



# REGINA COELI

CATHOLIC SCHOOL

2024-2025

Student-Parent Handbook



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## **Section 1 – Introduction**

### Pastor's Message

Welcome and thank you for choosing Regina Coeli Catholic School. We are proud of what our school provides for the spiritual and academic formation of children. The administrative and teaching staff incorporate the time-proven methods of education along with the latest research-based strategies in their approach to teaching.

Catholic schools are designed to be different than other schools. They desire more than simply providing students with raw academic data. Instead, Catholic schools seek to form and develop all aspects of the human person. The academic potential of a person is only productive and useful when the rest of the human person has been properly developed and formed. This is the goal of our school.

The policies and regulations that Regina Coeli Catholic School has adopted are the result of a century-long history that is specifically designed to enable the spiritual, academic, and personal formation of its students. These policies are based on the teachings of the Catholic Church and a deep understanding of the human person. If there is any institution that knows and understands the human person, it is the Church. The Catholic Church benefits from over two thousand years of collected wisdom from those who lived life like us and were informed by Divine revelation.

Parents are the primary educators of their children in teaching and forming their children to be morally responsible, contributing members of society. Additionally, parents have the even greater task of spiritually preparing their children to be ready to accept the gift and demands of heaven. Parents choose this school to assist them with both of these, knowing that Catholic values and expectations are an integral part of everything we do here at Regina Coeli. This includes hard work by both parents and student if the student is going to reach his/her full God given potential academically, socially, and spiritually.

Thank you for choosing Regina Coeli Catholic School!

### About this Handbook

We are pleased to have your family as a part of our Catholic School community! This handbook is just one of many means for communication between the school and families. It is intended to provide a quick-reference tool regarding our practices, policies, procedures, and programs. Both parents and students are expected to read and understand the contents of this handbook. Enrollment of any student in our school is based upon both parents and students adhering to the policy and procedures described in this handbook, to which both parents and student agree to do by their signatures at the end of this document.

Throughout this handbook, for the sake of readability, certain names and titles will be used more inclusively than commonly used. Each instance of “parents” also includes guardians since they have the rights and responsibility of parents. Whenever “teacher” or “principal” is referenced, the fuller title of teacher-minister and principal-minister is intended, since as a Christian school the morals and values of Catholicism are incorporated as much as possible into every subject and teaching moment of the day.

### Mission

Regina Coeli Catholic School is a Christ-centered community that promotes a differentiated, student-focused environment that spiritually enriches all learners.

### Contact Information

Address: 600 Regina Parkway Toledo, OH 43612

Phone number: 419-476-0920

Fax number: 419-476-6792

Superintendent: Fr. James Morman

Principal: Barbara Lane, M.Ed.

Finance Manager: Kaylee Blessing

### Core Beliefs

We believe we are called to be followers of Christ's teachings.

We believe all students are capable of learning and unique in the eyes of God.

We believe family is the foundation of Catholic Education with the support of the school.

We believe instruction must be varied and provide for the learning styles of all students.

### The Eagle Way and PBIS

In addition, *The Eagle Way* program creates common expectations for behavior and focuses on our three pillars of *Respectful, Responsible, and Trustworthy*. The school staff works hard to cultivate an environment that nurtures and reinforces positive behavior. There are many options for parents and guardians to become involved in your child's education. You are encouraged to contact your school's administration and faculty whenever you have questions, comments, or concerns.

### Sacramental Preparation

Sacramental preparation is of paramount importance. This is done in conjunction with the parish's religious education program. The sacraments of Reconciliation and Eucharist are received for the first time by Catholic students in the second grade. Catholic students receive the sacrament of Confirmation in the eighth grade. In each case, the students receive instructions during the year to prepare them for these sacraments. Although non-Catholic students do not receive these sacraments, they are involved in every other aspect of the learning process as an academic study of Catholicism as one of the major world religions.

## **Section 2 – Registration & Financial**

### Admissions and Nondiscrimination Policy

The school admits students of any gender, age, race, color, religion, national and ethnic origin or those with disabilities to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, religion, national and ethnic origin or disability in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other school-administered programs.

### Family Information

Families are to give immediate notice to the school office of any changes in the information provided on the *Student Registration Form* (marital status, custody, address, contact information, health issues, etc.).

### Transfer Students

The decision process of whether a child new to the school will be allowed to enroll will depend upon the child's conduct, academic performance, and attendance record from the previous school. The family and child will meet with the principal to determine if Regina Coeli is the best school option for the child. To



help make this determination, the child might be tested in various subjects in order to better understand the child's learning needs and abilities.

Once a new student has been tentatively accepted, the family can begin the enrollment process. This begins with the school office notifying the family of the necessary documentation and information the school needs. This will include a certified birth certificate, immunization records, and various other student/family information.

Once enrolled, the new student enters a one-year probationary period with quarterly evaluations of conduct, academics, and attendance. Continued attendance is dependent on these quarterly reviews.

#### Student Withdrawal

The school office is to be given at least one week notification for any student who wishes to withdraw from the school. The notification should be in writing to the principal. The family is responsible for all tuition and other related school cost until official notice has been provided to the school office that the child has withdrawn. If a student is withdrawn after the 2<sup>nd</sup> quarter has been completed, there will be no refund of the remaining tuition.

#### Student Records

Through a written request to the school office, parents may *review* their child's student record and make a copy of the information it contains. This is true for both parents unless a court order is on file in the school office directing otherwise, such as in the case of marital separation or divorce. All student records are confidential and remain in the school office.

#### Registration Fee

The registration fee is per student and is not refundable. It is due at the time of registration and cannot be applied toward tuition.

#### Tuition and Scholarships

Tuition is based on the total cost to educate each student, and families are responsible for this for each of their children. Various public and private scholarships are available to help families with their tuition cost. It is the responsibility of the parent/guardian to properly apply for scholarships, to do so within the stipulated deadlines, and to maintain the necessary eligibility requirements of the scholarship throughout the year.

Each family is issued a tuition contract in late spring or early summer that must be signed and returned to the church or school office by the parent or guardian. The net owed amount of the tuition contract assumes the family will receive the scholarship(s) for which they applied and will maintain this eligibility for the time period stipulated by the scholarship. If for whatever reason the family is not awarded the scholarship in part or in full, or loses eligibility of the scholarship(s) during the year, the tuition contract will be revised and the family responsible for the additional cost.

Families who do not pay their tuition will be referred to a collection agency. If not doing so is the result of a serious, unexpected financial hardship, families should contact the Parish Finance Manager to discuss the issue as soon as the situation occurs. Such appeals will not be given any consideration if they are brought to the attention of the Parish Finance Manager after the collection agency is contacted.

### Kroger Rewards

Another way parents can reduce their tuition cost is by participating in the Kroger Community Rewards program. Please contact the school office for more information about this or any of the reimbursement programs.

## **Section 3 – Parent Involvement**

### Volunteers

Parents are encouraged to volunteer in various ways with the school. Doing so might be the result of a particular group looking for parent help or the result of a parent speaking with the school administration to match the school's needs with their own interests and skills. Volunteers are required by Ohio law and/or Diocesan policy to ensure the safety of the children by completing background checks and completing the VIRTUS course.

### Service Hours

Part of the school mission is to help students become less focused on themselves and more on helping other people. To do this, students must learn to sacrifice, which means to set aside their own desires for the good of others. In the process of doing so, the student will eventually discover the goodness of being charitable and gain a sense of accomplishment. As a result, school families are expected but not required to help with the various school events and fundraisers that occur during the school year. There are enough opportunities during the school year for school families to volunteer their assistance with several events.

### Parent-Teacher Organization (PTO)

The mission of the PTO is to work with the school administration to support the school in its work to educate and form the students. The school administration is responsible for providing the overarching vision of the school and then the direction for accomplishing it. Therefore, the PTO coordinates its activities with the school principal. A major focus of PTO is fundraisers that help to support resources or programs for both the teachers and students.

### Athletic Boosters Club

The Athletic Boosters Club supports student involvement in a wide variety of sports for both boys and girls. Some sports are coed and others are boys or girls only. The age requirements vary from kindergarten to eighth grade. Schedules, forms, and signups are available through the Athletic Director and individual coaches. For more information, visit the school website.

## **Section 4 – Curriculum**

The school curriculum is set forth according to the Diocesan guidelines that have been reviewed and approved by the State of Ohio. As a result, students are taught the core subjects of language arts, reading, mathematics, science, social studies, and religion. Also taught in the school on a weekly basis are music, art, physical education, technology, and foreign language.

Religious education and formation of the students is ultimately the purpose for the school's existence. All children, regardless of their religious affiliation, have religion as part of their daily school curriculum. The students are taught the values and morals of Christianity from the perspective of the Catholic Church.

This teaching happens through textbooks but also by integration of as much of the material as possible into the entire day. As part of this, students attend Mass each week and other occasional

prayer services in the church throughout the year. Families are encouraged to attend these. Service projects may be required of the students to further integrate what they have been learning into the classroom with their life outside school.

### Standardized Testing

Standardized testing is a means to evaluate the learning program in each classroom and to measure a child's academic achievement and ability. Each standardized test the students take is mandated by at least one overseeing organization. Parents receive a summary report of their child's test results. Measures of Academic Progress (MAP) tests are administered according to diocesan guidelines. The National Catholic Education Association assessment (ACRE) is administered to grades 5 and 8 in the fall. All student recipients of a State of Ohio scholarship in grades 3 through 8 are required by the Ohio Department of Education to take the MAP tests.

### Outdoor Education

Outdoor Education is part of the curriculum for sixth graders. The students and their teachers attend outdoor camp each fall to live, work, and learn in an outdoor setting. Parents are responsible for the cost of their child attending, however, this can be reduced by participating in the fundraising activities that occur while their child is still in the fifth grade.

### Textbooks

Textbooks and classroom materials are made available for each student's use. Students are required to treat textbooks and all school property with respect. Failure to do so will result in additional financial cost to the parents for any books or other property that is damaged, destroyed, or lost. All books are to be carried to and from school in a book bag or other durable bag.

### Homework

Homework should be expected each night of the week. Time may be given in school to begin homework under the guidance of the teacher. However, your child is then expected to complete the remainder of the work at home. Although teachers will notify families of missing assignments, parents have the ultimate responsibility of being sure that their child is completing his/her homework each evening. It is very helpful that your child has the following at home: 1) a regular set time for doing homework 2) a space that is quiet and without distractions and 3) the necessary materials and supplies for any assignment. Please check our web-based grading system regularly to monitor grades and check for missing assignments. Missing assignment notices will be sent home with students, 5 missing assignments = 1 detention.

The time spent on daily homework is based on the ability and achievement of the average student. The average homework time for each grade level is:

Grades K-3 20-30 minutes

Grades 4-6 40-60 minutes

Grades 7-8 60-90 minutes

In regards to late assignments, students who have been absent are allowed one day for each day of absence to turn in homework assignments. For those students whose homework is tardy not because of being absent from school, they have one day to turn in assignments for partial credit. Be sure to know and understand the additional expectations each teacher has for his/her students.

## Special Education Services

Regina Coeli school provides the following Special Education Services:

- Intervention Specialist
- Speech
- Title 1
- School Counselor
- Aide services provided as needed

## **Section 5 – Student Behavior**

### General

We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible choices so that students reach their academic potential and contribute to the school community. This is accomplished through the use of *Positive Behavior Intervention Supports (PBIS)*.

### PBIS

In PBIS, attention is focused on sustaining a leveled system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognizes that maintaining appropriate behavior and changing inappropriate behavior involves a continuum of acknowledgements, supports, and interventions. (*Center for Positive Behavior Intervention Supports, University of Oregon*)

Here at Regina Coeli we...

#### Show **respect** by...

- Following rules and directions of adults
- Following the school dress code
- Practicing positive behavior choices
- Not using profanity or vulgar language
- Not bullying or threatening others
- Using positive words with others (no putdowns)
- Listening when others are speaking
- Learning from consequences of my behavior
- Being understanding of other's feelings
- Treating others like I would want to be treated
- Keeping my hands to myself
- Not bringing tobacco, drugs, alcohol, or weapons to school
- Using a respectful, positive, and considerate tone of voice and body language when speaking to others

#### Show **responsibility** by...

- Attending school regularly and being on time
- Coming to school prepared to work

- Keeping the school and school grounds clean
- Using appropriate voice levels in the hallways, classrooms, restrooms, and cafeteria
- Helping others when needed
- Doing my schoolwork and homework neatly and completely

Show **trustworthiness** by...

- Completing my own schoolwork
- Playing fairly and honestly
- Being in the hallway only when given permission
- Using technology appropriately
- Being honest and admitting to things I have done
- Handling only my own items

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***When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.***

## ***Section 6 – Disciplinary Action***

### Violation Consequences

It is critical that parents and teachers work together, trust, and support one another. The Christian values being taught in the school must be reinforced in the home by parents. By enrolling your child(ren) in our school, parents enter an implied contract with the school. A student who violates disciplinary norms breaches the contract, justifying disciplinary action.

The accumulation of 5 violations, also known as a lost chance, will result in an after-school **detention**. Students who have accumulated 15 violations, or lost chances, will receive a **suspension**. Detentions or suspensions may also be given by the principal on a case-by-case basis for various reasons, some of which are: lying, stealing, cheating, bullying, fighting, crude behavior, destruction of property, acts of defiance, or other behavior inappropriate or conduct unbecoming of Christianity. Students accumulating more than 30 violations in a school year jeopardize their continued enrollment at Regina Coeli Catholic School. Students may be denied the privilege of attending field trips for excessive misconduct or misconduct on a previous field trip.

### Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

### Suspension

Students who are given a suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension as grades will be recorded for this work.

### Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others, regardless if the threats were made on or off school property, may be expelled from Regina Coeli. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal. If a student is expelled from school, the remaining tuition will not be refunded.

Some circumstances call for immediate suspension or expulsion; this includes, but is not limited to, the following: possession, use, or sale of illegal substances or weapons, vandalism, assault, threats made to other students or staff members, or battery of a student or staff member.

### Parent Restrictions

Parents who have violated the *Parents as Partners* agreement in this handbook may also be prohibited from school functions both on and off campus. In some cases, inappropriate parental action, including repeated violations of parental behavior requirements, may result in dismissal of the entire family from the school.

### Search and Seize

Because school officials have a legitimate interest in the personal safety and protection of all students within their care and custody, there is a right to search for and seize weapons, other threatening materials, and other dangerous or illegal objects, where the school official has any grounds to believe that such are in the possession of a student. Student's enrollment at Regina Coeli signifies the parent and

student's consent to be searched in accordance with this policy. Teachers and other staff members shall make the administration aware of any information concerning the whereabouts of such materials.

## ***Section 7 – Student Services & Activities***

### Library

K-Grade 5 visit the school library each week to check out books. Overdue books are charged a daily fee of \$0.10. For books that are damaged or lost, parents will be billed for the cost to repair or replace the book.

### Computer Lab

Each class visits the computer lab to work on specific computer skills or classroom projects as supervised by the computer teacher. Efforts are made to integrate computer curriculum with the classroom teacher across subject areas. As a result, teachers either use the computer lab on days when computer classes are not scheduled or bring the mobile tech lab (laptop computers) into their classrooms. All students are expected to sign and follow the school internet policy.

### Lost Property

Please mark your child's name on loose personal belongings (clothes, bags, lunch boxes, etc.) that he/she brings to school. Lost items will be kept in the school office for four weeks, after which they will be donated to local charity missions that serve the poor.

### Additional Educational Services

The State of Ohio provides the school with specific services that can help with certain educational needs of children. They are as follows: supplemental reading and math, speech and language therapy, learning disability tutoring, health services, and counselor. Where available, Title I services may be provided to those students who meet the requirements for assistance in math and reading. If the school determines a student qualifies for any of these services, they will contact the parents for their permission for these. Parents should contact the school office if they believe their child can benefit from any of these services.

### Extracurricular Activities

A variety of student activities are available to enhance the educational experience of the students. A few of such activities are sports, field trips, student council, quiz bowl, etc. For a complete list of activities, please contact the school office. Participation in these require that the student's financial obligations to the school are being fulfilled as described in Section 2 of this handbook, in the subheading "Tuition and Scholarships". In addition, a student in grades 6-8 may be denied participation in extracurriculars if they have 1 failing grade in a core subject, or 2 failing grades in a non- core subject.

### Grade 8 Class Trip

The 8<sup>th</sup> grade class trip is provided to our students at the end of the school year as an extracurricular activity. In addition to the normal requirements of student participation in such events, eighth graders must demonstrate in the classroom throughout the school their ability to behave properly and put forth the effort needed to participate in the trip.

A student will NOT be eligible to attend the class trip if any one of the following applies:

- A suspension (in or out of school) during the school year
- More than 2 failing grades in any subject (cumulative by the end of the 3<sup>rd</sup> quarter)
- More than 10 violations during the 4<sup>th</sup> quarter
- Is not on track to pass 8<sup>th</sup> grade (see student handbook under 'Promotion Policy')

## **Section 8 – Communication**

Open and positive communication is necessary to meet each child's needs. Such communication between the student family and the teacher is absolutely necessary for the success and wellbeing of the students. Families should be proactive in communicating with the teacher or the principal. School staff will respond to weekday communications within 24 hours or by Monday evening if the message was sent during the weekend.

The principal will send parents a newsletter each week through OptionC or the OptionC phone app. This newsletter will consist of a variety of information: academics, fun activities, helpful tips, etc. You will also find helpful information on the school website.

In addition, every school family has a username and password to access the online student data system for monitoring student progress. Please contact the office if you need your access information reset.

### Continuous Improvement

The school is accredited by the Ohio Catholic School Accrediting Association (OCSAA). Each six years the school goes through a reaccreditation process which generates a plan that targets specific areas of improvement. This is based partially on internal evaluations of the educational plan and procedures of the school, as well as feedback sought from current school families, parishioners, and school alumni. A copy of the most recent school improvement plan is available in the school office.

### Custody Issues

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents, which allows them access to academic records and other school information for their children. If there is a court order specifying no information is to be given, it is the responsibility of the custodial parent to provide the school with a court-certified copy of the court order.

### Parent-Teacher Conferences

Parent-teacher conferences are held shortly after the first report card is issued in the fall. This occurs for all students in grades K-8. Spring conferences are only for those students with poor grades.

Additionally, conferences may be requested at any time during the school year by the student, family, principal, or teacher.

### Resolution of Problems and Concerns

If a family has a question, concern, or difficulty in the classroom, they are to speak first with the teacher. If the issue is not resolved at this initial level, then families may contact the principal for clarification or resolution. If the issue still needs further discussion, families may contact the pastor for input on the issue. For financial questions, the parish Finance Manager should be the first point of contact.

### Report Card & Progress Reports

Report cards are issued at the end of each quarter, which are nine-week cycles. Additionally, interim reports are issued in the middle of each quarter. Report cards will be withheld if the parent owes tuition or fees. Report cards will include input from the main classroom teacher, assisting teachers, classroom aides (if applicable), and reviewed by the principal.

Teachers will also communicate as needed with families throughout the school year regarding academic and behavioral issues of students. Families are encouraged to initiate contact with the teachers with any concerns that may influence or reflect student learning or behavior at school.



Grading Scale

- 93-100 – A
- 85-92 – B
- 75-84 – C
- 70-74 – D
- 69 and Below - F

Honor Roll Criteria

Honor Roll recognizes those students in grades 6–8 based primarily upon their quarterly grade point average (GPA). The GPA is calculated based on the scale listed on the student report cards. Students taking pre-algebra and algebra I earn an extra point for a grade of C or better.

Any student receiving two D’s and/or one F is not eligible for Honor Roll. The possible honors given to students at the awards celebration at the end of each quarter are as follows:

Principal’s Academic Honors	4.00 GPA
1 <sup>st</sup> Honors	3.50–3.99 GPA
2 <sup>nd</sup> Honors	3.00–3.49 GPA
Academic Improvement	0.3 or better GPA improvement from previous quarter (only awarded to students with a 2.0 GPA or higher)
Effort Award	work effort improved from previous quarter
Conduct Award	no violations or inappropriate behavior reports and positive student conduct and attitude throughout the day

Conduct and Effort Evaluation for Grades K–8

Satisfactory (S)	0 to 4 minor classroom violations
Need Improvement (N)	5 to 9 minor classroom violations
Unsatisfactory (U)	10 or more minor violations or a major disciplinary issue

Promotion Policy

Promotion policies are the responsibility of the school. Judgment as to whether a child is promoted or retained rests with the teacher and the principal. The decision to retain a child does not need the permission of the parents. Promotion is based on the academic performance of the child at their grade level. Families are briefed during the course of the school year regarding their child’s academic progress. Families are notified at the end of the 3<sup>rd</sup> quarter of the school’s intention to retain the student. Consistent attendance is crucial to the success of your child.

Requirements of the Third Grade Reading Guarantee pertain to students receiving an Ed Choice or Jon Peterson scholarship. The requirement of such students by the State of Ohio is that they can be promoted to fourth grade if they are not reading at grade level unless the provisions regarding disability or limited English proficiency apply but must have tutoring in grade 4 to pass the 3<sup>rd</sup> grade benchmark. These state requirements can also pertain to other students in the school if their scores are significantly below grade level. The school seeks to be proactive in this issue by requiring a reading improvement plan for any student in grades K-3 who are not reading at grade level.

**Section 9 – Absences & Illness**

State law requires children between the ages of 5 and 16 years of age to be in school each day. State law also requires parents to call the school’s office if their child will not be in attendance, and upon the student returning to school, the parent must provide a written note with the reason for absence.

Whenever a student is absent due to a doctor visit, parents must obtain for the school an absentee note from the doctor's office.

If a child reaches 10 absences, which the state deems as *excessive*, a letter will be sent home from the principal, and after 20 absences, the local public school district will be notified for appropriate action. Parents are only able to excuse their child being absent from school 10 times (for the reasons listed below), anything more requires a note from a medical doctor. In addition, a doctor's note is also required for student absences greater than three consecutive days. Excessive absenteeism can result in the loss of private or public scholarship funding.

Absences from school for situations other than illness and family emergencies must have the approval of the principal. For such instances, a *Personal Convenience Form* must be filled out by parents and presented to the principal for approval at least one week before the requested absence. Please make every effort to schedule family vacation time during scheduled school breaks.

#### Excused Absences

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

#### Absences Notes

- The school office must have a written note for every occasion of student absence if the family has not notified the school by phone.
- Students who are ill for more than 3 consecutive days MUST have a note from a doctor.
- Parents can only write notes excusing their children from school for up to 10 yearly absences after which a doctor's note is required for every absence in order to avoid being reported for truancy and loss of scholarship funding.
- Further information can be found at *Ohio Administrative Code 33016902(B)(2)*.

#### Notifying School of Absence

Families are to notify the school by 8:00 a.m. of their child's absence. If no call is received it will be an unexcused absence.

#### Reentry to School after Illness

A written note signed by the parent/guardian stating the reason for the absence is mandatory upon the child's return to school if the school has not been notified daily of the absence. Children should be fever free, without the use of medicine, for 24 hours before returning to school. Ed Choice students jeopardize their scholarship when they are absent without a written excuse if they have not phoned in the absence.

#### Half-Day Absences

A child who misses 2½ hours or more will be considered as a half-day absence. If a child arrives to school 1-2 hours late due to an appointment, a written note from the doctor is required for the tardy to be considered excused.

### Personal Convenience Form

This form must be used by a family member that is requesting his/her child be absent from school for more than two days, due to reasons other than illness or family emergency. It is the responsibility of the principal to approve or disapprove the request. Vacations during the school year are discouraged. However, if such a situation arises, teachers will not provide the lesson material in advance but the student will be given as many days as the vacation to complete missed work on return. Parents are asked to complete and return this form at least one week before the requested student absentee time.

### Obtaining Assignments / Make-Up Work

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

### Excused During the School Day

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

### Late Arrivals and Late Busses

Children arriving after the second bell are considered tardy. The child must report to the school office and receive an "admit slip" to be admitted to class if they arrive after 7:45 a.m. Children arriving late due to bus transportation must report to the school office. The child will be given an excused tardy slip.

### Unexcused Tardiness

Children with 5 unexcused tardy incidents per quarter will receive a detention. If a student receives 15 unexcused tardies, the student will receive a suspension. Repeated tardiness may result in a report of truancy to Toledo Public and Washington Local School Attendance Officials. An excused tardy is defined by a dentist/doctor's appointment with appropriate documentation, extreme family emergencies, etc.

### Exclusion from School due to Illness

The school reserves the right to exclude a child from school if it considers the student's condition serious enough to jeopardize the health of others. In some cases, a physician's note is required for re-admittance. As a general rule, students must be fever free (without medication) for 24 hours before returning to school. COVID-19 quarantines and isolations are a separate issue and will be addressed by administrations and school clinician.

### Emergency Forms (See Section 10)

At the beginning of the school year, parents are asked to complete an emergency form for each student they have in the school. In case of an emergency, the school will contact the persons listed on the emergency form. Any change in information must be reported to the school immediately. Students will only be released to parents or individuals on the emergency form.

## **Section 10 – School Delays and Closings**

Delays and closings will be sent to the WTOL 11 and WTVG 13 and listed as Regina Coeli School to Toledo Catholic Schools. In addition, an alert may be sent out via Remind or OptionC. IN THE EVENT THAT WASHINGTON LOCAL CLOSES OR DELAYS, REGINA COELI WILL ALSO BE

CLOSED OR DELAYED. Listen to the radio and television for school delays and closing information. *If school is delayed*, do not send your child to school more than ten minutes prior to the new start of school. Supervision will not be available until this time. *If school is closed*, all school related activities and CYO sporting events scheduled for that day are cancelled.

## **Section 11 – Transportation**

### Transportation Changes

Any long-term change in how a student gets home must be communicated in writing with the school office and or teacher. For occasional changes or in the case of an emergency, parents can call the school office. This is for the safety of the students.

### Street Bus Lane

Parents are not to drop off and pick up students on Regina Parkway. The cutout lane at the street is designated and reserved for buses only. Parents are never permitted to park there, even when buses are not present.

### Bus Transportation

Please contact the school office for more information regarding bus transportation or Toledo Public School (TPS) reimbursement vouchers.

Children are expected to maintain proper bus behavior, which includes being seated at all times. Noise must be kept to a minimum, and heads and arms are to be inside the bus at all times. Drivers are instructed to complete a bus report for unsatisfactory behavior to the principal and bus supervisor. A copy of the disciplinary report will be sent to the parents. Repeated or serious violations will result in suspension of bus riding privileges.

### Walkers and Parent Transportation

Students who walk to school must cross the street at designated crosswalks. Parents who are transporting their children to school are to follow the procedures set forth by the school, which are determined in conjunction with the Safety Division of the Toledo Police Department.

### Late Parent Pickup

Students are not to remain on school property after school is dismissed unless they are part of the Extended Day program or are supervised by a designated adult such as a sport coach or event leader. It is not the responsibility of the school staff or the school office to supervise students in or out of school after dismissal. Parents should make proper arrangements for their children to be picked up each day at school dismissal. Students who remain will be sent to Extended Day and the family will be responsible for the cost according to the normal billing rate.

## **Section 12 – Health & Safety**

### Food Allergy Policy

The school recognizes that food allergies for some students may be severe and even life threatening. Therefore, the school seeks to accommodate students as much as possible with their food allergies and reduce the likelihood of a severe allergic reaction. However, parents must contact the school nurse to make known whatever food allergies their student might have.

### School Visitors

For safety reasons, all visitors, including parents, must enter the school building through the main front doors any time of the day when students or staff are present. As is standard procedure in most all schools, parents and visitors must sign-in after entering the building and no person can go to a classroom without permission from the school office. In such cases, the school office will either have your child come to the school office or escort you to the classroom.

### Safety Drills - Fire, Tornado, Rapid Dismissal

Safety drills are conducted on a regular basis. The children are to remain silent, follow directions, and act in an orderly manner. Practice drills where the children are required to leave the building are not conducted when the weather is inclement.

### National Red Level Alert Procedure

In the event that the Department of Homeland Security announces a RED threat level, the following actions have been set forth for Lucas and Wood Counties:

1. *if school is not* in session, it will not reopen until authorized to do so by the Regional Terrorism Task Force. All related school activities will be canceled for that time.
2. *if school is* in session, the additional security measures will be put in place and students will remain in class until normal dismissal time unless otherwise directed by the Regional Terrorism Task Force. Parents are asked not to call or come to the school so that the school staff can focus on the safety and well-being of the students. Parents will receive updates about the school status through the school phone app.
3. For more information, and for updates during such an event, visit the Lucas County web site under the homeland security section. The school has a safety plan in place, as well as an evacuation plan should the need arise.

### Internet Safety

The school uses technology protection measures to block or filter access to websites that are not in accordance with the morals and values of the Catholic Church. These measures are meant to protect students from Internet access that is harmful to them. Although the school seeks to do this as thoroughly as possible, no electronic device is completely secure from being “hacked” or breached. The school staff will monitor use of school technology as best as possible, but parents must fulfill their own responsibility as the primary educators of their children to help them understand right from wrong.

In response to the number of criminal activities that have occurred with online social networks, students are prohibited from accessing these through any school owned computer, whether at school or away from school. This is for safety concerns, and they are a distraction to the students’ task of learning. Parents should not allow their children to place their photos or other identifying information on these websites because of safety concerns. Please refer to the Acceptable Use Policy at the end of this handbook which students and parents must read, understand, and sign.

### Accident Reports

All accidents involving students must be reported by the teacher/adult in charge to the school office. When an accident report is submitted to the school office, parents/guardians will be notified.

### Vaccination Policy

The school does not enroll students who lack documentation indicating they have received the vaccines required by the State of Ohio.

### Medication Policy

Whenever possible, medications of any kind should be taken by the student while still at home. When medication must be taken by the student at school, a medication form must be completed by the prescribing physician and signed by the parent before the medication can be brought to school. The medication forms are available from the school office and can be faxed directly to the school office by the physician's office.

Medication is dispensed by the school medical clinician when present, or the designated school employee. However, *only medication brought to school by the parent in the original pharmacy container can be dispensed*. This applies to both prescription and non-prescription chemical substances of any kind, even cough drops. Further, a student cannot be in possession of any of these substances during the school day unless the written directive from the student's doctor directs otherwise and acknowledges the student knows how to properly handle the chemical substance, such as inhalers or delivery devices for diabetic medicine. If your student has a medication, an inhaler, an epinephrine pen and/or any insulin/glucagon that needs to be administered at school, the parent/guardian must fill out and sign a new consent form each year, to be kept on file in the clinic.

### Emergency Forms

An emergency form must be filled out for each student. The information on the form is used should your child become ill or injured during the school day or in the case of a natural disaster or emergency. If such should occur, or if a student needs to be sent home, parents will be notified. However, if parents are unavailable, the school will contact the person listed on the emergency form. Therefore, it is very important that families notify the school office any time during the school year when their emergency contact information changes.

### Lice

The school has a no live lice policy. Parents of a student with lice will be notified to remove their child from school until they are free of all lice. Such students will be checked for lice prior to being admitted back in school. To help prevent the spread of lice to other students, all school parents will be notified when lice have been detected on a student.

### Screening

Students are screened by the nurse for the following:

- Vision – Grades K, 1, 3, 5, 7
- Hearing – Grade K, 1, 3, 5
- Scoliosis – Grades 6, 7, 8

Additionally, all students new to the school will be screened by the school nurse for hearing and vision unless parents provide the school nurse with a written statement directing otherwise.

Parents and teachers can recommend students be considered for screening anytime during the school year. Contact the school nurse if you feel your child needs to be screened. Other screenings may take place from time to time as required by State or Federal regulations.

### Mandatory Reporters

According to The Ohio Revised Code Section 2151.421 all school authorities, teachers, and employees are required by law to report if he/she knows, or even suspects, that child abuse is occurring. This law clearly removes the option of choice, and requires immediate reporting of known or suspected alleged child abuse and neglect.

### **Section 13 – Monetary Collections and Offerings**

Money is collected from the children in the morning at the time attendance is checked. Money must be in a sealed envelope or zip-lock bag, with the child's name, grade, and room listed. The purpose and the amount in the envelope are to be written on the outside of the envelope. Money will not be accepted without an envelope. The school is not responsible for lost or stolen money that a child carries to school. Financial obligations and refund concerns are referred to the Finance Office.

### **Section 14 – Phone Calls/Cell phones/Other Electronics**

Use of the school phone by the children is for emergency purposes only. Therefore, students cannot call home if they forget their homework, books, equipment, or wear the wrong clothing for special dress days. Although this might be difficult for some children, it is not an emergency. One of the goals of the school, and hopefully of our parents, is to teach their children about responsibility and the unfortunate consequence of not being prepared.

Students are not allowed to have personal electronic devices on themselves during the school day. If any such device is brought to school, it must be stored either in the locker or in a specific place as designated by the teacher. Students are to turn in personal electronic devices to their teacher who will store them in a secure place during the school day. Students who violate this policy will have their devices confiscated, and a parent must come in to retrieve the device. Students may also receive disciplinary infractions for repeated incidents.

### **Section 15 – Lunch & Recess**

Regina Coeli offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, or excessive amounts of candy. Lunches should be healthy in nature with a variety of choices from the four food groups.

Parents should not bring lunches or drinks from carry-out restaurants. Parents should refrain from bringing forgotten lunches to school. This creates a disruption to the learning process as class time is lost when a student is called out of class. The school has closed lunch periods, which means students may not leave the building during lunch unless they are signed out at the school office by their parent. Any student forgetting a sack lunch will be provided a lunch. Reimbursement for the lunch must be made the next day.

#### Hot Lunches

Hot lunch may be ordered on a daily basis. Menus are sent out to parents in advance. Parents should keep a copy of their order for their records, but there is no need to return the menu to school. The school will comply with Senate Bill 210 for healthy lunches. All students will be offered the full menu. Students getting a hot lunch must inform their teacher daily that they are getting the lunch. Students who forget their lunch will be offered a peanut butter or jelly sandwich. There will be no refunds for unused milk.

#### Milk

All hot lunches MUST include milk for the children. Children may purchase milk for their "brown bag lunches." Individual milk may be purchased. You may purchase a milk ticket at any time. The money envelope is to include the child's name, room number and their choice of chocolate or white.

### Playground Rules

Students are expected to follow the school code of conduct and listen to the supervisors in charge.

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

### **Section 16 – Daily School Schedule**

Early drop off begins at 7:00 in the lunchroom. Students enter at the Aftercare dismissal double doors.

7:25 – K-2 students plus older siblings may be dropped off in the church lot and enter through the front doors of the school building.

Students in grades 3-8 should be dropped off at activity lot and enter through the front doors of the school building.

7:45 a.m. – Bell rings to signal beginning of class and classes begin - ***children not in their classroom at this time are tardy***

2:25 p.m. – dismiss students for bus, Extended Day, and K-lot

2:25 p.m. – dismiss walkers and car riders

Teachers will remain on campus until 3:00 p.m. for parent convenience.

### **Section 17 – Dress Code**

The dress code is a common sense guideline for uniformity to prevent jealousy, envy or greed which can become distracting to learning. Vanity can often lead to arrogance and judgment of others. Part of our Christian principles is not to think too highly of ourselves and not to judge others by their appearances. The dress code is a tool to help you, as parents, prevent arguments over the latest fashion trends, styles, and demands for “things”. A dress code violation will be given to a student after a verbal warning is issued. Three dress code violations will result in notification of parents, after which the school administration will determine the consequences of further violations.

#### **Girls K-3**

Plaid jumper with length no shorter than 2” above the knee.

Navy blue or khaki slacks (all year) or walking shorts (August-September and May-June)

Navy blue, light blue or pastel yellow long or short sleeved knit shirt with collar

Pastel yellow buttoned-up shirt with round collar

Navy blue Schoolbelles round neck cardigan sweater



Regina Coeli monogrammed navy blue ¼ zip pullover  
Solid white, navy blue, or black socks/footies or tights  
Navy blue or black full-length leggings under the uniform  
If worn, navy blue, brown, or black belt

#### **Girls 4-5**

Plaid Schoolbelles skort with length no shorter than 2" above the knee  
Navy blue or khaki slacks  
Navy blue or khaki slacks (all year) or walking shorts (August-September and May-June)  
Navy blue, light blue or pastel yellow long or short sleeved knit shirt with collar (may have a banded bottom)  
Navy blue Schoolbelles round neck cardigan sweater  
Regina Coeli monogrammed navy blue ¼ zip pullover  
Solid white, navy blue, or black socks/footies or tights  
Navy blue or black full-length leggings under the uniform  
Navy blue, brown, or black belt which must be worn with slacks or shorts

#### **Girls 6-8**

Plaid Schoolbelles skort with length no shorter than 2" above the knee  
Schoolbelles navy blue or khaki kilt skirt length no shorter than 2" above the knee  
Navy blue or khaki slacks (all year) or walking shorts (August-September and May-June)  
Navy blue, light blue or pastel-yellow long or short sleeved knit shirt with collar (may have a banded bottom)  
Light blue short-sleeved oxford  
Navy blue Schoolbelles round neck cardigan sweater  
Navy blue Schoolbelles varsity cardigan  
Regina Coeli monogrammed navy blue ¼ zip pullover  
Solid white, navy blue, or black socks/footies or tights  
Navy blue or black full-length leggings under the uniform  
Navy blue, brown, or black belt which must be worn with slacks or shorts

#### **Boys K-5**

Navy blue or khaki slacks (all year) or walking shorts (August-September and May-June)  
Navy blue, light blue or pastel yellow long or short sleeved knit shirt with collar  
T-shirts may only be worn under a uniform dress shirt and must be solid white  
Navy blue Schoolbelles V- neck pullover sweater  
Regina Coeli monogrammed navy blue ¼ zip pullover  
Solid white, navy blue, or black socks/footies  
Navy blue, brown, or black belt for grades 4-5

#### **Boys 6-8**

Navy blue or khaki slacks (all year) or walking shorts (August-September and May-June)  
Navy blue, light blue, gray or pastel yellow long or short sleeved knit shirt with collar  
Pastel yellow button-down oxford  
T-shirts may only be worn under a uniform dress shirt and must be solid white  
Navy blue Schoolbelles V- neck pullover sweater

Regina Coeli monogrammed navy blue ¼ zip pullover  
Solid white, navy blue, or black socks/footies  
Navy blue, brown, or black belt.

### **Boys and Girls**

#### **Shirts**

Permitted colors are pastel yellow, navy blue, gray (grades 6-8) or light blue. Shirts must be either cotton, polyester, oxford cloth, or knit. All shirts must have a collar and are to be tucked in at all times. Students may only have the top button unbuttoned. They must not be form fitting or oversized.

#### **Slacks**

All school dress slacks may only have four (4) waist level pockets. They cannot have any of the following: extra outside pockets, bell bottoms, skintight, low rise, knit/spandex, have extra seams, or seams with contrasting stitching and trim, logos or symbols, rivets, or patch pockets. Slacks must not be oversized. Joggers, cargo, and carpenter pants are not allowed. Belts must be worn (grades 4-8) unless the shirt is a banded shirt or a sweater covers the belt loops.

#### **Shorts**

Shorts may be worn from May 1 through September 30, or by principal discretion based on weather. They should be at the knee or no shorter than 2 inches above the top of the knee. Cargo shorts are not permitted. Students may wear navy blue or khaki parochial length walking shorts.

#### **Shoes**

Footwear needs to be solid colored tennis shoes. *Dress shoes* may also be worn if they have an enclosed back and toe, and have a sturdy sole without more than one-inch of heel height. The permitted colors for dress shoes are brown, tan, black, or navy blue. NO Light up Shoes or shoes on wheels!

#### **Hair**

Hair for all students should be neat, clean, and well groomed. Not permitted are etchings, coloring, extreme styles, fad cuts, or alterations such as feathers and highlights. Boys' hair must be above the eyebrow in front and above the top of the shirt collar in back.

#### **Accessories and Jewelry**

Boys may not wear earrings. Girls must only wear a single pair of earrings and must not be longer than ½ inch. Body piercings and tattoos are prohibited. A simple watch may be worn, as well as a necklace or bracelet that prominently displays clear Christian imagery. No other type of jewelry is permitted, including wristbands. Purses are to be left in the lockers, backpacks, or coat racks. Hair accessories must be simple and modest in design and size.

#### **Make-up**

No make-up may be worn. Girls may wear a single-color pastel or clear nail polish. **Acrylic and/or fake nails are not permitted.**

#### **Alternate Dress Days**

The principal permits days throughout the school year where students are allowed to wear clothing different than what is normally required. In each case, the principal will clearly communicate to parents what the exact clothing requirements are for each alternative dress day. On such days, students are still permitted to dress according to the normal day-to-day requirements.

### **Gym Clothes**

Proper student attire for gym class is as follows:

1. Black, school-issued, shorts or sweatpants
2. Royal blue, school-issued, long or short sleeved t-shirt
3. Tennis shoes with non-marking soles

## **Section 18 – Parent and Child Code of Conduct**

Students, teachers, and parents in Catholic schools respect each other because it is part of the Christian way of life. This respect allows us to appreciate the uniqueness of others and is the foundation of discipline in our school. Students are to act respectfully and allow the teacher and other students to carry out the planned lessons. Teachers strive to enhance each child's feelings of self-worth in order to encourage them to reach their full potential.

When students repeatedly act in a disrespectful manner, teachers need to take more noticeable actions. These will involve conferences with students, holding students accountable for their actions (violations, detentions, suspensions, etc.), and conferences with parents that will provide a specific plan of action. Central to all this is the constant reminder that students are expected to act in ways reflective of the morals and values of the Catholic Church.

Failure to comply with these expectations and support of the school's philosophy may result in a termination of enrollment of the student at our school. This may also take place if the school determines it cannot adequately meet the student's needs.

The following is a list of some behaviors from the expected Code of Conduct. This list is not exhaustive.

1. A student must respect others by refraining from disturbing the learning and teaching process. This applies to lunch, recess, and the Extended Day program, as well as the classroom.
2. A child will dress in accordance with the dress code in clothing that is neat, clean, and modest. Students are expected to be in accordance with the dress code at all times throughout the school day, including at lunch, recess, gym, field trips, and before or after school.
3. A student must be in school and to class on time. Please refer to the attendance section in the handbook to review what is defined as an unexcused/excused tardy.
4. A student must return all school communication on the dates due. Teachers will give the student a verbal warning, after which the student will be issued a violation. Forgery is a serious offense and may merit an automatic detention.
5. A student must be prepared for class with books and supplies.
6. A student must not eat candy without permission of the teacher during school or recess. These are never permitted in church.
7. A student will respect others with proper words and actions.

## **Section 19 – Bullying Prevention Policy**

### **Catholic Diocese of Toledo: Policy and Plan for Schools**

#### Introduction

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

It is essential that a safe, positive, and productive educational environment be established where students can achieve the highest academic standards, and where no student shall be subjected to bullying, intimidation, or harassment. Such action is not tolerated in any of our Catholic schools in the Diocese of Toledo.

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

### Bullying by Definition

Bullying, harassment, or intimidation means any of the following:

*Any intentional written, verbal, electronic (cyber bullying) communication or physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:*

1. Causes physical or emotional harm to the person or damage to the person's property.
2. Places another student in reasonable fear of harm or of damage to property.
3. Creates an intimidating or hostile environment at school for another student.
4. Infringes on the rights of another student at school.
5. Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
6. Is a form of retaliation against a student who reports any misconduct, provides information about a bullying incident, or witnesses such events.
7. Is considered electronic bullying (cyber bullying) when such actions occur through electronic communication of any type, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
  - a) Wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
  - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
  - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

### **Bullying is prohibited....**

1. at any school sponsored or related activity, function, or program whether on or off school grounds
2. on any property owned, leased, or used by Regina Coeli Catholic School
3. at school bus stops, on a school bus, or any other vehicle owned, leased, or used by the school.
4. through the use of technology or electronic device owned, leased, or used by the school.

### **Reporting of bullying behavior:**

- Bullying may be reported to any school staff member. Such report can be anonymous, however, no disciplinary action can be taken against a student solely on the basis of an anonymous report.

- School staff members must report prohibited incidents of which they are aware to the principal and/or counselor.
- In cases where the aggressor or targeted students are not of this school, the information will be disclosed to school administration in which the student is enrolled.

**Investigation of bullying incidents:**

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

**Retaliatory behavior:**

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

**False reports:**

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

## **Section 20 – Ethical Technology Policy**

### **Catholic Diocese of Toledo: Acceptable Use Policy for Technology**

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

#### **I. Introduction**

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

At Regina Coeli Catholic School, students are not allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored in specific places as designated by the school. Students who violate this policy will have their devices confiscated and can only be retrieved by a parent at the school office. Students may also receive disciplinary violations for repeated incidents.

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

To gain access to school technology and the Internet, all students of Regina Coeli Catholic School must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed and has (have) read the terms and conditions carefully and understand(s) their significance.

Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts.

## II. Acceptable Uses

School technology and internet usage must always be used in a way that conforms to the morals and teachings of the Catholic Church and which is related to the educational purposes of the subject material being taught in the school. The Computer Teacher, after consultation with the principal and/or pastor, will determine if a particular use was acceptable, and their decision is final. If there is ever uncertainty about whether certain actions are unacceptable, it is always better to ask first than to suffer the negative consequences of such action.

### A. Safe Communication

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

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

### B. Netiquette

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

### C. Copyrights

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

## III. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but also the spirit of Regina Coeli Catholic School in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable, since no list is completely exhaustive. It is imperative that students act responsibly, as they will be held accountable for their actions. If a student is not sure if the spirit of this policy permits a particular use, he or she should consult their teacher or Computer Teacher (or Technology Coordinator) prior to the questionable action. Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

#### **A. Recording devices**

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

#### **B. Downloads**

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

#### **C. Unauthorized Access**

- 1) *Bypasses*: Any unauthorized technology used for the purpose of bypassing security systems, avoiding Internet filtering, or gaining unauthorized access is not permitted. This includes the use of proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts*: Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including online school resources such as Option C, Edmodo, or Moodle.
- 3) *Mobile Hotspots*: Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.
- 4) *Proper Action to Take*: If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) *Internet Access*: Students are not permitted to connect to the Internet through a source other than the school’s specified provider. Accessing the Internet via a 3G connection or otherwise is strictly prohibited.

#### **D. Other Actions**

- 1) *Employees*: Students should not email or post to web pages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities*: Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.

- 3) *Defamation*: Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking*: Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, Instagram, etc.) unless for academic purposes as specified by the supervising teacher.
- 5) *Social Media Account Policy*: As a result of the negative mental and physical health impacts on children who regularly use social media including increases in depression and anxiety, poor sleep habits, exposure to explicit content, and online harassment/bullying, and in light of a new Ohio law requiring parental consent for social media use for children under the age of 16, students are no longer permitted to operate individual accounts on platforms that allow for interactions in which individuals create, share, and exchange information/ideas/communication in virtual communities. This includes but is not limited to Facebook, Snapchat, Twitter, WhatsApp, Instagram, TikTok, YouTube, etc. The use of a parental or family account rests with the consent and discretion of parent/guardian. The use of such a platform for school-related projects or assignments still requires the consent of the parent/guardian and limited to the required application.
- 6) *Tampering*: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 7) *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 8) *Cyber bullying*: Cyber bullying is strictly prohibited.
- 9) *Jail breaking*: Students are not permitted to “jailbreak” school-provided devices (or do any similar process that wipes clean the hard drive of a device).

#### IV. Content of Policy

##### A. Review and Revisions

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

### ***Section 21 – Gender Policy***

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel while striving to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church’s mission to teach, promote, or encourage anything that is contrary to the teachings She has received from God and which the Magisterium has clearly and consistently articulated. For this reason,



the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events, or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed Her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created,<sup>1</sup> and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and His Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see *Catechesis Regarding Human Dignity and Gender-Related Matters* in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school, and institution, all paid employees and unpaid volunteers will

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - i. What is the specific request of the adult, student, and/or parent(s)/guardian?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the parish, school, or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the diocesan Office of Marriage and Family Life with extenuating circumstances.

## **I. Catecheses Regarding Human Dignity and Gender-Related Matters**

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are.<sup>2</sup> Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, Her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Sacred Scripture presents the human race as consisting of only two sexes. Both sexes, male and female,

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<sup>1</sup> Pope Francis, *Amoris Laetitia* 56.

<sup>2</sup> *Gaudium et Spes* 27.

are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. A human person's gender is therefore determined by his or her biological sex.

The entirety of Divinely inspired Scripture affirms the male and female forms of human nature as reality. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life God intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth.<sup>3</sup> Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching, known as the Theology of the Body, that in our given biological complementarity, as distinctly male and female, God clearly intended us to live in loving communion with Him and with each other. Through mutual self-giving and interdependence, God invites us to share in His own act of creation, as well as His own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is, as a Trinity of Persons, an eternal exchange of love emanating from the love shared between the Father, Son, and Holy Spirit.<sup>4</sup>

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

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<sup>3</sup> Pope Francis, *Amoris Laetitia* 285.

<sup>4</sup> *Catechism of the Catholic Church* 221.

## **Section 22 – Student Code of Conduct Pledge**

As a member of the Regina Coeli Catholic School, I pledge to live according to the morals and commandments of God as revealed to us through the Catholic Church. If Catholic, I will attend Mass regularly and practice stewardship by giving of my time, talents, and monetary support. If non-Catholic, I pledge to be involved with my place of worship and use my talents, to the best of my abilities, to benefit my community.

Participation in my school community is a privilege. I serve as a role model for my parish, school, and community to show gratitude for receiving parish subsidy for tuition.

- I will show charity, honesty, and respect of self and others.
- I will act respectfully towards my teacher, fellow students, and others of Regina Coeli Catholic School.
- I will conduct myself in such a manner that will not disrupt my classmates.
- I will act respectfully and participate in religious ceremonies.
- I will have pride in my family, my school, and myself.
- I will practice the basic rules of courtesy and the core values of our school's PBIS.
- I will dress appropriately and abide by school regulations of Regina Coeli Catholic School.

My signature below signifies my agreement to all of the above and my commitment to everything contained in this handbook as a condition for my enrollment at Regina Coeli Catholic School. Kindergarten students may place an "X" or first initial as their signature.

Student 1: \_\_\_\_\_ Grade \_\_\_\_\_

### **Section 23 – Parent/Guardian Code of Conduct Pledge**

A Catholic school is most successful when the school administration, teachers, and parents work together for the good of each child. The school is a community of learning where the values and faith of Christians are lived and modeled. As a result, each person is respected but also challenged to grow academically, spiritually, and socially. Mutual support and cooperation among all those guiding the lives of children are essential for effective student formation and education. Regina Coeli Catholic School is committed to working with you for the good of your child. We are committed to open, honest communication.

For your part, your decision to enroll your child in this school indicates your willingness to support and cooperate with the leadership and faculty of the school. Specifically:

- Make sure your child is at school on time.
- Assist your child in doing homework.
- Support the disciplinary action of the school.
- To speak with a civil and respectful tone of voice at all times.
- To discuss disagreements and conflicts away from your children.
- To follow proper channels of communication when conflicts arise (speak with the teacher first, then to the principal).
- Being a good role model (appropriate language, personal appearance, behavior, etc.) around your children and other school families both during the school day and other school related events on and off campus.

We look forward to partnering with you during this school year!

My signature below signifies my agreement to all of the above and my commitment to everything contained in this handbook as a condition for student enrollment at Regina Coeli Catholic School.

Parent Name *PRINTED*: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_