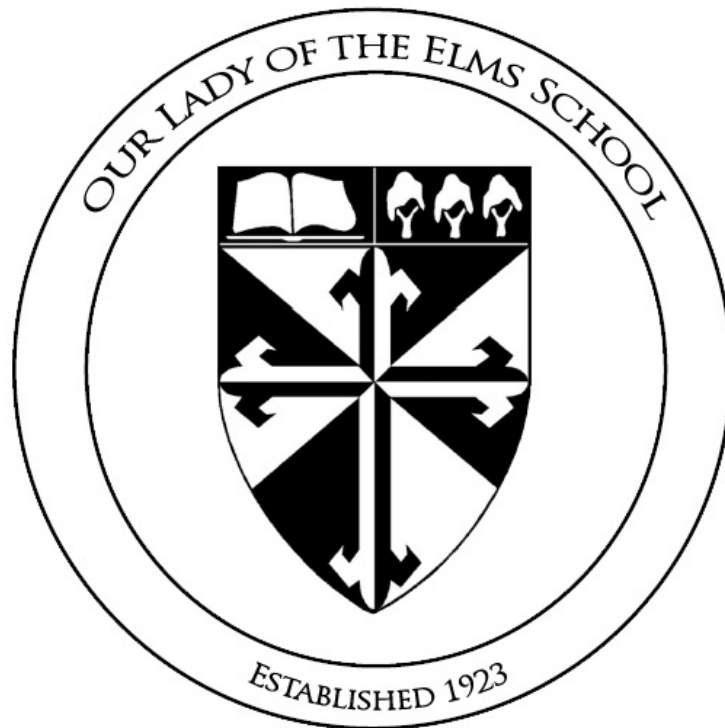


# 2010-2011 Parent/Student Handbook



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## **OUR LADY OF THE ELMS**

### **Shield**

The shield of Our Lady of the Elms is depicted by the Dominican Shield, containing the fleur-de-lis in the main body. The shield is in black and white, the school colors. The book of knowledge in the top left-hand corner portrays the ideals and goals set by the Elms, and the trees on the right represent the campus where these ideals form the heart of school life.

Veritas, the Latin word for “Truth,” is the motto of the Dominican Order and represents for students at the Elms the motive for their presence and the goal of their education. To desire truth is to desire that integrity, candor, and clarity of vision which distinguish the Christian and the scholar and make of a woman a reflection of the beauty of God and a bearer of His Word.

## **OUR LADY OF THE ELMS SCHOOL HYMN**

*Unto Thee, O Holy Mary, our voices now we raise;  
Through thee to our Creator we bring our prayers and praise.  
That God, with much compassion, would shower on us grace;  
To strengthen and to guide us who run here the Great Race.  
Dear Mary, throned in splendor amid the starry realms,  
Bring light and honor to this place, Our Lady of the Elms.*

*Here seeking an example, we turn our eyes to see  
How grace received and cherished  
brought Jesus forth from Thee.  
May He in our lives, also, be manifest in love;  
That all may come to treasure the things that are above.  
Thus, freed from worldly fetters, we glimpse the Holy Realm,  
Under the patronage of Our Lady of the Elms.*

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***Failure to read this handbook does not exempt anyone from the behavior consequences outlined herein.***

***The rules and regulations in this HANDBOOK are subject to change. These rules and regulations are not all-inclusive. It is the right of the Principal to make the final decisions about an issue/incident that may not be specifically stated in these pages or where the handbook grants such discretion.***

Note: This online edition has identical content to the printed version students received at the beginning of the 2010-2011 school year. However, the pagination is different.

Dear Students and Parents of Our Lady of the Elms High School and Middle School,

**WELCOME!** You have chosen to be part of this Elms community because of our mission, our high standards, our reputation for excellence, and our caring community. The foundation of our success is the Dominican tradition: prayer, community, study and preaching as we search for Truth. In order to maintain a safe, respectful and effective learning environment for all, each member of the Elms community needs to commit to high standards of behavior. In addition, each student and parent must be aware of important policies that regulate our interactions as a Catholic, college preparatory, secondary and middle school. This handbook is a summary of the important information you need to know. Though the following letter introduced the Elms Student-Parent Handbook in 1968, its message applies just as aptly today:

OUR LADY OF THE ELMS is not only a school, but a school community. And community means mutual concern, sharing, respect, courtesy, loyalty to one another, and to the ideals for which a group has come together. At the Elms everyone is encouraged to live this community, in the most Christian sense of the word. No one is to be excluded from the courtesy and love and respect that are the heart of the Christian heritage.

Many people compose the Elms community: not only faculty and students, but parents, alumnae, clerical and maintenance personnel, the Sisters of St. Dominic who have founded the school and continue to support it by their prayers and interest, and all who have contributed and continue to assist in innumerable ways to the development of the schools on the entire campus.

The more an incoming student joins in this community and shares its concerns, the deeper will be her sense of belonging and her enjoyment of the years she will spend here. The search for knowledge and understanding, the struggle for maturity is not easy; but difficulties can be met with greater ease when each girl experiences the concern of others, knows something of their joys and hopes, and believes in her own ability to contribute to the happiness of those with whom she is sharing so important a period of her life.

Sr. Marianne, O.P., Principal, 1968

After you and your parents read this handbook, you will sign and submit a contract stating that you have read this handbook and that you agree to abide by the rules and policies of Our Lady of the Elms High School and Middle School. It is through a partnership that we can help you become your very best academically, socially, emotionally and spiritually, preparing you to take your place in your future. May God bless this school year abundantly!

With prayers of gratitude,

Miss Lisa K. Massello  
Principal

## ACADEMIC YEAR 2010-2011

### Our Lady of the Elms High School and Middle School... Educating Future Women Leaders Since 1923

#### MISSION STATEMENT

Our Lady of the Elms, a Catholic, college preparatory high school for women, rooted in the Dominican tradition, fosters fidelity to God, academic excellence and strong leadership.

#### BELIEF STATEMENTS

As a school we believe:

1. That the Dominican pillars of prayer, community, preaching and study need to be understood by each student along with the Dominican traditions of truth, justice and peace.
2. That students, faculty and administration need to witness to the presence of Jesus Christ by our commitment to the development of our faith and conscience inspired by Christian values.
3. That each student is a valued individual with unique physical, social, emotional and intellectual needs.
4. That students, teachers, administrators, parents and the entire school community share the responsibility for advancing the school's mission.
5. That a student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
6. That all students can learn.
7. That students learn best when they are actively engaged in the learning process.
8. That students need to demonstrate their understanding of essential knowledge and skills.
9. That students need to be actively involved in solving problems and producing quality work.
10. That students need to apply their learning in meaningful contexts.

#### THE CATHOLIC SCHOOL GRADUATE IS:

*A faith filled disciple of Christ who is:*

- Called by Baptism and nourished by the Eucharist
- Active in the Sacramental life of the Church through regular participation in Eucharistic Liturgy and Reconciliation
- Centered in Gospel values
- Prayerful

*A Christian leader who is:*

- A decision maker whose conscience is formed by the teachings of the Catholic church
- A witness to the FAITH
- A person of integrity
- Respectful
- Committed to justice
- Collaborative
- A community builder
- A steward of the environment
- Active in parish life

*A centered well-rounded person who is:*

- Self-confident
- Self-disciplined
- Open to growth
- Responsible
- An active productive citizen

*A loving person who is:*

- Compassionate
- Kind
- Forgiving
- Appreciative of diversity
- Welcoming
- A peace-filled mediator
- Respectful of the talents and ability of others

*A lifelong learner who is:*

- Articulate
- Creative
- Technologically literate
- Academically and spiritually competent

- A critical thinker
- A problem solver

*A healthy person who is:*

- Respectful of life
- Practicing good health habits
- Committed to reaching one's full potential
- A good sport

*As we describe the faith commitment of the Catholic School graduate, we understand that students of other faiths express these values in alternate faith commitments.*

-Taken from the Diocese of Cleveland Catholic Schools Mission Statement, adopted 1998.

### **NON-DISCRIMINATION POLICY**

Our Lady of the Elms High School and Middle School does not discriminate in the admission of students on the basis of race, nationality or ethnic origin, sexual orientation, or religion.

### **PARTICIPATION IN RELIGIOUS ACTIVITIES**

Our Lady of the Elms is a Catholic high school and middle school in the Dominican tradition expected to participate respectfully in retreats, liturgies, special liturgies such as junior ring, baccalaureate, and social service. These events are integral to our community and are expressions of our mission.

### **ACADEMICS**

#### **ACADEMIC REQUIREMENTS**

To graduate from Our Lady of the Elms High School, a student must earn 24 credits in specified areas. In the four-year course of study, a normal yearly load is 6 credits, at **least 4 credits of which are in the academic areas** (English, Math, Social Studies, Science, and World Language). This implies 13-14 mods of class each semester.

All students are strongly encouraged to earn units of credit with a 3.25 accum for the "Ohio Award of Merit": English - 4 cr.; math - 4 cr.; science - 3 cr.; social studies - 3 cr.; world language - 3 cr.; with the addition of two more units in these courses or Computer Science and/or two units from Visual/Performing Arts.

Students of the Elms High School are required to earn at least the following number of credits in the specified areas in grades 9-12. American Literature, British Literature and World Literature are required for graduation.

THEOLOGY	4
ENGLISH	4
MATHEMATICS	4
SCIENCE	3
SOCIAL STUDIES	3
WORLD LANGUAGE	2
HEALTH	½
FINE ARTS	1
PHYSICAL EDUCATION	½
COMPUTER TECHNOLOGY	½ (beginning with the class of 2011)
ADDITIONAL ELECTIVES	1 ½

- World language may be waived in exceptional cases.
- Health and physical education are state requirements.
- Theology courses are requirements of all students because they provide a key integrating element in the Elms instructional program.
- Honors courses are available in these areas: English, Geometry, Algebra II, Biology, Chemistry and Physics.
- Advanced Placement courses are available in these areas: English-grade 12, American History, European History, Calculus, Biology, Chemistry and/or Physics, and Government. Other AP courses may be available.
- Courses of transfer students receive the same weight as the equivalent courses offered at Our Lady of the Elms High School. Increased quality points apply only to AP courses.
- Students must pass all required sections of the Ohio Graduation Test to receive a diploma.
- Service hours are required of all students. Students at all levels are required to complete a set number of hours serving the needs of God's people.

**Grades 7 and 8:** 10 hours

**Grades 9 and 10:** 25 service hours (15 hours may be done at school or church)

**Grades 11 and 12:** 35 service hours (10 hours may be done at school or church).

Information regarding specific requirements and approved service locations may be obtained from the student's Theology teacher. Each student is also required to submit a service log and a reflection paper on their service experience.

- **Completion of each year's service and reflection paper is required in order to graduate.**
- See the Our Lady of the Elms Course Description booklet for a complete listing of available courses at [www.theelms.org](http://www.theelms.org) under "high school/academics."

Middle School students who take high school courses are required to take high school exams and will receive high school credit for the courses.

### **GUIDELINES FOR DETERMINING GRADES**

Descriptive requirements of what should constitute A, B, C, D, and F levels of performance follow.

#### **"A" STUDENT** (100 - 93 - Superior)

- Consistently engages in the quest for knowledge and truth—enrichment in breadth, enrichment in depth, inquiry, creative research.
- Has a wide vocabulary at her command.
- Is alert and takes an active part in group discussions.
- Participates extensively in learning activities.
- Is prompt, neat, thorough, and accurate in work.
- Is adept in use of books; comprehends quickly.
- Uses initiative and originality in attacking problems.
- Associates ideas, re-thinks problems and adapts self to practical situations.
- Manifests enthusiasm for and interest in the work.
- Shows evidence of applying principles gained to practical situations.
- Usually hands in assignments on the days they are due.

#### **"B" STUDENT** (92 - 85 - Above Average)

- Frequently engages in the quest for knowledge and truth—enrichment in breadth, enrichment in depth, inquiry, creative research.
- Has a good vocabulary and has ability to speak with conviction.
- Usually is alert to the situation at hand.
- Carefully participates in learning activities.
- Attacks new problems eagerly and profits by directions.
- Is prompt, neat, thorough and usually accurate in work.
- Has ability to apply the general principles of the subject at hand.
- As a rule, takes tests on the days they are scheduled; usually hands in assignments on the days they are due.

#### **"C" STUDENT** (84 - 78 - Average)

- Masters basic education or essential learning in specified area of knowledge.
- Possesses a moderate vocabulary.
- Is willing to apply herself during the class session.
- Does daily preparation with comparative freedom from carelessness.
- Is attentive to assignments.
- Has ability and willingness to comply with instructions and openness to direction.
- Is reasonably thorough and prompt in all work.
- Has average neatness and accuracy in all work.
- Has ability to retain the general principles of the subject taught.

#### **"D" STUDENT** (77 - 70 - Below Average)

- Usually does less than is required.
- Attends irregularly.
- Frequently "misunderstands" assignments.
- Shows willingness but slowness in complying with instructions and directions.
- Is careless in preparation of assignments and providing tools and materials.
- Is lacking in thoroughness and sometimes tardy with work.
- Is careless in presentation of work.

#### **"F" STUDENT**

- Habitually does less than is required.
- Is listless and inattentive in class.

- c. Often lacks tools and equipment for work.
- d. Is usually tardy with work.
- e. Retains a fragment of the general principles taught.
- f. Lacks the qualities of the first three groups to the extent that she cannot or will not do the work.

### INCOMPLETE

All work must be completed before a letter grade will be assigned. An incomplete (I) may be given under extenuating circumstances at the end of a quarter (e.g., a death in the family or an extended illness). The assistant principal should be informed of the situation by the student and her parent(s)/guardian(s). Incompletes are to be made up within two weeks and the student is assigned to study hall until a grade is issued.

Within the first week of class, each teacher explains the role each of the following has in determining grades: tests, quizzes, homework, and class participation. These policies are intended to be guidelines for teacher and student to follow. **However, semester grades are computed by averaging the two quarter grades twice and the final exam once.**

### **GRADING SYSTEM**

A – Superior 100-93	4 honor points per credit
B - Above Average 92-85	3 honor points per credit
C – Average 84-78	2 honor points per credit
D - Below Average 77-70	1 honor point per credit
F - Failing	
I - Incomplete	
W – Withdrawn	

1. Five honor points per credit are awarded for A's received in all AP courses.
2. There is no plus or minus on the grade card.
3. Report cards are issued quarterly.
4. Progress and deficiency reports are issued as needed or at mid-quarter.
5. Regular parent-teacher conferences are scheduled in the fall.
6. Other conferences will be held anytime at the request of either parents or teachers.
7. Final examinations are given in all academic areas for students. Seniors can earn the privilege of exemption from final exams (January, if a semester course, June for year courses) if each quarter grade is an A and the student does not have more than five (5) absences and/or two excused tardies per semester for semester courses and no more than a total of 10 for year long courses **excluding one approved college visit.**

### **NETCLASSROOM**

NetClassroom ([theelms.org/netclassroom](http://theelms.org/netclassroom)) is an online resource for students and parents to securely access student grades and class assignments. Each new student and her parents are given a user id and password at the beginning of the school year. You may anticipate that teachers will update grades and homework assignments at least once per week. NOTE: Access to NetClassroom will be denied at the end of each grading period if accounts are not paid in full and/or students have any debts such as athletic uniform that have not been returned or library fines.

### **ADVANCED PLACEMENT EXAM POLICY**

1. Students in all AP courses must take the AP exam for those courses.
2. When you take the AP exam, your final grade for Semester II will be the average of Q3 and Q4 grades. Students have the option of taking their final exam if they are not satisfied with their averaged grade. An exam grade is not recorded if an exam is not taken.
3. Under extenuating circumstances and with permission from the principal, a student may be excused from an AP exam. In this case, the student must take and pass a written final exam regardless of her semester average in order to earn AP quality points and have the AP designation on her transcript.
4. Students not enrolled in AP classes who desire to take the AP exam may do so if they:
  - a. Have A's in all quarters, including the last one or
  - b. Are recommended for the exam by their teacher and the principal.

### **ACADEMIC HONOR ROLL**

1. In order to be placed on the Academic Honor Roll First Honors, a student must
  - a. Carry a minimum of 6 credits
  - b. Carry 4 academic credits plus Theology
  - c. Achieve a GPA of 3.5
  - d. Have no C's, except in an AP class, and no I's
  - e. Receive no poor conduct marks.

NOTE: Students who achieve four years of first honors are recognized at graduation.

2. In order to receive Second Honors a student must
  - a. Carry a minimum of 6 credits
  - b. Carry 4 academic credits plus Theology
  - c. Achieve a GPA of 3.0 – no more than 1 “C” per quarter
  - d. Receive no poor conduct marks.

### **GRADUATION**

Seniors must accumulate the required number of credits, complete all course requirements, pass all courses, (including post-secondary courses) satisfy all obligations financial and otherwise, and participate in graduation practice in order to take part in graduation activities and receive a diploma.

### **HONOR CORD**

Seniors who have a 3.5 cumulative GPA will receive an honor cord at Awards Night.

### **VALEDICTORIAN/SALUTATORIAN**

In order to be considered valedictorian and/or salutatorian, a student must attend Our Lady of the Elms High School for at least three years.

### **ACADEMIC PROBLEMS**

If a student has a problem involving an academic situation, she is to follow the steps of this procedure in the order they are listed until the situation is resolved.

1. The student makes an appointment for a conference with the teacher.
2. The parent makes an appointment for a conference with the teacher and the student.
3. The parent makes an appointment for a conference involving parent, student, teacher and counselor.
4. The final conference, if necessary, will involve principal, teacher, student, parent, and counselor.

### **ACADEMIC PROBATION**

Quarterly: Any student who does not achieve a 2.0 grade point average for a quarter will be placed on academic probation for the following quarter. Academic probation means:

1. Assignment to study hall for all free mods except lunch mod.
2. Academic counseling.
3. Bi-weekly check of grades by registrar

Annually: Freshmen, Sophomores, Juniors

1. Student progress will be evaluated at the close of each academic year.
2. Any student who fails to earn the required credits or achieve an overall 2.0 cumulative grade point average will be required to attend a hearing with her parents, the principal and the academic counselor to discuss the feasibility of returning the following year.

NOTE: Parents are encouraged to check NetClassroom routinely.

### **STUDY HALL**

The purpose of this assigned study hall is to promote and encourage solid study habits and time management.

1. In order to assure a smooth adjustment to our academic expectations, all freshmen are assigned to study hall for non-class mods, except lunch, during the first semester. During other quarters students may be out of study hall if they maintain a 3.0 average with no more than one C and no D or F or poor conduct marks in the quarter just completed.
2. If a student receives a D or an F at progress report time, she is assigned to study hall for the remainder of the quarter.
3. Ordinarily sophomore, junior, and senior students are not assigned to study hall during the first quarter. Students who receive a D or F letter grade, or poor conduct mark in the preceding quarter, **including quarter 4 of the previous year**, go to study hall for the subsequent quarter.
4. One period (2 mods) of assigned study hall is required daily for these students. Any student who earns two or more D's or F's on January and/or June exams is assigned to study hall for next quarter.
5. All students who transfer into grade 10, 11, or 12 are assigned to study hall quarter one.
6. If a student earns more than 2 tardies per quarter, she will go to study hall and lose all privileges.
7. In her free time, a student may study quietly in the hallway, library or the commons. No student may lie on the floor or lie on the cushions in the mall area.
8. If students disturb classes during their free mods, they may be assigned to study hall for five days. Study hall requirements supersede all off-campus permits or early dismissal. All such privileges will be superseded during this time.

## **GUIDANCE DEPARTMENT**

The Elms Guidance Department consists of a college counselor and a guidance counselor.

The College Counselor assists students in the college planning and application process. One evening each autumn a "College Guidance Parent Night" is held for parents in grades 9 through 12. An overview is given of the preparatory steps students and parents should take each year of high school to prepare for college admissions. Typically, representatives from college admissions and financial aid offices and a representative from a test prep company give informative presentations and answer parent questions at this meeting.

PrepHQ is our secure, online college counseling Web site. Students receive a userID and password during the second semester of their freshman year. This gives a student and her parents 24/7 access to a wealth of information regarding the college admissions process, including an instrument to narrow your choices of colleges based on your interests. In addition, summer courses, camps, and workshops are updated on PrepHQ second semester each year. Typically, Elms students look for these opportunities for the summers between sophomore and junior year and junior and senior year.

The individual college counseling process moves into high gear with a series of meetings in the early spring of junior year. Parents are encouraged to attend one of these individualized meetings with their daughter. The college counselor meets with seniors multiple times in the fall of the senior year, writes counselor recommendations and guides seniors through the college application and scholarship application processes. Parents are also invited to attend one of the senior year meetings with their daughter and are welcome to contact the college counselor if needed.

The College Counselor works Tuesdays through Thursdays from the last week of August through mid-May. Her office is located in the high school near the main office.

The Guidance Counselor helps students to make decisions and accept responsibility for their decisions, and deal with normal developmental concerns as well as unusual troublesome matters. Students meet with the counselor in individual and group sessions, classroom visits, mediations and referrals to outside agencies, if needed. Students are encouraged to set up appointments to talk to the counselor or visit the counselor before or after the school day or during their study period. The Guidance Counselor is in school part-time from late August through mid-May; her schedule is posted outside her office and on PrepHQ. If parents have questions or concerns, they are encouraged to contact the Guidance Counselor.

Conversations between the counselor and a student are confidential, with the exception of situations of abuse or imminent risk of harm to self or others.

## **POST-SECONDARY ENROLLMENT OPTION**

Students may enroll in college courses through the post-secondary enrollment option. The guidance counselor must be consulted during the month of March. This program is funded through the State of Ohio, but is not guaranteed for non-public school students. Participation is contingent upon acceptance to the university, permission of the student's parents, counselor, and the Principal, and the student's Elms schedule of required courses. PSEO courses may not take the place of Elms required courses, but may serve as electives. See the Our Lady of the Elms Course Offering booklet or the guidance counselor for more information.

## **TRANSCRIPTS**

If a student needs a copy of her transcript to be sent to an enrichment program or a college, a transcript release form must be signed by the parent and submitted to the main office or college counselor. Please allow a minimum of two workdays. An official transcript will not be released to the student; it must be mailed to the program/college. The transcript includes grades and credits, national and state standardized test scores, absence and tardy record, and involvement in co-curricular activities.

## **USE OF TECHNOLOGY**

The technology available for student use is designed to enhance student understanding of specific content connected to their course of study. Students and parents will be asked to sign "Acceptable Use of Technology" contract at the beginning of each year. The completed document must be turned in **prior to student use** of any of the technology available. Students who fail to follow the procedures and rules outlined in the contract may be denied the further use of the equipment. Other disciplinary consequences may be imposed depending upon the nature of the violation. The "Acceptable Use of Technology" policy is included in the Discipline section of this handbook. It has been updated to include policy regarding cyber-bullying and social networking. **Please read this policy carefully.**

## **ATTENDANCE POLICIES**

### **RATIONALE**

1. Poor attendance disrupts the continuity of instruction.
2. Once lost, instruction cannot be recovered.
3. Classroom participation is an important facet of the educational process and cannot be reconstructed.

4. A correlation exists between instruction and achievement.
5. Parents and school personnel must work as a team to ensure good attendance and integrity in communication.

#### **ATTENDANCE**

1. The school attendance day extends from 8:15 a.m. to 2:45 p.m. Once a student arrives at school, she must remain in the building. Students are not to sit in cars in the parking lot, leave school grounds, or go to cars without permission from the assistant principal or principal.
2. All students are to be in school for Mod 1 and/or homeroom.
3. For an absence or tardy to be excused (1) the parent must call and report the absence to the office between 7:45 and 8:45 and (2) send a note explaining the absence when his or her daughter returns to school. This is a requirement of Ohio state law. Students must present the note to the office on the day they return from an absence. The student will be given an Admit Slip/Pass. Students must show the admit slip at the request of the teacher.
4. The law of the State of Ohio specifies that children of school age must attend school daily and lists the following as valid reasons for being excused from school:
  - personal illness
  - medical, dental, or legal appointments
  - quarantines of the home
  - death of a relative
  - observance of religious holidays
  - needed at home due to absence of parents or guardians
  - family emergency or set of circumstances which, in the judgment of the principal, constitutes a good and sufficient cause for absence.
5. Absences for any other reason are said to be unexcused. Students will not receive credit for work/projects, tests or quizzes, or in any other way be granted credit on a day for which the absence is unexcused.
6. All excused and unexcused absences (including weather related) are recorded on the student's permanent record.
7. Because Elms students come from a large geographical region, the weather in one area may be much different from other areas. Thus, if we do not close school for winter conditions, parents are to use their good judgment in deciding whether it is safe for their daughter to travel to school. Please call the office to inform our staff that your daughter will be absent and send in a written excuse the next school day in accordance with Ohio state law. The absence will be recorded as an excused absence.
8. School-sponsored field trips are not considered absences.
9. Students must be present at school the entire day of a co-curricular event in order to participate in the event of that day. Students placed on in-school suspension or out-of-school suspension are ineligible for practice and competition.
10. Parent(s)/guardian(s) will be notified by letter when a student has accumulated absences of eight (8) days and fifteen (15) days. Once the fifteen (15) days of absence level has been reached, a parental/guardian conference with the appropriate administrators will be called.
11. A student who is absent 25 days or more in a given school year will be placed on an attendance contract that could result in a student's dismissal if the provisions of that contract are violated. An exception may be made in the case of an extended illness. The 25 days of absence shall include all types of absences such as sick days, vacation days, or any other absence which doesn't involve a school sponsored activity.
12. An extended illness is defined as an illness that equals or exceeds five (5) school days. In order to have the exception invoked, the student must submit a note or form from the attending physician indicating the diagnosis and/or type of illness.

#### **TARDY TO SCHOOL**

1. When a student arrives after 8:15 a.m., she must go directly to the main office desk for an admit slip, then go quickly to her locker and into class. One detention is given for each incidence of tardiness after the first incidence each quarter and the student will be assigned to study hall for the remainder of the quarter.
2. If a student is tardy due to medical or dental appointment, she must bring a note from her parent or guardian and doctor or dentist (All medical/dental offices provide appointment verification cards or notes).
3. Tardies will be excused only for emergencies. Oversleeping, missed busses or rides, personal reasons or traffic will not be considered excused tardies.
4. A note from a parent does not necessarily mean a tardy will be excused.
5. Habitual tardiness, both excused or unexcused including tardiness due to traffic, is unacceptable. A letter will be sent home when a student's tardies reach five (5). The student will be assigned a study hall for the remainder of the year. At eight (8) tardies, the student will be put on an attendance contract. At nine (9) tardies the contract takes effect. For each tardy after eight (8), the

student will serve a Saturday detention from 8 – 11 a.m. and pay a \$20 fine for the cost of the detention supervision.

### **TARDY TO CLASS**

Tardiness to class is defined as not being in one's chair when it is time for class. If a student is late to class, she is to go directly to the class and sign the tardy slip provided. If a teacher or the office detains the student, she should see the responsible adults later that day for an admit which will cancel the detention.

### **TRUANCY / UNEXCUSED ABSENCE / CUTTING CLASS**

The consequences for truancy of part of a class are 2 detentions; for part of a day (more than one class) - a one day in-school suspension; and for an entire day - 2 in-school suspensions. In all cases, parent(s) will be notified.

Excessive UNEXCUSED tardiness or UNEXCUSED absenteeism may be cause to review the awarding of credit. Senate Bill No. 181 defines unexcused absences as follows: **Habitual:** 5 consecutive unexcused absences; 7 unexcused absences in one month; and, 12 unexcused absences in one year. **Chronic:** 7 consecutive unexcused absences; 10 unexcused absences in one month; and, 12 unexcused absences in one year.

At the time of the 6<sup>th</sup> unexcused absence, a review conference with the parents, student and appropriate faculty and administration will take place to determine continued eligibility for course credit. This policy does not apply in cases of prolonged illness. Prolonged absences (5 or more consecutive days) require a note from a doctor. If a student has a chronic illness that affects attendance, a written explanation of this by the physician must be on file at the school.

### **APPOINTMENTS DURING SCHOOL**

1. Please try to keep medical appointments during school hours to a minimum.
2. If it is impossible to schedule an appointment at any other time, the student should bring a note from parents requesting an excuse from school. This note is to be presented to the Office **before** 8:15 a.m. Only students who notify the school by 8:15 a.m. the morning of their appointment will be granted an excused absence. Excused absences will not be granted as a result of parents/guardian phone calls or e-mails on the day of the appointment. A fax signed by a parent can be accepted.
3. All medical appointments during the school day must be validated by a note/card from the doctor or dentist.
4. Appointments for personal business, senior pictures, driver exams, etc. should be scheduled on the student's own time rather than on school time. Early dismissal may not be given and/or the absence may be marked unexcused.

### **ILLNESS OR INJURY DURING SCHOOL**

A student who becomes too ill to remain in school may be permitted to leave only after school personnel from the main office makes arrangements with the parents. All phone calls from school regarding this matter are to be made by the school, not the student. Students may not use cell phones to call parents during the school day.

### **SCHOOL WORK DURING ABSENCES**

1. Students are expected to attend their classes every day that those classes are scheduled. Late assignments and tests taken may carry an 8% deduction. (Absences that occur as a result of hospitalization or death in the immediate family do not carry this penalty.) Teachers are free to substitute a research assignment, an essay, or some alternate form of evaluation whenever a student is absent for an examination. Teachers may also add questions to an examination to offset the deduction, but they are not obliged to do so. Assignments or tests not made up within a reasonable time (as determined by the school) will be computed as a failing grade.
2. A student should check NetClassroom ([theelms.org/netclassroom](http://theelms.org/netclassroom)) during an absence to obtain homework assignments.

### **LONG RANGE ABSENCE DUE TO ILLNESS**

As soon as you know that you will be absent due to illness for longer than 2 weeks, determine if your health and your abilities are such that you are able to complete assignments without a tutor. If so, request assignments for a week at a time; turn in all completed assignments once a week. When a parent comes in to the office to pick up new assignments, he/she is to deliver the finished work. If the absence is to be extensive and the student desires home tutoring, parents have a right to request tutoring from the public school district in which they reside; it will be necessary to temporarily withdraw from Our Lady of the Elms for the length of the tutoring. Ask the tutor to contact the assistant principal to verify credentials and to make arrangements necessary for assignments and grading.

## VACATIONS

1. School vacations are scheduled at Thanksgiving, Christmas, Easter, and summer. Refer to the school calendar for these specific dates.
2. The Elms does not encourage family vacations or such other personal absence during school time if such absence can be avoided. Although written assignments, reading, and tests can and must be made up, classroom discussion, explanations, questions in class, etc. can never be fully recovered. A student requesting vacation or personal leave of absence **must recognize that such absence probably will affect grades adversely.**
3. Students shall be excused for vacations once per semester only. The vacation is to be a family one, and may involve either part of a day or may be a longer span of time. For the absences to be excused parents are to notify the principal in writing **one week in advance.**
4. For absences of 1 or 2 days, the student will check with her teachers on her own prior to the absence for assignments and make-up work. For absences of 3 or more days, students are to request vacation forms when they bring in the written note which requests the vacation (one week in advance). Vacation forms are available from the school secretary. The student will request as many forms as she has academic classes; she shall take a form to each teacher one week ahead of time and pick up the completed form before she leaves on vacation. On the day of her return, she will return both the form and her work to her teachers.
5. Students are responsible for any work missed during an absence.
6. Normal daily work is to be turned in the first day of her return; quizzes and tests are to be made up at the discretion of the teacher.
7. A student returning from a family vacation must report to the School Secretary before class on day of return and pick up an admit slip. Students must show the admit slip at the request of the teacher.

## SENIOR WORK PRIVILEGE

Our Lady of the Elms High School is a closed campus; therefore, students remain for the day with the following exception: With parental permission, a senior who is working and is in good standing (academic, conduct, and attendance) and has free mods 16-17 may leave school; but no earlier than 2:00 p.m. Proof of job hours must be presented to the principal when requesting early dismissal.

A senior in good standing is defined as:

1. 3.5 GPA or better - no C's, D's, F's or poor conduct marks quarterly.
2. being prompt and regular in attending class.

This early dismissal must be applied for **each quarter.**

## COLLEGE VISITATION DAYS

1. The purpose of college visitation days is the serious intent to investigate those colleges one has considered possible (or probable) for future education towards a selected career.
2. Since such visitation is likely to involve absence from school, please note:
  - College visitations are limited to second semester (through April) junior year and first semester of the senior year. Requests for visitations semester II of the senior year for orientation are by special approval of the principal.
  - The proper College Visitation Request form must be completed **one (1) week in advance** of anticipated date. **Failure to have this form completed results in an unexcused absence.**
  - If the college requires a visit with less than one week's notice, the student must include a copy of the email or letter from the college with her College Visitation Request form.
  - This request form **must** be signed by the principal **before** the form is given to your teachers.
  - There is no such thing as blanket permission or a set number of days permitted.
  - Permission can be refused.
  - Taking advantage of free days noted on your school calendar will minimize the need to seek additional days for college visitation.

## VISITING OTHER SCHOOLS

1. Visiting other high schools is to be limited to times when the Elms is not in session.
2. No permit will be given without parental permission.
3. Students needing a permit to visit another high school must make arrangements with the principal and school secretary at least 24 hours in advance of the day visiting.

## DRESS CODE UNIFORMS

Students are expected to present a clean, neat and pleasant appearance at all times. Uniforms must be clean, ironed and in good repair. The uniform is to be worn by all students in all seasons from 8:15 a.m. until 2:45 p.m. Detention will be issued for any student not wearing the uniform properly. Faculty/administration reserve the right of final decisions of uniform infractions.

## DRESS UNIFORM

The dress uniform is to be worn on all formal occasions, liturgies, Junior Ring Ceremony, Baccalaureate Mass, Author/Author, and any occasions designated by the administration. Students attending programs away from school during normal school hours (i.e. Roundtable, plays, operas, First Fridays, etc.) are to wear the dress uniform. Dress uniform consists of:

1. **Plaid skirt properly hemmed (no staples, tape or pins); skirts are to be no more than 2 inches above the knee.**
2. Long sleeve or short sleeve, white oxford blouse with button down collar. It must be plain with no decoration. Every student must own one white long sleeve blouse. The blouse must be ironed and buttoned to the second button and tucked into the skirt at all times. Cuffs and collars must be buttoned. Oversized men's shirts are not part of the uniform.
3. Leg wear may be any of these: knee high socks or tights in solid white, navy, green, grey or black, or hose (flesh colored) with feet. No athletic socks permitted. (i.e., volleyball, soccer, anklets etc.)
4. Shoes: solid color in brown/tan, wine/burgundy/maroon (not red), navy, or black standard tie or slip-ons, leather or leather-like look, no adornment (i.e. sequins, feathers, fur, rhinestones, etc). No sandal, open toe, boot, athletic-type shoes, or flip flops or crocs permitted.
5. Navy or green vest or navy or green v-neck pullover sweater purchased from Schoolbelles must be worn with the dress uniform.

## DAILY UNIFORM OPTIONS

On non-dress uniform days, students have the following options for daily wear:

1. Uniform skirt (as above) from Schoolbelles. *Students in grades 9-12 have the option of wearing the uniform skirt or culottes from Schoolbelles.*
2. Navy or khaki slacks from Schoolbelles. (Grades 7-12)
3. Yellow, navy or green polo shirt, long or short sleeve. This polo shirt may be worn with all of the options.
4. If blouses (not polo's) are worn, they must be worn with a vest or v-neck pullover sweater at all times. Cuff and collars must be buttoned.
5. Leg wear, shoes and sweater options as stated above.
6. The green fleece from Schoolbelles with the school logo may be worn over the blouse or polo, except on dress uniform days. Middle school students may wear the navy fleece purchased during elementary school.
7. **A white turtleneck may be worn under all options – no t-shirts.** If a white tank top or cami is a part of a student's attire, it must be tucked in the skirt. A yellow turtleneck may be worn with the yellow polo, a navy blue with the navy polo, and a forest green with the matching polo.
8. No jackets, coats, undershirts, sweatshirts, etc. may be worn with or in place of the uniform components. Non-uniform sweaters or jackets may be confiscated if worn or carried to class.
9. A navy woolen blazer from SCHOOLBELLES is an optional item for students in grades 9-12.
10. At times, the office has several skirts that may be borrowed, if necessary.
11. **Senior Option Only:** Only seniors may wear non-uniform sweaters. Any sweater must be worn over the blouse. This senior privilege does not include sweatshirts, except for Thursdays (unless that is a dress uniform day). Sneakers and crocs are not a senior option.

## ORDERING UNIFORMS

Schoolbelles is the supplier of the Elms uniform. Elms skirts, slacks, blouses, vests, v-neck sweaters and the optional navy blazer must be purchased from: **Schoolbelles**, a division of Kip Craft, Inc. 4747 West 160<sup>th</sup> Street, Cleveland, OH 44135-2631

(216) 898-5500/888-637-3037 online at [www.schoolbelles.com](http://www.schoolbelles.com). (school code #698).

## NON-UNIFORM DAYS

On non-uniform days, students may wear other appropriate clothing. Midriffs, crop tops, halter tops or sundresses, tank tops, short skirts, clothing or shoes with tears and clothing with inappropriate words or graphics are never to be worn. **Any reference to violence, sex or drug/alcohol would be inappropriate in a school setting.** Walking shorts with comfortable fit may be worn. No other type of shorts may be worn. No pajama or pajama-like attire may be worn. Shoes: any color, standard tie or slip-ons, leather or leather-look. Crocs and sneakers may be worn on non-uniform days. The following are not permitted: sandals, open toe, flip flops, and bedroom slippers.

## GYM ATTIRE

A plain white shirt or any T-shirt with "The Elms" or "Elms logo" and any shorts which fit decently are to be worn. During extremely cold weather, sweatpants may be worn.

## TEAM SWEATSHIRTS

To promote school spirit, **ELMS** imprinted sweatshirts may be worn **over the uniform blouse or polo** on Thursdays.

## OTHER GUIDELINES

- Cleavage and/or skin at or around the waist may not be visible.
- If a student chooses to dye her hair, it must be a color that is **natural and uniform throughout the hair**. Highlights are acceptable if uniform throughout the hair.
- Headbands are acceptable; hats and bandanas are not.
- The use of makeup must be moderate and appropriate in grades 9-12.
- Tattoos are not permitted and therefore must not be visible at school and school events.
- The acceptable form of body piercing is pierced ear lobes.
- Appropriate jewelry may be worn except during gym class. (Please leave expensive jewelry at home. The school is not responsible for lost/stolen jewelry.)

## DISCIPLINE

Regulations are needed to promote harmony in the Elms school community and to permit each student to go about her work effectively and safely. At all times, students are expected to conduct themselves in a manner reflecting Christian behavior and the values of the Our Lady of the Elms School community. Most discipline relates to inappropriate behavior at school and school functions. However, students represent themselves, their families, and our school both in and out of school. Off-campus conduct that is immoral, illegal, or outrageous may result in disciplinary consequences at school. **When there are infractions of good conduct or other interference with the overall welfare of the Elms, corrective measures must be taken.** Violations of any of the directives outlined in this handbook or any school policies, regulations, etc. will prompt disciplinary action. These measures range from: written or verbal reprimands, detentions, loss of privileges, in school suspension, out of school suspension, parent conference, behavioral contract, referral to the police, or expulsion. For serious disciplinary matters (i.e., behaviors requiring suspension or behaviors that repeat themselves), the Elms will communicate with parents and conferences may be held to determine how to resolve a difficulty as simply and positively as possible.

## DETENTION

The following misbehaviors are the most common but not all of the actions that earn a detention:

1. Tardiness - One detention is given for each incidence of tardiness after the first incidence each quarter.
2. Various uniform infractions, including blouse repeatedly hanging out, etc.
3. Eating/drinking in an unauthorized area – all carpeted areas, mall, halls, classrooms and library.
4. Major rudeness, disrespect to staff, or other inappropriate conduct, either verbal or non-verbal
5. Truancy of part of a class – 2 detentions
6. Use of cell phones or any electronic gaming devices during school hours. This includes calling parents when ill rather than reporting the illness at the main office and having the secretary call the parents.

## DETENTION POLICY

A detention must be served the week it is earned or the following week. There will be no accommodations made for morning detentions or for different times. The time is 2:50 to 3:50 p.m. on Wednesdays. It is a quiet study hall. Students will not be admitted late. **NOT coming at all earns an additional detention.** Always bring sufficient school work to fill 60 minutes and report to the classroom of the teacher assigned for that week. Students may be required to serve detentions on Saturday mornings in order to meet the requirement that all detentions earned in a quarter are served in that quarter. **(Note: There is a \$20 supervisory fine for Saturday detentions.)**

Students will be told at the time of the infraction that a detention has been earned.

Five or more detentions earned in a quarter will result in a Parent Conference, by phone, and assignment to a three (3) hour Saturday detention or an in-school suspension.

Private detentions may be given and supervised by teachers for such actions as failure to make up work or do assignments properly. Students will be given the opportunity to arrange transportation.

## SUSPENSION

Ordinarily, suspension shall occur after consultation with parents.

An IN-SCHOOL suspension results in a student being isolated from peers for the extent of the suspension. She will eat in the suspension room. She will do her assignments and receive credit for them if they are finished and turned in at the requested time.

Any OUT-OF-SCHOOL suspension is carried out away from school; the student misses all classes and may not make up class work or tests or participate in extracurricular activities during the time. All grades that are due or are assigned during the out-of-school suspension will be marked as zero.

Listed below are examples of infractions which may result in suspension and /or expulsion. **This list is not intended to be a complete list.**

1. Theft (the unlawful taking away of another's property without her or his consent) - both punishment and restitution are necessary
2. Cheating, forgery, plagiarism
3. Smoking in the building
4. Vandalism - destroying or defacing private or public property
5. Leaving campus without permission or without signing out
6. Violation of field trip regulations
7. Truancy (see page 14) and skipping school
8. Disrespect, obscene or abusive language
9. Falsely reporting incidents/falsifying records
10. Fighting, harassing, hazing, bullying
11. Bomb threats and false alarms
12. Substance use – students may be suspended or expelled in accordance with the school's stated Substance Abuse Policy (see page 29)
13. Violence or threat of violence - acting with or threatening, verbally or written, to act with physical force to injure, damage or destroy (Diocesan Policy will be followed, see pages 25)
14. Weapon - an instrument or device of any kind capable of inflicting harm (see p. 30)

Expulsion of a student from school is a serious matter. In some cases, the principal may deem an action by a student so severe that it would result in immediate expulsion from school.

Gossiping about student discipline is subject to discipline. Discipline is between the student, her parent(s), and the Administration.

### **ELMS ACADEMIC HONESTY POLICY**

Because Veritas is the motto of the Dominican Order, academic truth and honesty are highly regarded at Our Lady of the Elms. We strive to create an environment of academic integrity where all students can create original work with appropriate documentation. We strive to create an environment where each student is responsible and true to herself in all situations.

Our students need to feel invested in academic honesty as a part of their devotion to our school, and ultimately, as a commitment to their own integrity. We believe we can teach morality and ethics, and thus, we must teach academic honesty as a lifelong habit. Conscience, trustworthiness, and honesty cannot be separated from the student's academic choices.

Our Lady of the Elms prohibits all forms of cheating and plagiarism and defines these as:

#### Cheating:

- Copying homework or allowing one's homework to be copied
- Securing answers in a dishonest manner
- Transmitting answers from one class to another

#### Plagiarism:

- Failure to give credit where it is due by submitting others' words, ideas or graphics as your own
- Failure to acknowledge paraphrased or summarized information from all sources, including the internet, with documentation

NOTE: Other examples of academic dishonesty may be clarified by departments and/or classroom teachers.

Failure to comply with Our Lady of the Elms Academic Honesty Policy will result in the following disciplinary actions. Disciplinary action will be determined based on the severity of the infraction and the grade level of the student. Repeat violators of the policy will be dealt with more severely.

1. The student earns a "0" for the assignment.

2. The student will meet with an Academic Disciplinary Committee (ADC) comprised minimally of the student's parent(s), a member of the administration, and the teacher of the class in which the infraction occurred. At this meeting a contract will be compiled, and signed by all in attendance. Some or all of these options will be recorded in the contract:

- The assignment will be rewritten or an alternate test will be given if learning is deemed fundamental. This "do-over" will not count for credit. If this is not completed the student may fail for the quarter.
- The student will compose a letter of reflection and apology. This letter will be placed in the student's file for the academic year in which the policy infraction occurred.
- The student will be placed on Academic Honesty probation for a period of one year from the date of the infraction which will allow the student to realize that any further breach of academic integrity will result in further serious consequences including expulsion.

- The student's leadership position(s) will be revoked for a period to be decided by the ADC.

Revised and approved: 10/16/09

## CELL PHONE USAGE

1. **Cell phones**, if necessary, are for the convenience of parents. **Cell phones of any type and cell phones with cameras may not be used during school hours (8:15 – dismissal)**. They must be securely locked in lockers and **turned off** during school hours. If a student uses a cell phone during school time, the following results will take place: 1<sup>st</sup> offense: Detention given and phone will be given to office and may be picked up after school. 2<sup>nd</sup> offense: Detention given and parent will be contacted to come and pick up the phone. 3<sup>rd</sup> offense: Detention given, phone will be held until a parent conference is held. A disciplinary contract will be required.
2. If a student must make a phone call during the school day, she should ask permission in the main office and use the phone in the waiting area of the main office.
3. **Students who become ill during school are to notify the secretary; she will call the parent/guardian.** Students are not to place these calls; it is essential that the school knows when a student is ill.
4. Parents are not to call students on their cell phones during the school day (8:15 a.m.-2:45 p.m) and vice versa. This disrupts the learning/teaching process. If there is an emergency, please call the school office. We will get your daughter and provide her with assistance to deal with the emergency.
5. Contents of cell phones may be searched if a reasonable suspicion exists that it may have been used in an activity prohibited by the Code of Conduct.
6. Pagers are not permitted in school. They will be confiscated and returned only to the parent/guardian.

## HARASSMENT, INTIMIDATION OR BULLYING

Harassment, intimidation, or bullying is defined in the Ohio Revised Code (O.R.C.) as “any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both 1) causes mental or physical harm to the other student, and 2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.” O.R.C. § 3313.666

## MADE IN THE IMAGE AND LIKENESS OF GOD

Our Lady of the Elms High School seeks to create and foster a school community in which all individuals are treated with dignity, integrity, and respect. We believe that all individuals are “created in the image and likeness of God.” For these reasons, the Our Lady of the Elms High School community is one in which all faculty, students, and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind interferes with this development and, therefore, will not be tolerated.

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

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

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. As members of the Our Lady of the Elms High School family, we trust that you will embrace and practice these principles on campus and in your home.

## SEXUAL HARASSMENT PURPOSE OF POLICY

Our Lady of the Elms School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Our Lady of the Elms School expressly prohibits sexual harassment and sexual violence in the school environment. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

## **POLICY**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic advancement decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

Some acts of sexual harassment are also criminal in nature. If the recipient is physically touched without his or her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. § 2907.05), Sexual Battery (O.R.C. § 2907.03), Rape (O.R.C. § 2907.02), Importuning (O.R.C. § 2907.07), Voyeurism (O.R.C. § 2907.08), Public Indecency (O.R.C. § 2907.09), or Felonious Sexual Penetration (O.R.C. § 2907.12) as examples. In each one of the above examples, Children Services and the police will be contacted immediately when sexual conduct or contact occurs whether it occurs between peers or adult to child.

For the purposes of this policy, sexual harassment will encompass the above legal definitions, as well as the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendos; obscene T-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. The ultimate test to determine what constitutes sexual harassment will be the recipient's perception of the behavior. The severity of the offense and subsequent consequences will be determined by several factors, including the (1) pervasiveness of the behavior directed at that victim; (2) whether the recipient communicated to the offender or school authorities that this is unacceptable; (3) the nature and/or content of the harassment; (4) the offender's history of similar behavior; and (5) the respective ages of the offender and victim.

Allegations of sexual harassment are to be reported to any teacher, staff member or administrator. The procedure should protect the individual at all times from reprisal and/or retaliation. Verbal or written reports must be given to the principal as soon as possible. Additionally, unless any disciplinary action is taken against the offender, information concerning any sexual harassment allegation will be maintained in a separate, confidential file and will not be made part of the alleged offender's nor the victim's permanent school record. If disciplinary action is taken against the offender, then this will be documented in the employee/student's file (as appropriate), as would any other disciplinary action.

If allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- Verbal warning/reprimand and apology to the victim,
- A parent/student/principal conference
- Written warning/reprimand and parent notification, entered in the student's file,
- Detention or removal from selected school activities and/or extracurricular activities,
- Behavior/probation contracts, possibly requiring professional intervention,
- Suspension
- Expulsion

The school shall immediately inform the parents of both the offender and the victim of the allegations. It is the obligation of the offender's and the victim's parents to cooperate in remedying the situation. If the allegation is substantiated and if the student is not expelled, the parents of the offender may be required to sign a probation contract in order to enforce the provisions of the student's conditional retention at the school. Immediate expulsion or other disciplinary action may also be appropriate in some situations. When an incident of sexual harassment occurs, the school should endeavor to educate the student population about sexual harassment and sexual violence, and to reinforce the tenets of this policy.

All faculty and staff shall be made aware of this policy, and appropriate disciplinary measures are to be taken when a teacher or other administrator fails to report and/or address allegations of sexual harassment or sexual violence.

### **PROCEDURE TO FILE A HARASSMENT COMPLAINT**

Students or employees who believe they have experienced harassment shall report such matter to the Principal, who shall be the investigator for harassment complaints.

1. A complaint of harassment is to be made to the Principal, or Assistant Principal if the Principal is the alleged harasser, and shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.
2. The Principal shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times and the specific charge of harassment.
4. Stress the need for confidentiality with due regard for the need to conduct a thorough investigation.
5. No reprisals will be tolerated against complainants, witnesses, or of individuals involved in the investigation.
6. The Principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

### **HARASSMENT INVESTIGATION PROCEDURE**

Upon receiving a written complaint from either a student or a school employee, the Principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, against whom, names of witnesses). It is the responsibility of the Principal to investigate promptly all claims of harassment and to take action deemed appropriate.

Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process. No one shall retaliate against an employee or student because she/he filed a harassment complaint, assisted or participated in a harassment investigation, proceeding or hearing regarding a harassment charge, or because they have opposed language or conduct that violates this policy.

All complaints are to be taken seriously and shall be investigated.

If the investigator is the alleged harasser or a witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the Principal immediately notifies the local police department. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the privacy of student records. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

### **SEXUAL VIOLENCE**

If an incident of sexual violence occurs, the Principal or other school authority is required under state law to report the incident immediately (O.R.C. § 2151.421). Ohio Revised Code Section § 2921.22 also requires any person who knows that a felony has been or is being committed to report such information to law enforcement officials. Children Services or the police will be contacted immediately if there is any knowledge or suspicion (O.R.C. § 2151.421) that sexual abuse, sexual conduct, sexual contact or sexual violence has occurred involving a child less than eighteen years of age.

### **BULLYING**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student's movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- Cyber-bullying – using the Internet or other mobile devices to send or post harmful or cruel text or images to bully another. Please refer to the "Acceptable Use of Technology" policy/contract.

## STUDENT THREATS

A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person.

- Any and all student threats to inflict any harm to self or others will be taken seriously.
- Whoever hears the threat should report it immediately to school authorities.
- In appropriate cases, the police should be notified immediately.
- If the police are notified, the student should be kept in the Principal's office under supervision.
- The parent or guardian of the student who has made the threat will be notified.
- Any adult or the parent or guardian of any student(s) who have been verbally mentioned as potential victims or listed in writing as potential victims will be notified immediately.

## HAZING

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. A student shall not cause mental or physical harm or behave in such a manner which would cause mental or physical harm to other students while under the jurisdiction of the school.

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption by an individual subjected by hazing does not lessen the prohibition contained in this policy. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC § 2307.44

### Harassment, Bullying, Student Threats, and Hazing may warrant the following:

- Disciplinary consequences
- Notification of the police
- Suspension of the student who will not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC § 2305.51. The evaluation and any recommended treatment will be at the parent/guardian's expense.
  - The Principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the Principal, copies of any drawings or writings, disciplinary history of the students, behavioral concerns, and the names of any known victims or potential victims.
  - The Principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with O.R.C. 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the Principal to the mental health care professional. The evaluation and report shall be made available to the Principal who will share them with legal and/or mental health care consultants and administration assisting the Principal in his/her education regarding the readmission of the student to school. The mental health care professional shall provide a follow-up assessment of the student within 30 days if the student is readmitted to school and shall provide the Principal with a copy of the follow-up assessment and/or evaluation and shall inform the Principal if therapy, counseling, and/or treatment will be needed.
  - Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the Principal. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.
- In addition, a student who attends Our Lady of the Elms School may be expelled for any actions that endanger the physical well-being of self or others.

## DIOCESAN ACCEPTABLE USE POLICY

### Student Acceptable Use Policy

Our Lady of the Elms High School  
Diocese of Cleveland

In this the 21<sup>st</sup> century, we are in a time of new and ever changing technologies. We at ***Our Lady of the Elms High School*** believe using new technologies, electronic resources, and Internet access enhance student learning and provide a quality educational experience for all students. It is our privilege to be able to offer use of such technological resources to enhance the educational experience. However, despite these benefits, the Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure the proper use of the technologies while enrolled at ***Our Lady of the Elms High School***.

All users are expected to use the technology available at ***Our Lady of the Elms High School*** in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have accessed appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property (i.e., home, business, private property, etc.).

#### Students must\*:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (no making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

\* Numbers one through four are not an all-inclusive list of inappropriate uses and activities.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

**Supervision and Monitoring:** School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school

administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

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

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above.

The school reserves the right to seek financial restitution for any damage caused by a student.

**USER AGREEMENT / PARENT PERMISSION FORM**  
**Both Signatures Required**

**Student Signature Section:**

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

User Name (print) \_\_\_\_\_ School \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_  
Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

**Parent/Guardian Signature Section:**

As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy** and grant permission for my child to access the ***Our Lady of the Elms High School's*** information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that ***Our Lady of the High School's*** information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold ***Our Lady of the Elms High School*** responsible for materials acquired on the network.

Parent/Guardian Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

## **USE OF ILLEGAL/CONTROLLED SUBSTANCES**

1. NO ALCOHOL OR CONTROLLED SUBSTANCE or other mood altering chemical may be carried, purchased, sold, or consumed on school property or at a school-sponsored event by any student. No student will be allowed to enter school or remain at a school-sponsored function if she has been drinking or otherwise evidenced as being under the influence of a mood modifying chemical. Use or possession at school or a school-sponsored event will result in immediate removal to the office area until released to the parent or parent designated representative, and a parent conference has been set.
2. If a student possesses or sells illegal drugs to other students at school or a school-sponsored activity, she will be suspended and/or expelled. Parents will be notified. Law enforcement may be notified.
3. The school concurs with the position that dependent use of illegal controlled substances (any mood altering chemical) and/or alcohol is an illness that requires professional evaluation and treatment. Therefore, if a student is found possessing/using drugs or alcohol at school or a school-sponsored activity that student:
  - a) will be suspended and/or expelled, and/or
  - b) will be required to undergo an evaluation for chemical dependency by an agency approved by the school administration in order to remain at the Elms and/or
  - c) will be required to join an alcohol and drug education program aimed at interrupting early substance abuse patterns. The results of the evaluation are to be shared with school officials. If the agency indicates that the student IS NOT chemically dependent, the student may return to classes but will be required to:
    1. Join an alcohol and drug education program. In addition, parents will be required to attend a mandatory meeting as part of this program. Parent attendance is necessary for the student to complete the requirements for the alcohol and drug education class and return to class.
    2. Sign a no-use contract. If the agency indicates that the student IS CHEMICALLY DEPENDENT, the student must participate in therapy and aftercare if she wishes to return to Our Lady of the Elms. In order to provide an appropriate recovery support system, a student who participates in a therapy program will return to school with a contract prepared by the administration, in conjunction with the agency which provided the therapeutic program. The contract shall:
      - A) outline services to the student
      - B) provide support for academic work
      - C) demand participation in appropriate support groups
      - D) list student responsibilities for work and future behavior which shall include a no-use contract.
4. Disciplinary action resulting from a drug or alcohol violation shall be determined by the Administration.
5. All action taken by the Administration in regard to student use/abuse shall be in consultation with parents.
6. Any concern regarding the possession and/or use of drugs/alcohol during the school day will be investigated by the administration. Parents will be notified.
7. If a student sells drugs at school or school-related functions she will be expelled.

**Note well** – Students who drink at Prom, before, during, or after graduation practice, or before graduation will not take part in graduation.

## **CONFIDENTIALITY**

In any school investigations, it is our general policy, unless otherwise required by law, not to disclose statements or the results of our investigation. However, our records are potentially subject to subpoena and we may be required to make disclosures.

## **SMOKING**

Ohio law (S.B. 218) prohibits a child from consuming, possessing, using, purchasing, attempting to purchase, ordering, paying for, sharing the cost of, accepting or receiving cigarettes, other tobacco products or paper used to roll cigarettes. Violations to state law on the Elms campus, property or while under the supervision of Elms personnel is prohibited and will incur disciplinary consequences. The entire Elms campus is smoke-free.

## **WEAPONS POLICY**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, Our Lady of the Elms school policy expressly prohibits the use, possession, sale or discharge of any weapons, dangerous objects, dangerous ordinances and instruments or explosive devices in the school, on school

grounds, or at school-sponsored activities. This policy shall apply to all students, participants in school programs, teachers, administrators, and other personnel in the school.

This policy includes, but is not limited to any firearm, knife, dangerous object or object used as a weapon, deadly weapon, or an object that is indistinguishable from a deadly weapon, or explosive or incendiary device. An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon. As defined by state law, a deadly weapon is "any instrument, device or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as weapon" (O.R.C. § 2923.211A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

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

### **GENERAL INFORMATION** **ACTIVITY CONFLICTS**

For students in multiple activities the following guideline should be used to determine a student's participation when a conflict in scheduling arises: A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

### **AIDS POLICY**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment shall be permitted to attend school in a regular classroom setting provided:

1. The health of a child, as documented by her physician, allows participation in regular academic school activities.
2. The child behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from her physician allowing continuing participation in regular academic school activities.

The Principal will consult with the appropriate persons and make a decision in each case.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (acquired immune deficiency syndrome), ARC (AIDS related complex), or other illness caused by HIV (human immune deficiency virus, the virus that caused AIDS, also known as HTLVII or LAV). In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from school shall be provided with an alternative means of catechetical instruction.

### **ANNOUNCEMENTS**

Announcements of school-wide interest are made in the morning and at the end of Mod 17. The attendance secretary has the forms that are to be used. All announcements must be signed by the moderator/coach.

Announcements pertaining to students in grades 9-12 may be placed on the bulletin board in the 100 hall. Announcements pertaining to students in grades 7 and 8 may be placed on the bulletin board between rooms 209 and 211. Any announcement or notice pertaining to events or activities outside the Elms must be cleared with the principal before being posted.

### **BOOKSTORE (SPIRIT SHOP)**

Spirit Wear items are available in the high school at various special events and as volunteers are available. Please check your monthly newsletter for more info.

### **BUILDING ACCESS**

Our school doors are locked throughout the school day for the safety of students and staff. To enter the building between 8:15 a.m. and 2:45 p.m., please use the main office doors on the West Exchange Street side of the building. Visitor's parking is available in and along the circle drive and in the south lot. Please indicate the nature of your visit to the school secretaries in the main office who will assist you. If you will be visiting our business, admissions, or development offices, please use the Campus Administration Entrance on the West Market Street side of the building. Visitors' parking is marked.

### **BUILDING HOURS**

The building is open to student use from 7:15 a.m. to 4:00 p.m. daily. After 4:00 p.m. students are to be in the presence of a supervisor, moderator, parent, or a coach. Students are not permitted in the building or on the property unless arrangements have been made with a school staff member. At 4:00 p.m. any student still in the building is to report to the commons and sign in with the Commons After School Supervisor. Parents will be charged for after school supervision at the rate of \$2.00 per half hour from 4 – 5:30 p.m. A student must remain in the Commons with supervision until picked up. Please note that the school cannot be held responsible for any injuries or incidents that occur when a student has chosen to leave campus. Students in after school supervision **must be picked up by 5:30 p.m.** unless they are with a coach or moderator who must begin supervision at 5:30 p.m.

### **CAMPUS RESTRICTIONS**

1. All students are free to use the courtyard. The street side of the lake is off limits as well as the property beyond the south parking lot. Never be alone at the lake side of the building. Eat at picnic tables only and properly clean your table disposing of garbage in the outdoor containers.
2. All students leaving the school building for any reason other than at stated dismissal times are to sign out at the main office and use the main office door. Failure to do so will incur disciplinary action.

### **CHAPEL**

The chapel is located off the Commons and is left open for students who wish a quiet place for prayer and reflection during the day. Word and Communion service is celebrated on most Fridays at 7:50 a.m.

Silence prevails in this area out of respect for the Blessed Sacrament. Only prayer-related activities are to occur in the chapel. At no time is food or drink allowed.

### **CLASS RETREATS**

Since the Elms is a Catholic school, retreats are an essential part of the spiritual life of the students. Attendance at annual class retreats is required for grades 7-11. Due to the format of the Kairos program, grade 12 retreat is optional, but students must be in school if they do not attend retreat. Seniors who do not attend retreat will be required to perform 15 additional hours of service.

### **CO-CURRICULAR ACTIVITIES**

Students who are involved in co-curricular activities develop academic, social, team-building and leadership skills. They also have a more enjoyable school experience. Elms students are encouraged to participate in co-curricular activities while balancing academic and family responsibilities.

The following activities are available to High School students as numbers permit:

Academic Challenge	Newspaper	Soccer
Ambassadors Club	Social Action Club	Softball
Art Club	Spirit Club	Tennis
Coalition – grade rep.	Theater at the Elms	Track/Field
Encores Show Choir	Yearbook	Volleyball
World Language Clubs	Sports	
Forensics (Speech & Debate)	Basketball	
Liturgical Ministry	Bowling	
Music Ministry	Cross Country	
	Golf	

The following activities are available to Middle School students:

Ambassadors Club	Music Club	Yearbook
Coalition – grade rep.	Newspaper	CYO Sports
World Language Clubs	Power of the Pen	Basketball
Glory Girls	Science Club	Cross Country
Liturgical Ministry	Social Action Club	Soccer
Math Counts	Spirit Club	Track & Field
	Student Council	Volleyball

### **COMMONS**

This area, besides being a lunchroom, is also a place where positive relationships can be developed. Each student is expected to practice the same rules of good manners which should be found in the home. Some simple rules of courteous behavior which help to make the lunch period relaxed and pleasant include the following:

1. observing good dining room standards at the table.
2. leaving the table and surrounding area clean and orderly.
3. replacing chairs and putting trash in proper containers.
4. not sitting on tables in the commons or vending machine room.
5. eating on the terrazzo area only.
6. not running to and from the Commons.

Vending machines are closed during lunch.

**PLEASE NOTE: There is no eating or drinking permitted on the carpeted area or the classroom area** (with one exception of the Home Economics Lab). Any student eating or drinking in prohibited areas or habitually disregarding the regulations will receive a detention.

The Commons may be used as a place of group study or relaxation. The volume level of sound is to remain within the quiet range. Radios/CD players/iPODs with headphones are permitted in the Commons. No other entertainment equipment, such as DVD players, video games, etc., is permitted.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

1. The main office is staffed and able to accept phone calls between the hours of 7:45 a.m. and 3:45 p.m.
2. Please call the office only when the message for your daughter is of **great importance**.
3. Parents may reach teachers by e-mail or by leaving a message at school between 7:45 a.m. and 3:45 p.m. or by accessing a teacher's voicemail.
4. It is the goal of the faculty, staff and administration of Our Lady of the Elms High School and Middle School to respond to any voicemail or message within 24 hours. However, since most teachers receive very few voicemails each year, please call the school secretary if your call is not returned within 24 hours during the school week. She will notify the teacher of your message.
5. Parents are encouraged to communicate directly with school – teachers, administration, staff - as often as the need is felt.
6. In the event of extraordinary circumstances, (illness, prolonged absence of parents, death in the family, etc.), the principal should be advised of the situation.
7. Conferences may be requested by teachers, administrators, or parents.
8. The school utilizes OneCall phone and email messaging system to notify parents and students of school closings, emergency messages, and other important reminders regarding school activities.

### **COMMUNICATION TO THE NON-CUSTODIAL PARENT**

It is the policy of our school to make available to the non-custodial parent information concerning school activities and the student's progress upon request and to accord him/her regular parental rights unless we receive a copy of the court's judgment limiting these rights.

### **COMMUNICATION WITH THE BOARD OF TRUSTEES**

The Board of Trustees has the responsibility to facilitate communication with the school community and to clarify policies and decisions that affect faculty, staff, parents, and students. The relationship of the Board to the school community should be open yet respectful of information that must be kept appropriately confidential. Additionally, it is important that the focus of the Board remain strategic and its work be involved with policy formation. The Board must insure that matters that are most appropriately handled by staff do not become the business of the Board. To that end, the following procedure should be followed.

Members of the school-community (faculty, parents, students, boards, and staff associated with the Dominican Sisters of Peace, and the Dominican Sisters of Peace) may communicate with the Board in writing.

Proper channels of communication from the school community to the Board shall be: first, the school administrator; then through the Chief Executive Officer or Officers to the Our Lady of the Elms Board of Trustees and the president of the Board.

If the communication is a grievance, grievance procedures must be followed. (See Grievance Policy, p. 36.)

### **CONFLICT RESOLUTION**

In any community there are times when conflict arises. It is our expectation that the two individuals who are experiencing conflict will speak to each other respectfully, describing the concern using "I" language, requesting new behavior, and affirming the goodness of the other person. This may be between student and student, student and teacher, student and coach. If the student is not able to resolve the conflict, she should seek the assistance of a third party (e.g., for conflict between two students, seek assistance from the guidance counselor or a teacher; for conflict between a student and a teacher, seek assistance from the guidance counselor or an administrator; for conflict between a student and a coach, seek assistance from the Athletic Director).

### **CUSTODIAL PARENT(S)**

Custodial parent(s) are required to furnish the school with a copy of custody papers. This copy should include: the cover document, the custody orders and the signed page of the document.

### **ELIGIBILITY FOR ATHLETICS AND CO-CURRICULAR ACTIVITIES**

To be eligible to participate in the athletics and co-curricular programs at Our Lady of the Elms, students in grades 9 - 12 must maintain a 2.0 g.p.a. and a passing grade in each subject taken during any grading period. If a student meets these criteria, she is eligible for participation during the next grading period. Any team member who earns an "F" for the quarter will be placed on probation for the next quarter. If during the first half of the next quarter, the student does not show improvement in their academic subjects, she is ineligible to play. Poor interim reports or poor performance in any class could result in a probation period, determined by a conference with the student, her parents and the Administration. This carries over to the next academic year. If a student athlete is ineligible to play, grades and eligibility will be checked in 2 week increments to determine if the student may play again.

Please consult the Student Athlete Handbook for more policies regarding athletic participation.

### **ELIGIBILITY FOR LEADERSHIP POSITIONS**

1. Leadership is an important privilege and responsibility. Students who are candidates and leaders need to be supportive of school personnel, policies, and mission both within the school and the community. The constitution and by-laws of coalition contain the procedure for removal from office should this become necessary.
2. Students must have an accumulated g.p.a. of 2.5 to run for any of the various school leadership positions. If the student held office during the current year and earned B or better in leadership, she is eligible to run for elected office for the coming school year. If her leadership grade is less than B, she is asked to sit out a year before she runs again.
3. A student leader must maintain a 2.5 accum. to stay in her leadership position.
4. A student in grades 9 - 12 may not hold the same elected office for more than 2 years.

### **EQUIPMENT AND FACILITIES - CARE**

Each student is expected to assume responsibility for the care of all school property. Students who accidentally damage property are responsible for paying for the damage. Damage done willfully and maliciously will incur appropriate punishment including, but not limited to, restitution.

### **FERPA and DIRECTORY INFORMATION**

The exception to disclosure of student information without consent is the release of "directory information." The school will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

### **FIELD TRIP PERMISSION**

The signature of a parent or guardian is required on the school mandated permission slip form no matter the age of the student. **Phone calls or parent-written notes cannot be accepted according to school law policies.** (For a blank copy of the field trip permission slip, see last page of this handbook or the Web site; this form may be used, downloaded and sent in or faxed to the main office at 330-864- 6488). One consequence of submitting a forged permission slip is loss of the privilege of the field trip.

### **FINANCIAL OBLIGATIONS**

All tuition must be satisfied each semester in order for students to sit for exams, grade cards to be issued, and credits posted. All other obligations (fees, return of library materials, team uniforms, detentions, and satisfaction of any other debt or responsibility incurred during the quarter) must be satisfied each quarter in order for grade cards to be issued. Quarter/final grades will not be available on NetClassroom if financial obligations have not been met. Transcripts will be withheld for non-payment of debts owed to the school. **Seniors** whose financial obligations to the school have not been met will not attend Prom. The student's diploma will be held until all financial obligations are met.

### **FREE MODS**

No student should have more than 3 or 4 mods free, depending on whether or not she has a science.

### **GRIEVANCE POLICY**

#### **Section A: Definitions**

1. A grievance is what is felt by a faculty, staff members, or a parent to be an inequity, misinterpretation, or misapplication of any policy or rule.
2. A grievant is the person making the claim.
3. The limits in days under each section of this procedure shall be counted as working days as delineated by the school calendar. The number of days indicated by each step shall be considered as maximum and every effort shall be made to expedite the process. The time limits may be extended by mutual consent, in writing, by both parties.

#### **Section B: Procedure**

1. It shall be the intention of all parties to make a sincere effort to settle all grievances on a voluntary and informal basis within a week of occurrence.
2. If the above process is not satisfactory, the grievant shall submit the grievance in writing (within ten days of the above) and discuss the matter with the principal or administrator concerned.
3. If no satisfactory resolution is reached, the grievant may have recourse to a committee consisting of the members of the Council of Leaders who are not directly involved and the president of the Board of Trustees or his/her designee from the Executive Council of the Board. The decision of this committee is final.

### **HOT LUNCH PROGRAM**

Nutritious hot lunches are available from an independent food service. The menu is available on the website. A la carte options are available. **Note:** Vending machines are not to be used during lunch hours. No outside food delivery during lunch hours are permitted with the exception of the senior monthly privilege.

### **JUNIOR RING CEREMONY**

Only Our Lady of the Elms class rings purchased from Herff-Jones will be included in the Junior Ring Ceremony. **Juniors must be in attendance the morning of Junior Ring in order to participate in the ceremony.** It is expected that all Juniors will be present for Junior Ring Liturgy.

### **LAPTOPS**

Students may use their own laptop computers while at school. The following policies will be used to guide students on their proper use.

1. All laptop computers are the personal responsibility of the students.
2. Laptops are for educational use only. Students are not to install any games on the computer used at school.
3. Students should not leave their laptops unattended. Any loss of laptops due to theft or damage is the responsibility of the student.
4. Students will be permitted to use their laptops in the classroom by their teachers. Laptops used in class without the teacher's permission or for non-educational purposes may be turned off by the teacher or confiscated. The teacher may refuse the student the privilege of bringing the laptop to future classes.

5. Laptops may be used in connection with the Internet and will be subject to all filters used by Our Lady of the Elms School. The "Acceptable Use Policy" applies as well as disciplinary consequences.
6. Students may use their laptop computers during study hall for educational purposes only.

## LIBRARY

The Holland Library is a service center for the use of students and faculty. By necessity it is a place which requires a courteous and quiet atmosphere conducive to study. If necessary, students are to talk quietly in the library. Under ordinary conditions, students will not be excused from supervised study hall to use the library. Students should not eat or drink in the library.

## GUIDELINES FOR THE USE OF THE LIBRARY

1. Students may take books out for a period of two weeks and must bring them in for renewal. There are no limitations for renewals.
2. Fines are \$.05 per day—holidays and weekends excluded. A student who is absent and has an excused absence may return her books on the first day of her return to school and not be charged a fine.
3. Books not returned within three weeks are regarded as lost, and students will be charged replacement fees for those books.
4. If a student reports a book lost, her fine stops on that date, and every effort is made to help her locate that book. Students will be reimbursed, minus the fine if the book is located.
5. Students are notified by written announcements when materials are overdue. After TWO written reminders, students will be issued detentions for overdue materials.
6. Special written instructions are provided for overnight materials which are always due the first thing the following morning. They can be checked out only the last mods of the day. The fine is \$.05 per mod or \$.50 per item per day.
7. All library fines and lost book obligations must be satisfied before report cards will be issued each quarter. No student may sit for end of quarter, semester, or final examinations unless all fines and all obligations are met. Grade cards which are held due to library fines will be mailed home with a letter to parents regarding the infraction of library rules.
8. The students may run copies at 10 cents each. The copier is for single copies not multiple copies.
9. Repeated infractions of library regulations may result in loss of library privileges.
10. The high school library will provide each student with access to the local computer network via a user name and password. Students should keep their user name and password confidential to protect their personal directory on the server from being accessed by other students. Students must realize that they are responsible if their account is misused; thus a student should log off after each use. When a student forgets her password, she should contact the technology coordinator who will reset her password by the end of the next school day.

## LITURGIES

Because our school is Catholic, it is appropriate that liturgies are held for each Holy Day, at opening and closing of the school year and for other significant occasions. Attendance by all students at these liturgies in dress uniform is mandatory. It is our intent that as we pray together, we truly become the Elms family.

## LOCKERS

Lockers are the property of the school. They are loaned to each student at the beginning of each school year. They are to be in good condition at year's end. Students will pay for damage that occurs due to misuse. Our Lady of the Elms High School retains the right to search any locker at any time in order to maintain a safe school environment conducive to learning.

1. Each student receives a locker combination; **wisdom dictates that you keep the combination secret.** Lockers are to remain locked at all times except when students need to place items in or remove them from the locker.
2. No student is to form a partnership with another student in using a locker.
3. Students may not store materials that are harmful to self or others or is illegal. In addition, leftover food kept in a locker for more than a day is considered a health hazard.
4. Only birthday and athletic team notices are to be mounted on the outside of lockers. Birthday notices may remain one week. Athletic notices may stay until the end of that sport's season. Mount these with magnets, wall putty or masking tape only. **Other tape may damage the paint.**
5. The locker doors are not to be forced closed because locks jam. Such harsh treatment causes the doors to bulge, thus preventing the lock's proper performance.
6. Lockers are to be cleaned periodically at least at the beginning of each quarter and at the end of the year. If you mount pictures on the inside, they may not depict sex, drugs or alcohol. The human form is to be respectfully covered.
7. Signs on the outside of lockers must be appropriate and must be cleared at the end of each quarter.

8. Oversized materials for class use are to be stored somewhere other than on top of or below the lockers. The office is available for limited storage as are the classroom where the materials are to be used.
9. If you forget your locker combination, please check with the school secretary.
10. **Lockers must be kept locked while not in use.** Lockers are not to have anything hanging out when closed. Only gym bags and back packs are permitted on the floor or on top of the lockers.

### **LOST OR STOLEN PROPERTY**

The school is not responsible for property that is lost or stolen on school premises. **Do not bring expensive electronic equipment or jewelry or large sums of money to school.** For our records, please report a stolen item to the Principal or Assistant Principal. Lost and found items are kept in the main office.

### **MEDICAL EMERGENCIES**

If medical emergency occurs, either bring the person to the office if feasible, or notify the office immediately.

1. School nurse or office staff will assess the severity.
2. Notify principal
3. Paramedics may be called.
4. School will notify parent or guardian that a medical emergency has occurred.

### **MESSAGES**

The bulletin board near the Admissions Office is used for personal messages for both faculty and high school students. The bulletin board between rooms 209 and 211 in the mall is used for personal messages for middle school students. **Only notes bearing your name are to be removed by you.**

### **MISSING AND ABSENT CHILDREN ACT**

O.R.C. § 3313.672 – A pupil at the time of her initial entry to a public or non-public school shall present to the person in charge of admission:

Any records given her by the elementary or secondary school she most recently attended and a certification of birth issued pursuant to the statutes of another state, territory, possession or nation. Within 24 hours of the pupil's entry into the school, an official shall request the pupil's official records from the elementary or secondary school she most recently attended. If the school the pupil claims to have most recently attended indicates it has no records of the pupil's attendance, or the records are not received within 14 days of the day of request, or if the pupil does not present a certification of birth or comparable certificate or certification from another state, territory, possession or nation, the principal or chief administrative office of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child, as this term is defined in § 2901.30 of the Revised Code.

### **NEW CLUBS**

In order to start a new club or activity at the Elms, students must:

1. Obtain a faculty/staff moderator.
2. Have at least six student participants.
3. Create a mission statement and an outline of activities with a timeline.
4. Submit this information to the Principal and Coalition for possible approval
5. Use the school business office for all financial transactions and accounting.

### **PARKING**

Parking is a privilege and a responsibility. **The speed limit on school property is 10 mph. Give buses the right of way. Use extreme caution around school buses.** Students are expected to follow the procedures for registration and park in their assigned spots. Parking permits are granted on a first come first serve, seniors first, basis. Instructions for registration are announced through the Main Office. You must have a valid Ohio Drivers License. The parking fee is \$50.00 for the year. Parking assignments are distributed when school begins. No student is permitted to park in the Elementary parking spaces at any time. Students are expected to exercise caution when entering and leaving the parking lot for their safety and that of others, especially around and near the Elementary school.

Violation of the parking privilege will be handled as follows:

- 1<sup>st</sup> offense: warning and \$10.00 fine
  - 2<sup>nd</sup> offense: suspension of parking permit and call home to parents
  - 3<sup>rd</sup> offense: towing of car at owner's expense
1. **STUDENT PARKING FEE IS \$50.00.** Students who receive their driver's license during the school year, may purchase a parking permit at prorate.
  2. Any student who drives to school must register her car license, color, and make of car in the office on the form provided. Parking permits are non-transferable.
  3. Students are not permitted to park in visitors' parking, faculty/staff parking or in fire lanes.

4. Students are not permitted to sit in parked cars at any time during the school day, eating lunch, visiting, etc.
5. During the school day, a student is not permitted to return to her car unless she has a pass from an administrator.
6. The Elms is not responsible for items lost or stolen from cars. Students are to keep windows closed and doors locked at all times.
7. Students are hereby advised that vehicles parked on school grounds are subject to search at any time.
8. Parking privilege may be revoked for the following reasons:
  - **Failure to register one's vehicle.**
  - Reckless or careless driving on school property.
  - Use of the auto on school property for such activities as smoking, drinking or drug use.
  - Failure to park in designated student parking area.
  - Please note well: In case of a student driving another student's car - **Both students will forfeit their parking privilege.**
  - Failure to display Elms parking permit.

No reservations for parking permits will be made with a learner's permit. No reservation is secure unless the fee is paid. No "special arrangements" will be honored with the exception of February Fantasy Princess Parking.

### POSTING MATERIALS

Any materials to be posted or distributed to faculty or students are to be approved in writing, by both the appropriate faculty moderator and the Principal or Assistant Principal.

Students may not post audio, video, photographs or other representations of Our Lady of the Elms school personnel without the written consent of Our Lady of the Elms School. Students in violation of this policy will be subject to disciplinary action.

### QUIET AREAS

1. No electronic entertainment devices are permitted in these areas with the exception of: iPods and MP3 players with ear phones **that cannot be heard by others.**
2. The library and study hall are silent areas of the building.
3. The halls (100, 200, 300) are also places of quiet study during the school day.
4. There is to be no general visiting or recreation in the mall area. Normal talking and other recreation should take place in the Commons.
5. Lounging in the halls can be both a fire hazard as well as a personal hazard. You are permitted to study alone or quietly in groups in the halls; you are never permitted to lie down in classroom, halls or mall. Expect to be sent to study hall for a week if a member of the staff sees you lounging.
6. While changing classes, consideration for those still in class is the expected norm of conduct. Keep voices down. Close lockers quietly. Students who disrupt classes may be assigned to study hall for the remainder of the quarter.

### SENIOR LOUNGE

Using the Senior Lounge before and after school or during free mods is a privilege for seniors in good standing. This is an area for study and quiet socializing only.

1. No food or drink is to be stored or consumed in the Senior Lounge.
2. The door must remain open and the noise level must not disturb neighboring classes.
3. The lights must remain on.
4. Students are not permitted to sleep in the Senior Lounge.
5. Male visitors are not permitted in the Senior Lounge.

Violations will result in consequences for individuals or the entire Senior class, ranging from loss of individual privileges, assignment to study hall, or locking the Senior Lounge for a period of time.

### SENIOR PICTURES

Seniors must go to the photographer designated by the school (Vizualizations) for the purpose of having a yearbook picture taken. The photo you choose for our yearbook must be a classic pose on a traditional background, shoulders covered, no cleavage visible and no sunglasses or other objects added. The deadline for having your senior yearbook/Elms graduation composite photo taken is October 15<sup>th</sup>. See [www.vizphoto.com](http://www.vizphoto.com) for more information or call (330) 923-3686.

### SOCIAL ACTIVITIES

Social activities are scheduled in cooperation with the class and club moderators and the principal. Outings, picnics, trips, dances, etc. sponsored by the school, will be appropriately chaperoned by adults.

1. No drinking or possession of alcoholic beverages is permitted anywhere on the property or at any school-sponsored activity (e.g. dances, class trips, etc.)
2. No returning to cars is permitted during an activity held at the Elms.
3. No smoking is permitted on the premises.

4. Expenses will be borne by students or classes participating in the events.
5. School and class activities of an educational nature scheduled during school hours at various times are officially sanctioned and sponsored by the school.
6. No class or group of students may organize a group activity which interferes with the regular school process or requires students to be absent from school without seeking appropriate permission from the principal.
7. All fund-raising activities or projects must be authorized by the principal. Funds solicited from parents, teachers, friends, business organizations are to be spent for school functions only.

Funds collected are to be counted by the class treasurer or organization treasurer, transferred to the school treasurer with a voucher slip, deposited to the class or organization, and expended by use of a requisition signed by the class or organization moderator. **No class monies are ever kept by students in lockers; they are to be counted and directly handed to the office.** Funds for non-authorized or personal projects are not to be collected in the school homeroom or class time, and teachers MAY NOT give permission for such solicitation. Homeroom and class time is never to be used for discussion of non-school activities.

**There are non-school sponsored activities set up by the students themselves. Parents must use their discretion in approving participation in such activities.**

#### **SUNBATHING**

Sunbathing is not permitted.

#### **SURVEILLANCE CAMERAS**

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.

#### **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. The name of the student is to be written in the book in case the book is misplaced. Students are required to pay for lost or damaged books.

#### **THEATRE - ASSEMBLIES**

General assemblies are held in the theatre located off the Commons. Student behavior should be courteous and appropriate at all times. Whistling, eating, uncalled for clapping or stomping, boisterousness, and talking during a program are considered inappropriate. Proper posture with your feet on the floor at all times is expected.

#### **TRANSPORTATION**

##### **BUS/VAN REGULATIONS**

1. Pupils being transported are under the authority of the bus driver.
2. Pupils shall obey the orders of the school bus patrol.
3. A time schedule shall be posted in the bus and it shall be followed.
4. Pupils shall be on time for the bus, both morning and evening.
5. Pupils shall walk on the left side of the road facing oncoming traffic when coming to meet the bus.
6. Pupils shall remain seated while bus is in motion.
7. Pupils shall be assigned seats by the driver.
8. The bus driver shall instruct pupils how to cross the road.
9. Pupils shall not extend their hands, arms, or heads through open bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils should converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils will not be permitted to eat on the bus.
15. Pupils shall be courteous to the driver, to fellow pupils, and to passers-by.
16. Pupils who refuse to obey promptly directions of driver or refuse to obey regulations forfeit their right to ride on the buses. The bus driver will report serious or chronic misbehavior to the principal.

#### **FOR STUDENTS WHO RECEIVE A CAR RIDE TO SCHOOL**

##### **DROP-OFF PROCEDURES**

1. Parents who are dropping off students only at the high school should enter from West Exchange Street. Pull into the south parking lot, turn left and drop off student(s) before proceeding out the one-way exit at the east end of the parking lot.
2. Parents who have students in both schools should drop-off high school and/or middle school students at the Campus Administration Entrance which faces north toward West Market Street. When entering the school parking lot from West Market, cars should take the **two-way drive** that is immediately to the west of Beda Hall. After dropping off continue cautiously up the hill and exit the parking lot at the light on West Market Street at Twin Oaks Drive.

3. Please drive within a 10 mile per hour speed limit and proceed with caution, and be attentive to students who are walking to buses and cars.
4. Students should enter the Commons through the courtyard doors or from the Campus Administration Entrance. Supervision begins at 7:15 a.m. Students are permitted to enter the academic wing of the building at 8 a.m. to go to their lockers and prepare for the school day.

#### **PICK-UP PROCEDURES**

1. The Middle School and High School dismiss at 2:45 p.m. and the Elementary School dismisses at 3:00 p.m. Cooperation on the part of all parents, bus drivers, and students is necessary to ensure the safety of all students.
2. The majority of students will exit to the courtyard and walk to the south parking lot for pickup. Cars will exit one-way at the east end of the parking lot.
3. Students who ride buses or who are picked up by on the elementary school side of the building will exit from the Campus Administration doors on the Market Street side of the building.
4. The exit drive that runs northeast by the elementary school building widens to four lanes. The two lanes closest to the elementary school are for elementary student pick-up. The portion of the drive closest to the high school, but above the high school, is for bus pick-up. Please pick up your student in the lane closest to the Campus Administration Entrance, then proceed up the third lane cautiously and slowly and following directions given by the elementary crossing guards and staff. Exit campus at the light on West Market Street at Twin Oaks Drive.

#### **CHANGES IN STUDENT'S NORMAL TRANSPORTATION PROCEDURE**

If there is a change in a student's normal transportation procedure, the school should be notified in writing as to how the child is permitted to go home.

#### **USE OF UNSCHEDULED TIME**

Students who are scheduled for classes or study hall are expected to use the time productively in quiet study, reading, or in doing personal or class projects. The library, mall and halls are designated as places for quiet study.

#### **VISITORS**

1. All visitors must report and register at the main office upon entering the building. The privilege of visiting is based upon approval by the principal or assistant principal and must not be disruptive of the learning environment.
2. No male students or visitors may be in the classrooms, halls, in the commons, senior lounge from 8:00 a.m. until 3:00 p.m. with the exception of teacher approved guest speakers. After 3:00 p.m. their visits must be kept to the commons area.
3. Students are encouraged to invite friends interested in transferring to the Elms to spend a day here.
4. A visitor must have parental permission as well as a letter from her Principal if her school is in session that day. These additional arrangements are to be made at least one day in advance: ask permission of the Admissions Director - ask permission from each teacher; if guest must ride school bus, show bus driver a note of parental and administrative permission; however, some school districts will not allow your guest to ride their school bus if the guest student does not live in their school district. If this is the case in your school district, your guest will have to make her transportation arrangements to and from the Elms. On the day of the visit, bring guest to the front office to sign the register and obtain a visitor's pass which must be worn all day. Parents and guardians who wish to observe classes should make arrangements with the teacher(s) and principal prior to the date of visitation. A Parent Visitation Day occurs each fall.

#### **WEATHER**

In case of severe weather, snow, tornadoes, etc. - the official announcement for school closing will be heard over local TV and radio stations. **Do not call the school.**

When there is a **Tornado Watch** (conditions favorable to tornado formation) in effect, school will continue in normal session. At dismissal, students will be urged to go directly home.

When a **Tornado Warning** (Tornado sighted in the area) is in effect, students at school will be sheltered in areas which have been designated by fire inspectors as safest in the building. Students will be held at school beyond the regular dismissal time as long as the Tornado Warning is in effect.

***Failure to read this handbook does not exempt anyone from the behavior consequences outlined herein.***

***The rules and regulations in this HANDBOOK are subject to change. These rules and regulations are not all-inclusive. It is the right of the Principal to make the final decisions about an issue/incident that may not be specifically stated in these pages or where the handbook grants such discretion.***

**Who to contact at Our Lady of the Elms High School/Middle School for:**

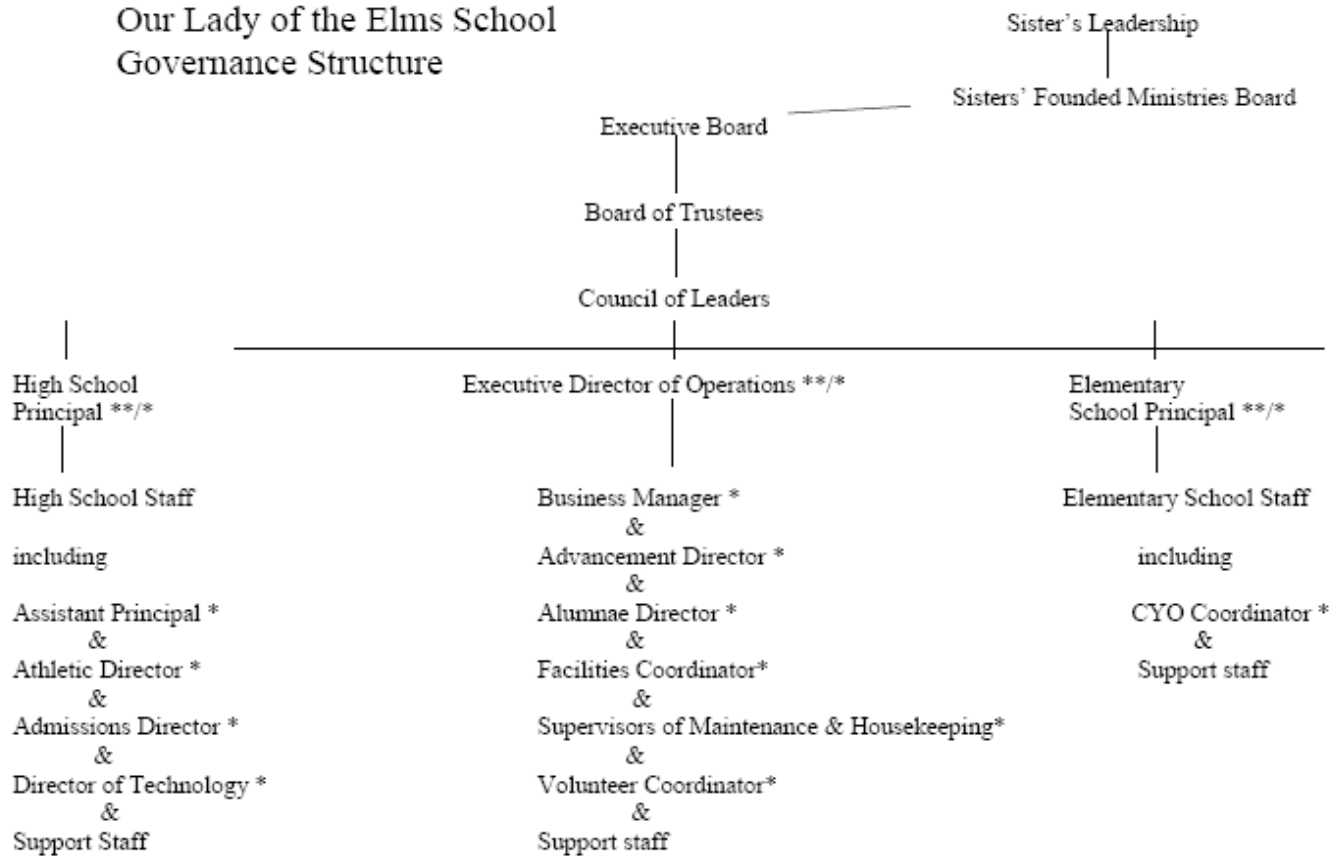
Accident report	Mrs. Shirley Gorsline, Admin. Assistant, x321
Accounts Payable	Mrs. Margo Lunsford, Accounts Payable Mgr., 330-836-9384, x402
Admissions	Mrs. Kathleen Norman, Admissions Director, 330-867-0918
Alumnae	Mrs. Jill Lieser, Director of Alumnae Relations, 330-867-9974
Annual Appeal	Mrs. Peggy Smith, Annual Appeal Coord., 330-836-9384, x255
Athletic Eligibility	Mrs. Kim Murray, Athletic Director, 330-864-0628
Attendance	Mrs. Wendy Specker, School Secretary, x343
Author! Author!	Mrs. Jill Lieser, 330-867-9974 or 330-867-0880, x233
Billing/Tuition	Mrs. Randi Bostick, Business Manager 330-836-9384 x225
Calendar	Mrs. Shirley Gorsline, Admin. Assistant, x321
Change of Address	Mrs. Shirley Gorsline, Admin. Assistant, x321
Clubs & Activities	See Moderators
College Entrance Exams	Mrs. Mary Lou Griffin, Guidance Counselor, x378
Communications	Mrs. Carli Miller, Exec. Director of Operations, 330-867-0148
CYO	Mrs. Rose Gullo, CYO Coordinator, vm527
Facilities, Scheduling & Rental	Mrs. Heather Giel, Facilities Coord. 330-867-0880, x334
February Fantasy	Fantasy Team, 2010-11 Chairs: Renee Good/Jackie Sampsel 330-864-3311
Grade Questions	Classroom Teacher or Sr. Maura, Asst. Principal
Graduation	Mrs. Shirley Gorsline, Admin. Assistant, x321
Homework	See NetClassroom Account and/or Teacher
Information Technology	Mr. Dan McGee, x347
Institutional Advancement	Director of Institutional Advancement TBD, 330-867-0751
Job Opportunities (Students)	Student Bulletin Board
Locker Problems	Mrs. Wendy Specker, School Secretary, x343
Lost & Found	Mrs. Wendy Specker, School Secretary, x343
Lunch Tickets	Mrs. Wendy Specker, Secretary/Mrs. Shirley Gorsline, Admin. Asst.
Medication	School Nurse/Mrs. Wendy Specker, Secretary, x343
Middle School Concerns	Mrs. Lorincz, MS Director, vm555/Miss Lisa Massello, Principal, x340
NetClassroom	Mr. Dan McGee, x347
OGT, AP & Iowa Testing	Miss Jen Greulich, Guidance Counselor, x372
Operations	Mrs. Carli Miller, Exec. Director of Operations, 330-867-0148
Parking Permits	Mrs. Wendy Specker, Secretary, x343
Scheduling	Sr. Maura Bartel, Assist. Principal/Registrar, x344
Service Requirement	Your Theology Teacher
Speech Team	Mrs. Elaine Fippin, Faculty, vm543
Spirit Shop	Mrs. Carli Miller, Exec. Director of Operations, 330-867-0148
Student Concerns	Miss Greulich, Counselor, x372
Student Government HS	Mrs. Nancy Rufus, Faculty, vm565
Student Government MS	Mrs. Deb Lorincz, Faculty, vm555
Tours/Shadow Dates	Mrs. Kathleen Norman, 330-867-0918
Transportation	Mrs. Margo Lunsford, x402/Mrs. Shirley Gorsline, x321
Transcripts	Mrs. Wendy Specker, Secretary, x343
Uniform Questions	Sr. Maura Bartel, Asst. Principal/Registrar, x344
Volunteer Coordinator	Mr. Matthew Powell
Work Permits	Mrs. Wendy Specker, Secretary, x343

For email addresses, please see NetClassroom or The Elms web site ([www.TheElms.org](http://www.TheElms.org))

For voicemail extensions, please call 330-867-0880 (Main High School #) and use the dial by name feature.

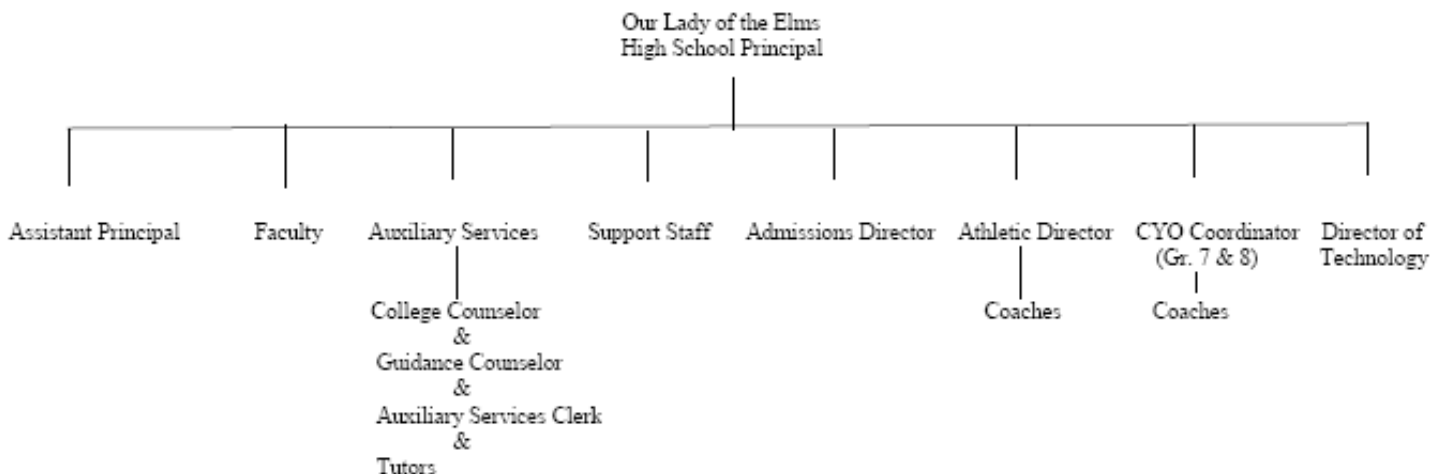
Elms College Board # 360-080

# Our Lady of the Elms School Governance Structure



\*\* - member of Council of Leaders    \* - member of the Campus Leadership Team

Revised: 8/2010





EMERGENCY MEDICAL AUTHORIZATION

2010-2011

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Purpose - To enable parents/guardians to authorize emergency treatment for children who become ill or injured while under school authority when parents/guardians cannot be reached.

Residential Parent or Guardian:

Mother \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Cellular \_\_\_\_\_

Pager \_\_\_\_\_

Father \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Cellular \_\_\_\_\_

Pager \_\_\_\_\_

Name of relative or childcare provider:

\_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone \_\_\_\_\_

Cellular \_\_\_\_\_

**Part I or Part II must be completed - see reverse side**

**Part I: TO GRANT CONSENT**

I hereby give consent for the following medical care providers and local hospital to be called:

Physician _____	Phone _____
Dentist _____	Phone _____
Med Specialist _____	Phone _____
Local Hospital _____	Emer Rm # _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctors, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist, and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City/State/Zip*

**Part II: REFUSAL OF CONSENT**

I **DO NOT** give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City/State/Zip*

## LETTER TO PARENTS MEDICATION POLICY

**TO: Parents**  
**FROM: School Nurse**  
**DATE: August 2010**  
**SUBJECT: Medication Policy**

To protect your child's safety, the school nurse and/or health aide will adhere to the following medication policy. Beginning in August, 1996 it is required that **BOTH** parent's **AND** physician's signatures are on file before any prescription **OR** non-prescription medication is administered. This includes all medications including such over-the-counter products as Tylenol, Advil, Dimetapp, etc.

Although this may cause some inconvenience, we feel that this policy is best for the continued protection of your child, and must be followed. **If we do not have your written permission and the written permission of your physician, the medication will not be given.** Permission forms can be obtained by contacting your school nurse or health aide.

In order for your child to receive any medication at school, please conform with the following:

- A written request must be obtained from the doctor and the parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration.
- The medication must be in its original container and have a fixed label which indicates the student's name, name of medication, dosage, method of administration and time of administration.
- When the empty prescription bottle is returned to you, please send the refill to school promptly.
- The medication and the signed permission forms must be brought to the school by the parent or guardian.
- Whenever possible, please include a photo of your child with the permission form.
- New permission forms must be re-submitted each school year, and are necessary for any changes in medication orders.
- If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible. If the medication is not picked up from the Health Aide or school office within ten (10) days, it will be properly disposed of.

Please contact the building principal or school nurse if you have any questions. Thank you for your cooperation.

**PHYSICIAN AND PARENT REQUEST  
REQUEST FOR ADMINISTRATION OF MEDICATION  
(PRESCRIPTION AND NONPRESCRIPTION)  
BY AUTHORIZED SCHOOL PERSONNEL  
2010-2011**

**RULE 3301-37-04 of the Ohio Administrative Code specifies the requirements for administering medication to students in public or chartered nonpublic schools. The form must be completed as outlined below**

**DIRECTIONS FOR COMPLETION:**

- 1. Complete form. A separate form must be completed for EACH medication.**
- 2. Form must have a Parent and Doctor's signature**
- 3. Medication must be delivered by the Parent to the school in its original container**

Student \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name of medication \_\_\_\_\_

Dosage \_\_\_\_\_

Time(s) of Day of to be Administered \_\_\_\_\_

Date to begin Medication \_\_\_\_\_ Date to end Medication \_\_\_\_\_

Adverse/Severe Reaction that Should be Reported to Physician \_\_\_\_\_

Special Instructions for Administration of Medication \_\_\_\_\_

This medication can be safely administered by non-medical personnel  Yes  No

It is impossible to arrange for this medication to be taken at home and therefore, it must be administered during school hours.

Yes  No

This student is under my care. It is not possible to arrange for this medication to be taken at home under the supervision of a parent and therefore it must be taken during school hours.

\_\_\_\_\_  
**Physician's Printed Name** **Telephone**

\_\_\_\_\_  
**Physician's Signature** **Date**

\_\_\_\_\_  
**Signature of Parent/Guardian** **Date**

Please regard my signature as my assurance that I release Our Lady of the Elms Schools, PSI, and any or all of the school's and PSI's officers or employees from any liability or damages resulting from the consequences or adverse reactions of our student's taking or failing to take this medication at the times prescribed. I also agree to keep the school informed in writing of any revision in the physician's prescription. I have had the opportunity to ask questions. They have been fully answered to my satisfaction.

\_\_\_\_\_  
**Signature of Parent/Guardian** **Date**

**FIELD TRIP PERMISSION FORM**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,  
(Teacher's Name)

I, \_\_\_\_\_ am the \_\_\_\_\_  
(Name of Parent/Guardian) (Father, Mother, Custodial Parent, Legal Guardian)

of \_\_\_\_\_, a student at Our Lady of the Elms High School in the \_\_\_\_\_ Grade.

I hereby request permission for the above-named child to attend \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_, from \_\_\_\_\_ until \_\_\_\_\_ and I consent to the child's participation in such a field trip.

I understand that the children will get to the place of the field trip with a staff member by car.

In consideration of the child being allowed to participate in the field trip, on behalf of my child, my spouse, and myself, I hereby assume all risks in connection with the field trip and I further release, discharge, and/or otherwise indemnify the Diocese of Cleveland, the Bishop of the Roman Catholic Diocese of Cleveland, Our Lady of the Elms High School, employees and volunteers from all claims, judgments, liability by or on behalf of my child, myself, and my spouse for any injury or damage due to the child's participation in the field trip including all risks connected therewith whether foreseen or unforeseen. Furthermore, I acknowledge that it is my responsibility to provide adequate health insurance for my child.

I fully understand what is involved in the field trip and I understand that I have the opportunity to call the teacher and ask him/her about the field trip.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Phone number where parent can be reached.)