

Parent Handbook
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LIAL SCHOOL COVENANT

**Because I am a Child of God
I have a right to be happy,
And to be treated with kindness in this school,
And the responsibility to treat you with kindness.**

**Because I am a Child of God
I have a right to be myself in this school,
And the responsibility to respect your unique differences.**

**Because I am a Child of God
I have a right to be safe in this school,
And the responsibility to make choices that keep our school safe.**

**Because I am a Child of God
I have a right to hear and be heard in this school,
And the responsibility to listen and to speak with kindness.**

**Because I am a Child of God
I have a right to learn about myself in this school
And the responsibility to let you learn about yourself.**

**Because I am a Child of God
I have a right to listen to others,
And the responsibility to let you listen and respect you when you speak.**

**Because I am a Child of God
I have a right to listen to my teachers,
And the responsibility to let you listen to your teacher.**

**Because I am a Child of God
I will try my best
To attend to what is being taught
So that I will be the best student
I can possibly be.**

**Because I am a Child of God, I have these rights and responsibilities.
Because you are a Child of God, you have these rights and responsibilities.
Our respect for each other as God's Children will guide
Our attitudes, words and actions,
So I pray.**

MISSION

Lial Catholic School, sponsored by the Sisters of Notre Dame, provides a caring community infused with Gospel values centered on the formation of the whole child. United with parents, Lial is committed to academic excellence and the development of necessary life skills allowing each child to use his or her unique God-given gifts to serve.

PHILOSOPHY

The philosophy of Lial Catholic School is expressed in the following statements that guide the school's policies and procedures.

- All individuals are created by God out of infinite love and, therefore, possess immeasurable dignity and worth.
- All individuals differ greatly in their aptitudes and achievements from one area of learning to another and in the ways they learn.
- Individual differences should be considered in every decision that is made within the school community.

Lial carries out this philosophy through its continuous progress program. Grade lines are eliminated to help students acquire skills at their own rate, growing in self-confidence as they do so. The continuous progress approach gives each child the freedom to advance rapidly through subject matter of greater proficiency and to dwell longer on skills that prove more challenging. Small and large group interaction with fellow students and the staff further facilitates the individualized attention and the challenge to develop in relationship to one's potential.

The philosophy of a continuous progress environment fosters inner freedom. From the child's earliest days at Lial Catholic School and throughout the years, there is direction in and opportunity for responsible decision-making. Self-evaluation through personal records of progress shows responsibility for choices made in independent work. Inner discipline and authentic freedom instill the confidence and values important for proper growth and development. Students are encouraged to expand their thinking, reaching for goals that are both challenging and realistic.

HISTORY

Aldegonda Wolbring (Sister Mary Aloysia), foundress of the Sisters of Notre Dame, and Lisette Kühling (Sister Mary Ignatia), co-foundress, began the Sisters of Notre Dame in Germany in 1850. The name of Lial School is derived from their names: Lisette and Aldegonda. The children are acquainted with these school patrons and urged to continue in their spirit to build a social order that promotes the dignity of each person.

The initial vision for Lial Catholic School began with Sister Mary Arthur. Classes began in the fall of 1972 in a small cottage on Davis Road with an enrollment of twelve children. By January of 1973, five more children joined the group and classes could be held in the newly constructed school.

In 1975 and 1976 the Readiness, Primary, and Intermediate Units along with the multipurpose room were added. What had previously served as a courtyard was made into the present library in 1988. The 1996-97 school year brought the first phase of the construction of the southwest wing. By the spring of 1997, the former multipurpose room was remodeled as the Middle School classroom and the new auditorium was ready for use. The remaining rooms in the southwest wing were completed during the next five years, as funds were available.

Lial Catholic School has the distinct honor of having received the National Blue Ribbon School of Excellence two times [1991-92 and 1998-99]. Less than one fourth of a percent of the schools in the United States have earned this standing.

PURPOSE

Lial Catholic School recognizes parents as the first educators of their children. This is especially true in the area of spiritual formation. Lial Catholic School aims to support Catholic students in their belief and the practice of their faith and to deepen in all students a lively spiritual life. All students, regardless of their church affiliation, are expected to participate respectfully in daily religion classes, weekly school liturgies and other religious events.

Lial Catholic School strives to help the child to develop the habits, attitudes, ideals, skills and appreciation essential to his/her Christian formation, directed toward the attainment of his/her final destiny and toward the exercise of responsible citizenship. Working toward this goal, Lial Catholic School recognizes the unique endowment of each child and the role of parents as primary educators. Designed for children four to fourteen years of age, Lial Catholic School provides the prepared environment in which the child's sense of wonder leads to the joy of discovery and the gradual grasp of the truth. Here, intellectual growth and social discipline go hand in hand.

STATEMENT OF BELIEF Of Lial Catholic School Community

We Believe:

1. That each child is unique and precious, created by God out of love, for love.
2. That each child's God-given uniqueness is to be respected and his/her best self-developed in a safe, caring environment.
3. That each child will have the opportunity to grow in faith and in the Catholic traditions, serving others for the transformation of society.
4. That each child must be taught 21st century concepts and skills, supported by collaboration between faculty and staff, leading to the development of work habits appropriate to the classroom setting and real world experiences.
5. That each child's growth is unique and therefore should have the benefit of an educational program adapted to his/her development.
6. That each child doing his/her best work will experience a sense of personal satisfaction and success.

Programs at Lial Catholic School

Lial’s unique educational approach integrates strong academics with spiritual formation, multi-age grouping, and holistic development. Our programs are designed to nurture the full potential of each child—spiritually, intellectually, emotionally, and socially.

Spiritual Formation

At the heart of Lial’s curriculum is its **religion program**, which fosters understanding, appreciation, and daily practice of Catholic beliefs. All students—regardless of church affiliation—participate in religious classes and events.

- **Weekly Mass:** Held regularly with dates listed on the monthly calendar. Area priests, including parish pastors, preside. Parents are warmly invited to attend.
- **Sacraments:** Preparation for First Reconciliation, First Communion, and Confirmation is coordinated with each student’s parish. Parent meetings are held at the parish level.
- **Reconciliation:** Offered periodically by visiting priests.
- **Faith Diversity:** The mix of religious backgrounds among students enriches shared prayer, discussion, and respect for all.

The strength of our spiritual program relies on the support of faith and practice in the home.

Accreditation

Lial Catholic School:

- Follows the full course of study outlined by the **Toledo Diocesan Catholic Schools** and the **Ohio Department of Education**
 - Is **licensed** for all grade levels through the Ohio Department of Education
 - Is **accredited** by the Ohio Catholic School Accreditation Association
 - Employs teachers who are **fully certified/licensed** through the State of Ohio
-

Multi-Age Grouping

Students are grouped by developmental stages rather than traditional grade levels. This model fosters both academic challenge and social growth.

- **Units:**
 - **Readiness** (ages 4–6)
 - **Primary** (ages 6–9)
 - **Intermediate** (ages 9–11)
 - **Middle School** (ages 11–14)

This structure allows students to:

- Learn at their individual pace
- Build confidence and cooperation through mentorship and collaboration
- Transition to the next unit based on academic, social, and emotional readiness—not age alone

Student Progress

Lial uses a comprehensive, personalized approach to assessment:

- Teachers assess through **whole-group, small-group, and one-on-one interaction**
- Standardized testing takes place in **September and April** for Primary through Middle School
- Students in Intermediate and Middle School complete the **Assessment of Catholic Religious Education (ARK)**

Conferences:

- Three parent-teacher-student conferences are scheduled each year (dates on the school calendar)
- Each child's conference is allotted 15 minutes; additional time may be requested
- Teachers and parents are encouraged to request additional conferences as needed

Classroom concerns should first be addressed directly with the teacher. Administrators become involved when needed. Teachers should not be approached during school hours without an appointment.

Records Access:

In the absence of a court order, non-custodial parents will be given access to academic records. It is the custodial parent's responsibility to provide documentation if this is not permitted.

Special Events

Spirit Week

Celebrated around October 1 (Sisters of Notre Dame Founders Day), Spirit Week includes:

- Family Reunion Mass
- Prayer services honoring Lisette and Aldegonda
- Activities that express and deepen Lial's unique school spirit

Assemblies

Student performances and guest presentations are scheduled periodically. Parents are welcome to attend.

Birthdays

Students may:

- Donate a book to the school library or classroom (nameplate included)
- Bring a **simple treat** with a full **ingredient list**
- Distribute party invitations at school **only if** the entire class is invited

Field Trips

Field trips enhance learning and are a **privilege** based on behavior and academic responsibility.

- **Written permission** is required for each trip; **verbal permission is not accepted**
- Students must arrive at school **before departure**
- Students not attending will receive an **alternative assignment**

Annual & Recurring Events

Family Food Truck Picnic, Parent Night, Christmas Play, Catholic Schools Week, Talent Show, Buddy Days, Skating Parties, Mission Fair, and more.

Addressing Questions & Concerns

When questions or concerns arise, the following steps should be taken:

1. **First**, speak directly with the teacher or staff member involved (by appointment only).
2. **Next**, if needed, request a meeting with the **Principal** or **Head of School**.
3. **Finally**, unresolved concerns may be submitted in writing to the **Board Chair**.

Unscheduled interruptions of classroom time or staff confrontations in front of students are not permitted and may result in removal from school grounds, per Safe School Ordinance.

Student Records

Each student has a **cumulative record file** that includes:

- Educational progress
- Standardized test scores
- Service reports
- Health records (kept separately)

Transfers:

- Records are sent after written request from the receiving school
- All school property must be returned and fees paid before records are released

Record Requests by Parents:

- Must be submitted in writing **24 hours in advance**
- Request must include specific records, reason, and recipient(s)
- Copying fees may apply

Directory Information may include:

- Name, address, phone number
- Date/place of birth
- Participation in activities/sports
- Height/weight of team members
- Dates of attendance
- Most recent school attended

Records May Be Shared Without Parental Consent with:

- Staff members with educational interest
- Officials from another school or legal authority
- Researchers, accrediting agencies, and law enforcement in emergencies
- Courts or officials in abuse/neglect or missing child investigations

Student Expectations

Lial School affirms that learning is closely connected to conduct. A well-ordered school environment supports effective instruction and student well-being. The best discipline is self-discipline, and students are expected to take responsibility for their behavior and its consequences.

Courtesy in word and action, self-control, and respect for all persons and property are essential to maintaining a positive school culture.

Our approach to behavior is rooted in the **Lial School Covenant**. (See the first page of this handbook.)

Respect for individuals, property, and the learning atmosphere is expected at **all times**, including:

- Morning care and extended day programs
- School-sponsored events
- Classroom and recreational settings

This respect should be evident in:

- A caring and welcoming attitude
- Orderly behavior
- A joyful, cooperative spirit

While it is impossible to list every expected behavior, the guidelines provided in this handbook serve to direct students toward appropriate, respectful conduct.

These guidelines are applicable while in the Lial School building, on the entire Davis Road property of the Sisters of Notre Dame, while attending off-site school-sponsored functions, and during transit to and from school and school-related events.

Behavior Expectations

At Lial Catholic School, student behavior should reflect respect for self, others, and the learning environment. Parents are expected to review the following expectations with their child(ren) before the start of each school year.

Classroom & Learning Spaces

- Enter promptly and quietly.
 - Greet the teacher.
 - Be prepared with all needed materials.
 - Participate respectfully and actively.
 - Make up missed work after absences.
 - Exit the room quietly and in an orderly fashion when dismissed.
-

Mass, Assemblies, and School Programs

- Enter quietly and sit in your assigned area.
 - Prepare yourself for worship or participation.
 - Respond appropriately and respectfully.
 - Applause should be polite (clapping only); no whistles, boos, or inappropriate noises.
 - Dismiss in a quiet and orderly manner.
-

Hallways

- Walk at all times.
 - Speak in a quiet tone and close doors/lockers gently.
 - Greet others with kindness and respect.
 - Keep hands and belongings to yourself.
 - Halls are for transition—not for eating, socializing, or play.
-

Restrooms

- Use restrooms with permission and as needed.
 - Keep the space quiet and private.
 - No food, school materials, or socializing.
 - Respect privacy and clean up after yourself.
 - Restroom use is a privilege and should be handled responsibly.
-

Lunch Time

- Choose a seat and remain there for the full lunch period.
 - Engage in polite conversation.
 - Be inclusive—no student should feel left out.
 - Practice proper table manners.
 - Clean your area and follow all lunchroom staff instructions.
 - Ask permission to leave the lunch area when appropriate.
-

Recess

- Change into recess shoes at the school entrance before and after play.
- Share space and equipment respectfully.
- Follow the directions of recess supervisors.
- Remain outside for the full recess period.
- Avoid rough or physical play.
- Use equipment appropriately and follow standard game rules.
- Do not throw stones, sticks, leaves, or snow.

Recess is intended to support social and physical development. Activities that cause harm or risk—physically, morally, or socially—are not permitted. Skating, bike riding, skateboarding, hard balls, and bats are not allowed due to space and safety concerns.

Behavior Intervention & Discipline

Lial partners with families to form students' character, conscience, and self-discipline. The **Lial Covenant** guides all efforts to foster a respectful, safe, and faith-filled community.

- **Respect for persons and property is expected at all times.**
- **Conflicts should be handled peacefully and directly.**
- Classroom meetings and individual support help students practice healthy conflict resolution.
- Natural consequences are used when possible; corporal punishment is never used.

Discipline is typically handled by teachers. For repeated or serious infractions, parents and the principal will be involved. Possible interventions include:

- Communication home via phone call or note
 - Parent conferences (with or without the principal)
 - Behavior monitoring programs
 - Counseling or psychological evaluations
 - Suspension or expulsion for serious or ongoing concerns
-

Search & Inspection Policy

Lockers and other student storage areas are property of Lial School and may be searched by school personnel at any time, without notice or consent.

Online Behavior & Social Media

Negative or defamatory comments—posted by students or parents—about the school, staff, or other students may result in disciplinary action, including expulsion. Parents' social media activity that undermines the school community may result in removal of their child(ren) from the school. No refunds of tuition or fees will be issued in such cases.

Major Behavior Concerns

Lial maintains a **zero-tolerance policy** for the following:

- Drugs, alcohol, tobacco, weapons, or explosives
- Gang activity
- Sexual activity
- Harassment, hazing, bullying
- Physical assault or threats
- Property damage or theft
- Gambling, false alarms, or other dangerous behavior

Possession of drugs or alcohol at school or during school events may result in **immediate suspension or expulsion**.

Any behavior—whether inside or outside of school—that harms the reputation of Lial Catholic School or its community may result in disciplinary action.

If parents cannot support the values, expectations, and disciplinary approach of Lial School, it may be recommended that registration not continue.

Bullying Policy

Lial is committed to a safe, inclusive environment that supports educational, emotional, and spiritual growth. **Bullying and cyberbullying are strictly prohibited.**

- Complaints may be verbal or written, and anonymous student reports are accepted.
- Reports should be made directly to a teacher or administrator.
- Verified incidents will result in disciplinary action, up to and including expulsion.
- False reports of bullying will also be subject to consequences.

This policy aligns with the **Catholic Diocese of Toledo Bullying Prevention Plan**, available at www.lialschool.org, and is supported by the **Lial School Covenant**. See Appendix J: *Lial Response to Bullying*.

Personal Appearance & Dress Code

Lial Catholic School students are expected to maintain a neat, modest, and appropriate appearance that reflects the values of our school. Uniform compliance is required each day unless otherwise specified.

Uniforms may be purchased from Schoolbelles or Lands' End. Khaki/Navy Blue pants, shorts, skirts, skorts, and jumpers may be purchased from other stores if they meet uniform requirements.

- Skirts/Jumpers: School plaid kick pleat or wrap skirt (All grades); plaid drop waist jumper (K–5 only). Navy Blue and Khaki skirts/jumpers also allowed from Lands End or other vendors. Must be cotton blend (no athletic materials such as thin, quick-dry nylon or polyester).
- Shirts: Green, yellow, or white short- or long-sleeved polo with Lial logo; white or light yellow rounded collar shirt (under jumpers only, no logos)
- Sweaters: Navy V-neck logoed sweater or cardigan (girls)
- Sweatshirts: Navy ¼-zip logoed sweatshirt
- Socks/Tights/Leggings: Solid white, navy, black, or hunter green
- Modesty Shorts: Navy or black to be worn under skirts/jumpers (if not wearing tights or leggings)
- Pants: Khaki or Navy Blue. No joggers or cargo pants. Must not be tight-fitting, even if they have pockets. Must be made of cotton or similar material. Athletic material is not permitted.
- Shoes: must have full backs - no crocs or slipper style UGGs
- No PE uniforms are required

Middle School Additions:

- White oxford shirt with school logo
- Navy ¼-zip sweater with logo
- Hunter green ¼-zip sweatshirt with logo

Other Notes:

- Readiness students do not need to wear uniforms. They do need to follow a dress code. That information is attached in case you need it.
- 8th years do not need to purchase uniforms this year only. They need to follow the former dress code and all other 8th year privileges apply.

Approved uniform items can be found at:

- Schoolbelles – Our School Code: S3201
 - Land's End – School Number: 900163080
-

Seasonal Exceptions

- **Warm Weather:** Dress shorts may be worn in **August, September, May, and June**, or when temperatures exceed **80°F** (as determined by administration).
 - **Winter Weather:** Snow boots and snow pants are required for snowy recess.
 - *Middle School students* may bring a change of pants instead of snow pants.
-

8th Year Privileges

Once 8th Year students have selected a high school, they may:

- Wear their high school crewneck or ¼-zip sweatshirt
 - Wear their 8th Year Lial class T-shirt as part of the regular uniform
 - Participate in **Free Dress Day once a month**, arranged through family room teachers
-

General Appearance

- **Make-up:** Not permitted in Readiness–Intermediate grades. Older students may wear minimal, natural-toned makeup.
 - **Hair:** Must be neat, natural in color, and kept out of the eyes. Hairstyles and nail length/color must not distract from learning.
 - **Jewelry:** Must be simple and non-distracting. Items may be removed at staff discretion.
-

Not Permitted at School

- Hats
- Smartwatches
- Snow boots worn indoors

- Crocs, UGG slippers, or shoes without full backs
 - Heeled shoes higher than 2"
-

Readiness Dress Code

‘Dressing up’ for school, rather than ‘dressing down.’ A neat, trim look that expresses the dignity of the person and fosters a healthy atmosphere for work is encouraged.

The types of clothing considered appropriate are:

- Dresses, jumpers, skirts or shorts no shorter than 4" above the knee, *this includes the front and the back and dress down days*. (Modesty shorts, leggings or tights must be worn under dresses or skirts.)
- Dress slacks (ankle length, not dragging the floor)- *no rips, tears or fringe*
- Dress leggings *if paired with a dress or skirt*
- Sweaters or sweater vests
- Blouses, collared shirts or turtle necks are acceptable- *please avoid T-shirts*
- ¼ zips or sweaters may be worn *over uniform/dress code tops* (no front pockets, large logos or pictures)
- Socks worn at all times
- Dress shoes/boots or tennis shoes with full-backs

The types of clothing considered inappropriate are:

- Sweatshirts
- Athletic clothing: sweats, athletic tops, athletic leggings or jackets
- Shirts or dresses with large logos, pictures, words or numbers - logos or patterns should be less than 2"
- Button-up shirts worn unbuttoned
- Joggers or cargo pants
- Sleeveless dresses or tops
- Denim pants (*of any color*)
- Anything too short, too tight, too loose, too low, or too baggie
- Hats
- Smartwatches
- Snow boots for wearing indoors
- Backless shoes, *crocs* or shoes with a heel 2" or higher

Nothing that is worn for regular class days, jeans/sweats/shorts days, or gym class is to display any representation or suggestion related to sexual behavior, alcohol, tobacco, drugs, or inappropriate language. There is to be no writing on any clothing-logos must be small.

Students need one pair of shoes to keep in his or her cubby for recess/outdoor activities.

Seasonal exceptions:

- Dress walking shorts may be worn in August/September and May/June and if administrators deem the weather is warm enough, usually 80+ degrees.
- Snow Boots are needed for recess in snowy weather. Students wishing to play in the snow also need snow pants. (Middle School students only- may bring a change of pants in lieu of snow pants.)

Spirit Days

Students are encouraged to wear green and yellow clothing or Lial-branded attire. All other dress code rules apply unless stated otherwise.

Dress Down / Jeans Days

On designated Jeans Days:

- Non-uniform pants and T-shirts are permitted
 - Athletic leggings may be worn **only if** paired with a shirt or sweatshirt long enough to cover the seat
 - Clothing must be clean, modest, and in good condition
-

Physical Education & Recess

- **Readiness–Intermediate** students wear their regular school uniform for PE.
 - **Middle School** students must bring a gym bag with modest PE clothes:
 - Shorts must be mid-thigh or longer
 - Tops must not be cropped or low-cut
 - All students must have **two pairs of athletic shoes**:
 - One for gym class
 - One for outdoor recess (to be worn only during recess)
-

Home Assignments

Homework supports academic growth, personal formation, and time management. It reinforces class content, fosters independence, and encourages accountability.

Student Responsibilities

Students are expected to:

- Accurately record assignments and gather necessary materials daily
- Maintain a regular homework routine in a quiet workspace
- Complete and turn in their own work on time and neatly
- Request and complete work missed due to absence
- Communicate with teachers when struggling
- Seek help and adjust strategies as needed
- Ensure work reflects honest effort and ability
(See *Academic Honesty Policy, Appendix R*)

Parent Involvement

Parents are encouraged to:

- Stay involved in their child's academic progress
- Provide a structured environment for study
- Offer encouragement and support
- Use the Homework Book (Primary) or Student Organizer (Intermediate/Middle School) to communicate
- Attend meetings to support at-home study habits
- Monitor technology use and stay informed

Teacher Commitments

Teachers will:

- Assign meaningful, age-appropriate homework
- Coordinate workloads across the teaching team
- Provide timely feedback
- Maintain regular communication with students and families
- Clearly outline expectations for neatness, timeliness, and completeness

Communication Guidelines

- Contact teachers through Lial email
- Personal calls or texts during school hours are discouraged
- Please allow 24 hours for email responses

Attendance

School Hours: 8:00 AM – 3:00 PM

Attendance promotes

- Academic consistency
- Personal accountability and discipline
- Strong organizational habits

Absence Reporting

- Must be reported by email to both the school secretary and family room teacher
- Require a written excuse upon return
- Require a doctor's note if:

- o Absent three or more consecutive school days
 - o Total absences exceed ten days in a year
-

Excessive Absences

- 10 absences: Letter sent home
 - 20 absences: Public district notified; tutoring required at parent expense
 - Excessive absenteeism may impact scholarship eligibility
 - Parental notes can only excuse up to 10 absences per year
-

Excused Absences

- Illness of the student or family member
- Quarantine of the home
- Death of an immediate family member
- Religious holidays

(Doctor's note required if absent three or more consecutive days)

Make-Up Work

- Allowed for excused absences
 - Must be arranged with each teacher
-

Unexcused Absences

- Do not guarantee academic credit for missed work
 - Include vacations or absences not covered by law
 - Require an Application for Student Personal Convenience Absence form (Appendix B)
-

Truancy

- Includes absence without school/parent knowledge or permission
 - Includes absences resulting from false information
 - Will be reported to the local truant officer
 - Teachers are not required to grant academic credit for missed work
-

Tardiness

- Students are tardy if not in their classroom by start time
 - 10 tardies: Plan of action required
 - Arrivals at/after 10:00 AM = half-day absence
 - Departures before 1:00 PM (without return) = half-day absence
-

Release During School Day

- Requires written, verbal, or phone communication from parent/guardian
 - Students must be signed out at the school office
 - Office staff will bring the student to the parent
-

Safety

- Review the Missing Children Act (Appendix A) for required procedures
-

School Supplies

Each year, a supply list is shared with families before school begins. Lists remain consistent and are kept minimal.

- The school is not responsible for lost, broken, or misplaced electronic devices.
 - Electronic devices used for entertainment (e.g., cell phones, iPods) must be stored in book bags or held in the school office during the school day.
 - School supplies (e.g., book bags, pencil pouches, book covers) may not display messages or images related to sexual content, alcohol, tobacco, drugs, or inappropriate language.
-

Telephone Calls & Cell Phones

- Students may not receive calls, texts, or messages on devices (including iPads, smart watches, and computers) during school hours.
 - Urgent messages must go through the principal or school secretary.
 - Students have limited access to the school phone. Forgotten items or social plans are not valid reasons to call home. Exceptions may be made when reasonable.
 - Cell phones and smart watches must be turned in to the teacher upon arrival and will be returned at dismissal.
 - Devices may not be used for photos or recordings after school.
 - If a student is found using a phone during the day, the phone will be confiscated and held in the principal's office until a parent picks it up.
 - Medical exemptions are honored where applicable.
-

Student Services

Textbooks & School Property

- Textbooks and chromebooks/ipads are school property and loaned to students.
- Damaged or lost books or technology must be replaced at the family's expense.
- All school property must be treated respectfully and used appropriately.
- Families are responsible for replacing or repairing damaged property.

Library/Resource Center

- Open throughout the day for student use.
- Books must be returned on time and in good condition.
- Families will be billed for missing or damaged items.
- Online access to the public library is available.
- Internet use follows the Internet Acceptable Use Agreement (*Cf. Appendix H*).

Media

- Only G-rated media is shown at school unless written permission is provided for PG content.
- Alternative activities are provided for those not permitted to view a PG movie.

Lost & Found

- Lost items are turned into the office.
- Unclaimed items are donated to charity at the end of each trimester.

Lunch & Snacks

- Hot lunch is offered several times per month via prepaid orders.
- A small profit supports school activities.
- On non-hot-lunch days, students must bring a packed lunch.
- Juice and sports drinks are allowed **at lunch time only**.
- **Soda and energy drinks are not permitted at any time** during the school day.
- Microwaves and refrigerators are not available for Primary and Intermediate students.
- Morning snacks are permitted for Primary and Intermediate students.

Water Bottles

- Students are permitted to carry **water bottles** with them throughout the school day.
- Water bottles must contain **water only**.
- Water bottles must have a **secure, closable top** to prevent spills and distractions in the classroom.

Photography

- Student photos are taken each fall and spring.
- One fall photo is kept for school records.
- Families may purchase photos if desired.
- The school receives a small commission from sales.

Private Piano Lessons

- Offered during the school year.
- Fees and policies are provided directly by the instructors.

Service & Leadership Opportunities

Lial students are guided in age-appropriate service and leadership opportunities, which include:

- Buddy programs
 - Support for local and international missions
 - Wee Delivery postal program (Primary)
 - Savio Club (Intermediate)
 - Student Council (Middle School)
-

Graduation Requirements

To graduate and receive a diploma from Lial Catholic School, students must:

1. Be in good standing in character and morals. Expelled students will not graduate. Suspended students may not participate in the ceremony.

2. Demonstrate mastery of the eighth-grade curriculum (minimum 70%). Summer school or tutoring may be required to meet this standard. Assessment and related fees are at the discretion of Lial staff.
 3. Meet attendance requirements. More than 20 absences may result in denied graduation unless made up through approved summer coursework.
 4. Ensure all tuition, fees, and damage payments are fulfilled before diplomas and records are released.
-

Sports Program

Lial students may participate in Catholic Youth Organization (CYO) sports, as age-appropriate per CYO guidelines.

- CYO fosters teamwork, discipline, and Gospel values.
 - Academic eligibility is outlined in *Appendix C*.
-

Auxiliary Service Program (ASP)

Lial Catholic School offers several support services through government-funded or subsidized programs:

- A school counselor is available on a part-time basis to support student well-being.
 - An Intervention Specialist works with students who qualify based on program criteria.
 - The school nurse maintains health records, conducts scoliosis, vision, and hearing screenings, and addresses student health needs.
 - A licensed psychologist is contracted annually to perform evaluations as needed.
 - A Title I tutor is available to assist students with identified reading challenges.
-

Transportation

Bus Transportation

- Students aged five and older who reside in the Anthony Wayne School District are eligible for transportation on Anthony Wayne buses.
- Most routes require a bus transfer; parents of younger or new students may wish to observe this process initially.
- Families in other school districts should consult their local transportation departments regarding service availability.
- Bus cards are completed at registration for newly eligible students.
- Bus routes are posted in August by local public schools. For questions, contact Anthony Wayne Transportation at **419-877-0451**.

- Transportation for children under five is the responsibility of the parents.
- Students are expected to follow bus driver instructions and district transportation rules.
- Lial staff provide bus safety instruction and supervise students at bus stops.
- Requests for alternate bus drop-off locations must be made through the school office, not the classroom teacher, to allow time for a bus pass to be processed.
 - **Note:** Late-day requests may not be honored due to high volume.
- When Lial's calendar differs from Anthony Wayne's, bus service will not be provided for Lial students on those days.

Car Transportation

- Students may be dropped off up to 15 minutes before class begins.
- Upon arrival, students should report directly to their classrooms or, if early, wait in the gym.
- Prompt pickup is expected at dismissal time.

Car Line Guidelines:

- Buses have priority over cars at all times.
- Bus drop-off/pick-up is at the **center front entrances** only.
- Students arriving by car should enter through the **Intermediate Doors** or **rear entrances**.
 - Drivers may pull up to the sidewalk; students must exit on the **passenger side**.
- After-school car pickup is organized into two locations. (*See Appendix K for details.*)
- **No passing** is allowed on school driveways at any time.
- A barricade will block access to the back parking lot during outdoor activities or recess.
- A **written note** is required if a child will be picked up by someone different or using a different mode of transportation than usual.
- Parking is allowed in **designated lots only**—never along driveways. Driveways must remain clear.
- Parents entering the building for any reason must **park in the lot**, even for short visits.

School District Closings/Delays Due to Weather

- Lial follows the **Anthony Wayne School District** for all weather-related closings or delays.
- **Lial will not be named specifically** in media announcements.
- Please do not call Anthony Wayne Transportation, the public school, or Lial for this information.
- Families are encouraged to sign up for **Flocknote** to receive text alerts about school closings and delays. Instructions are shared at the start of each school year.
- On delayed-start days, students arriving by car should follow the **bus-adjusted arrival times**.
- A two-hour delay affects Readiness Classes as follows:
 - **Morning Session:** 10:00-11:45
 - **Afternoon Session:** 1:15–3:00

- Parents of afternoon Readiness students should monitor local media for updates before 10:00 AM.

Health and Safety Procedures

Food Allergy Policy

Lial Catholic School recognizes that life-threatening food allergies are a serious concern and welcomes all students, including those with food allergies.

- A school-wide procedure is in place to address allergic reactions.
- An **Emergency Action Plan** will be maintained for any student with a documented, life-threatening allergy.
- The plan must be completed in writing by the student's parent/guardian and physician.

Illness Policy

Students showing signs of illness should remain at home to rest, recover, and avoid spreading infection.

Keep your child home if they exhibit:

- Vomiting
- Temperature over 100°F
- Diarrhea (more than one loose stool in 24 hours)
- Severe or persistent coughing
- Strep throat symptoms (e.g., fever, headache, difficulty swallowing)
- Flu-like symptoms (chills, fever, headache)
- Lice infestation
- Conjunctivitis (Pink eye)
- Untreated skin infections
- Difficulty breathing
- General illness that prevents participation in school activities

Students may return to school when they:

- Are fever-free for 24 hours without medication
- Have not vomited or had diarrhea for 24 hours
- Have minimal coughing/sneezing
- Have taken antibiotics for 24 hours if applicable
- Are rested and feeling well
- Show no signs of contagious illness

Illness During the School Day

If a child becomes ill at school:

- Parents/guardians will be contacted first.
- If unavailable, emergency contacts listed on the **Emergency Medical Authorization Form (Appendix D)** will be called.
- Any changes to emergency information should be reported to the school office immediately.
- The school nurse is available from **8:30 AM to 3:00 PM**.
- Parents must arrange medical supervision before and after school; school staff are not responsible for student medical care outside school hours.

Lice Policy

- Parents will be contacted if a student is found with lice.
 - The student must remain at home until treatment is completed and be **lice/nit-free for 24 hours** before returning.
 - A school nurse must screen the student before reentry.
-

Medications

Prescription Medication

- Must be brought to school by a parent/guardian in the **original container**.
- A completed and signed **Prescription Medication Form (Appendix E)** is required from both the physician and the parent/guardian.

Inhalers

- Students may carry inhalers **only with written permission** from their physician and parent/guardian.
- The **Self-Medication for Asthma Inhalers Form (Appendix F)** must be on file.

Temporary Over-the-Counter Medications

- A **Temporary Over-the-Counter Medication Form** must be signed by the parent/guardian.
- Medication must be in the original container.
- Students may not carry medication on their person.

Over-the-Counter Medications – K–Primary

- Written permission is required for the school to administer:
 - Neosporin/Triple Antibiotic ointment
 - Caladryl (Benadryl) anti-itch cream

- o Cough drops

Over-the-Counter Medications – Intermediate & Middle School

- Written permission is required for the school to administer:
 - o Tylenol
 - o Ibuprofen
 - o Aloe Vera Lotion
 - o Neosporin/Triple Antibiotic ointment
 - o Caladryl (Benadryl) anti-itch cream
 - o Cough drops
-

Immunization Requirements

- All new students must provide written documentation of immunization status as required by state law by **October 15**.
- The Ohio Department of Health permits students with AIDS to attend school. Questions should be directed to the department.

Child Abuse Laws

Lial adheres to Ohio law requiring all suspected cases of child abuse or neglect to be reported to Child Protective Services.

Parent/Guardian Contact Information

Parents/guardians must update the school promptly with any changes to:

- Phone numbers (home, work, cell)
- Emergency contacts
- Custody arrangements
- Medications, allergies, or medical conditions
- Authorized pick-up persons

School Visitors

Visitors are welcome but must **sign in at the office** and state the purpose of their visit.

Emergency Drills

- Fire, tornado, lockdown, and evacuation drills are conducted regularly as required.
- Visitors and volunteers must participate in drills while on campus.
- In a real emergency, the **first relocation site** is the **Renewal Center** on school property.
- If a secondary relocation is necessary, **Anthony Wayne Transportation** will transport students to an **Anthony Wayne School on Finzel Road**.
- Parents will be notified via emergency personnel and communication tools.

Building Security

- All entrances are locked during the school day except for public events.
- Classrooms are equipped with phones/intercoms for safety and communication.

State and Local Inspections

- The school undergoes regular inspections by authorized agencies for fire safety, health compliance, and food services.

Crisis and Site Emergency Plan

- A comprehensive emergency plan is reviewed and practiced annually.
- Staff are trained and equipped with a **Site Emergency Action Guide**.
- In the event of a crisis, students will be relocated to one of the following sites:
 1. SND Center Chapel
 2. Renewal Center Multi-purpose Room
 3. Anthony Wayne School gymnasiums (Finzel Road)
 4. An alternative site, if necessary
- **Flocknote** will be used to notify families.

In-Service & Fingerprint Requirement

- All adults working with children (beyond their own) must complete:
 - **Virtus online training**: *Protecting God's Children*
 - **Background screening** via **Selection.com**
- Both are available at www.toledodiocese.org.
- Certification must be renewed every **5 years**.
- Full policy details are available from the **Compliance Officer**.

Parent Involvement

Lial Parent Association (LPA)

The Lial Parent Association (LPA) exists to:

- Organize parent support and engagement
- Advise the school administration on special projects
- Coordinate and implement projects in collaboration with the school principal
- The LPA meets monthly. A list of officers and committee chairs is included in the school directory distributed each September.
- The LPA organizes **social and educational events**, conducts **annual fundraisers**, and supports school programs.
- Funds raised are transferred to the school account each summer to help sustain the school's mission in the following year.

Volunteers are encouraged to chair or serve on LPA committees. All meetings are scheduled with the approval of the principal.

The LPA also coordinates "**Buddy Families**" to assist new families as they transition into the Lial community. Additional details are available in the school office.

Committees

Parental involvement in school and LPA committees is vital to the success and spirit of Lial's programs.

- Opportunities to participate are announced throughout the year.
- Parents are also welcome to suggest new ways they would like to contribute.
- Committee meetings must be scheduled through the principal.
- Meeting rooms may be reserved through the school office.

Classroom Volunteers

Due to Lial's multiage, small-group learning model, classroom volunteers are a key support to teachers.

- Volunteers assist with small group instruction, one-on-one help, and classroom material preparation.
- A **volunteer interest form** is sent home early each school year.
- A **volunteer orientation** is held in the first few weeks of school.
- All volunteers must **sign in and out** at the secretary's office.

Diocesan Requirements for Volunteers:

All volunteers working with students must:

- Complete the **"Protecting God's Children"** online course (Virtus)
 - Undergo a **background check** through **Selection.com**
- Information and assistance are available in the school office.

Room Representatives

Room Representatives serve as liaisons between teachers and families for classroom activities.

Responsibilities may include:

- Organizing classroom parties
- Coordinating parent help for field trips
- Assisting with other special activities
- Representatives work in coordination with the teaching team.
- A volunteer form is sent home annually for parents interested in serving in this role.

Classroom Observation

Parents may observe their child's classroom beginning **six weeks after the school year starts.**

- Observations must be scheduled through the **principal.**
- Visits typically last **one hour or less.**
- All visitors must **sign in and out** at the secretary's office upon arrival and departure.

Funds

Because Lial is a private Catholic school without parish subsidy, it relies on **tuition, gift dollars, fundraising efforts, and careful financial stewardship.** Several funds have been established to support both the short-term and long-term needs of the school in continuing its educational mission.

Lial Falcon Fund

Unrestricted gift dollars allocated to the general fund help offset the school's operating expenses.

Lial Capital Improvement Fund

Targeted toward major improvements in buildings and grounds.

Lial Endowment Fund

Restricted gift dollars placed into an invested savings account for long-term support.

A portion of the interest earned is used annually to provide **tuition assistance** for families.

Lial Tuition Assistance Fund

Provides direct aid to families with financial need.

Awards are determined by an independent third party who reviews requests confidentially.

Lial Remembrance Fund

Accepts contributions made in memory or honor of individuals.

Funds are used for special projects or classroom enhancements.

Lial Parent Association Fund

Supports school programs and specific projects through funds raised by LPA-sponsored activities. Funds are deposited throughout the year and used to enrich academics and offset general expenses.

Lial Teacher Legacy Fund

Created to honor and support teachers who have committed **10 or more years of service** to Lial Catholic School. This fund offers a tangible expression of gratitude for their enduring dedication to Lial's mission.

Administrative Procedures

Registration

- Begins in **January** for currently enrolled students.
- A **non-refundable, non-transferable registration fee** is required at the time of submission.
- Registration is not valid unless all previous tuition payments are current.
- Early submission secures placement and preferred AM/PM session for Readiness students.
- Registration for new students may open to those on the **waiting list** after the current family deadline.

Enrollment Priorities

Preference is given to:

- Families with a child already enrolled at a **Notre Dame school**
- **Catholic** students
- Families committed to Lial's **long-term educational vision**

Class Assignments

- Determined by the **principal**
- AM/PM Readiness placement prioritizes:
 1. Returning readiness students
 2. Current Lial families
 3. New families

Probationary Admission for New Students

- Students age 8+ must submit recommendations from their two most recent teachers and their former principal.
- New students are accepted on a **one-trimester probationary basis**.

Tuition Obligation

- Registration signifies a **contractual agreement** to pay full tuition, regardless of early withdrawal.
 - Families who withdraw remain responsible for the **full tuition balance**.
-

Payment of Tuition/Fees

- **Registration fee** is due at time of paperwork submission and is non-refundable and non-transferable.
 - **Tuition payment plans** are arranged during registration.
 - **Late fees** may be applied to overdue payments.
 - **Returned checks** will incur both bank and school charges, billed to the account holder.
-

School Calendar

- A **tentative calendar** is distributed in **spring** and confirmed in **fall**.
 - Finalized versions (with special events) are available **online** and in **PDF** form.
 - **Monthly calendars** reflect current updates.
-

Parent Bulletin

- **Issued every Tuesday in a weekly envelope** sent home with the oldest child.
 - This is the **primary method of communication** from school to home.
 - Parents must **review and return** the envelope the following day.
 - Lost or damaged envelopes may result in a replacement **fee**.
 - All flyers or inserts must be submitted to the principal **by Monday** for review.
-

Parent Handbook

- Parents are expected to **read and follow** all policies in the **electronic Parent Handbook**.
- The handbook is **updated annually**; separate inserts may be distributed for tuition, supplies, and schedules.
- Substantive changes require **governing body approval**.

Policy Enforcement

- The **head of school** and **principal** reserve the right to amend the handbook at any time.
- In areas not explicitly covered, the administration will use judgment in the **best interest of the school community**.
- A signed "**Handbook Commitment**" form (cf. Appendix I) is required for registration and indicates parental agreement with all policies.

Academic Honesty Policy

Students are expected to demonstrate **honesty and integrity** at all times while attending Lial Catholic School. Academic work must reflect the **individual student's original thought, effort, and ability**.

This includes:

- Homework
- Class assignments
- Tests and quizzes
- Essays, reports, and research
- Projects and presentations

Violations of academic honesty include:

- Claiming credit for work not resulting from one's own honest effort (e.g., written passages, essays, projects, slideshows, etc.)
- Sharing one's work or assisting others in obtaining another student's work (unless permitted by the teacher)
- Accessing unauthorized materials or information during a test
- Using electronic devices (cell phones, smartwatches, etc.) to gain an unfair advantage
- Opening unauthorized browser tabs or chat features during digital assessments
- Taking pictures or screenshots of test questions
- Using AI without teacher permission (see **AI Acceptable Use Policy** below)

Consequences for violations may include:

- A grade of zero on the assignment or test
- Notification of parents/guardians

Artificial Intelligence (AI) Acceptable Use Policy

Lial Catholic School recognizes AI as a **powerful educational tool** when used ethically, responsibly, and in alignment with our **faith-based mission and values**. This Acceptable Use Policy (AUP) outlines expectations for student use of AI technologies.

General Guidelines:

- AI must not be used as a substitute for **original work**.
- Students may not submit AI-generated content (text, images, code, etc.) as their own.
- Use of AI to **take tests, complete assignments, write papers, or create projects** without explicit permission is considered **cheating or plagiarism**.

Permissible Use:

- With teacher or administrator approval, students may use AI as a **learning or study aid**, such as for research guidance, brainstorming, or exploring new concepts.
- All approved use must support the student's own learning and development.

Prohibited Use:

- Using AI to **generate entire assignments or answers** for submission
- Using AI tools in ways that violate school rules or **Diocesan policies**
- Using AI-generated **voice, image, or video content** to mislead or impersonate

Monitoring and Enforcement:

- The school may use **AI content detection tools** and **plagiarism software** to evaluate student work.
- Students found misusing AI will be subject to consequences under the **Academic Honesty Policy**.