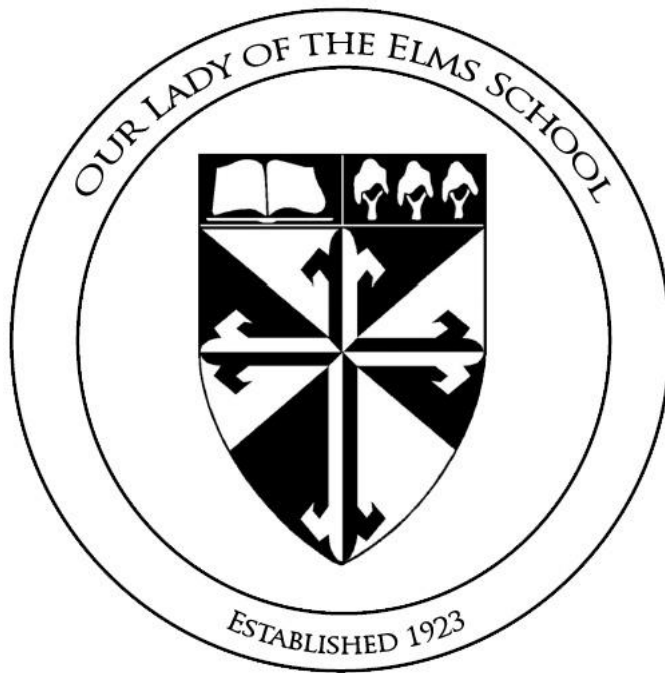


2019 - 2020 Parent/Student Handbook



Our Lady of the Elms Middle and Upper Schools
1375 West Exchange St.
Akron, OH 44313
Telephone: 330-867-0880
Fax: 330-864-6488
www.TheElms.org



OUR LADY OF THE ELMS SHIELD [on the cover]

The shield of Our Lady of the Elms is depicted by the Dominican Shield, containing a cross 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.*

TABLE OF CONTENTS

Welcome		Team Sweatshirts	20
Mission Statement	1	Other Guidelines	
Belief Statements	1	Discipline	21
Profile of a Catholic School Graduate	1	Detention	21
Non-Discrimination Policy	2	Detention Policy	23
Participation in Religious Activities.	2	Suspension	22
Academics		Elms Academic Honesty Policy	22
Academic Requirements	3	Cell Phone Usage	24
Guidelines for Determining Grades	4	Copyright Policy	24
Grading System	6	Harassment, Intimidation or Bullying	24
Digital Academy	6	Made in the Image and Likeness of God	25
Advanced Placement Exam Policy	7	Sexual Harassment Policy	25
Academic Honor Roll	7	Response to Harassment	27
Graduation	7	Filing a Harassment Complaint	28
Honor Cord	7	Diocesan Acceptable Use Policy	31
Commencement Farewell/Veritas Award	7	Use of Illegal/Control Substances	34
Academic Problems	8	Confidentiality	36
Academic Probation	8	Smoking	36
Study Hall	8	Weapons Policy	36
Guidance Department	9	General Information	
College Credit Plus	9	Activity Conflicts	37
Transcripts	10	AIDS Policy	37
Use of Technology	10	Announcements	38
Credit Flexibility		Bookstore	38
Legal References	11	Building Access	38
Credit Flexibility Plan	11	Building Hours	39
Procedures	11	Campus Restrictions	39
Grading, Grade Point Average and Transcripts	12	Chapel	39
Athletic Eligibility	12	Class Retreats	39
Appeal Process	12	Co-curricular Activities	39
Communication	13	Commons	39
Data Collection and Reporting	13	Communication Between Home and School	41
Fees	13	Communication to the Non-custodial Parent	41
Attendance Policies		Conflict Resolution	41
Rationale	13	Custodial Parent(s)	42
Attendance	13	Eligibility for Athletics & Co-curricular Activities	42
Tardy to School	15	Eligibility for Leadership Positions	42
Tardy to Class	15	Emergency Closing of School	42
Truancy/Unverified Absence/Cutting Classes	15	Equipment and Facilities -Care	43
Appointments during School	16	FERPA and Directory Information	43
Illness or Injury during School	16	Field Trip Permission	43
School Work during Absences	16	Financial Obligations	44
Long Range Absence Due to Illness	16	Grievance Policy	44
Vacations	17	Hot Lunch Program	44
College Visitation Days	17	Junior Ring Ceremony	45
Dress Code		Laptops/Tablets/I-Pads	45
Uniforms	17	Library	46
Dress Uniform	17	Liturgies	46
Daily Uniform Options	18	Lockers	46
Ordering Uniforms	19	Lost or Stolen Property	47
Non-Uniform Days	19	Medical Emergencies	47
Gym Attire	20	Messages	47
		Missing and Absent Children Act	48

New Clubs	48
Parking	48
Posting Materials	49
Policy on School Publications and Productions	50
Public Displays of Affection	50
Quiet Areas	50
Senior Lounge	50
Senior Pictures	51
Social Activities	51
Sunbathing	51
Surveillance Cameras	52
Textbooks	52
Theatre - Assemblies	52
Bus/Van Regulations	52
Drop Off and Pick Up Procedures	53
Changes in Student's Normal Transportation Procedure	53
Use of Unscheduled Time	54
Visitors	54
Weather	54
Wellness Policy	55
Work Permits	55
Code of Conduct Agreement	56
2019-2020 Period Schedule	57

Dear Students and Parents of Our Lady of the Elms,

WELCOME! You have chosen to be a part of this Elms community because of our mission, our high standards, our reputation for excellence and our caring community. The foundation for our success are the Dominican Pillars: 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 must 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 school and 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 submit a signed 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. 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 a global society. May God bless you and our 2019-2020 school year.

Deborah Farquhar Jones, President

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 academic dean 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.

ACADEMIC YEAR 2019-2020

Our Lady of the Elms Middle and Upper Schools Educating Future Women Leaders Since 1923

MISSION STATEMENT

Our Lady of the Elms, a private Catholic school rooted in the Dominican tradition, educates girls and young women to live their lives boldly with purpose, confidence, kindness, resilience and faith.

BELIEF STATEMENTS

As a school we believe that:

1. The Dominican pillars of prayer, community, preaching and study be understood and practiced by each member of the school community.
2. 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, especially those of truth, justice and peace.
3. Each student is a valued individual with unique physical, social, emotional and intellectual strengths and needs.
4. Students, teachers, administrators, parents and the entire school community share the responsibility for advancing the school's mission.
5. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students, staff, parents and families.
6. All students can learn and should be encouraged to view learning as a lifelong skill.
7. Students learn best when they are actively engaged in the learning process.
8. Students need to demonstrate their understanding of essential knowledge and skills.
9. Students need to be actively involved in solving problems and producing quality work.
10. 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 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 school in the Dominican tradition; all students are expected to participate respectfully in retreats, liturgies and special liturgies such as junior ring, baccalaureate and prayer services. These events are integral to our community and are expressions of our mission.

ACADEMICS**ACADEMIC REQUIREMENTS-UPPER SCHOOL**

2019-2020 School Year Schedule is located on the last page of this document.

***ON BOLDDAYS STUDENTS WITH FREE PERIODS MUST REMAIN IN THE COMMONS OR WORK QUIETLY IN THE OFFICE.**

To graduate from Our Lady of the Elms Upper School, a student must earn 25 credits in specified areas. In the four-year course of study, a normal yearly load is at least 6 credits, **4 credits of which are in the core academic areas** (English, Math, Social Studies, Science and World Language). This implies 6-7 periods of class each semester.

Students of the upper 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
INDEPENDENT LIVING	½
INFORMATION MANAGEMENT	½
ADDITIONAL ELECTIVES	1 ½
ACCEPTANCE TO A FOUR-YEAR COLLEGE	
TOTAL OF 25 CREDITS	

- 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 may be available in these areas: English, Algebra II, Biology, Chemistry, Physics and Western Society.
- 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. Increased quality points apply to AP courses.
- Credit recovery courses successfully completed out side of Our Lady of the Elms, receives a "D" and is not weighted in the GPA.
- If a student failes a course, the "F" remains on the transcript.
-

- Students are required to meet the state requirements 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 6, 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; 10 hours must be hands on with the poor and disadvantaged).

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 under "upper school/academics."
- A student who drops a class after three weeks may earn an "F" in the course. The "F" will appear on the report card.

Middle school students who take upper school courses are required to take upper school exams.

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 – breadth, enrichment in depth, inquiry, creative research.

- b. Has a good vocabulary and has ability to speak with conviction.
- c. Usually is alert to the situation at hand.
- d. Carefully participates in learning activities.
- e. Attacks new problems eagerly and profits by directions.
- f. Is prompt, neat, thorough and usually accurate in work.
- g. Has ability to apply the general principles of the subject at hand.
- h. 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)

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

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

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

"F" STUDENT

- a. Habitually does less than is required.
- b. 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

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 dean 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.

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. In all AP courses, an A is awarded 5 quality points, a B is awarded 4 quality points and a C is awarded 3 quality points. There is no weight added for a D and F.
2. In all honors courses, an A is awarded 4.5 quality points, a B is awarded 3.5 quality points and a C is awarded 2.5 quality points.
3. There is no plus or minus on the grade card.
4. Report cards are available through Digital Academy at the end of each semester.
5. Progress reports are available through Digital Academy approximately 4 weeks after the semester begins and approximately 4 weeks before the semester ends.
6. Mid-term reports will be available approximately ½ way through the semester.
7. Regular parent-teacher conferences are scheduled in the fall and spring.
8. Other conferences will be held anytime at the request of either parents or teachers.
9. 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 semester grade is an A. The student may not have more than five (5) absences and/or two verified tardies per semester for semester courses and no more than a total of 10 for year long courses **excluding one approved college visit**.

DIGITAL ACADEMY

Digital Academy 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. Students may anticipate that teachers will update grades and homework assignments at least once per week. **NOTE:** Access to Digital Academy 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 in order to receive AP quality points.
2. Under extenuating circumstances and with permission from the academic dean, a student may be excused from an AP exam. In this case, the student must take and pass a written final class exam regardless of her semester average in order to earn AP quality points and have the AP designation on her transcript.
3. 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 academic dean.

ACADEMIC HONOR ROLL

1. In order to receive 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
 - f. Have no unverified absences or tardies
 NOTE: Students who achieve at least a 3.5 GPA for 7 semesters, are recognized at graduation.
2. In order to receive Honor Roll - 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
 - e. Have no unverified absences or tardies

GRADUATION

Seniors must accumulate the required number of credits, complete all course requirements, pass all courses (including post-secondary courses) complete all service hours, be accepted to a four year college, satisfy all obligations financial and otherwise, and participate in graduation practice in order to take part in graduation activities and receive a diploma. Criteria for a Diploma with Honors is found in the Course Description booklet at www.theelms.org under upper school/academics.”

HONOR CORD

Seniors who have a 3.5 cumulative GPA with good attendance will receive an honor cord on Awards Night. Effective 2021 seniors who have a 3.8 cumulative GPA with good attendance will receive an honor cord on Awards Night.

COMMENCEMENT FARWELL ADDRESS/VERITAS AWARD

All Seniors may apply to give the farewell address during the commencement program.

The Veritas Award is given at commencement to the Senior with the highest GPA for at least 7 semesters. A student must attend Our Lady of the Elms for at least 3 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 the academic dean, teacher, student, parent and counselor.

ACADEMIC PROBATION

Any student who does not achieve a 2.0 GPA at the mid-term will be placed on academic probation for the remainder of the semester.

***Maintaining a 2.0 GPA is required to keep scholarships/financial aid.**

Academic probation means:

1. Assignment to study hall for all free periods except lunch.
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 GPA will be required to attend a conference with her parents, the academic dean and the academic counselor to discuss the advisability of returning the following year.

NOTE: Parents are encouraged to check Digital Academy 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 and transfer students are assigned to study hall for non-class periods, except lunch, during the first semester.
2. If a student receives a D or an F at the mid-term, she is assigned to study hall for the remainder of the semester.
3. Ordinarily sophomore, junior and senior students are not assigned to study hall. Students who receive a D or F letter grade, or poor conduct mark in the preceding semester, **including semester 2**, go to study hall for the subsequent semester.
4. One period of assigned study hall is required daily for these students. Any student who earns two or more D's or F's on December and/or May exams is assigned to study hall for next quarter.

5. Any student with more than 1 free period, will be assigned to study hall for the 2nd free period.
6. In her free time, a student may study quietly in the hallway, library, mall area or the Commons. No student may lie on the floor or on the cushions in the mall area. Group study should be in the commons area only so that classroom instruction is not disturbed.
7. If students disturb classes during their free periods, they may be assigned to study hall.

GUIDANCE DEPARTMENT

The Elms Guidance Department consists of a college counselor and 2 guidance counselors. 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.

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 also are 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 upper school near the main office.

The guidance counselors help 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 counselors in individual and group sessions, classroom visits, mediations and are referred to outside agencies, if needed. Students are encouraged to set up appointments to talk to the counselors or visit the counselors before or after the school day or during their study period. The guidance counselors are in school part-time from late August through mid-May; their schedules are posted outside their office. If parents have questions or concerns, they are encouraged to contact the guidance counselors.

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

COLLEGE CREDIT PLUS (CC+)

Students may enroll in college courses through the College Credit Plus 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 academic dean and the student’s Elms schedule of required courses. CCP+ 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. Courses will be entered on the transcript but not included in the GPA effective beginning the 2019-2020 school year.

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. Transcripts will not be sent if tuition is in arrears. Only classes completed at Our Lady of the Elms will be computed into the GPA.

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 an “Acceptable Use of Technology” contract at the beginning of each year. The completed document must be turned in **prior to student use** 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.**

- All Elms student email accounts will be closed immediately upon the student withdrawing from Our Lady of the Elms School. Those students who graduate from Our Lady of the Elms School, will have access to their account for one (1) calendar year after graduation.

CREDIT FLEXIBILITY

Our Lady of the Elms seeks to provide the most appropriate learning experience for each student. In accordance with state policy, Our Lady of the Elms strives to do this by expanding opportunities for students to demonstrate mastery of knowledge or skills, by broadening the scope of curricular options and by increasing the depth of study possible for a particular subject. The credit flexibility program permits students to earn high school credit in a variety of ways. This can be done through the completion of courses; testing out of a course(s) or demonstrating mastery of course content; or pursuing one of more educational option, e.g., distance learning, educational travel, independent study, internship, tutorial programs or community service.

LEGAL REFERENCES

Our Lady of the Elms developed a credit flexibility plan consistent with: Carnegie Design Team Report to the State Board of Education, *New Emphasis on Learning: Ohio's plan for credit flexibility shifts the focus from "seat time" to performance* (March 2009).

ORC 3313.60; 3313.603; 3313.609; 3313.6013; 3313.611; 3313.613; 3313.614; 3313.90;
3321.04, Chapter 3324, Chapter 3365
OAC Chapter 3301–34, 3301-35-06, Chapter 3301–46, Chapter 3301-51, Chapter 3301-

CREDIT FLEXIBILITY PLAN

The Credit Flexibility Program is available to any student who has at least a 2.0 GPA and is capable of completing the work outlined in a written Credit Flexibility Plan. A student may only work on one (1) credit flexibility course per semester. The credit flexibility plan does not supersede the graduation requirements for Our Lady of the Elms. Credit flexibility is not intended to replace courses offered at Our Lady of the Elms; it is meant to supplement our course offerings. The upper school will not approve coursework or options that are inconsistent with the school's Catholic mission and philosophy. In addition, a Credit Flexibility Plan cannot change the fundamental nature or requirements of a course.

An interested student initiates the process by submitting a written proposal for credit flexibility to the designated school official. The designated school official will then meet with the student to develop the written Credit Flexibility Plan. **(The Plan outline is found in Appendix A.)** This written Plan must be signed by the student, the student's parent(s) or guardian(s), a designated school official and the academic dean. If the need arises, the Credit Flexibility Plan can be revised and/or modified, and this revised/modified Plan must be signed by the designated school personnel, the student and the student's parent(s) or guardian(s).

PROCEDURES

Students participating in an off-site activity related to an educational option (e.g. while participating in an internship or mentorship at a business) must submit a liability waiver signed by her parent(s) or legal guardian(s) before approval is granted.

Students with disabilities shall not be excluded from opportunities to earn credit through educational options or by demonstrations of mastery. Accommodations and supports for students with disabilities participating in educational options and online courses shall be provided consistent with students' accommodation plan.

Our Lady of the Elms reserves the right to reassign a student participating in an educational option to a traditional course or other placement at its discretion if the student fails to meet the standards for ongoing participation and satisfactory progress described in her educational options plan.

Students are responsible for any costs associated with the personalized learning plan including assessment fees and transportation fees.

The credit to be awarded is the decision of the individual high school. The upper school retains the right and responsibility to determine what counts as curricular content, learning outcomes, methods of learning, assessment and criteria for assigning grades, all of which are to be addressed in the written Credit Flexibility Plan. Credit will be full or partial and may be for more than one content/course area. Credit will be determined based on credit equivalency for the Carnegie unit which is one credit per 120 hours of course instruction and 150 hours for laboratory courses. All credit assigned to a student must be awarded by a teacher of record who is in possession of a State approved license or certificate.

GRADING, GRADE POINT AVERAGE AND TRANSCRIPTS

The written Credit Flexibility Plan will stipulate the way progress will be monitored and proficiency measured. Unless otherwise specified, the student's grade will be reported the same as for a student taking a similar course in a traditional classroom setting. The grade will be calculated in the Grade Point Average (GPA) the same as for a student taking the same or a similar course in a traditional classroom setting. The credits earned will appear on the transcript like all other courses for which credit was earned. Students earning credit through the Credit Flexibility Plan will not be permitted to graduate early. If the pass/fail option is utilized, there is no grade included in the GPA.

ATHLETIC ELIGIBILITY

A student interested in participation in high school interscholastic athletics and/or intercollegiate athletics needs to discuss eligibility requirements with the student's parent(s) or guardian(s) and school officials. The written Credit Flexibility Plan should contain the mechanisms to meet OHSAA and/or NCAA eligibility requirements.

Additional resources would be:

- OHSAA Student-Athlete Eligibility (website)
- NCAA Eligibility Center

APPEAL PROCESS

A student may present a proposal for a Credit Flexibility Plan that is denied. Such a student may invoke the appeals process outlined below:

- a. Within **seven school days**, the parent(s) or guardian(s) and student will send a letter to the Credit Flexibility Plan Committee, of which the academic dean will not be a member, outlining the specific issues relative to the appeal.
- b. Within **seven school days**, the Credit Flexibility Plan Committee will respond in writing to the appeal.
- c. If the parent(s) or guardian(s) and student wish to appeal the decision of the Credit Flexibility Plan Committee, they will submit their appeal to the academic dean within **seven school days** of the written response from the Credit Flexibility Plan Committee. The academic dean will respond in writing within **seven school days** of receiving the appeal. The academic dean's decision will be final.

COMMUNICATION

The Office of Catholic Education and each diocesan high school acknowledge the value of the Credit Flexibility Program in providing additional opportunities for students to enhance their learning experience. Therefore, the program and the policies related to this program will be communicated to students and parents through the following methods:

- the website of each diocesan high school
- course description booklets of each high school beginning in 2011-2012
- school newsletters at least twice per year.

DATA COLLECTION AND REPORTING

The academic dean or his/her designee(s) shall develop and implement procedures for monitoring and annually reporting to the Ohio Department of Education data regarding:

- Methods and frequency of communicating credit flexibility information to students and parents
- The number of students participating in educational options and earning credit based on demonstration of mastery
- The total number of credits earned by students through successful completion of educational options and demonstrations of mastery
- The extent to which student participation in flexible credit options reflects the diversity of the student body as a whole.

FEES

There is a non-refundable application fee of \$25 per course and a course supervision fee of \$100 per course. These fees must be paid to Our Lady of the Elms.

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 7:55 a.m. to 3:05 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 administrative assistant. Students may go to the academic area beginning at 7:45 a.m.
2. All students are to be in school for period 1.

3. For an absence or tardy, the parent must call the Office at 330.867.0880 and report the absence between 7:45 and 8:45.
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
 - family emergency or set of circumstances that, in the judgment of the academic dean, constitutes a good and sufficient cause for absence.
5. All absences (including weather related) are recorded on the student's permanent record.
6. 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, parent(s) 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. The absence will be recorded.
7. School-sponsored field trips are not considered absences.
8. 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.
9. Parent(s)/guardian(s) will be notified by letter when a student has accumulated absences of five days in a semester. If the seventh absence occurs, a parental/guardian conference with the appropriate administrators will be called with the student, if possible.
10. Parent(s)/guardian(s) will be notified by the classroom teacher when a student has accumulated five absences in that teacher's class. Teachers will coordinate with the main office. A student's grade and honors status will be affected after the seventh day of absence per semester.
11. **Students who miss 15 minutes or more of any class will be considered absent from that class.**

***Personal extenuating circumstances involving medical conditions will require doctor's verification and administration approval.**

TARDY TO SCHOOL

1. When a student arrives after 7:55 a.m., she must go directly to the main office desk for an admit slip, then go quickly to her locker and into class.
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 verified only for emergencies. Oversleeping, missed buses or rides, personal reasons or traffic will not be considered verified tardies.
4. A note from a parent does not necessarily mean a tardy will be marked verified.
5. Habitual tardiness is unacceptable. A letter will be sent home when a student's tardies reach five (5). At seven (7) tardies, the student may be put on an attendance contract. For each tardy after seven (7), the student may be required to 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 prayer/class. If a student is late to class, she is to go directly to the class and the teacher assigns a detention. 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. **Students who miss 15 minutes or more of any class will be considered absent from that class**

TRUANCY / UNVERIFIED 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 - two in-school suspensions. In all cases, parent(s) will be notified. Excessive UNVERIFIED tardiness or UNVERIFIED absenteeism may be cause to review the awarding of credit. Senate Bill No. 181 defines unverified absences as follows: **Habitual:** 5 consecutive unverified absences; 7 unverified absences in one month; and, 12 unverified absences in one year. **Chronic:** 7 consecutive unverified absences; 10 unverified absences in one month; and, 12 unverified absences in one year.

At the time of the 6th unverified 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** 7:55 a.m.
3. All medical appointments during the school day must be validated by a note/card from the doctor, dentist etc.
4. Appointments for personal business, senior pictures, driver exams, etc. should be scheduled on the student's own time rather than on school time.

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 Digital Academy 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 two 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 dean 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 want family vacations or such other personal absence during school time. A student requesting vacation or personal leave of absence **must recognize that such absence may affect grades adversely.**
3. Students are responsible for any work missed during an absence.
4. 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.

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 juniors and seniors.
 - Requests for visitations semester II of the senior year for orientation are by special approval of the academic dean.
 - The proper College Visitation Request form must be completed one week in advance of anticipated date. Failure to have this form completed results in an unverified 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 academic dean **before** the form is given to your teachers.
 - Taking advantage of free days noted on your school calendar will minimize the need to seek additional days for college visitation.

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 7:55 a.m.-3:05 p.m. Students are expected to come to school in uniform and not dress/undress in the hallways. Detention may be issued for any student not wearing the uniform properly. Faculty/administration reserves the right on final decisions of uniform infractions.

DRESS UNIFORM

The dress uniform is to be worn on all formal occasions, liturgies, Junior Ring Ceremony, Baccalaureate Mass 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 two inches above the knee, only showing kneecap.**
2. Long sleeve or short sleeve, white oxford blouse with button down collar. It must be plain with no decoration. 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 with feet in solid white, navy, green, grey or black, or hose (flesh colored). No leggings, leg warmers, crew socks and athletic socks permitted (i.e., volleyball, soccer, anklets etc.).
4. Shoes: solid color in brown/tan, wine/burgundy/maroon (not red), navy, gray or black standard tie or slip-ons, leather or leather-like look, no adornment (i.e. sequins, feathers, fur, rhinestones). No sandals, open toe, boot, athletic-type shoes, flip flops, moccasins, slippers or crocs permitted.
5. Navy or green vest, or v-neck pullover sweater purchased from Schoolbelles must be worn with the dress uniform. See the exception in #6.
6. For students in grades 9-12: The navy school blazer available from Schoolbelles may only be worn with the button down, white oxford blouse on dress uniform days. An optional solid gray, solid hunter green, or solid navy Schoolbelles tie may only be worn with the white oxford blouse. The tie is worn correctly when the top button of the blouse is buttoned. The school vest or sweater may be worn over the oxford blouse and under the blazer.

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 6-12).
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 or cardigan at all times. Cuff and collars must be buttoned.
5. Leg wear, shoes and sweater options as stated above.
6. The green or navy 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

8. polo, a navy blue with the navy polo and a forest green with the matching polo.
9. 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.
10. For students in grades 9-12: The navy school blazer available from Schoolbelles may only be worn with the button down, white oxford blouse. An optional solid gray, solid hunter green, or solid navy Schoolbelles tie may only be worn with the white oxford blouse. The school vest or sweater may be worn over the oxford blouse and under the blazer.
11. At times, the office has several skirts that may be borrowed, if necessary.
12. Full dress uniform may be worn at any time.
13. **Senior Option Only:** Only seniors may wear non-uniform sweaters. Any sweater must be worn over the blouse or polo. 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 160th Street, Cleveland, OH 44135-2631; (216) 898-5500/888-637-3037; online at www.schoolbelles.com. (school code #SO698).

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 is inappropriate in a school setting.** Shorts must be at least mid-thigh. Skirt and dress hemlines or slits are to be no higher than 2 inches above the knee. No yoga pants, leggings, tights, 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 as well as knee-hi leather or leather-like boots. The following are not permitted: sandals, open toe, flip flops, and slippers, moccasins.

DRESS FOR SCHOOL/SCHOOL RELATED PROGRAMS (Including but not limited to Awards Night, Ring Ceremony, etc.)

Modesty for girls is a significant and important consideration in selecting apparel. Parental cooperation is needed. We understand that modesty is somewhat subjective in nature, especially when the same dress fits each girl differently. We have established a description of modesty for girl's dresses that we believe is in keeping with the spirit of our appearance guidelines. The **Principle of Modesty** is always in effect for Elms events on or off campus.

Anything which draws attention to oneself serves more to distract from this principle rather than to promote it.

Dresses with the following characteristics **do not** meet the modesty requirement:

1. "Slip" dress (clinging material; styled like a slip)
2. Low cut dresses, cleavage showing
3. Back more than half uncovered. Every figure is different and thus each back length will vary, but your bra line is a good guide, a dress that is cut below your bra line is leaving your back more than half uncovered.
4. Hemline or slit more than two inches higher than top of knee cap
5. Inappropriately tight dresses
6. Midriff showing or cut-outs

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 gear may be worn on Fridays, except for Liturgy days. If the Elms gear is sleeveless then a uniform blouse or polo must be worn under it.

OTHER GUIDELINES

- **The only water bottles permitted are clear, see through, reusable, PLASTIC bottles. Glass bottles are not permitted.**
- Cleavage and/or skin at or around the waist may not be visible.
- Hair color and highlights, if applicable, must be natural looking and worn out of the face. Extreme hair fashions, including but not limited to close scalp shavings, extreme grooving, unnatural coloring and spiking are not permitted.
- Headbands are acceptable; hats and bandanas are not.
- The use of makeup must be moderate and appropriate in grades 9-12.
- Tattoos and henna are not to be visible at any time.
- Pierced body parts other than earlobes are not in code.
- 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 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 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 this is not an exhaustive list of all of the actions that earn a detention:

1. Various uniform infractions.
2. Eating/drinking in an unauthorized area – all carpeted areas, mall, halls, classrooms and library.
3. Major rudeness, disrespect to staff or other inappropriate conduct, either verbal or non-verbal.
4. Truancy of part of a class.
5. Use of cell phones or any electronic gaming devices during school hours. This includes calling, texting and emailing parents when ill rather than reporting the illness at the main office and having the office 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 3:10 pm to 4:10 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 will be told at the time of the infraction that a detention has been earned.

Five or more detentions earned in a semester will result in a Parent Conference.

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

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 15) 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 34)
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 page 25)
14. Weapon - an instrument or device of any kind capable of inflicting harm (see p. 36)

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

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

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.

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 (7:55 a.m.–3:05 p.m.)**. They must be securely locked in lockers and **turned off** during school hours, unless needed in class as directed by the classroom teacher. If a student uses a cell phone during school time, outside the classroom, the following results will take place: First offense: Detention given and phone will be given to office and may be picked up after school. Second offense: Detention given and parent will be contacted to come and pick up the phone. Third 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 administrative assistant; she will call the parent(s)/guardian(s)**. Students are not to call, text or email as it is essential that the school knows when a student is ill.
4. Parents are not to call or text students on their cell phones during the school day (7:55 a.m.-3:05 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.

COPYRIGHT POLICY

All students are expected to conform to existing United States copyright laws and to maintain the highest possible ethical standards in use of copyrighted materials.

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, 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student, and 3) violence within a dating relationship." O.R.C. § 3313.666

MADE IN THE IMAGE AND LIKENESS OF GOD

Our Lady of the Elms 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 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, sexual orientation, national origin, disability, academic or athletic performance, or English language proficiency. 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, impedence, 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 community, 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 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 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.

RESPONSE TO HARASSMENT

Allegations of sexual harassment are to be reported to any teacher, staff member or administrator. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. A charge of harassment shall not, in and of itself, create the presumption of wrong doing. However, substantiated acts of harassment will result in disciplinary action, up to, and including, dismissal. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

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/academic dean 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 by anyone affiliated with Our Lady of the Elms shall report such matter to the academic dean, who shall be the investigator for harassment complaints.

1. A complaint of harassment is to be made to the academic dean, or assistant dean by completing a bullying/complaint form. A complaint made by an employee, shall be in writing as well.
2. The academic dean 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 academic dean 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 academic dean 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 academic dean 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 will 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 academic dean 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 academic dean 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, but aren't limited to:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding a 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 academic dean'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 that 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. 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 academic dean 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 academic dean, copies of any drawings or writings, disciplinary history of the students, behavioral concerns and the names of any known victims or potential victims.
 - The academic dean 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 also shall address the concerns raised by the academic dean to the mental health care professional. The evaluation and report shall be made available to the academic dean who will share them with legal and/or mental health care consultants and administration assisting the academic dean 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 academic dean with a copy of the follow-up assessment and/or evaluation and shall inform the academic dean 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 academic dean. 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 may be expelled for any actions that endanger the physical well-being of self or others. If a student is receiving financial aid of any kind, she may be at risk for losing said aid.

Student

Acceptable Use Policy
for Personally Owned & School Owned Devices
Our Lady of the Elms
Diocese of Cleveland

Our Lady of the Elms makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating **Our Lady of the Elms** students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

All users are expected to use the technology available at **Our Lady of the Elms** 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; CD/MP3/DVD players; personal data devices; computer hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications or tools (Internet- or school-server based); school provided Internet access; and, new technologies as they become available.

Users are expected to be appropriately responsible for and use technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student's access to the computer/network/Internet.

Inappropriate Use: Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of hardware and/or software that disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

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. Get appropriate approval before accessing the network with personal devices.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of the Elms community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomforting materials (cyber bullying) 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 or an individual, whether the action occurs on school property or off grounds.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

- a. Internet access is filtered by **Our Lady of the Elms** on personal telecommunication devices in the same manner as **Our Lady of the Elms** owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- d. Each student is responsible for his/her own device: set-up, maintenance, charging and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair or work on a student's personal telecommunication device.
- e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances or guest speakers) that occur during the school day.
- g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All **Our Lady of the Elms** network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. **Our Lady of the Elms** reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of **Our Lady of the Elms** for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

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 users 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** 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.

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 that 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 – 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 purpose of this policy is to protect the right of the non-smoker to breathe clean air. It also serves to protect and preserve in a reasonable manner the health and comfort of all persons by establishing areas that are free from the toxic and annoying effects of tobacco smoke. This policy is also in accordance with Ohio's state law regarding smoking in public places and places of employment.

This policy prohibits smoking anywhere on the Our Lady of the Elms campus. Cooperation in adhering to this policy is required. Courtesy toward and understanding of everyone's health is necessary in order for the Elms to comply with applicable state and local law. This policy is effective regardless of the time of day, the day of the week or the presence of other individuals.

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 academic dean 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 parent(s) 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 academic dean 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 academic dean, 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 at the end of period 8. The administrative assistant has the forms that are to be used. All announcements must be signed by the moderator/coach.

Announcements pertaining to students in grades 9-10 may be placed on the bulletin board in the 300 hall. Grades 11-12 are on the bulletin board in the 100 hall. Announcements pertaining to students in grades 6, 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 academic dean before being posted.

BOOKSTORE (SPIRIT SHOP)

Spirit wear items are available in the Spirit Shop and at various special events. The shop is not normally open during school hours, but parents and students can ask anyone in the Campus Administration Office to open the shop if they are interested in purchasing an item.

BUILDING ACCESS

Our school doors are locked throughout the school day for the safety of students and staff. To enter the building between 7:55 a.m. and 3:05 p.m., please use the main office doors on the West Exchange Street side of the building. Visitor's parking is available in the south lot. Please indicate the nature of your visit to the school administrative assistant 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 7:00 a.m. to 3 p.m. daily. After 3 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 after hours or on non-school days unless arrangements have been made with a school staff member. At 3 p.m. all 9-12 grade students still in the building report to the Commons. 6th, 7th & 8th grade parents will be charged for after school supervision at the rate of \$3.00 per half hour from 3:30-6:00 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 6:00 p.m.** unless they are with a coach or moderator.

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. A prayer service is celebrated on most Fridays at 7:40 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 6-11. An alternative plan with an equivalent time commitment will be required for any student who misses their class retreat (gr. 6-11). 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 upper school students as numbers permit:

Academic Challenge	F.A.S.T.
Ambassadors Club	Forensics [Speech & Debate]
Art Club	Newspaper
Coalition - Grade Rep	Science Olympiad
	Social Action Club
	Spirit Club
	Yearbook

Sports:

Basketball	Swimming
Bowling	Tennis
Golf	Track & Field
Soccer	Volleyball
Softball	

The following activities are available to middle school students:

Academic Challenge	F.A.S.T.
Ambassadors Club	Glory Girls
Art Club	International Club
Coalition - Grade Rep	Newspaper
	Power of the Pen
	Science Olympiad
	Social Action Club

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 that help 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
4. Placing all recyclables in the proper containers
5. Not sitting on tables in the Commons or vending machine room
6. Eating on the terrazzo area only
7. Not running to and from the Commons

*Vending machines are closed during lunch.

PLEASE NOTE: There is no eating or drinking permitted at lockers, in hallways or in classrooms (with one exception of the Food Science 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. iPhones/iPODs and other hand-held devices are only permitted in the Commons using headphones.

COMMUNICATION BETWEEN HOME AND SCHOOL

1. The main office is staffed and able to accept phone calls between the hours of 7:30 a.m. and 3:30 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.
4. It is the goal of the faculty, staff and administration of Our Lady of the Elms to respond to any voicemail or message within 24 hours.
5. Parents are encouraged to communicate directly with the 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 academic dean should be advised of the situation.
7. Conferences may be requested by teachers, administrators or parents.
8. The school utilizes Digital Academy 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.

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 signature page of the document.

ELIGIBILITY FOR ATHLETICS AND CO-CURRICULAR ACTIVITIES

Academic achievement is first priority at Our Lady of the Elms. To be eligible to participate in athletics and co-curricular programs at Our Lady of the Elms, students in grades 9-12 must maintain a 2.0 cumulative GPA. In addition, any student who earns an 'F' at progress report time and/or at the mid-term, will be placed on academic probation and will be ineligible to practice or play until the grade is improved. Every two weeks the student will be responsible for having each of her teachers sign an eligibility card through the end of the semester. Eligibility carries over to the next academic year (i.e., an F second semester makes a student ineligible for first semester of the next school year), until progress reports reflect passing grades.

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. Any student receiving an "unsatisfactory" in their leadership assessment will be asked to sit out a year before she runs for elected office again.
3. A student leader must maintain a 2.5 GPA accumulative to stay in her leadership position.
4. A student in grades 9-12 may not hold the same elected office for more than two years.
5. A student may only hold two elected or major leadership positions in a given school year.
6. A student will be evaluated for all leadership positions.

EMERGENCY CLOSING OF SCHOOL

School will be in session unless you hear an announcement on a local television, radio station or via OneCall indicating that we are closed. If you are tuned in to the radio or television, listen for the following:

- Our Lady of the Elms School – All

If you live in a school district outside of Akron, your residential school district may close, and the Elms may remain open. Usually, this means that the school bus will not transport students on that day. If you decide that coming to school on that day is too hazardous, you should keep your child at home. The day will be counted as an absence, but the absence will be counted as verified.

Further, on some days, weather conditions may vary from area to area, and the Elms might remain open even though surrounding communities have more hazardous weather conditions.

Parents are encouraged to make their own judgment regarding their particular area and keep their child home if conditions are too hazardous.

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 she 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.** 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 Digital Academy 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.

GRIEVANCE POLICY

Section A: Definitions

1. A grievance is what is felt by a teacher, 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 10 days of the above) and discuss the matter with the academic dean or administrator concerned.
3. If no satisfactory resolution is reached, the grievant may have recourse to a committee consisting of the members of the Administrative Leadership Team who are not directly involved. The decision of this committee is final.

HOT LUNCH PROGRAM

Nutritious hot lunches are available. 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 is permitted without prior approval of the administration.** All lunches must be eaten during scheduled lunch times.

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/TABLETS/IPADS (See BYOD Policy)

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

1. All laptop computers and/or tablets are the personal responsibility of the students.
2. Laptops are to be used for educational use only. Students are not to install any games on the computer used at school.
3. Students should not leave their laptops or tablets unattended. Any loss of laptops or tablets due to theft or damage is the responsibility of the student.
4. Students will be permitted to use their laptops or tablets in the classroom by their teachers. Laptops or tablets 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 or tablet to future classes.
5. Laptops or tablets may be used in connection with the Internet and will be subject to all filters used by Our Lady of the Elms. The "Acceptable Use Policy" applies, as well as disciplinary consequences.
6. Students may use their laptop computers or tablets during study hall for educational purposes only. Use of technology for non-academic game playing or videos is prohibited during school hours.

LIBRARY

The Holland Library is a service center for the use of students and faculty. By necessity it is a place that 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 a verified 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. Repeated infractions of library regulations may result in loss of library privileges.
9. The middle and upper 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 strengthen our ties to the Elms community.

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 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 are 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 semester 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 semester.
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 administrative assistant.
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 academic dean or assistant dean. Lost and found items are kept in the main office.

MEDICAL EMERGENCIES

If a 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 academic dean
3. Paramedics may be called
4. School will notify parent or guardian that a medical emergency has occurred

MESSAGES

The bulletin board in the 100 hall is used for personal messages for students in grades 11 and 12. The bulletin board in the 300 hall across from the business office is for grades 9 and 10. 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 academic dean or president of the school may 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 academic dean 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 served, seniors first basis. Instructions for registration are announced through the Main Office. You must have a valid Ohio Driver's License. The parking fee is \$50 for the year. Parking assignments are distributed when school begins. No student is permitted to park in the lower school 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 lower school.

Violation of the parking privilege will be handled as follows:

- 1st offense: warning and \$10 fine
- 2nd offense: suspension of parking permit and call home to parents
- 3rd offense: towing of car at owner's expense

1. **STUDENT PARKING FEE IS \$50 PER YEAR.** Students who receive their driver's license during the school year, may purchase a parking permit at a rate of \$25/semester
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.
7. Students are to keep windows closed and doors locked at all times.
8. Students are hereby advised that vehicles parked on school grounds are subject to search at any time.
9. 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: In the 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 Panther Parking.

POSTING MATERIALS

Any materials to be posted or distributed to faculty or students are to be approved by both the appropriate faculty moderator and the academic dean or assistant dean. Students or parents may not post audio, video, photographs, publications or other representations of Our Lady of the Elms personnel without the written consent of Our Lady of the Elms. Students/parents in violation of this policy will be subject to disciplinary/legal action.

POLICY ON SCHOOL PUBLICATIONS AND PRODUCTIONS

Our Lady of the Elms sponsors the creation, publication and dissemination of the student newspaper, *The Elm Leaf*, and the student yearbook, *The Egress*, as means by which students learn effective writing, expression of ideas and information and responsible journalism under adult direction/supervision. Our Lady of the Elms also sponsors all student productions such as plays, concerts, broadcasts and information sent by electronic mail. It is the mission of Our Lady of the Elms to promote student publications and productions that educate girls and young women to listen openly, evaluate wisely, speak bravely, lead justly and serve compassionately. The style and content of all student publications and productions can be regulated for legitimate pedagogical and school-related purposes. Accordingly, school officials may review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions in a reasonable manner prior to publication/performance. Legitimate pedagogical concerns are not confined to academic issues, but include the four pillars of Dominican tradition rooted in Catholic teaching, as well as values inherent to a civilized social order such as discipline, courtesy and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, plagiarized, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not permitted at school.

QUIET AREAS

1. No electronic entertainment devices are permitted in these areas.
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 in the halls; you are never permitted to lie down in classroom, halls or mall.
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.

SENIOR LOUNGE

Using the Senior Lounge before and after school or during free periods 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 (Visualizations) 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 15th. See 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 academic dean. 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 that interferes with the regular school process or requires students to be absent from school without seeking appropriate permission from the academic dean.
7. All fund-raising activities or projects must be authorized by the academic dean. 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 during 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 no school sponsored activities set up by students.

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 the 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 academic dean.

FOR STUDENTS WHO RECEIVE A CAR RIDE TO SCHOOL

DROP-OFF PROCEDURES

1. Parents who are dropping off students only at the upper school should enter from West Exchange Street. Pull into the Circle 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 buildings should drop-off upper school and/or middle school students at Student Entrance facing Exchange Street.
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 may only enter the Commons through the **Student Entrance facing Exchange Street**. Supervision begins at 7:00 a.m. Students are permitted to enter the academic wing of the building at 7:45 a.m. to go to their lockers and prepare for the school day.

PICK-UP PROCEDURES

1. The lower, middle and upper schools dismiss at 3 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 Circle 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 on the lower 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 lower school building widens to four lanes. The two lanes closest to the lower school are for lower school student pick-up. The portion of the drive closest to the middle/upper schools, but above the middle/upper 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 follow directions given by the lower school 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 not 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 academic dean or assistant dean and must not be disruptive of the learning environment.
2. **No male students or visitors may be in the classrooms, halls or in the Commons from 8 a.m. until 3 p.m., including the lunch hour.** No male student should ever be in the senior lounge. After 3 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 academic dean 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 academic dean prior to the date of visitation. A Parent Visitation Day occurs each fall.
5. Alumnae are welcome to visit but must remain in the Commons until the end of the school day.

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 that 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 effect.

WELLNESS POLICY

**Diocese of Cleveland, Office of Catholic Education
Wellness Policy #6102.38
Commitment to Healthy School Environment**

Statement of Policy

The schools of the Diocese of Cleveland are committed to providing school environments that promote and protect children’s health and well-being. It is the policy that:

- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis and school staff will be encouraged to role model healthy eating behaviors.
- To the extent practicable, schools will participate in available school meal programs and students will be provided access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs, while accommodating the religious, ethnic and cultural diversity of the student body in clean, safe and pleasant surroundings with adequate time to eat.
- Food and beverages sold or served throughout the school day will meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations as well as, to the maximum extent possible, incorporate the Dietary Guidelines for Americans.
- Schools will maintain a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system implemented with the intent of preventing food-borne illnesses.

WORK PERMITS

Students can obtain an **Application for Minor Work Permit** in the upper school office. The parent/guardian completes the section marked **Student/Applicant Information** and signs at the (X). The student takes the application to her employer and the employer completes the section marked **Pledge of Employer**. If a student has never turned in a work permit application prior, the student **must** obtain a physical with the **first** work permit only. The physician will complete the section **Physician’s Certificate for Minor Work Permit** on the back of the application. NOTE: The work permit office will accept a sports physical that is less than one year old. Once all areas are completed, the student will bring the completed application to the upper school office. The student must bring **one** of the following with her to the office: a. birth certificate b. State ID or c. driver’s license.

The school administrative assistant will submit the application online and forward a copy to the employer. Please allow two days for the administrative assistant to process the application.

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 academic dean 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.

CODE OF CONDUCT AGREEMENT

I have received the 2019-2020 Parent/Student Handbook and will comply with the rules and regulations of Our Lady of the Elms School.

Student Signature

Date

I have discussed the rules and regulations of the 2019-2020 Parent/Student Handbook with my daughter(s).

Parent/Guardian Signature

Date

2019-2020 Schedule

HS REGULAR SCHEDULE

**MONDAY-THURSDAY-
FRIDAY**

Warning Bell	7:53
Prayer	7:58
Period 1	8:00-8:48
Period 2	8:50-9:37
Period 3	9:39-10:26
Period 4	10:28-11:15
Lunch	11:16-11:45
Period 5	11:47-12:34
Period 6	12:36-1:23
Period 7	1:25-2:12
Period 8	2:14-3:01

Announcements 3:01-3:05

Blessing

MS & HS BOLD DAYS

BOLD BLACK-TUESDAY

Warning Bell	7:53
Prayer	7:58
Period 1	8:00-9:25
Period 3	9:28-10:53
Study Hall/Activity	10:55-11:30
Lunch	11:30-12:04
Period 5	12:07-1:34
Period 7	1:36-3:01

BOLD WHITE-WEDNESDAY

Warning Bell	7:53
Prayer	7:58
Period 2	8:00-9:25
Period 4	9:28-10:53
Homeroom	10:55-11:30
Lunch	11:30-12:04
Period 6	12:07-1:34
Period 8	1:36-3:01

Announcements 3:01-3:05

Blessing

LITURGY

SCHEDULE

Warning Bell	7:53
Prayer	7:58
Period 1	8:00-8:38
Period 2	8:40-9:18
Period 3	9:20-9:58
Period 4	10:00-10:38
Period 5	10:40-11:18
Lunch	11:19-11:50
Period 6	11:52-12:30
Period 7	12:32-1:10
Period 8	1:12-1:50
Liturgy	1:53-2:55

Announcements 2:57-3:05

Blessing

MIDDLE

SCHOOL

REGULAR SCHEDULE

Warning Bell	7:53
Prayer	7:58
Period 1	8:00-8:48
Period 2	8:50-9:30
Period 3	9:32-10:12
Period 4	10:14-10:54
Academy	10:55-11:10
Lunch	11:10-11:45
Period 5	11:47-12:34
Period 6	12:36-1:23
Period 7	1:25-2:12
Period 8	2:14-3:01

Announcements 3:01-3:05

Blessing

