quizzes and tests. It is the student's/parent's responsibility to contact the teacher, obtain the assignment, and reschedule

quizzes and tests. Make-up work must be completed in no more than the number of days absent. For example, if a student was absent for two days, all work must be made up in two days or less. Full credit may not be given and a zero could be recorded for any work that is not made up during the allotted time. This decision is at the discretion of the teacher.

Arrangements to pick up the child's work after 2:30 p.m. should be made before noon.

EXCESSIVE ABSENCES AND TARDINESS

Because school attendance is important and what happens in the classroom has great effects on the academic performance of a student, good attendance should be a high priority. Therefore, if a child misses more than 5 consecutive days, a doctor's note will be required, otherwise it will be considered unexcused and schoolwork may not be counted during these absences.

If 21 days of school or more are missed during the school year, the student may be subject to retention of the current grade, or be required to make up the days missed (beyond the 21 days) at the end of the school year, or take summer school. The only exception would be in case of a medical condition(s) that warrants such absences. If this condition is the cause of the 21 days or more, a doctor's note would be required and will be considered by the principal or designee.

Repeated unexcused absences from school may result in automatic detention.

Excessive unexcused absence or tardiness may result in a failure to pass the current grade.

The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy: Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences is defined as being absent 38 hours (5.5 days) in a month , excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours (4.5 days) without a legitimate excuse for the consecutive absences; or 42 hours (6 days) in a month, or 72 hours (11 days) within an academic year.

REPORTING AN ABSENCE

A student's absence must be reported to the school office by 8:15 a.m. A message left on voice mail must include the caller's name, the student's name, grade number, and homeroom teacher, the date of absence, and reason for absence. Upon return to school, the parent/guardian should send a written note to the front office stating the reason for the absence. When a parent or guardian fails to notify/call the school office, we will call the home or place of employment.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

Holy Angels School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's

expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Holy Angels School when determining whether to admit or retain a student.

STUDENT PREGNANCY

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

GENDER IDENTITY

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

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

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. 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:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

HEALTH AND SAFETY

MEDICAL INFORMATION

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

ADMINISTRATION OF MEDICATION

Holy Angels School follows the following Archdiocese of Cincinnati mandate and [Section 3313.713](#) of the Ohio Revised Code regarding administering medication to students.

Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
- 2) The school receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
- 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
- 5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
- 6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent/guardian; and
- (11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

MEDICATION ADMINISTERED AT SCHOOL

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

DIABETIC CARE POLICY

Holy Angels School complies with [Section 3313.7112](#) of the Ohio Revised Code regarding diabetes care.

Holy Angels School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

SCHOOL ADMINISTRATION OF DIABETES MEDICATION

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin;
 - f) The date the administration of the drug is to cease;
 - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
 - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
- 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
- 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.

- 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

STUDENT ADMINISTRATION OF DIABETES MEDICATION

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

NON-RESTRICTION DISCLAIMER

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

SEIZURE ACTION PLAN

ORC 3313.7117 requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- 1) A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
- 2) A written statement from the student's treating practitioner providing information on each drug prescription to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors, and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

POLICY ON STUDENT USE OF MARIJUANA

Holy Angels School is committed to providing the most optimal educational environment for all its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

Holy Angels School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

CHILD PROTECTION

Holy Angels School follows all Archdiocese of Cincinnati mandates and [Section 2151.421](#) of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

IMMUNIZATIONS

Holy Angels School complies with the minimum immunization requirements set forth by Sections [3313.67](#) and [3313.671](#) of the Ohio Revised Code. Although Holy Angels School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

HEALTH SCREENINGS

Vision and hearing screenings shall be provided during the school year by the nurse for Holy Angels School. Any concerns or referrals will be shared with that child's parents/guardians.

SAFETY PLAN

Holy Angels School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. Holy Angels School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

All faculty/staff have a copy of this plan readily available to them. The school meets and follows all applicable requirements of the Ohio Building Code, the State Fire Marshal's Office, the State Department of Health, the laws of the State of Ohio, and the policies of the Archdiocese of Cincinnati.

Safe pick up areas for families, as laid out in our Crisis Management/Safety Plan include St. Johns Church and Cromes Funeral Home parking lots. If we need to relocate to the other side of town, then we would use Lehman Catholic High School.

WELLNESS PLAN

Mission statement:

Holy Angels School equips students to know, love, and serve God through intentional faith formation and academic excellence.

Therefore, it is the policy of Holy Angels Schools to provide the following:

- The school will engage students, parents, teachers, health professionals, and other community members in developing, implementing, monitoring and reviewing school wide nutrition, education, physical activity, and mental health policies.
- All students in grades K through 8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- The school's mental health therapist provides access to mental health professionals and social/emotional skills for students and staff.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- To the extent practical, the school will participate in the federal school meal program.
- The school will provide nutrition education, physical activity, and emotional support to foster lifelong habits of healthy eating, physical activity, and mental wellbeing.

Wellness team:

The wellness team will be built of a group of individuals representing the school and community and should include parents, students, school food service personnel, members of the advisory board, school administrators, teachers, and health professionals.

Food and Nutrition Services:

Holy Angels School will follow the USDA Professional Standards for State and Local Nutrition Programs to ensure that professional development in the area of food and nutrition is provided for food service directors and managers.

Nutrition Standards:

Nutritional qualities of food and beverages sold and served on campuses.

Meals served through the national school lunch program will meet nutrition requirements established by local, state, and federal statutes and regulations. Good menu planning will be used to offer healthy foods. Choices will include lean meats, a variety of fruits and vegetables, whole grains and low-fat or fat-free milk products.

Availability of Water:

A water fountain with an automatic water bottle filling machine is available by the cafeteria for students to use. Water cups are available in the cafeteria.

Time allotted for Student Meals:

Lunch at all sites are served during 25-30-minute-long lunch periods on normal school days. Average serve/clean up time is 6-7 minutes allowing approximately 19-23 minutes of sit time for students to eat lunch.

Free and reduced meals:

Holy Angels Schools will make every effort to eliminate any social stigma attached to and prevent the identification of students who are eligible for free and reduced-price school meals. The cafeterias are cashless—all students, regardless of the type of payment they make for school meals, or the food being purchased (meal or a la carte) are provided with a lunch account and teachers record at the start of each day which students are getting a lunch and extras to the front office.

Students' unpaid meal balances will be kept private. Parents will be notified by email of negative balances. Students will be allowed a reimbursable meal without extra options until money is deposited into their account. Schools will reach out to the family of a child with an unpaid balance to assess whether the child is eligible for free or reduced price meals.

Applications for free/reduced priced meals are sent home to all families at the beginning of the school year.

Student meals from home:

Parents and students will be encouraged to make healthy food choices for student lunches from home.

Snacks and Smart Snack Guidelines:

Snacks served during the school day in the classrooms will make a positive contribution to children's diet and health, with an emphasis on serving fruits and vegetables as the primary snacks and water.

Family and community:

Family members and community members are encouraged to become actively involved in programs that provide physical activity and nutrition education. Parents are also invited to join students for school meals in the cafeteria. Holy Angels School encourages community volunteers to assist in serving and supervising in the cafeterias during lunch service.

Physical Education and Activity:

Holy Angels School participates in a physical and nutrition health education available for all K - 8 students. The curriculum for grades K-8 will be aligned with national and/or state and/or Archdiocesan physical education standards. Physical activity is designed to promote student wellness and skills needed for lifelong physical fitness.

Nutrition and Wellness Education and Support:

Educators are encouraged to incorporate the promotion of healthy nutrition lifestyles in all subject areas for all grade levels as appropriate. Nutrition curriculum will provide the knowledge and skills necessary to promote healthy choices.

Emotional Well-being:

Holy Angels School will recognize and support students and staff dealing with emotional, social, and mental wellness. The school will provide life skills services through the teaching, counseling, and clergy.

Spiritual Wellness:

Spiritual Opportunities for Faculty, Staff & Students are provided throughout the school year.

Staff Wellness:

Holy Angels School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

STUDENT CODE OF CONDUCT

Holy Angels School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

The Code of Conduct of Holy Angels Catholic School exists to ensure students the best possible atmosphere for learning and to direct students toward self-discipline. Holy Angels Catholic School allows students to make choices in a guarded and loving environment. Administration, faculty, and staff respond to those choices in a way that encourages right choices and supports the students' efforts to correct negative behaviors. They support right behavior and draw attention to the positive aspects of the child's growth in self-discipline.

The school is committed to maintaining high standards so that students may be challenged to be the best they can be. Administration, faculty, and staff take their responsibility in this regard very seriously, and they enlist the cooperation of families in supporting these policies.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the faculty and staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

Holy Angels School reserves the right to require a student to participate in counseling/therapy 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/guardians agree that they will provide whatever authorization is necessary for Holy Angels School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, Holy Angels School reserves final judgment in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

CONDUCT IN OR OUT OF SCHOOL

Students should remember that they are representing the school and the school's good name at all times. Behavior on and off campus that is not reflective of the philosophy and mission of Holy Angels School may lead to disciplinary action including suspension or expulsion from school. Students are expected to follow the Student

Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. This would include, but not limited to, school-sponsored activities, including field trips, dances and athletic events. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

Holy Angels School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

ILLEGAL SUBSTANCES

The possession, use, distribution, consumption, being under the influence, or sale of illegal drugs or controlled substances, tobacco products, inhalants, e-cigarettes, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted while at school, on school/parish property, or at school/parish sponsored events on or away from school property.

Violation of the above policy will result in suspension from school for (3-10) days for the first offense. However, the severity of the offense may warrant immediate expulsion and/or referral to the police.

The suspension period may be reduced if the family has an evaluation of the student's substance use from a qualified chemical dependency counselor acceptable to the school. Documentation is required that the student has received an evaluation and/or treatment.

If no evaluation or treatment has occurred during the suspension, the student may be expelled from school at the conclusion of the suspension period.

A second offense of the Substance Abuse Policy may result in automatic expulsion from school.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Lockers, though assigned to pupils, are school property and may reasonably be inspected.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

(Adopted from the Archdiocese of Cincinnati, Catholic School Office Policy 2018.)

It is the policy of Holy Angels School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment 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.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- 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.
- 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 assistance (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:
 - 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.

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. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

Types of Conduct

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:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- 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:
 - Posting slurs on the Internet, websites, blogs, or social media/networks;
 - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints:

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.

Informal Complaints:

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.

Anonymous Complaints:

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.

CRIMINAL MISCONDUCT

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

CONDUCT DISCLAIMER

No discipline issued pursuant to any 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 judgment and discretion in disciplining students based on the 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 relevant. Nothing in this Handbook limits or otherwise constrains the school's authority, discretion, judgment, or responsibility in any student disciplinary matters.

CODE OF CONDUCT/GENERAL BEHAVIORAL EXPECTATIONS

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, faculty, parents/guardians, workers, volunteers, visitors.
3. Students will respond to teachers and other staff in a positive, obedient, and respectful manner. All students are subject to correction from any faculty or staff member. Students will accept corrections with respect.
4. Students are to be respectful of the building and everything in it. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage may also be subject to reimbursement of repair or replacement costs.

Materials on the teachers' desks are not for student use. Students must ask permission to use materials throughout the classroom.

5. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name. Books and materials are to be handled with care. Books should be covered and re-covered, as necessary. Damage to books and materials (eg. chromebooks) on loan are subject to a fine not to exceed the item's value.
6. Students will conduct themselves in a quiet and orderly manner in the halls and classrooms at all times so that a respectful, positive learning environment is maintained. Students must walk in the halls and speak quietly. No student should be in the hall without the permission of a faculty or staff member.
7. Students will enter and leave church in a respectful manner. Students will participate meaningfully in liturgy and Para-liturgical functions, especially those taking place in church.
8. The School Uniform Code will be followed, including expectations for out of uniform days. Students will have all the necessary supplies, books, and assignments, which prepare them to meet the day's demands and will be on time for school and all classes.
9. Students will participate in the classroom learning process; completing assignments on time in an acceptable manner; cooperating with the teachers and others in getting the most from their education.
10. Students will conduct themselves with dignity at all times in and out of the classroom, church, lunchroom, playground, gymnasium, assemblies, etc. Students will leave classrooms only with permission, use lockers/coat closets only at designated times, and obtain teacher permission before entering any unauthorized areas.
11. Students will use recess in a manner that demonstrates respect for others, fair play, and concern for safety.
12. Students will resolve problems in peace, with justice and dignity. When problems cannot be settled, the involved parties are to seek the intervention of the principal, teacher, or the adult in charge.
13. Students will act responsibly at all times and refrain from actions contrary to Christian practice or actions, which might endanger the health, safety, or well-being of others.
14. Students will use acceptable language. Offensive or obscene language and gestures, deliberate injury, or threatening statements, inside and outside of school, are unacceptable in the school environment. The school reserves the right to decide what is "obscene" in disputed cases. As a school, we promote love and forgiveness, thus students will respect each other, school property, and the personal property of others.
15. Students will refrain from chewing gum during school hours.
16. Students will not exhibit bullying/cyberbullying behaviors inside or outside of school grounds. The school reserves the right to determine bullying behavior. The school will follow the "Bullying, Harassment, and Intimidation Policy" adopted from the Archdiocese of Cincinnati, Catholic Schools Office - Policy 2018.
17. Any verbal threat or physical action related to violence will result in a student being removed from school for one to three days. Further action will be determined after an administrative meeting.
18. The student's use of toys, playing cards, and non-medical, personal electronics, including **cell phones, smart watches, video games, earbuds/headphones, and sound/music systems are not permitted to be used at school from 8:00 AM until picked up by transportation, unless permission has been given by a faculty or staff member.** If brought to school, they must be kept in the student locker or their backpack

and be turned off at all times. If any of these devices are visible, the teacher will take it and send it to the principal's office and it can be picked up by the student at the end of the day and will be sent home with a warning. If it happens again, the parent(s) must come to school to pick up the device.

19. **Cell Phones:** must be turned off at all times and kept in lockers or book bags. Students are not permitted to make calls from their cell phones during the school day. Any calls to parents should take place in the front office. If a cell phone is visible, the teacher will take it and send it to the principal's office. For the first offense, the phone can be picked up by the student at the end of the day and will be sent home with a warning. If a second offense occurs, the parent(s) must come to school to get the cell phone. If more than two offenses occur, the student will be required to keep their cell phone in the front office for the day or the phone needs to be left at home.
20. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parents/guardians. Students must also obtain the permission of the principal or teacher before leaving the school and check out in the front office.
21. The possession or use of any alcohol, and illegal drug, nicotine, smokeless tobacco including e-cigarettes or vaping by students is unlawful and detrimental to the educational mission of the school, and divergent from the aspired spiritual, emotional, and physical development of the individual. This type of violation may lead to disciplinary action including suspension or expulsion from school. This includes school-sponsored events.
22. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
23. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
24. Students who are aware of serious violations of the school rules will report them to the principal or teacher in an honest and direct manner.

BUS CONDUCT

School transportation is arranged by the public school district in which the student resides. Parents are to contact the school district for details. Responsible conduct is expected of all students riding the bus. Students are under the supervision of the bus driver. Holy Angels School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus. Students may be denied transportation for misbehavior.

Standard expectations for all bus riders include:

1. Act in a loving and respecting way to all.
2. Students should remain in their assigned seat.
3. Students should not throw anything in or out of the bus.
4. Conversation is permitted at a reasonable volume.
5. There should be absolute quiet at railroad crossings and other places of danger as specified by the driver.
6. No littering on a bus.
7. No eating or drinking on the bus.

SCHOOL-WIDE DISCIPLINARY VIOLATIONS

These are examples of possible Code of Conduct violations and possible disciplinary actions taken because of these violations. It is the discretion of the teacher and/or principal to determine the consequences of the student's actions, based on the severity, number of prior warnings or prior discipline issues, and how they handle the consequences of their actions.

Level 1 Code of Conduct Violations Include:

- Inappropriate language (cursing)
- Physical contact (minor pushing, shoving, horseplay)
- Gum Chewing
- Eating in the classroom (outside of designated snack time)
- Minor class disruption (excessive talking)
- Lying/cheating or academic dishonesty or plagiarism
- Inappropriate use of school property or materials (computer misuse)
- Electronic devices (earbuds, smart watches, etc.) or cell phone violations (Students must have cell phones turned off during school hours)
- Dress code violation
- Lack of homework completion

Level 2 Code of Conduct Violations Include:

- Abusive/Inappropriate language toward a staff member
- Major pushing and shoving
- Major disrespect/insubordination
- Major classroom disruption/tantrums
- Major verbal altercation between students (yelling)
- Habitual discipline issue
- Taking an item that does not belong from them

Level 3 Code of Conduct Violations Include:

- Bullying/Cyberbullying/Threats
- Theft
- False alarms
- Fighting, hazing or verbal threats/assaults
- Possession, transmission or use of alcohol/drugs/tobacco products including e-cigarettes and look a likes or mood altering chemicals
- Immoral conduct or having possession of or disseminating material of a sexual nature
- Vandalism/tagging or defacing school property
- Arson or possession of explosives or fireworks
- Weapons or look a likes

Specific Disciplinary Consequences

The school reserves the right to carry out disciplinary measures for any offense or misconduct related to the school, even though not specifically mentioned in the disciplinary policies. The code of conduct applies at all school-sponsored activities including field trips, dances, athletic, partner school/Lehman events. Students who choose to break the rules may receive any of the following consequences:

Code of Conduct Violations will be handled by the classroom teacher in accordance with the classroom discipline plan. Classroom discipline plans will be sent home to all parents. To ensure students demonstrate appropriate behaviors in the classroom, procedures and routines must be frequently modeled and practiced.

If the behavior persists, the classroom teacher must:

1. Conference with the student
2. Document the behavior by completing a Gradelink discipline notification
3. Loss of Dojo Points (PreK-2nd Grade)
4. Color/Number System/Demerit (3rd-5th)
5. Issue a Demerit (6th-8th)
6. Depending on the severity of behavior, additional disciplinary action may include the following:

Level 1

- Contact with the parent
- Recess, lunch or after school detention
- Time out in the classroom
- Walking/Sitting during recess

Level 2

- Loss of privileges (field trips, assemblies, recess)
- Required Parent Meeting (phone/ in-person)
- Restitution
- Student Behavior Intervention Plan / Counseling
- Detentions
- In school or Out of School Suspension

Level 3

- Loss of privileges (field trips, assemblies, recess)
- Required Parent Meeting (phone/ in-person)
- Restitution
- Student Behavior Intervention Plan / Counseling
- 1-5 Day Out of School Suspension
- Expulsion

Once a student accumulates one Level 3 violation a Behavior Intervention Plan may be implemented. If the Behavior Intervention Plan is unsuccessful, consideration will be given to dismissing the child from Holy Angels School AND denied re-admittance for the following school year. If the violation is severe, automatic dismissal and denied re-admittance to Holy Angels School will occur.

The police will be called for threats and other serious behaviors that may cause harm to others or the students themselves.

DEMERIT GUIDELINES

Demerits can accumulate over the course of a semester leading to additional consequences. A Demerit is issued for repeated Level 1 violations and/or more severe Level 2 and Level 3 behavior infractions. A teacher will contact the student and parents when a specific demerit level has been reached. At the end of each semester the demerit count will reset. Demerits will accumulate by teacher/classroom.

3 Demerits = 1 Detention

6 Demerits = 2 Detentions

9 Demerits = 1 Day In-School Suspension and Behavior Plan Established

12 Demerits = 1 Day Out-of-School Suspension

15 Demerits= 2 Day Out-Of-School Suspension and could result in removal from Holy Angels School

If more demerits occur, this could result in removal from Holy Angels School.

A. Parent Contact

Parents will be contacted by our faculty/staff in cases of minor offenses. This allows the parent to understand firsthand what behavior(s) need(s) to be addressed and changed. Repeated minor offenses may result in a detention if they become chronic behaviors that the student does not change.

B. Detention

A detention for grades 4th-8th is a 45 minute period that meets from 7:15 to 8:00 AM or 3:15 PM to 4:00 PM. Detentions for PreK-3rd grade is a 30 minute period that meets from 7:30-8:00 AM or 3:15-3:45 PM. These can be given at the teacher's/principal's discretion. The parents will be notified via email or phone call. Failure to report may result in additional detentions or suspension. It is the student's and parent's responsibility to arrange transportation from school. Multiple detentions may be provided for more severe offenses.

C. Suspension

Suspension is a time period no less than one-half day and no more than 10 days during which a student is not permitted to attend any on or off campus curricular or extracurricular activities. It may be either an in-school or out-of-school suspension. All schoolwork must be completed during the suspension period. Credit will only be given for work completed during an in-school suspension. It is the student's/parent's responsibility to obtain the work from his/her teacher(s) outside of the regular school day so that classes will not be interrupted.

Students who are suspended may not attend and/or participate in extra-curricular school, partner school, and/or Lehman events during their suspension period, and may lose the privilege to attend future events held off campus such as field trips, class trips, etc.

PROCEDURES TO BE FOLLOWED IN CASE OF SUSPENSION OR EXPULSION

In cases where a student is suspended, these procedures must be followed:

1. Written notification is to be sent to the parents and student indicating the reason for suspension. The notification should also include the length of time of the suspension.

2. A meeting (in-person, virtual, or by phone) will be held between the school representatives, a parent/guardian, and if appropriate, the student before or during the suspension.
3. When a student's behavior constitutes a threat, physically endangers himself/herself or others, or causes serious disruption to instruction, he/she may be removed immediately, with due process requirements to be fulfilled as soon as practical.

Students who are suspended out-of-school may be required to participate in an evaluation by an adolescent behavioral counselor acceptable to the school. A list of suggested counselors will be provided for the parents. Documentation is required that the student has received an evaluation.

Failure to complete both the evaluation and the recommended treatment will result in the reinstatement or continuation of the suspension to a maximum of ten school days. If the student has not completed the evaluation and recommended treatment by the conclusion of the ten-day suspension, s/he is subject to expulsion from school.

In cases where a student is expelled, these procedures must be followed:

1. At the discretion of the principal, the advice of the psychologist, physician, social worker, counselor, or other appropriate persons should be sought.
2. Written notice will be sent to the pastor, parents/guardian, and the student, describing the reasons for the student's removal and proposed expulsion.
3. A meeting/hearing (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
4. A report detailing the reasons for expulsion must be sent to the Superintendent of Catholic Schools.
5. A parent/guardian who believes their child has been expelled from a school for insufficient reason has the right to appeal, in writing, through the US mail, to the Superintendent of Catholic schools.

Expulsion is dismissal from school for a minimum of one complete semester. Any student may be expelled for just cause, which shall include, but not be limited to, delinquency, immorality, incorrigibility, persistent irregular attendance, and actions contrary to the philosophy of the school.

SEARCH AND SEIZURE

Holy Angels School reserves the right to search and inspect school property used by students at any time. also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

CHEATING AND PLAGIARISM

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

FINALITY OF DECISIONS

Parents who are interested in appealing any disciplinary actions initiated regarding their child should speak first to the teacher. If unsatisfied with the results, parents should discuss the incident with the principal. The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at her discretion.

SCHOOL UNIFORM

The goals of our dress code/uniform policy at Holy Angels School are to provide a positive learning environment and build school spirit. All students are expected to dress in a clean, neat, modest and presentable manner at all times. Any student not in compliance with the dress code may be issued disciplinary action and/or may be sent home to change, depending on the severity of the infraction.

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance and should see that their children leave for school looking their best within modest limits.

For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, drugs, violence, or political position is not permitted.

All clothing purchased from our account with Educational Apparel is considered UNIFORM STYLE as well as clothing purchased from other companies that is VERY similar. There are several companies that sell Uniform lines such as Lands End and JCPenney, as well as RBX on Amazon (skorts). Usually clothing that is purchased under a uniform line would be considered acceptable. However, if you are unsure, check the Educational Apparel website and compare: <https://www.educationalapparel.com/general-store/>

Everyday, students must wear the following:

	K-5 Girls	K-5 Boys	6-8 Girls	6-8 Boys
Pants/Shorts	UNIFORM STYLE Navy Pants or Shorts	UNIFORM STYLE Navy Pants or Shorts	UNIFORM STYLE Navy or Khaki Pants or Shorts	UNIFORM STYLE Navy or Khaki Pants or Shorts
Skort/Jumper (Girls Only)	UNIFORM STYLE Navy Jumper or Skort or Special Approved Educational Apparel Plaid 61 Jumper or Skort		UNIFORM STYLE Navy or Khaki Skort or Special Approved Educational Apparel Plaid 61 Skort or Lehman Logo Skort.	
Polo Shirt/ Collared Shirt	UNIFORM STYLE White, Yellow, or Light Blue Polo Shirt or Collared Shirt	UNIFORM STYLE White, Yellow, or Light Blue Polo Shirt or Collared Shirt	UNIFORM STYLE White, Yellow, or Light Blue Polo Shirt or Collared Shirt	UNIFORM STYLE White, Yellow, or Light Blue Polo Shirt or Collared Shirt
Shoes/Socks	Closed Toed	Closed Toed	Closed Toed	Closed Toed

	Shoes with a back. Solid color socks in white, navy blue, or black (with or without logos)	Shoes with a back. Solid color socks in white, navy blue, or black (with or without logos)	Shoes with a back. Solid color socks in white, navy blue, or black (with or without logos)	Shoes with a back. Solid color socks in white, navy blue, or black (with or without logos)
--	--	--	--	--

In addition, students may wear the following:

	K-5 Girls	K-5 Boys	6-8 Girls	6-8 Boys
Sweaters & Sweater Vests	UNIFORM STYLE White, navy, yellow, or gray button-down cardigan (No hoodies), sweater vest, or pullover sweater	UNIFORM STYLE White, navy, yellow, or gray button-down cardigan (No hoodies), sweater vest, or pullover sweater	UNIFORM STYLE White, navy, yellow, or gray button-down cardigan (No hoodies), sweater vest, or pullover sweater	UNIFORM STYLE White, navy, yellow or gray button-down cardigan (No hoodies), sweater vest, or pullover sweater
Fleece Pull-Over	UNIFORM STYLE Navy or gray, half-zip, fleece pull-over with no hood or name-brand logo	UNIFORM STYLE Navy or gray, half-zip, fleece pull-over with no hood or name-brand logo	UNIFORM STYLE Navy or gray, half-zip, fleece pull-over with no hood or name-brand logo	UNIFORM STYLE Navy or gray, half-zip, fleece pull-over with no hood or name-brand logo
Turtle Necks	White Turtlenecks may be worn under sweaters and sweater vests	White Turtlenecks may be worn under sweaters and sweater vests	White Turtlenecks may be worn under sweaters and sweater vests	White Turtlenecks may be worn under sweaters and sweater vests

Items that are NOT considered UNIFORM STYLE:

1. Anything black or brown.
2. Jeans or jean material is not permitted. Just because pants are navy or tan, does not make them uniform. Tan and navy jeans are not acceptable.
3. Bottoms with outside stitching or metal rivets on seams or pockets are not allowed.
4. Bottoms with cargo pockets are not allowed.
5. Bottoms should not have any type of design, patterns, or stitching on the back side or pockets.
6. Bottoms must be fitted properly. Form fitting bottoms are never permitted at any time.
7. There should be no name-brand logos, symbols, or lettering on any part of the uniform top or bottom with the exception of students' socks.

Undershirts

Only white t-shirts or camis WITHOUT WRITING may be worn under polos, collared shirts, and fleece pull-overs. Polos, collared shirts, or turtlenecks must be worn under all cardigans, sweaters, and sweater vests.

Skorts and Jumpers

All skirts will be prohibited, and only skorts will be acceptable. ALL SKORTS MUST BE NO SHORTER THAN THREE INCHES ABOVE THE KNEE. Shorts or leggings should always be worn under all jumpers to help younger girls when sitting on the floor and playing on the playground. Skirts must not be rolled at the waistband. Female students who are unable to stay in skirt length compliance will be required to wear uniform pants or shorts. Lehman Logo Skorts are approved for the 6th-8th grade.

Shoes and Socks

All students must wear shoes, socks, or stockings on all school days, and school photo day. Sandals, slippers, Crocs, and open toed shoes are not permitted. Socks should be a solid color of white, blue, or black with or without a logo.

Hooded Sweatshirts & Coats

Hoodie sweatshirts and coats are not to be worn at any time during the school day. They must be taken off and placed in lockers upon arriving at school. The exception to this rule is on spirit days or special feast day celebrations where students will be permitted to wear approved hooded sweatshirts. Long sleeve polos, sweaters, and school uniform fleece sweat-shirts are approved for cold weather wear. No exceptions will be made during the school day.

Shirts

Shirts should appear to be tucked in at all times if they are not the banded bottom style.

Shorts

SHORTS MUST BE NO SHORTER THAN THREE INCHES ABOVE THE KNEE. Grades K-6 are permitted to wear shorts during the first and fourth quarters of the year. Shorts during the second and third quarters are prohibited. Grades 7-8 may wear shorts all four quarters. Female students who are unable to wear shorts of appropriate length will be required to wear uniform pants.

Boots

Boots may only be worn during the second and third quarters of the year. Boots during the first and fourth quarters are prohibited.

Hair/Makeup

Hair must be neatly groomed and adequately trimmed in front and back (must not cover eyes). Any hairstyle determined to be eccentric by the Principal or her/his designee will not be permitted. Hair color should be natural in appearance (brown, black, blonde, red). Hats are never allowed during the school day. Only standard barrettes,

bows, and headbands are acceptable. Cat ears, unicorn horns, and other eccentric hair pieces are prohibited. If a student's hair style or color does NOT meet our appearance standards, students will be given 3 days to remedy their appearance, or they will not be permitted to return to school until they meet dress code requirements.

Makeup is permitted (female students only) with modesty, but at no time are students permitted to apply such during class time. Personal grooming during class is not permitted.

Earring(s)/Jewelry/Tattoos/Fingernails/Accessories

Boys are not permitted to wear earring(s), earring plugs, or gauges.

Girls are not permitted to wear earring plugs, or gauges.

Girls may wear as many as two earrings in each ear, and the earrings may not extend below the ear more than a half-inch.

No other body piercing is permitted including nose rings.

Grades 6-8 may choose to wear artificial nails, but the nails must be a natural fingernail length. Grades PreK-5th will not be allowed to wear artificial nails.

Large pieces of jewelry/chains or bracelets/necklaces/leather collars are not permitted if they depart from the uniformity of the dress code.

Tattoos or other body art shall not be visible at school and all school related functions.

Hats/hoods may not be worn in the building except for special, announced occasions.

Jeans Days

The dress code is occasionally relaxed on SPECIAL occasions to allow students to wear BLUE or BLACK jeans and other themed attire. Jeans cannot be jean shorts, tight fitting (no jeggings), or have holes. Shirts cannot be sleeveless or have holes or tears. Specified jeans days will be announced ahead of time.

Thursday Spirit Days

Every Thursday is a Spirit Day, students must wear uniform pants, shorts, or skorts (girls only). Students in grades PreK-8 may wear Holy Angels or Lehman shirts, sweatshirts, or hoodies. Teams and clubs may choose to wear jerseys or matching club shirts on this day.

SPECIAL Feast Days

Also on occasion, the school will announce special feast day celebrations. On these designated days, students may wear Holy Angels related shirts, sweatshirts, or hoodies. Students must wear uniform pants or shorts. Teams and clubs may choose to wear jerseys or matching club shirts on these days.

Dress Up Days

Boys are to wear dress pants, dress shirts with a tie, and dress shoes. Boys and girls are not permitted to wear shorts. Girls are to wear dresses, skirts, and blouses or modest dress pants and blouses with dress shoes.

Dresses/skirts length no shorter than 3 inches above the top of the knee. Girls cannot wear sleeveless tops/dresses and no bare midriff tops (tops must be long enough to tuck in). No tight fitting clothing or low cut tops will be permitted (must be modest). Jeans are not considered dress up apparel.

School Picture Day

Since school pictures are taken from the waist and above, students will be asked to wear uniform bottoms with a dressy blouse or top. Girls cannot wear sleeveless, bare midriff, or low cut tops.

Eighth Grade Graduation

Students will wear graduation robes for the graduation Mass and ceremony. The robes will be provided by Holy Angels School.

Principal Discretion

In questionable situations, the principal or his/her designee has the authority to determine whether or not a student's apparel is appropriate to be worn at Holy Angels Catholic School.

There will be regular uniform inspections throughout the school year. When uniform policies are continually disregarded by students, detentions will be given. Students may be required to call a parent/guardian at home or work so the proper attire can be brought to school or see if the school has extra uniform pieces that fit. The Principal or his/her designee will make judgments, when necessary, on Uniform Policy.

PARENT/GUARDIAN INFORMATION

COMMUNICATION

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can generally be available before or after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable.

Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation. All communication should be reflective of the Catholic identity of the school and all members of the school shall be treated with respect and dignity.

When conflicts arise, communications shall be directed towards seeking a constructive solution to the conflict. Concerns and questions should be addressed first at the lowest, most appropriate level (i.e. teacher, principal, priest, Catholic schools superintendent/archbishop). If the concern or question is not appropriately resolved, it shall be taken to the next level of communication/authority.

Dedicated time is set aside each school year for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

CONFIDENTIALITY CONCERNING STUDENTS

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

COOPERATION AS CONDITION OF ENROLLMENT

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that Holy Angels School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

CUSTODY POLICY

Non-custodial parents have the right to information regarding a student's progress unless a current court order states otherwise. It is the responsibility of the custodial parent to provide Holy Angels School with a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

EMERGENCY CLOSINGS

If the school needs to close due to an emergency (weather, safety, etc.) communication with parents/guardians will be provided via the school's social media apps/sites and phone message for those providing this contact information to the school.

If the weather is bad (snow, ice, fog, or rain) the school administration will follow this procedure:

1. After conferring with the public and partner school officials, we will determine the best decision for Holy Angels Catholic School.
2. In the event the school is closed or modified, an announcement will be made no later than 7:30 a.m. so the buses will not begin pick-up.
3. Announcements will be made over WHIO and WDTN communication platforms, the school's Apptegy app, and the school Facebook page.
4. It is important that you understand the modified operation. School will begin one hour or two hours late and the entire school operation will simply begin one or two hours later. The buses will make their routes one or two hours later. Dismissal will be made at the regular time. The bus drivers have been advised to proceed when they are confident that the danger is over and not to go into an area where they know they will have trouble. For this reason, if you live in an isolated location, the bus may miss your child on a modified plan day. If the public school district, in which you live, delays or cancels their school but Holy Angels School does not, parents/guardians would need to provide transportation to Holy Angels School if deemed safe or wait for the delay to have your child/children picked up that day.
5. School activities, practices, or games are not permitted when school is not held due to weather. At the principal's discretion, games and practices may be permitted if weather conditions, that closed the school, have improved enough during the day to allow for safe travel to the practices or games.

ARCHDIOCESE OF CINCINNATI CATHOLIC SCHOOL/HOLY ANGELS EMERGENCY ACADEMIC REQUIREMENTS:

- Minimum number of instructional hours per year 1060.
- Schools shall not have fewer instructional hours per year than the public district in which the school is located, unless permission is obtained by the Superintendent of Schools.
- ORC Section 3318.482 currently provides schools the option to create assignments that students access online or via blizzard bags on days that school is not in session due to extended illness or weather. This provision can be used to make up the instructional hour equivalent of three school days. Schools may include an online instruction component as a part of their 'blizzard bag' plan.
- The following are the requirements for a 'blizzard bag' plan.
 - 1) The teaching staff will create enough lesson plans to make up the missed hours.

- 2) Teachers will submit their lessons to the principal for approval and posting on-line to the school website and or the school management system.
- 3) Paper copies will also be available for those students who do not have computer access at home.
- 4) All lessons will be completed within two weeks of the date assigned.
- 5) Schools shall not have fewer than 1030 instructional hours after subtracting hours due to inclement weather, and school emergencies.
- 6) If make-up days are required due to inclement weather, the dates will be posted on our academic calendar

SOCIAL MEDIA

Holy Angels School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

TECHNOLOGY

Use of the internet at Holy Angels School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for the parent's/guardian's signature before a student can use the internet at school.

While Holy Angels School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full proof. It is always the responsibility of the user to comply with Holy Angels School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

STUDENT USE OF AI

Educators, in partnership with parents/guardians, are committed to teaching students how to use AI ethically, responsibly, and in alignment with Catholic principles. Responsible uses of AI will vary depending on the context of classroom activities and assignments. Educators will clarify if, when, and how AI tools will be used, with input from students and families when appropriate, while schools will ensure compliance with applicable laws and regulations regarding data security and privacy. Below are general guidelines for the use of AI by students. The Archdiocese encourages sections A and B to be incorporated into student handbooks.

A. Responsible Uses of AI for Students

With their educator's permission, students may be permitted to utilize AI for the following purposes:

- Aiding Creativity: Students can harness generative AI to spark creativity across diverse subjects, including writing, visual arts, and music composition. Students should not use AI to replace their critical thinking and problem-solving skills.
- Collaboration: Generative AI tools can assist students in group projects by contributing concepts, supplying research support, and identifying relationships between varied information.
- Content Creation and Enhancement: AI can help generate personalized study materials, summaries, quizzes, and visual aids, and it can assist students with organizing their thoughts and content.

- **Tutoring:** AI-powered virtual teaching assistants may provide support, answer questions, help with homework, and supplement classroom instruction.

Students and their parents/guardians should recognize the risks and limitations associated with newly developed technologies like AI. For example, information contained in AI tools may be unreliable or inaccurate. Additionally, students should not enter personally identifiable, private, confidential, or proprietary information into AI models or tools.

B. Prohibited Uses of AI for Students

Below are the prohibited uses of AI tools:

- **Inappropriate Use:** Using AI tools to engage in bullying, harassing, intimidating, or other inappropriate behavior is strictly prohibited. Students are expected to use AI solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.
- **Plagiarism and Cheating:** Students are prohibited from copying any source, including generative AI, without prior approval and adequate documentation. Students are prohibited from submitting AI-generated work as their original work. Any AI generated content used in assignments must be appropriately cited. AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. School policies will continue to be enforced.
- **Unauthorized Use:** Educators will clarify if, when, and how AI tools may be used in their classrooms. Students may not use AI without advance approval from their educator. Students are expected to review AI-generated content before using it.
- **Noncompliance with Other Policies:** The use of AI technologies must comply with all Archdiocese and school policies including, but not limited to, academic integrity policies and student codes of conduct. Students and their parents/guardians are responsible for familiarizing themselves with these policies and ensuring compliance.

THEFT OR LOSS OF PERSONAL PROPERTY

Holy Angels School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not Holy Angels School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, Holy Angels School will report to authorities and prosecute all thefts or vandalism to property.

TUITION AND REGISTRATION FEES

Tuition for Holy Angels School is set every year after deliberations by the Finance Committee of Holy Angels Parish, with recommendations submitted by the school's principal and Holy Angels School Committee/Finance Committee, and final approval by the Pastor of St Joseph Pillar of Families Parish. EdChoice Information, Tuition Aid forms, FACTS Payment Plan forms, and additional tuition information and deadlines for the next school year are emailed to the families and can be picked up from the school's business manager.

There is a registration fee of \$200.00 per family. This is due by April 30th. Late registration is \$250.00 per family. The registration fee is not refunded unless the student changes residence out of the area served by Holy Angels Catholic School. Note the registration and late fees are not covered under the State Scholarship Programs.

Holy Angels Catholic School handles all tuition, which can be paid in full, or in monthly installments. All tuition should be paid to Holy Angels Catholic School. Financial aid and scholarships may be available in whole or part from the parishes and the school. Families must apply for these scholarships through the school's app.

Tuition Collection Policy

Annual Tuition

Parents are encouraged to pay the total annual tuition in one lump-sum payment upon receipt of the student tuition statement in August.

Monthly Tuition

To assist parents, monthly payment options are also available. For the monthly options, the total annual tuition can be divided evenly over 12 months (August through July) or the total annual tuition can be divided evenly over 10 months (August through May). To maintain steady payments, Holy Angels Catholic School encourages each family that chooses the monthly payment option to sign up for FACTS. This process costs \$53 and will appear as a credit on the second monthly tuition payment.

Delinquent Accounts

Monthly tuition is due by the 15th or 30th day of each month. A \$10 late fee may be added per student per month for each account that is not paid on time. An additional \$35 fee will be added for returned checks. Tuition accounts will be considered delinquent after three consecutive months of non-payment and/or bounced checks/electronic withdrawals. Families with delinquent accounts will receive contact from the school via email, phone, and/or certified mail. After six months of non-payment and no response to the school's attempts to contact and set up a payment plan, delinquent accounts will be turned over to the Pastor for mediation.

Note the process cost and late fees are not covered under the State Scholarship Programs.

USE OF STUDENT PHOTOGRAPHS/INFORMATION

A form is provided to the parents to give permission to Holy Angels School to use photographs of their child(ren) for Holy Angels School promotional purposes including but not limited to brochures, videos, newspapers, webpages, and photographs.

VISITORS

Visitors, along with parents/guardians should enter the school through the main entrance of school (Door #1) and use the intercom system (push button), once in the vestibule. After being buzzed in, enter the front office door and sign in at the desk to receive a visitor's page.

VOLUNTEERS

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. It is expected that parents/guardians will follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection.

Volunteer training is the responsibility of the person directly supervising the volunteer. It should include, but not be limited to:

1. Completion/signature of volunteer information and confidential forms.
2. Completed the Archdioceses' Decree on Child Protection/Safe Parish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled Safe Parish training bulletins
3. Reporting/signing in and out of the office.
4. Wearing a nametag (available at the office).
5. Appropriate dress
6. Awareness of emergency drill procedures
7. Finding a sub and/or notifying an appropriate person if unable to fulfill responsibility.
8. Following rules and responsibilities of this position

GENERAL SCHOOL INFORMATION

EXTRA-CURRICULAR ACTIVITIES

When a student is participating in an extracurricular activity, including but not limited to Before/After School Care, Fine Arts Activities, Youth Sports, Student Council, Peacemakers, etc., during or after school hours, he or she is expected to be respectful and behave.

Students who do not conduct themselves accordingly may be referred by the activity leader to administration for disciplinary action. Students who fail to maintain good standing for the duration of that activity may be removed from that organization. For these organizations, good standing does not reset. Students who are suspended from school may not be allowed to participate in these activities during the suspension period.

ATHLETICS

Athletics are an important part of the Holy Angels community. Through athletic competition one has the opportunity to acquire an appreciation of a particular sport, as well as, the chance to develop and experience camaraderie, teamwork, discipline, sacrifice, and good physical health, all of which help to make an individual more well-rounded, happier, and successful.

All of our Junior High athletic programs have been combined with Saint Patrick and Piqua Catholic Schools as the Lehman Junior High and are a part of the Three Rivers Conference. Athletic policies are available in the Athletic Policy Manual.

Parental/guardian permission and a physician's physical must be received before a student may participate in any sport. A sports participation fee will be charged per sport/season and must be paid to participate.

Students who are absent from school more than two hours due to illness may not participate in either practices and competitions.

Junior High Athletes are required to maintain passing grades in all core subject areas and be in good behavioral standing to participate in the sports programs. Students failing 2 or more core subjects will not be permitted to participate in athletic practices/games during the designated period of ineligibility (Monday to Monday) as outlined in the Junior High Athletic Handbook.

Students who are suspended from school will not be permitted to participate in athletic practices or events during the suspension period and may not resume participation until the date that they are eligible to return to school following the suspension.

BIRTHDAY CELEBRATIONS

Students' birthdays may be celebrated on their special day. Parents should coordinate with their child's classroom teacher if they plan on bringing in a treat to celebrate to ensure all food allergies/dietary restrictions are accommodated. Please refrain from sending in gifts (balloons, flowers, etc.), as they will remain in the front office until the end of the school day.

Outside birthday invitations shall not be distributed at school.

BOOKS AND SUPPLIES

All textbooks, chromebooks, and ipads are on loan to students and should be handled with care. Students must return all assigned items in good condition, and will be required to pay for any lost or damaged items due to negligence. All records may be held until all books and supplies are returned or fines paid. There are art materials available for art classes; however, children are expected to have their own pens, pencils, paper, glue, scissors, etc. for other class activities. A supply list is available on the school website.

LOST AND FOUND

A Lost and Found is in the front office workroom. Items are kept until the end of each quarter and then either donated to FISH or thrown away, if not in good condition.

LOCKERS

All students that are assigned a school locker should use it at all times. Lockers are property of Holy Angels School and are subject to search, if deemed necessary by the administration. Switching lockers or using unassigned lockers is not permitted. Students should not enter another student's locker unless accompanied by a school official. Food and beverages should not be stored in the locker for over twenty-four hours. No stickers, adhesives, or decals are permitted inside or outside the locker. Magnets can be used on the inside of the lockers

only. Students will be asked to remove pictures or items in or on the lockers that violate the spirit of the school's mission and philosophy. Use of materials other than magnets, will result in a minimum charge of \$10.00 to the student for removal and clean-up. The principal will assess any additional charges for damages caused by the decoration that exceeds the \$10.00.

LUNCH PROGRAM

Holy Angels School has a closed lunch policy. Hot lunches are provided daily in the school cafeteria. Students may neither leave school for lunch nor order food to be delivered to the school during the school day. The school microwaves may only be used by grades 4-8. Students are responsible for keeping the cafeteria clean at all times. Additionally, all food is to remain in or be confined to the cafeteria during the lunch times unless permission is given by a staff member. Menus are posted to the school's app each month.

Holy Angels Catholic School offers Free and Reduced Price Lunch for those who qualify. Information concerning this program can be obtained through the school office at any time.

The full price for lunch is \$3.90. **No soft drinks or fast food are permitted in the cafeteria at lunchtime.** Daily lunch count is taken by each homeroom teacher.

Food Allergies

Due to an increase in the number of food allergies, Holy Angels Catholic School has adopted guidelines to help children with food allergies be assured a safe place to thrive, learn, and succeed. For the safety and well-being of all of the students, we are asking everyone (students, faculty, staff, parents, etc.) to comply with these guidelines:

1. Parental/guardian obligation to provide Holy Angels School and/or preschool education program, prior to the start of every school year, with documentation from their child's physician or nurse supporting a diagnosis of food allergy, and any risk of anaphylaxis, if applicable; identifying any food to which the child is allergic; describing, if appropriate, any prior history of anaphylaxis; listing any medication prescribed for the child for the treatment of anaphylaxis; detailing emergency treatment procedures in the event of a reaction; listing the signs and symptoms of a reaction; assessing the child's readiness for self-administration of prescription medication; and a list of substitute meals that may be offered to child.
2. It is recommended, but not required, that children with known food allergies wear a medical alert bracelet.
3. Holy Angels School may ban food allergens or designate an allergen-safe zone, such as an individual classroom or eating area in the cafeteria, or designation of food-free zones, such as a classroom, or buses. Assigned seating for students may also be necessary to ensure the child's safety.
4. Good hand-washing practices before and after eating will be encouraged.
5. Children should not share food or snacks, if they have food allergies.
6. Parents/guardians must provide epinephrine autoinjectors for their child with an allergy, in the case of a food allergy emergency. Faculty and staff have been trained each year to use these autoinjectors.
7. Reasonable snack and meal accommodations, after receiving approval from a doctor or allergist through dietary orders, will be provided, by the parents/guardians, to the cafeteria and/or classroom for the child's food allergy.
8. Cafeteria tables will be cleaned before each meal period.
9. Teachers will help students with food allergies read labels of foods provided by others so they can avoid ingesting hidden food allergens.

