The Welsh Academy

AT SAINT IGNATIUS

In Honor of Rev. Robert J. Welsh, S.J. '54

Family-Student-School Handbook 2025-2026

The Welsh Academy
at Saint Ignatius High School
In Honor of Rev. Robert J. Welsh, S.J. ’54
1944 West 32nd Street
Cleveland, Ohio 44113

www.ignatius.edu/welsh-academy
@TheWelshAcademy

Dear Families of the Welsh Academy,

Welcome to a new year at the Welsh Academy.

As we begin this year, we strive to bring to action the words of Fr. Pedro Arrupe, S.J.:

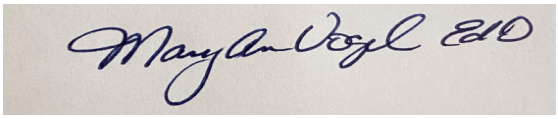
"Today's *prime educational objective must be to form men and women for others….who cannot even conceive of love of God which does not include love for the least of their neighbors*."

We begin to show this love for others, or as we say in the academy, this "care for others" by maintaining the guidelines of our handbook to create a community based upon trust and mutual respect. We look forward to partnering with you throughout the year and are committed to keeping solid lines of communication open with you throughout the year.

The Welsh Academy 2025-2026 Parent-Student Handbook is our first method of providing you with the information you need to better understand the guidelines, rights, and responsibilities we all accept to allow learning and teaching to happen and help create a healthy school environment.

On behalf of the Welsh Academy Team, we look forward to working with your children this year. Through the academy's pillars —encounter, care, deeper teaching, and deeper learning—we hope to help our Welsh Academy students answer the question Father Robert J. Welsh, S.J. '54, our academy's namesake, has asked generations of boys: "***What does God want from me***?"

In peace,



Fr. Raymond P. Guiao, S.J.,'82
President

Mary Ann Vogel, EdD
Principal

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THE MISSION OF THE WELSH ACADEMY

Inspired by the Catholic faith in the Jesuit tradition, The Welsh Academy serves the unique needs of early adolescent boys of modest economic means in their journey of becoming men for others. Rooted in the Gospel of Jesus Christ, The Welsh Academy shares the mission and life of Saint Ignatius High School, forming boys to grow in faith, leadership, academic excellence, and the desire for lifelong learning.

GUIDING VISION OF THE WELSH ACADEMY

Our Catholic faith propels us forward as we continually ask, “What more can we do to help build the kingdom of God here in Cleveland?” Both Saint Ignatius High School and The Welsh Academy are apostolates with the same purpose: aiding God in the work of forming young men for God’s greater glory, to the benefit of our city and our world.

Jesuit Superior General Father Arturo Sosa, S.J. exhorts Jesuit schools across the world “to commit to ensuring that schools have a program in place that allows students from marginalized sectors of society to participate in a quality education and to ensuring that schools serving the marginalized reach beyond their experiences to build bridges with other people and communities.” In response to that call, The Welsh Academy has a special role to play in fully supporting young adolescents as they take their place in the larger Saint Ignatius High School community as well as the greater Cleveland community.

Relationships form the foundation of any meaningful bridge-building. To truly come to know another person, we go beyond the confines of our own experience in order to enter into the mystery of another. As Catholics we believe that our God exists in relationship: a “family” of three Persons who love each other so much they form a single entity. This Trinitarian communion surrounds all of us and calls us to live in love and fraternal sharing, certain that where there is love, there is God.

Made in God’s image and likeness, we, too, are called into loving relationships with one another. In our deeply divided world, we Christians are called to reach beyond the bounds of the familiar into the unknown, fully confident that God is present there.

The Welsh Academy is more than a school: it is a bridge-building apostolate that makes meaningful relationships possible among people who would otherwise be strangers, no longer divided by place, race, faith, or status. This bridge is fortified by three pillars that characterize the ministry: **the pillar of encountering, the pillar of caring, and the pillar of learning and teaching**. Within each of these pillars, The Welsh Academy commits to a series of action principles that will guide every aspect of the daily life of the school.

THE WELSH ACADEMY GRADUATE AT GRADUATION

The Welsh Academy provides students the opportunity to transform their lives and grow to become their best selves through a quality education centered on faith that results in a boy who is prepared for high school and beyond by being:

Intellectually Competent:

- Is prepared for class and ready to learn
- Works to the best of his abilities on all class and homework
- Takes ownership for his own learning
- Seeks academic assistance or seeks academic challenges
- Plans for his academic future
- Works to think critically, write clearly, and speak well
- Has an ability to find the joy in learning
- Develops an appreciation of the arts that adds richness and beauty to their lives
- Hones his ability to think critically – demonstrated through reading, writing, problem-solving, speaking and collaborating with others

Open to Growth:

- Is open to learning new lessons each day
- Is willing to try new experiences to grow as a whole person
- Learns from his mistakes
- Is a careful, active listener of others
- Is open to encounters with different ideas, persons, and cultures
- Reflects, learns, and grows from these encounters
- Begins to understand how God can be found in all things
- Looks to ignite passion and love in others
- Develops a knowledge of nutrition and fitness that promotes informed decisions for healthy living

Religious:

- Participates in daily prayer
- Prays with the school community at chapel services and Holy Mass
- Continues to form a Christian conscience
- Makes moral decisions in his journey to be a man with and for others
- Accepts himself as a person made in the image and likeness of God
- Serves others with the gifts God has given him
- Immerses himself in our Catholic Jesuit identity

Loving:

- Develops an understanding and awareness of God's personal love for him
- Makes choices regarding his physical, mental, and emotional health that support a healthy love of oneself
- Develops friendships, learning to be a good friend
- Appreciates the love of his family and seeks ways to show them that love in return

- Is sensitive to the feelings of others and always tries to help others feel better
- Works to build up the Welsh Academy community

Committed to Doing Justice:

- Is aware of how selfishness hurts others and commits to becoming more caring of others
- Learns that the Christian faith challenges us to make our world a better place for everyone
- Treats our planet with respect by recycling, not wasting food or materials, and reusing materials
- Pays attention to the local and world news
- Reflects on Jesus' teaching: "Do to others as you would have them do to you." Luke 6:31
- Practices how to disagree with someone in an appropriate manner
- Becomes an advocate for a cause in which he believes
- Becomes a civically-active resident of his neighborhood, city, and nation
- Begins to understand and practice how social justice teachings become works of action
- Develops a strong sense of personal responsibility to learn about, care for, respect, and serve others

RIGHTS AND RESPONSIBILITIES

As members of The Welsh Academy community, all of us have the fundamental right to be safe: physically, emotionally, intellectually, and spiritually. Under this fundamental right, each community member has the following rights and responsibilities:

- We all have the right to be free from physical harm and from the fear of physical harm on school property.
- We have the responsibility to be aware of building security, addressing all forms of intimidation and violence in proactive ways.
- We all have the right to our emotions.
- We have the responsibility to express our emotions in an appropriate and constructive manner.
- We all have the right to our opinions, ideas, and learning perspectives. We have the responsibility to be honest, express ourselves as clearly as possible, and to actively and respectfully listen to others' viewpoints.
- We all have the right to a school environment free of discrimination and harassment.
- We have the responsibility of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others.
- We all have the right to our own spirituality and religion.
- We have the responsibility to be tolerant of the beliefs of others and the expectation to participate in all religious activities of the school.

STUDENT PLEDGE

As a student of The Welsh Academy each day:

I choose to work my hardest and to the best of my ability.
I choose to come to school each day ready, willing, and fully prepared.
I choose to respect others, be kind, and treat others as I would want to be treated in words and actions.
I choose to hold myself accountable and have high expectations for myself.
I choose to follow the rules of The Welsh Academy both at school, online, and at home.
I choose to be open to growth; to seek help, ask questions, and openly receive feedback when I am unable to meet the school's or my own expectations.
I choose to ask the question: “Have I done all I could today to better love, serve, and know God?”

PARENT/GUARDIAN COOPERATION

The education of each child thrives on a strong partnership between families and the school. At Welsh Academy, we believe that this collaboration is essential for the success and well-being of our students. Parents and guardians are encouraged to actively engage in their child's educational journey, fostering a supportive and communicative relationship with the school. Should the administration determine that this vital partnership is irreparably damaged, the school reserves the right to request the withdrawal of the student to ensure the integrity of the educational environment. Our goal is to work together to create a nurturing and effective learning experience for every student.

STUDENT-PARENT-SCHOOL COMMUNICATIONS

Office Hours

The Welsh Academy office is open from:
Monday, Tuesday, and Thursday from 7:30 AM- 5:15 PM.
Wednesday from 7:30 AM- 4:15 PM
Fridays from 7:30 AM- 3:45 PM.

The Welsh Academy Main Office and Visitors

The Main Office for the academy is located at 1944 West 32nd Street, Cleveland OH, 44113. Parking is found in the small parking lot off of Penn Court, along with street parking on Carroll Ave. and West 32nd Street.

Welsh families, when on campus for whatever reason, please proceed to the Welsh Academy Main Office to check-in and receive your Visitor ID badge. The doors of the academy are locked, please just buzz in and proceed to the Welcome Center.

All guests to classes including parents/guardians, must have approval from the Principal’s Office prior to visit.

We know that there will be times when you will need to reach an individual at the academy. Please do not call or text your child personally during the school day, call the Welsh office and we will get word to your child. Do not hesitate to contact us with any questions or comments. We do ask you to understand that at times the main office and staff may need 24 hours or so to reply to your call or message.

WHO DO I CALL? A Quick Contact Guide:

1. In regards to your child's **academic progress or coursework**: Please call his teachers first for most academic questions, concerns, or comments. They will best be able to respond to your questions or concerns.
2. In regards to your **child's social-emotional health**: Please call our Student Life Counselor (school social worker), **Dierre Cody**, with any social, emotional, or mental concerns you may have concerning your student or for family support.
3. In regards to **health concerns**: Please contact our school nurse, Noreen Woidke, at (216) 651-0222 Ext. 4286.
4. The **Dean of Students, Ryan Hough**, is available to meet upon request and will return calls as they come to him. Phone: (216) 651-0222 ext. 4865
5. The **Principal, Mary Ann Vogel**, EdD, is available to meet upon request and will return calls as they come to her. Phone (216) 651-0222 ext. 4468
6. **Saint Ignatius High School President, Fr. Raymond P. Guiao, S.J., '82** is available for communication through his Executive Assistant, Jayne Shepard jshepard@ignatius.edu
7. Look for up to date information on the Welsh Academy page of the Saint Ignatius High School website or through ParentSquare.

The Welsh Academy Contact List

		Ext.
Kim Brandt, Math Teacher, Scheduler	kbrandt@ignatius.edu	4862
Dierre Cody, Student Life Counselor, Affinity Coordinator	dcody@ignatius.edu	4828
Erin Conway, Theology and Campus Minister	econway@ignatius.edu	4904
Pam Downs, Coordinator of Student Learning, Academic Support, LLI	pdowns@igantius.edu	4880
Gerard Hall, Writing Teacher	ghall@ignatius.edu	4912
Ryan Hough , Dean of Student Life	rhough@ignatius.edu	4865
Michelle Gibson, Science Teacher	mgibson@ignatius.edu	4869
John Mullen, Music Teacher	jmullen@ignatius.edu	4856
Michael Murphy '09, Reading Teacher	mmurphy1@ignatius.edu	4872
Christina Palmer, Social Studies Teacher	cpalmer@ignatius.edu	4908
Kyle Veith, Jesuit Regent	kvieth@ignatius.edu	
Maggie Peña, Executive Assistant/Family Liaison	mpena@ignatius.edu	4396
Dr. Mary Ann Vogel, Principal	mvogel@ignatius.edu	4468

To leave a voicemail, please call at 216-651-0222.

School and Parent Communications

Throughout the year, the school will communicate with you through a variety of ways.

Our primary method of conversation is through ParentSquare.

In addition, you will receive information from either the academy or high school via email, the Saint Ignatius Website, and the U.S. Mail. The majority of communication happens through ParentSquare. We will work with all families to ensure we have your information.

Please make sure to inform the school if your address, work information, or phone number should change throughout the course of the year.

Who to Contact about Student Concerns:

Behavior/Self-Management- Mr. Hough
Academic Concerns- Ms. Downs
Social-emotional and Mental health- Mr. Cody
Family- Ms. Pena
Spiritual Concerns- Ms. Conway

Change of Family Personal Information

Each student's family is expected to notify the academy main office promptly if there is a change in address, telephone number, parent or guardian occupation, or any other pertinent information. Please contact Mrs. Pena with any changes

Emergency/Inclement Weather School Closing

In the event of severe weather conditions or other emergencies, and as being a part of the high school, **The Welsh Academy will be closed when it is announced that Saint Ignatius High School is closed or has a delayed opening.** We will inform families through ParentSquare regarding school closings or delays. You may see a message from the high school principal or from the academy principal.

There may be times when you will receive a message from the Welsh Academy concerning a delay, emergency situation or other message. That information will also come through to you via ParentSquare.

Keeping Informed of My Student's Classwork

CANVAS

CANVAS is the official gradebook and integrated learning management system for the school. Students will access CANVAS via their Gmail student email account and will be given information on how to navigate the system in each class. Parents will be provided with

information regarding how to access their child's grades, assignments, attendance, and report cards. Questions in regards to account setup or login concerns should be directed to Maggie Pena. Questions regarding school work and academic work should be directed to their Teacher, Advisor, or Pam Downs.

Students will be given a planner and will be required to keep it updated throughout the school year. If the planner gets lost, there will be a $5 replacement fee.

Student Cell Phone Use

Welsh Academy students are to leave their phones with Mrs. Pena each day when they come into the school building. Each cell phone has its own landing space. Phones must be turned off for the day. Phones are returned at the end of the day upon dismissal from school.
The academy boys are not allowed to use their phones in between classes, while at breakfast, lunch, or on school property.

Electronic watches and earbuds connected to the internet or phone (Apple Watches, etc.) must also be left at the desk and are not to be used as a cell phone during the school day.

If a phone rings, buzzes, or disrupts class the phone will be confiscated and will have to be picked up from the school principal or designee by the student's parent/guardian. If this happens more than once, the phone will be confiscated for a longer period of time, and could result in stronger disciplinary action.

To contact your child throughout the day, please call the academy office and we will make sure to contact your child.

THE SCHOOL DAY

Drop-off

Students are NOT to be dropped off at the main entrance of Kesicki Hall, the Welsh Academy School building.

Parents driving their students to school should drop them off in the Chapel parking lot between 7:00-7:50 AM. Students will walk through the mall and into the Sullivan Atrium and Rade Dining Hall.

Students being dropped off via van or bus transportation will also need to travel through the Mall area into the Atrium on their way to Rade Dining Hall.

Students being dropped off after 7:50 AM must be dropped off at the Main Entrance of Kesicki Hall.

Students who are late must get a tardy pass from Ms. Pena and give it to Mr. Hough.

Breakfast

Breakfast begins at 7:30 AM in Rade Dining Hall.
No student should arrive before 7:15 AM

Students should arrive for breakfast between 7:30 -7:45 AM. Those students arriving after 7:45 AM will receive a nutritious breakfast snack (i.e. granola bar).

Students being dropped off after 7:50 AM must be dropped off at the Main Entrance of Kesicki Hall.

Students may bring their own healthy breakfast if they choose. Welsh students will go through the Breakfast and Lunch lines for their meals and will need to keep their WildCards handy for purchasing meals.

Classes and Schedules

We will follow a modified schedule of the high school during the 2025-2026 School Year. Classes will be around 60 minutes long and will not meet everyday but a certain amount of minutes throughout the course of the week.

Students will not have each class daily, which means attendance is vital for academic success.

Throughout the course of the week, students will participate in the following classes. Classes will be fluid as the academy works with the high school to adapt schedules due to high school needs.

Throughout the week, students will participate in the following coursework:

- Reading
- Writing
- Social Studies
- Theology
- Math
- Science
- Digital Literacy*
- SEL*
- Instrumental and Percussion Music (Band)*
- Physical Education/ Health*
- Affinity Courses-will vary based on the courses students select

**These classes may vary by grade and semester.*

Early Dismissal for Professional Learning Opportunities - Arrupe Welsh Wednesdays

Throughout the course of the year, each Wednesday the Welsh Academy will dismiss at 2PM in order for the faculty and staff to participate in Professional Learning Opportunities.

On 2PM dismissal days, the Welsh Academy is partnering with the Arrupe Neighborhood Program for **ARRUPE WELSH WEDNESDAYS** for families who need their boys to remain on campus**.**

On these Wednesdays, Welsh students will be meeting with Arrupe coordinators and Saint Ignatius High School students for a combination of afterschool activities, homework time, athletics, and field trips. Dismissal on these days is 5PM and will occur just as dismissal does on typical school days.

If you do not need this service, you will need to let Mrs. Pena knows if your child will participate each Tuesday by 10AM through ParentSquare or voicemail.

Between Class

Students will change classes using our school schedule throughout the day quietly in or across campus.

Recess and Lunch

Students have $10 on their Wildcat to spend on breakfast AND lunch every day. Families will be responsible for covering additional costs should a student exceed their $10 daily limit. Snacks are provided by the school before students leave for affinity. Students may bring their own lunch.

No food shall be eaten in class, unless directed by a teacher

Suggested foods to bring in a lunch box (please label with your son's name):
Fresh fruit, crunchy vegetables, a meat or protein food such as slices of lean meat, a hard boiled egg, peanut butter or nut butter, a dairy food such as a cheese stick or slice, grated cheese, milk, or yogurt, a starchy food such as bread, a roll, pita or flatbread, fruit bread, or crackers.

Don’t forget to hydrate with water!

Breakfast and Lunch Expectations
-Buy a nutritious meal, make good choices!
-CAN buy from any line
-CAN buy one item from the Fry Station, except chicken nuggets
-CAN buy ONE package item (fruit snacks, chips, rice krispy treats pop tart, chips etc)
-CAN buy 1 drink - only milk, Core, water, Sparkling Ice, Bubbly, Caprisun
-CANNOT buy or BRING doughnuts, candy, cookies, ice cream, coffee drinks, pop, large iced tea, gatorade, lemonade
-CANNOT buy non-food items (chapstick, cough drops, etc)
-CANNOT buy anything for another student
-If you go over $10 your family will have to cover the cost

This year, Welsh Academy students will eat breakfast and lunch in Rade Dining Hall.

The Welsh Academy is a community in which we must all be responsible for ourselves and one another. **Students will be dismissed once they have finished eating and have cleaned up their areas. Cleaning up includes properly disposing of all waste, wiping tables, and sweeping floors. All students are expected to help in this process, beginning with cleaning up after themselves and continuing to help the community.**

Students will have one scheduled recess a day. At the close of recess, a staff member will gather the students to return to Kesicki Hall. In the event of rain or heat/cold advisories, recess will take place indoors.

Academic Support Time

Academic Support Time is a mandatory time for the boys to receive support and complete their daily assignments.

Boys will be assigned to small groups based on academic need. These groups will be intentionally structured times to provide more indiviulized learning.

SOLO

Students will have SOLO time after Affinity. Students are expected to enter SOLO prepared to work for the duration of the period. At the start, students should have all of the materials they need to complete their homework silently and independently. This includes textbooks, notebooks, worksheets, writing instruments, and technology. Should a student finish his homework early, he may read his independent reading book or take a nap.

Students who are assigned to work with tutors should arrive at their assigned space with all of the materials necessary to complete their homework properly. Students are expected to show the same level of respect to their tutors that is afforded to other adults at the school. They show this respect through their level of workmanship as well as their courtesy to tutors.

Library

Throughout the week, boys will have an opportunity to go to the library. Should a student go to the library, their book choices are up to them. Please be sure to check on the books the boys are bringing home and ensure they are appropriate for your child. Due to the amount of students checking out books, Welsh Academy is unable to monitor fully what each student is checking out.

End of Day/ Dismissal

Dismissal is Monday, Tuesday, and Thursday at 5:00 PM, Wednesday at 2:00 PM and Fridays at 3:30 PM. If your student is participating in Arrupe Welsh Wednesdays, they will be dismissed at 5:00 PM. Lunch and transportation (for those who regularly use school transportation) will be provided for students on early dismissal days. All students are expected to be picked up on time each day, within ten minutes of dismissal. Conferences will be scheduled with families who have difficulties with this, in order to come up with a solution that benefits both the school and the family.

Student pick-up and van transportation will occur in the Visitor's Parking lot at 5:00 PM (Monday, Tuesday, Thursday), Wednesdays at 2:00 PM, and Friday at 3:30 PM. Students taking buses are dismissed from W 32nd Street. The Welsh Academy office closes at 5:15 PM (Monday through Thursday) and 3:45 PM on Fridays. These times are subject to change and you will be notified via ParentSquare of any changes.

If a student is not picked up by the time the office closes, security will be informed and the Welsh Student will wait in the Rade Dining Hall. Students may not wait in the chapel lot unsupervised.

ACADEMICS- ACADEMIC CURRICULUM

In each subject, students receive reports of their academic performance, along with comments from the specific teacher about a student's progress.

Affinity Courses

We want Welsh Academy students to form meaningful relationships with Saint Ignatius faculty, staff, students, alumni, and other members of the community as they often teach this part of the

day. Mondays, Tuesdays and Thursdays, from 3:20 - 4:15, students will have an opportunity to select an “Affinity Course” led by a member of our community who has a particular passion/expertise to share. Topics may include physical fitness, learning how to cook, create computer code, golf, fish or and many more topics. As much as possible, students will have choices to ensure it is something interesting and meaningful to them.

High School Partnerships

The academy fulfills the Catholic Church’s call for Jesuit institutions to build bridges of understanding and dialogue by becoming fully part of the Saint Ignatius high school community. High school teachers will teach the students in essential courses as well as teach Affinity Courses. Students of the academy as well as academy teachers may be able to participate in high school co-curriculars along with other groups that are part of the Saint Ignatius community. The academy is a bridge-building partnership of understanding, encounter, dialogue, care, teaching and learning.

Humanities Curriculum

(Reading, Writing, Social Studies, Theology)
Humanities courses at The Welsh Academy integrate topics and skills from English Language Arts, Social Studies, Digital Literacy, and Theology to empower students as they conceptualize their role in the world. During Humanities classes Welsh Academy students will read diverse and challenging texts that range from articles, and speeches to short stories and novels. Students will learn how to deepen their understanding of these texts through discussion and analysis with classmates. Students will learn how to see issues from multiple viewpoints and consider how others can help inform their own views of the world.

Theology

Because the Welsh Academy is a Catholic school, students participate in a Theology (Religion) class each year as part of the Humanities curriculum. Grounded in the guiding principles of the Welsh Academy, students spend time reading, writing, discussing, and reflecting on big questions such as *Who is God?* (6th grade), *What is God’s dream for the world?* (7th Grade), and *What does God want from me?* (8th grade).

Although a required course, Theology class is always invitational. Students are never assessed on their own religious identity or beliefs but are instead invited to examine and explore the teachings of the Catholic faith and make connections between what they believe, what the Catholic church teaches, and what they know and experience in their everyday lives.

Math and Science Curriculum

The Math and Science classes at Welsh Academy are designed to challenge and engage the natural curiosity and imagination of students. They will learn to talk, read, write, and think like real scientists, mathematicians, and engineers through investigations of real-world problems and scientific phenomena. These math and science classes offer an innovative approach to learning in which students use problem-solving skills to tackle hands-on learning activities and strengthen their critical thinking skills.

A problem-based learning approach provides Welsh Academy students the chance to delve deeper into math and science topics and concepts. We will build the Foundation of Algebra, with a focus on understanding the “why” behind the process to the solution. Students will utilize the scientific method to answer questions about the world around them, with activities focused on the earth, life, and physical sciences.

By the end of the year, you will be able to…

- ♦ See the importance of math, science & Algebra in everyday life
- ♦ Become more confident in your abilities
- ♦ Apply problem solving strategies and Algebra to any situation
- ♦ Communicate mathematically & scientifically, both verbally and in written form
- ♦ Explain your thought process and provide reasons to support your answer

Performing Arts

During their enrollment at the Welsh Academy, students will receive a comprehensive music experience. The goal of the music class is to teach the fundamentals of music literacy, and to develop overall musicianship. Students will be exposed to a variety of musical literature that will allow them to engage with their peers in a cooperative manner and experience the joy that comes from making music.

Physical Education/ Health

During the year each student will find out who they are as a healthy and active person by learning how to take care of their bodies in and outside of school. We will complete a deep dive of why they are working towards a healthier lifestyle and how it can have an effect on their daily lives. We will also learn about what the consequences of our decisions might be on us later in life. This class will help to build the habits so that not only our students stay active but encourage our families to build a lifetime of good habits as well.

Social Emotional Learning

In a school environment focused upon Social Emotional Learning (SEL) students develop the skills, understanding, knowledge, and attitudes necessary to understand and practice how to manage their emotions. While practicing in real-time, students also with the partnership of their families and teachers/school staff, boys enrolled in The Welsh Academy will have the opportunity to set personal goals, form a positive view of self, develop empathetic practices, and

practice developing positive relationships. Each boy of the Welsh Academy will have time to develop his spirituality through daily prayer, service opportunities, and learning about his faith as well as the faiths of others.

Skills Class

The Skills class is designed to enhance students' cognitive abilities related to managing oneself and one's resources to achieve a goal. These classes typically focus on skills that students use to manage everyday tasks like making plans, solving problems, using a planning system and adapting to new situations. The three main skills are working memory, cognitive flexibility and inhibition control (controlling our attention, behavior, thoughts, and emotions by pausing, then using our ability to think before we react and reasoning to respond appropriately).
By engaging in activities and exercises that target these areas, students learn how to break down complex tasks, prioritize their responsibilities, and maintain focus and motivation. Skills class is particularly beneficial for individuals who struggle with attention, impulsivity, or procrastination, providing them with strategies to improve their academic performance and overall daily functioning.

Culturally Responsive Learning Environment

A culturally responsive learning environment is an environment in which a student-centered approach to teaching is used. In this type of environment, teachers take time to learn about students' prior experiences, and understand students' frames of references. A culturally responsive classroom allows for trust and rapport to develop by identifying and nurturing cultural strengths in order to engage all students in their learning and make the classroom a positive learning environment for all. Our goal is for each of you to find our school a place in which each of us feels included and a part of the school.

Halftime/Examen

The Examen is a short reflective meditation exercise originally created by Saint Ignatius Loyola. The goal of the Examen is to pause and think about our day, and how God has been present. We look at our joys, our challenges, and our choices so that we can better understand how God is in our lives and how God is challenging us to grow in love. The Examen is prayed on the high school's campus everyday and this experience will be explored during Halftime and Theology class.

Facing History and Ourselves

Facing History and Ourselves in a national organization which through pedagogy, classroom resources, professional development, coaching, and support equips teachers with the tools and strategies needed to help students become thoughtful citizens. The Welsh Academy is part of the Northeast Ohio Consortium of Facing History Schools. We believe that by studying our

collective history we make the connections necessary to become “upstanders” in our modern history.

Morning Meeting

During the week, the students and staff will meet together as a group. During this time all the group will celebrate, pray, and meet before the day’s classes begin. The morning meeting works as another method for us to develop empathy, relationships, and care for the members of our Welsh Academy community.

Advisory

The foundation of the Welsh Academy is based upon the building of relationships in order to create an environment which is academically, social-emotionally, physically, and spiritually safe for learning. One method to make this possible is through the use of advisories. At the Welsh Academy, advisories will be composed of smaller groups of students, from 6-8 grades, and teachers who will meet regularly throughout the week. Advisory will be used to assist the students to build bonds with one another, develop positive social skills, reflect upon their learning and make appropriate changes, and support their academic studies. Students will be able to earn “points” for their advisory to use in the advisory store for team building activities.

Social-Emotional Care

The academy is committed to partnering with families to support their child’s all-around health. In order to meet the needs of the boys, the academy has made it fundamental to our work to have a full-time social worker on staff to work with our students and families. In this capacity, the social worker will work with boys individually, in small groups, or class as needed. If there is a need, the academy will work with families to locate more intensive care.

STUDENT ASSESSMENT

Students of The Welsh Academy are academically assessed in the following ways throughout the course of the year:

1. At the end of each quarter students will receive a Student Progress Report which will explain how your child is growing according to their individual achievement.
2. Three times a year (Fall, Winter, Spring) students participate in NWEA testing. NWEA refers to the Measures of Academic Progress (MAP) Growth assessments. These are computer-adaptive tests designed to measure student achievement and growth in math, reading, language, and science for grades K-12. The adaptive format adjusts to each student's individual level, providing educators with valuable insights into their strengths and areas for growth
3. Some students may be assessed for English Language Proficiency. The Ohio English Language Proficiency Assessment (OELPA) is the summative test administered annually to determine an already-identified English learner’s proficiency level and readiness to

exit the English language development program. The OELPA assesses a student's skill in four domains: reading, writing, listening and speaking.

Mastery Learning and Student Progress Reports

The Welsh Academy assesses students based upon their level of proficiency of grade level skills and mastery of core concepts based upon the Ohio Learning Content State Standards. We review the academic growth of our students throughout the course of the year and over their time with us. Our progress reports will identify concepts your child learned within the year and his progress towards mastery of those core concepts.

Why Standards-Based Assessments Instead of Traditional Report Cards and Grading?

Over the years your child has been in school, more likely than not he has received a “Report Card” which informs you about his progress with either a percentage (0-100%) or a letter (A-D, F) grading system.

It can be difficult to understand Standards-based assessment because it is something that is new to us. We ourselves most likely were graded in the traditional method. It is what we know, and thus a traditional grading system is easier for us to discuss with teachers and our children.

Grading allows teachers to evaluate a student’s overall performance and learning within a class or subject. A student’s grade might include how he performs in class, attendance, classroom behavior, and effort. Oftentimes grades are based upon how the entire class performs in a subject.

Standards-based assessments allow the teacher and student to analyze the individual student’s learning together. This type of assessment challenges the teacher and individual student to review which learning standards of a unit* a student has mastered, partially mastered, or needs more time to master. “Assessing of learning” standards continually occurs throughout the learning process. The student should be able to explain at any time his own development of learning.

A student’s former report card grades and current assessment scores may not likely look the same, an “A” does not automatically coincide with an “E.” The “E” assessment conveys to a parent and student that in a specific learning standard the student has an understanding of it well beyond his grade level. A student who earns an “M” is meeting the learning standards being studied and is doing exactly what he needs to do and should be proud of that score (if he did his best learning to earn it.)

With time, families become familiar with this type of assessment, and to develop themselves an understanding of individualized standards-based learning.

Measure of Progress Explanation

The following section describes key terms used in the measure of progress of Academic Learning Standards for students. This assesses how well students learn concepts, analyzes information, synthesizes information, and is able to build new understanding from previous learning.

What are Content Standards?

E = Exceeds Expectation	Your child demonstrates and applies an understanding of the concepts and standards of the curriculum well beyond that of typical grade-level ability.
M = Meets Expectation	Your child demonstrates and applies an understanding of the concepts and standards at an on-grade level ability.
P = Partially Meets Expectation	Your child demonstrates and applies grade level understanding of the concepts and skills most of the time. At times, he still needs some support.
N = Does Not Meet Expectation	Your child demonstrates basic understanding and application of grade-level skills and concepts. He is not able to do this work without support from the teacher or another student.
Blank = Not Assessed at This Time	The standard was not assessed at this time.
U = Unable to Assess	Your child has not completed enough work to adequately assess his level of understanding at this time.

The habits of academic work are as important as the academic content standards.

We at the academy will also be working with your child to support them in the development of these skills.

You may know these skills by another name, 21st Century Learning Habits, or by some other name. These tend to be the skills that demonstrate people are able to work together. Below are the definitions of some of these characteristics.

Characteristics of Successful Students

The following section describes key terms used in the measure of progress of Academic Learning Habits of students. These terms describe and assess the habits and characteristics of

students that support them in becoming their overall best selves both in and out of the classroom.

Responsibility for Learning

How a student completes his work, how he manages himself, and his mindset about learning,Is prepared and organized for class, comes with materials, manages time efficiently, stays focused on the task at hand, follows directions, listens attentively, and stays engaged in the work. Projects, homework, and classwork are completed on time and with a high level of performance.

Open to Growth/Reflective

Is able to take in and respond to critical feedback, works to solve problems, takes time to review and reflect upon work and behavior, does not give up when facing academic challenges.

Interpersonal Relationships

Respects classmates, faculty, high school students, and staff, appropriately uses technology, and adheres to the school code of behavior. Understands that the classroom is made up of a group of people, fully participates in class discussions and group projects, and gets along with others.

Teamwork

Works to be an active member of the school community, takes responsibility in caring for the larger community, and demonstrates each of us belongs to and is responsible for multiple communities.

Engagement

Work produced is of high quality and keeps building towards the mastery of higher-order learning goals/content standards. Student is receiving feedback and improving on it.

Digital Citizenship

Responsible use of technology in and out of the classroom. Rises to the challenge of online learning. This is shown by attendance to remote learning along with active participation in digital learning activities. Responsible use of apps, email, and google suite, and proper use of communication with teachers and others.

We invite parents and guardians to take the opportunity to discuss their child’s progress on a regular basis.

Parent/Teacher Conferences

Parents or guardians are expected to attend the scheduled Parent Conference Meetings (twice a year) with their child to meet with the Advisor or Principal to discuss their child's overall progress as a student of the Welsh Academy. A parent or guardian who cannot attend the scheduled Parent Conference must schedule an appointment with the Principal's office.

Additional meetings may be necessary to support a student enrolled in the academy. Families should feel free to set up a meeting at any time.

Academic Standing

Keeping with the academic goal of The Welsh Academy for all boys to be prepared for the high school of their choice, performance of all students will be closely monitored throughout each marking period to ensure the best opportunity for success. Students of the academy are expected to remain in good academic standing. If The Welsh Academy deems a student is behind academically, they will be referred to the Coordinator of Student Learning for additional support.

The boys and families must be open to this additional support.

If this additional support does not help to improve sustained student learning and mastery of grade level concepts, the school will arrange meetings with a family to discuss next steps which may include assessment to determine if a learning challenge might be involved in the prevention of academic success.

It is important to reiterate that enrollment in the Welsh Academy does not guarantee automatic enrollment into Saint Ignatius High School. A Welsh student's academic and behavioral performance will be reviewed during the high school's Admission Process.
Homework and Online ToolsThough students may have some time during the day to complete homework while at school, it should be expected that at times your student will be bringing some l work home with him to complete. Nightly reading and or journaling, weekly IXL Reading and Math minutes, and the occasional need to complete work regarding a larger project should be expected. Completion of all assignments is ALWAYS expected.

CANVAS, our online Learning Management System, is designed to help students keep track of assignments and overall grades in every class.. In addition to being posted to Canvas, students can also find homework assignments posted in classrooms. Teachers post homework to Canvas according to the class rotation.

Homework is due at the beginning of the next class after it is assigned, unless the teacher specifiesotherwise. If the class does not meet because of a schedule change, a teacher may still require students to hand in assignments that would have been due that day.

Students who fail to complete a homework assignment properly will need to complete the work assigned and may be required to refrain from other activities to do so. Teachers will communicate with students and parents about their late assignment policy.

Technology

Students will be given a school owned device to assist with their learning. The device is the school's property, and any damages accrued are the financial responsibility of the student and his family if he is found to be at fault for damages due to intent or negligence.

Technology is a tool to help students progress towards academic success. However, these tools (such as laptop computers) can become distractions. The Welsh Academy utilizes a program called "GoGuardian" which grants teachers and staff access to a student's computer during school hours. This means a teacher can close or open the tabs in a student's internet browser. If necessary, a teacher may "lock" a student's computer for a limited time during the day to prevent the student using the computer outside of the limits set by the teacher. GoGuardian is a tool that allows the academy to help students stay focused during class and work towards responsible use of technology. Teachers do not have access to children's computers outside of school hours. **It is imperative that parents monitor their child's technology use at home**

STUDENT SUPPORTS

Coordinator of Student Learning (CoSL)

The Coordinator of Student Learning will work with our students in a safe and supportive role in connection with our Student Life Coach, Tutors, Intervention Specialists, Teachers, and Families. The CoSL will also be responsible for all NWEA assessments and reporting the information out to families, teachers, and students. The CoSL is responsible to help support each student in academic growth as well as growth in academic learning habits. The CoSL will be there for the students when they need advice, encouragement, redirection, or a pep talk. The CoSL will support the students as they learn how to be part of a larger organization and will help them to manage their time, their learning, and their social interactions with peers, teachers, and mentors in this new environment.

Student Life Counselor

The Welsh Academy understands that the relationship between social-emotional help and academic success are very much tied to one another. As such, the academy has a Social Worker on staff with us full-time to support students and families as needed in the areas of social-emotional health. This could take the form of counseling; individual, small-group, parent, and family. If you would like to talk with the school social worker, please contact the social worker or The Welsh Academy office and he will contact you.

Special-Education Services

If your student currently has an Individualized Education Plan (IEP) because of a learning challenge, it is important for the school team to have a copy of a current ETR and IEP. We will work accordingly with school staff to provide the needed services as much as possible.

Student Accommodation Plans

A student accomodation plan is a way for teachers, students, and families to work together to outline how the student could be supported in the academic world. The plan takes into consideration each individual student's strengths and challenges concerning academic content behavior concerns, or academic habits. Students with an accommodation plan may have been assessed by CMSD (or their home district) or medical personnel and provided the necessary documentation to the Welsh Academy.

If a parent or the academy are concerned about a student's learning, they may request that a student be assessed for difficulties which prevent a boy from learning at his highest potential.

Tutoring

Additional interventions may be needed to support our students in the development of their academic growth. Tutoring will happen throughout the day. Tutors may be high school students, volunteers, retired teachers, or teachers in training. Teachers, parents, or students may request tutoring by contacting the Coordinator of Student Learning or the Welsh Academy office.

Response to Intervention and Multi-Tiered System of Support

All students and teachers participate in the Response to Intervention (RTI) or Multi-Tiered System of Support (MTSS). This is a tiered level of support that students receive during their learning. These interventions could be simple as extra-time or as complex as individualized instruction throughout the day. As the intensity of the interventions increase and actually become modifications (real changes) to how instruction is offered to the student, the school and family will need to determine if there are undiagnosed learning difficulties that are preventing the student from obtaining academic success.

STUDENT DRESS CODE*

Students of the academy are expected to be in full uniform when they enter the building in the morning. Shirts must be fully tucked in, socks and shoes must be worn, laces must be tied, and belts must be buckled. The Principal, Dean of Students, teachers, and staff will review each student's attire in the morning, and students are expected to stay in full uniform all day (a

different dress code applies for PE and sports activities). All guidelines are to be observed while the student is on campus during the school day, including before school, break, lunch, school activities, exam days and after school.

School Uniform

1. A Welsh Academy/ Ignatius polo shirt, long or short-sleeves. Shirts must be tucked into the pants/shorts.
2. Black, navy, or khaki pants or shorts. Shorts are only from the start of school until October 2nd and in the Spring beginning May 1st.
3. **All white** or **all black** tennis shoes/sneakers. Dress school shoes are to be brown or black and must be a solid pattern throughout.
4. A leather belt (black, navy, or brown; not studded)
5. A Welsh Academy sweatshirt (if desired)
6. A Welsh Academy Cardigan for Mass and Special Occasions
7. No jewelry, including necklaces and earrings
8. Clean-shaven

Please note the following important dress-code guidelines:

- No denim pants or shorts (jeans) of any color may be worn. No oversized baggy pants, sweatpants, or types of athletic shorts, Joggers or pants will not be permitted.
- All hoodies including Welsh Academy and Saint Ignatius hoodies are prohibited to be worn during the school day unless otherwise noted by staff
- Students may wear Welsh Academy or Saint Ignatius sweaters, sweatshirts (no hoodies), or fleece jackets (no hood connected) or pullovers (no hood connected) are allowed.
- Shorts that are excessively baggy or reach beyond the knee will not be permitted. Swimming trunks and athletic shorts will not be permitted.
- Images or writing on undershirts must not be visible through the uniform shirt.
- Students may wear long-sleeve shirts under their polo shirts.
- Shoes with laces must be kept tied. All shoes must be worn with socks.
- Long hair is allowed. However, it must be kept back in a bun, tied neatly over and behind the ears, out of the face, and above the collar.
- Braids, locs, and cornrows are acceptable.
- Extreme or distracting hairstyles, as deemed by Principal and/or Dean of Students, are not permitted
- No hats or hoods are to be worn in the school buildings at any time. Hats worn inside may be confiscated.
- Any type of clothing that supports political, advertises alcohol, illegal substances, or displays obscene or suggestive lettering or pictures is not acceptable at school or school activities (on or off campus.)
- Coats must be left in cubbies or on coat racks, they are not to be worn in class.

Student Uniforms Provided by the Academy

Each student will receive the following articles of their uniform as a student of the academy:

- 3 short-sleeve polo shirts
- 1 long-sleeved polo shirt
- 1 sweatshirt
- 1 pair of sweatpants
- 2 gym shirts
- 2 gym shorts
- 1 long-sleeved cardigan

Each student's family is responsible to purchase the following on their own. If a family has difficulty finding or purchasing any of the required items, The Welsh Academy staff will do its best to fill the need. Please contact the Principal with any such concerns.

- Black, Navy, or Tan shorts or pants
- White or Black tennis shoes or Brown or Black dress shoes
- Belt
- Additional uniform articles of clothing

Athletic Clothing

Students are to wear PE uniforms (Welsh PE T-Shirt and PE Shorts) during PE, which may remain untucked. Students may also bring appropriate athletic clothing on days that they have afternoon sports. If not able to wear the appropriate Welsh Academy PE uniform, students may wear a white t-shirt for PE class.

Athletic Affinity Courses

Students can wear appropriate clothes based on their chosen affinity. Clothes must be appropriate for the activity.

Dress-Down Days

On dress-down days, shirts (excluding those with inappropriate messages or pictures), pants, and shoes of any description may be worn – all pants must have belt loops and no holes in the pants (i.e. no sweat pants or athletic shorts).

The Principal and Dean of students will be the final judge of what is or is not acceptable. In severe cases of inappropriate dress code violations, may be sent home or may not be allowed to attend classes until the violation is corrected. The absence will be considered unexcused.

*Changes to the dress code may occur during the year, parents will be notified of any changes in advance of said change.

BEHAVIOR/COMMUNITY EXPECTATIONS

Conduct and Behavior Overview

Students of The Welsh Academy are expected to be courteous and respectful at all times.
A student is considered, at all times and places, to be a member of the Welsh Academy student body whether on or away from campus.

Each boy should consider himself a Welsh student 24/7/365.

The Welsh Academy and Saint Ignatius High School reserve the right to handle cases involving student conduct and actions, regardless of when or where such actions take place, if they are of a nature as to bring discredit upon the school or are in conflict with the values for which Saint Ignatius and The Welsh Academy stand or are in violation of criminal or civil law or the reasonable rights of others.

Consideration towards the dignity, safety, and well-being of others is also stressed at the academy. Lying, teasing, bullying and cyber-bullying (whether on or off campus), fighting, and disrespect have no place in a school community.

Such behavior will not be tolerated and will be subject to disciplinary actions.

Honesty and Academic Ethics

At The Welsh Academy, academic integrity is fundamental. Students must be trustworthy, engaging openly and straightforwardly with others, and clearly distinguishing their own work from others' in all academic endeavors. With the rise of accessible AI tools, it is crucial that students use these responsibly, acknowledging their contributions and separating AI-assisted content from their own. Acts such as cheating, plagiarizing, misrepresenting work, or disrupting the educational experience of others are strictly prohibited and will result in disciplinary actions. Upholding these standards ensures an environment of honesty, respect, and academic excellence at The Welsh Academy.

Students who are unwilling to conform their behavior to the expectations of honesty at The Welsh Academy will be asked to leave.

All personal property of members of the school community is to be respected. Consideration of such property is an important part of our mission. Because of this, students trust one another not to take their bags, books, lunches, athletic gear or other personal belongings. Vandalism and stealing (or any other form of theft) will not be tolerated and will be subject to disciplinary actions.

Behavior/Self-Management Philosophy

Adolescent boys are in a perpetual state of transition. They test boundaries and are constantly learning appropriate and inappropriate ways to interact with the world around them. As such, the Welsh Academy views behavior and discipline as a type of formation that seeks to mold the boys into young men as they are prepared for high school. Discipline looks very different at the Welsh Academy; long-term change is preferred as opposed to short-term fixes.

Restorative Practices

The Welsh Academy is committed to the practice of Restorative Practices as a procedure for responding to discipline. Restorative Justice is a system that focuses on the positive growth of student offenders through reconciliation with those impacted by his/her actions, and/or with the community at large. These practices occur with the support of the Student Life Coach, Teachers, Dean of Students, and Principal.

Restorative practices and disciplinary consequences can and do occur at the same time.

When students fail to display a sense of maturing growth and responsibility through the use of Restorative Justice practices, or when those practices have been exhausted, unsuccessful, or deemed inappropriate for certain behaviors, the Principal may use the following practices, but is not limited to:

- **Teacher Warning**

- **Teacher has a conversation with the student and/or parent.**
    - Continue conversations with parents if the student's behavior does not improve.

- **Intervention methods** used to change unacceptable behavior in the classroom include:
    - Behavior passport use implemented
    - Student action plan implemented
    - Additional assignments
    - Time after school with parent/guardian notification
    - Isolation from group but always within sight of school personnel

- **Social Detentions:**
    - Detentions can be held during breakfast, lunch, Affinity, or recess.
    - Because movement is essential to development of adolescents boys, laps around the track may utilized to help teach self-management skills. Boys can walk or run assigned laps as they prefer.

- **Parent Conference:** The request to bring in a parent occurs when previous efforts have not been successful, or when the concerns warrant doing so. The goal of the parent conference is to discuss a student's progress at school and brainstorm ideas of how to rectify academic and/or behavior concerns in order for the student to remain enrolled.

- **Letter of Understanding(LOU)/Disciplinary Probation:** This is a written agreement among the student, family and school addressing chronic, problematic behavior of the student in such areas as attendance, tardiness, excessive detentions, dress code, etc. The agreement outlines the specific expectations for continued attendance at The Welsh Academy and is signed by the student, parent/guardian and school officials. One copy will be kept on file and one copy will be given to the family. The agreement is meant as a final warning. A student who violates the terms of his agreement may face immediate expulsion.

- **Social Suspension:** The act of a student being withheld from social privileges and activities at school. This can run short term (i.e. a one-day event like a field trip or dress down day), or long term such as a quarter or a semester. Social Suspension can be reviewed periodically and may be lifted at any time by the Principal or designee.

- **Suspension:** When the previous methods have been ineffective in changing a student's behavior, an offense has been committed that caused a situation which must be dealt with immediately, or the offense itself is serious enough, the student is liable for suspension. This suspension could be in the form of an out-of-school suspension, in-school suspension, or suspension from a particular class, classes, activity or sport. During this period, a student will not be permitted to attend classes or to participate in extracurricular activities. Students are required to make up assignments, quizzes or tests that were missed while suspended. The offense will be recorded in the student's permanent file.

- **Dismissal/Involuntary Withdrawal:** Involuntary withdrawal of a student from school is a serious matter and will only be used as a last resort or in the case of a serious incident of misconduct which jeopardizes the safety of the school community.

Final decisions on involuntary withdrawal are made by the Principal with agreement by the School President. A student's parent/guardian may ask the Principal for a Disciplinary Review Board Hearing to determine whether the student who is being recommended for involuntary withdrawal has received due process.

The Board will include representatives from the teaching faculty, Campus Ministry, and one Welsh Academy staff member selected by the student's family. The Disciplinary Review Board Hearing occurs at the discretion of the Principal and President. In some cases, the student's request for a Disciplinary Review Board Hearing may be denied.

In addition, the school may deem an action by a student so severe that it would result in immediate involuntary withdrawal from school. If a student is involuntarily withdrawn, the offense will be recorded in the student's permanent record file. Students who withdraw or are withdrawn for disciplinary reasons may be asked not to return to the building for any reason without direct authorization from an administrator.

STUDENT BEHAVIOR CODE

The Welsh Academy recognizes that deep and meaningful learning cannot happen without each student taking responsibility for his own self-discipline. We strive for each student to be self-disciplined and manage his own behavior, in order for learning to thrive in our school environment.

Students of The Welsh Academy have joined the school community because they were in search of a rigorous, safe, stimulating, and vibrant school environment. For this to take place it is expected that each boy seeks to embody the Welsh Academy Pledge.

At times teachers and staff may have to redirect a student who is not able to manage himself, the academy vows to be consistent, firm, kind, and objective to the needs of the boy, while also meeting the needs of the entire class.

The Student Behavior Code applies to any student:

- Who is on school property,
- Who is engaged in any school activity,
- Whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of The Welsh Academy or Saint Ignatius High School.

VIOLATION LEVELS OF THE STUDENT BEHAVIOR CODE:

Level One Offenses

Students will have a conversation with the teacher or staff member who witnesses these behaviors and will receive a warning. Repeat offenses will result in a call home.

- Cell phones/electronics devices seen, heard or used, without teacher or staff permission from the time he enters school grounds until he leaves for the day. Phone must be left with the main office team during the day
- Tardiness to class
- Gum chewing
- Horseplay (i.e. wrestling, play-hitting, playing tag)
- Uniform violation
- Improper language
- Failure to follow directives of staff
- Eating or drinking inside the classroom

Level Two Offenses

Students will have conversations with the Dean of Students and/or Student Life Counselor and parents will receive a call home. Depending on the offense, students may be put on a letter of understanding which could result in suspension or expulsion.

- Habitual infraction of a level one violation
- Cutting/Skipping class
- Multiple Incidents of disrespect
- Disruption of classroom instruction
- Failure to follow school rules
- Minor vandalism/graffiti of school property
- Cheating/forgery/plagiarism/academic dishonesty

Level Three Offenses

Students may be subject to suspension for these violations. Suspensions are not limited solely to these violations.

- Habitual infraction of level two offenses
- Habitual cheating/plagiarism/Academic Dishonesty (automatic “LOU”)
- Threats (verbal, written, social-media, physical)
- Harassment
- Fighting
- Stealing
- Off-campus violation
- Chronic absence or tardiness
- Disregard for school expectations
- Major disrespect of a faculty or staff member
- Gang membership and/or gang related behavior
- Vandalism/graffiti/destruction of school property (plus remuneration for replacement/repair costs)
- Leaving school grounds without permission
- Using, selling, providing or possessing drugs, including alcohol and tobacco
- Inappropriate use of technology (e.g., threats, bullying, or sending obscene, nude, sexually explicit or suggestive pictures or language)
- Hazing

Level Four Offenses

Students may be subject to immediate expulsion for these violations. Dismissal is not limited solely to these violations.

- Continued or escalation of negative behaviors, an unwillingness or inability to amend behaviors
- Major threats to inflict harm on another, school-wide, or property

- Possession of weapons, firearms, or explosives. School officials may report weapons to the local police if used or intended to be used to cause bodily harm
- Accessing a restricted area for use other than its intended purpose
- Theft of any kind from school, other students, staff or faculty
- Other actions deemed serious at the discretion of the academy or high school administration

Conduct of any kind at any time or in any place that brings discredit upon the school or is in serious conflict with the values for which The Welsh Academy and Saint Ignatius High School stand, or is in violation of criminal or civil law or the reasonable rights of others is grounds for dismissal.

Harassment and Bullying

The Welsh Academy and Saint Ignatius High School seek to create and foster a school community in which all individuals are treated with dignity, integrity, respect, and compassion. We believe that all individuals are “created in the image and likeness of God.” For these reasons, the Saint Ignatius 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.

The Differences Between Being Rude, Mean, and a Bully

Rudeness is saying or doing something that hurts someone else. This can look like burping in someone’s face, jumping in line, or being inconsiderate. Rudeness usually happens through thoughtlessness, poor manners, unplanned inconsideration, but is not meant to hurt someone.
In order to be mean someone is intentionally saying or doing something to hurt someone once or maybe twice. Being mean to someone aims to hurt them. The mean behavior is often motivated by feelings of anger or trying to prop themselves up.

Bullying behavior is intentionally aggressive behavior, often repeated over time that involves an imbalance of power. Kids who are bullying are being intentionally harmful; they keep doing it and show no sense of regret or remorse. Bullying can take on many forms. The key aspect is that bullying is ongoing and leaves victims feeling powerless and fearful.

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, or academic pursuits. Harassment creates an offensive, hostile, and intimidating environment. Examples of harassing behavior include, but are not limited to, the following:

1. **Verbal Harassment:** Derogatory, demeaning or threatening comments or jokes, either spoken or written, about another person or group.

2. **Physical Harassment:** Unwanted physical contact, touching, impedance, blocking movements, assault, hazing, or any intimidating interference with normal activity or movement.

3. **Visual Harassment:** Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures, or altered photographs (e.g. memes) physically produced or posted online or in any fashion.

4. **Sexual Harassment:** Unwelcome sexual advances, insults, staring and other verbal, physical or electronic misconduct of a sexual nature.

5. **Bullying:** Taunts, ridicule, shunning, or other acts of alienation, coercion or intimidation, whether emotional, verbal, physical or electronic.

Students should report harassment to any teacher or administrator, including the Principal, Dean of Students, or President. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Individuals who violate this policy will be subject to disciplinary action up to and including dismissal. Ongoing harassment or bullying may lead to contracting officials outside the school community. Since you are a member of The Welsh Academy family, we trust that you will embrace and practice these principles on campus and in your home to support our school motto of forming “Men for Others.”

Student Threats

Due to the very serious nature of threats, any and all student threats to inflict harm to self or others must be taken seriously.

The following procedure will be observed in dealing with a student who threatens to harm himself and/or others:

1. Anyone who learns of a threat must report it to the Principal or Dean of Students immediately.
2. The police may be notified.
3. The student may be required to remain in the Principals’ office or other designated area until the police arrive, if necessary or until other arrangements are made.
4. The parent or guardian of the student who made the threat will be notified immediately.
5. The student will be suspended pending further investigation. Depending upon the circumstances, the school may take further disciplinary action up to and including dismissal. In the event that the individual is permitted to return to school, such return may be conditioned upon receipt of adequate written medical certification from an appropriate medical professional (as determined by the school) verifying that the is not/does not pose a danger to self or others. The school may further require a second or third opinion. The school reserves the right to place additional conditions for returning to school.

6. Any persons who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately. This policy will be followed in any and all cases that involve a threat from a student to harm self or others.

Hazing

Hazing is defined in Ohio Revised Code Section 2903.31 as: "doing any act or coercing another, including the victim, to do any act of initiation onto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person."
The statute prohibits actual mental or physical harm as well as actions that create a substantial risk of mental or physical harm to another. Therefore, any fear, embarrassment, or pain caused by an act of hazing violates Ohio law and is actionable under these policies.

Not only may a school discipline a student (or group of students) for hazing, it MUST take action to prevent such hazing, actively enforcing such policies against hazing that would, by definition, include reasonable discipline when appropriate.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member, other employee of the school shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing, or knowingly fail to inform a school administrator or faculty member if he or she reasonably suspects that hazing activities have taken place, are taking place, or will take place in the future.

Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Athletes involved in hazing or who otherwise violate this policy may be removed from the team(s), may lose any and all awards, including varsity letters, and may be subject to disciplinary action, up to and including suspension or immediate dismissal.

Tobacco/Vaping Use

The Welsh Academy, Saint Ignatius High School, and the surrounding grounds are Tobacco Free Facilities. Tobacco use, including any alternative to smoking including e-cigarettes and vaping, is not permitted anytime on campus before, during or after school (City of Cleveland ordinance). Any such products brought on campus will be confiscated and appropriate detentions given.

Searches

The school reserves the right to conduct searches of student property when there are reasonable grounds for suspecting that the search will yield evidence that the student has violated or is violating the law or school rules. Such searches may include, but are not limited to, searches of vehicles, lockers, pockets, bags, backpacks, computers or electronic devices.

BUS AND VAN TRANSPORTATION

We encourage families to utilize the academy transportation service or carpool. Below is bus transportation information.

Transportation will be provided by Precious Cargo. Three routes will be active each school day- one servicing students east of the Cuyahoga river and one serving students living west of the Cuyahoga River.

Wait time for bus

In the event that a student is not present at their designated times, the responsibility of bringing him to school will fall on the parent/guardian. **We strongly suggest that you plan to bring your son to his bus stop at least 10 minutes before the designated pick up time.** While it is possible that the bus may be late on a certain day because of traffic or some other unforeseen circumstances, we will make every effort to make student transportation efficient to allow students ample time to eat breakfast in the morning.

Boarding the Bus

Each student must line up, wait until the bus has stopped completely, use the handrail and sit in an assigned seat. Make sure masks are worn when arriving at the stop.

Behavior while on the Bus

After boarding the bus, the student must stow and not open carry-on items as directed by the driver and ride the bus without being excessively noisy. The student is NEVER to put anything (including their hands/arms) out of the window. The student must remain seated until the bus has stopped. Students need to follow the following rules while riding the bus:

- Wear your mask (if and when required)
- Observe classroom conduct
- Be courteous, use respectful language
- Eating, drinking or chewing gum is not permitted
- Keep the bus clean; remove all belongings when disembarking
- Cooperate with the driver
- Treat the bus and equipment with respect
- Stay seated and face the front
- Keep head, hands and feet inside the bus
- Keep hands, feet and body to self
- Keep carry-on items closed
- Cell phone use is not permitted on the bus

Disembarking the Bus

Each student must exit without pushing or leaving anything behind.

Consequences for Not Following Bus Rules

The rules are posted on the bus. Consequences for disregarding the bus rules are as follows:

1. First offense results in a written warning which must be signed by parent or guardian.
2. Second offense results in a week's suspension of bus privileges.
3. Third offense results in loss of bus privileges for an entire year

ATTENDANCE

Daily Attendance

As we discussed when your child was admitted to the Welsh Academy, we together have a goal to prepare your child for high school. Daily attendance is key to the success of this goal and selective high schools consider attendance a key indicator of success. It is imperative that your child attend school every day except for when he is ill. We look forward to seeing your child with us each day.

It is vital that we all work together to ensure that your son is in school daily and on time. The day begins at 7:30 for breakfast, if you and your son choose not to eat breakfast at school he will need to arrive at school before 8:00AM or will be marked tardy.

Daily on time attendance helps to ensure that your child will be able to fully participate in school activities, build relationships with his peers, and be fully present in school without the stress of being absent or late.

Consistent attendance is not only the standard but is also a requirement for continued enrollment at The Welsh Academy. Students need to be in class in order to learn. Parents should avoid scheduling any event that may conflict with daily classes. Some examples of scheduled events that should not conflict are medical appointments, extended vacations, and non-school sponsored activities or athletic events.

We have an automated attendance line if your student will not be in school for any reason. By leaving a message, please use the number **216-281-2308** to report all absences **before 8:15 am each day of an absence.**. The Voicemail Attendance line is open 24 hours. When you call the Direct Line at 216-281-2308, please listen to the message in its entirety. The message will prompt you to press 2 for attendance.

We are mandated to report any absences before 9:30 am. If we do not receive a Voicemail regarding the reason for your student's absence, it will be marked as an unexcused absence. Upon return, all absences require a note from a parent to excuse your student's absence. If your student is absent due to doctor appointments, the student must return with an excuse from his

doctor. **PLEASE DO NOT USE PARENTSQUARE TO REPORT AN ABSENCE.** We must receive a voicemail on our attendance line.

Please store this number in your phone for all current or future calls to the Welsh Academy.

Generally speaking, the academy considers more than five excused absences or three unexcused absences per semester to be excessive. In this case, a family conference will be held. A student who misses more than this may be placed on academic probation, held ineligible for co-curricular or athletics, could be suspended or involuntarily dismissed.

A student who has been absent from school on a given day may not attend nor participate in any co-curricular activities on that day. This includes affinities, athletics, or other events.

It is the responsibility of the student to obtain and complete all assignments missed during his absence. Students are expected to take the initiative when it comes to determining what work has been missed and how it is to be made up. Students have as many days as they are absent to make-up any missed work.

Tardies and Absences

Morning Meeting is considered a class and that is the space in which daily attendance is taken. Class begins promptly at 8:00AM, and all students are expected to arrive on time. If students arrive later than 8:00AM, they must report to the office with a parent in order to sign-in. Students will receive a tardy pass to deliver to Mr. Hough.

Early Dismissal

The parent/guardian must contact the academy office (email, phone or note) to inform the academy of a request for early dismissal. Please indicate the reason the child is to be dismissed and the name of the person picking up the child. **The person picking up the student must go to the academy office and sign to have the child released from school.**

Excused Absence

An absence is excused if it is followed by communication from the parent/guardian for the following reasons or a medical release signed by a doctor will be honored as an excused absence. These signed excuses should be in the office no later than the day following the absence.

- Personal illness
- Death of parent, guardian, grandparent or person close to the family

- Severe inclement weather at the discretion of the parent
- Observance of religious holidays
- Discretion of the principal and parent
- Subpoenaed court appearance

When at Home due to Quarantining

Currently, if students need to quarantine due to COVID-19 exposure we will not be offering ZOOM Classes. Students are required to keep up with the work through CANVAS, GoogleClassroom, and ParentSquare.

When students are at home due to possible exposure to COVID-19, families must call to record that he is at home.

In the case that a student becomes ill and cannot participate in class, the family must call and record this day as an absence. The boy will need to complete his work as he would for a typical absence due to illness.

COVID-19

If your son has symptoms of COVID, please have him remain home with respect to the entire community. If he tests positive, he is to stay home for 5 days. The first day of symptoms counts as Day 0. He must be fever free with no fever reducing medication for 24 hours before returning. When he returns, he is to mask for 5 days unless you have two negative covid tests 48 hours apart. **Please notify Mrs. Pena of any COVID symptoms or positive/negative tests**

Unexcused Absence

The primary reason for an absence to be considered unexcused if it has not been communicated by the parent/guardian.

With the new schedule being implemented this year, daily attendance is more vital than ever.

Choosing to not attend school for the following reasons will not be considered excused absences.

- Family vacations
- Athletic tournaments

Any child who is absent an excessive number of days or who is consistently tardy will be considered truant and may be asked not to return to the Welsh Academy. We cannot successfully teach a child who is not in class.

- Truant students will be reported to the authorities.
- Each case will be handled individually.

While permission may be given to keep a dentist/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, during days with early dismissals, delayed starts, or professional learning days. **Every absence slows the progress of a child's schoolwork.**

A student's attendance will be calculated by the number of hours they are present in school each day. If they miss the whole day, they will be marked as one day absent. If a child is tardy and/or leaves school early, their hours spent in school that day will determine if it is a tardy or half-day absence.

Learning continues to take place even on days which are early dismissals. You should not plan to keep your son home on those days. Please make sure your son comes to school each and every day.

Every student going on a planned absence will need to notify Mrs. Pena and fill out an extended absence form. **Teacher's are not required to provide make up work, or grade late work during unexcused absences.**

Truancy

The Ohio Truancy Law defines habitual and chronic truancy. A habitual truant is a child of compulsory school age who is absent without legitimate excuse.

Under the Ohio Revised Code 3321: School Attendance; it is the obligation of the school to investigate truancy, failure of parent, guardian or responsible person to cause a child's attendance at school. Upon investigation, school personnel can file a complaint in the juvenile court within the county that the student resides.

If a child is absent three unexcused days in a row per quarter without proper doctor's notice supporting the absence, the parent and/or guardian will receive notification from the Welsh Academy Office. If a child is absent five times within one semester without proper doctor's notice, the parent and/or guardian will receive written notification of the days absent by the Principal or Dean of Students. If the child is absent beyond five times without medical documentation supporting days absent, further disciplinary action may be taken.

Make-Up Work Due To Absence

Students are responsible to ask the teacher for missed work when they return to school from an absence. A reasonable amount of time will be given to the student to return the completed work to the teacher.

Absence Due To Family Vacations

Families are encouraged to plan vacations to correspond with the school vacation schedules. **Students absent from school due to family travel may ask their teachers for their work**

when they return to school, however teachers are not required to give students school assignments to students before they go on vacation. Make-up work must be returned to the teacher in a timely manner.

Pick-Up

Students are expected to be picked up on time each day, within fifteen minutes of dismissal. Conferences will be scheduled with families who have difficulties with this, in order to come up with a solution that benefits both the school and the family. Any habitual tardiness in picking up students could result in sanctions.

SCHOOL HEALTH SERVICES

A licensed school nurse is provided during the school day to support the health and academic success of students at The Welsh Academy. The school nurse is the link between our families, students, our faculty, staff, administration, and healthcare providers in regards to the mental and physical wellness needs of our students. The school nurse's role is to coordinate care and address major health problems experienced by students. The school nurse provides health screenings, health education, and interventions for chronic diseases, medical emergencies, ailments, injuries and communicable disease.

Confidentiality of Individual Health Information

To ensure confidentiality of health information, individual health information will only be shared with school faculty and staff for the purposes of serving the student and protecting the health, safety, and learning of the student. Faculty and staff are informed of health concerns on a need to know basis. All staff and faculty who are trusted with health information take seriously their responsibility to safeguard that information. The school nurse may contact a student's health care provider to clarify facts surrounding a student's condition or treatment plan. Parents/guardians are encouraged to talk with the nurse directly if they have additional concerns regarding confidentiality of their student's health information. The school nurse can be contacted at 216-651-0222 Ext. 4286 Chantel elza celza@ignatius.edu

Feeling Ill or Illness While at School

When a child becomes ill at school, the parent/guardian or a person designated by the parent/guardian on the Emergency Medical Authorization Form will be notified. It is the parent's/guardian's responsibility to provide transportation. **An ill child may not walk home or take public transportation home.**

In the event of an emergency that requires the child to go to a hospital emergency room, an effort will be made to notify the parent/guardian immediately so he/she can meet the child at the hospital. The school is required to have on file an Emergency Medical Authorization Form for

children who become ill or injured while under school authority in the event that parents or guardians cannot be reached for the purpose of giving consent for treatment.

Health Clinic

The school's health clinic is located in the lower level of Loyola Hall, down the stairs, 1st door on the left. A pass from the teacher is required to see the nurse. **A nurse will be available daily from 8:00 AM-4:00 PM.**

School Health Forms

To ensure the health and safety of your son we need to have his health care forms on file. Failure to meet these requirements may result in the student being excluded from school early in the school year and all days thereafter until the forms are on file.

All families are required to complete the **Emergency Medical Authorization (EMA)** annually. The EMA form is found in FinalForms. It is to be submitted by the first day of school. The EMA is used in case of a medical emergency, by athletics, by health services and for field trips.

All newly enrolled academy students are required to have a **Saint Ignatius High School Physical Form** on file in the school clinic by the first day of school. (This is in addition to the OHSAA sports physical form required by athletics.)

All newly enrolled academy students must have an **updated immunization record** on file in the school clinic by the first day of school.

Administration of Medication in School: Forms And Requirements

In accordance with the Ohio Revised Code and school policy, the following requirements must be followed for students to receive medication prescribed by a healthcare provider and/or non-prescribed medication at Welsh Academy.

If possible, all medication should be administered at home. A student's first dose of a new medication will NOT be administered at school.

For **all medications** the parent/guardian must complete and sign the **Authorization to Self-Administer Medication** form and attach it to the Prescribed and Over-the-Counter Medication Permission forms. These forms are found on Powerschool Learning, Parent Intranet, and the Welsh Academy Family Resources Link on website.

For prescribed medications that must be administered during school hours, a **Prescribed Medication Permission** form must be signed by both the prescribing healthcare provider and

the parent/guardian. To find medication forms go to Powerschool Learning, Parent Intranet, under the school nurse tab.

A **separate Prescribed Medication Permission** form must be completed by the parent/guardian and healthcare provider for each prescribed medication that the student will take at school.

- Prescription medication must be in the original bottle.
- The container must have a fixed label which indicates the student's name, name of the medication, dosage, method of administration, and time of administration.
- The prescription bottle and the prescription order MUST match.
- Suggestion: Ask the pharmacist for a "school bottle" when you get the prescription filled.

Non-prescribed medication must be provided to the school by the parent/guardian, in its original container and have the student's name written on it. **Over the Counter (OTC) Medication Permission** form must be completed and on file in the school nurse's office. To find medication forms go to Powerschool Learning, Parent Intranet, under the school nurse tab.

Students are not permitted to have any medication (including over the counter medication) on their person, in their locker or in their bag. An epipen, asthma inhaler and diabetic supplies are the only allowed exceptions. **All medications needed during the school day are to be stored in the school clinic with the nurse.**

Students will be required to self-administer medication. Students are to come to the school clinic at the right time, take the right dose following the directions according to the prescription/package directions. Parents/guardians who have concerns about the self-administration of medication should contact the school nurse to discuss alternative administration times or arrangements.

Only when the school nurse is gone for the day, will the school permit the administration of medication by someone other than the nurse (School Principal, Welsh Academy Executive Administrative Assistant/Family Liaison, or Administrator of the Day/Principal Designee).

Medication forms are in effect for the current school year only. New forms must be completed each new school year.

The school nurse will review all student orders, forms, and signatures related to the school day. The school nurse will review with the student the correct dosage, correct time, correct method of administration, purpose of medication, and concerns if the medication is not taken.

Signed medication orders and **Emergency Action Plans** for asthma and severe allergies must be on file in the school clinic. These forms are available on Powerschool Learning, Parent Intranet, under the school nurse tab.

A backup epipen is required to be kept in the school clinic. A backup asthma inhaler to be kept in the clinic is strongly encouraged.

Students with diabetes that are required to carry insulin, quick acting glucose and/or blood glucose monitoring equipment must have a **written health plan** on file in the school clinic and must review the plan in person with the school nurse. A Diabetic Health Plan form is available on Powerschool Learning, Parent Intranet, under the school nurse tab.

Any unused medication must be picked up by the parent or student by the last day of school. If this deadline cannot be met, the parent/guardian is to call the nurse to make alternate arrangements. Medication not picked up by the deadline will be disposed of.

Overnight and Extended Field Trip Medications

Students at an extended school event or on a school trip the duration of which requires the student to take medication while not under the supervision of the school nurse or a parent/guardian must follow these requirements.

A **Prescribed Medication Permission** form must be completed and signed by the healthcare provider prescribing the medication and a parent/guardian. Students must self-administer all prescription medications in accordance with the timing, dosage, and method of administration instructions set forth in the prescription. Medical forms can be printed by going to Powerschool Learning, Parent Intranet, found under school nurse tab.

All prescribed medications must be in the pharmacy labeled bottle. The label and Prescribed Medication Permission form must match. A separate form is required for each prescription.

If the student requires non-prescribed medication, the **Over-the-Counter (OTC) Medication** form must be completed by a parent/guardian. OTC medications must be self-administered by the student according to package directions and only for the symptoms listed on the package. Medical forms can be printed by going to Powerschool Learning, Parent Intranet, under school nurse tab.

Non-prescribed medication should be sent in the original bottle with the student's name on it.

For **all medications** the parent/guardian must complete and sign the **Authorization to Self-administer Medication** form and attach to prescribed and over-the-counter medication forms. This form is found on Powerschool Learning, Parent Intranet, under school nurse tab.
The parent/guardian should send only the amount of medication necessary for the duration of the event or trip.

A designated school employee will store all medications - OTC and prescriptions. Only exception is that students may self-carry their life saving medications: asthma inhaler, auto inject epinephrine and insulin.

All forms must be completed and submitted prior to the field trip or the medication will not be given.

If applicable, parents/guardians are to provide a copy of student's Health Plans/Emergency Plans to the supervising adult of the field trip.

Students with Life-Threatening Food Allergies

Parents/guardians are to notify both the school nurse and Campus Dining of a student's life threatening food allergies.

- School Nurse: Chantel Elza 216-651-0222 Ext. 4286
- Campus Dining: Marianna Burgess 216-651-0222 Ext. 4471 or Erin Matia 216-651-0222 Ext. 4474

Parents/guardians annually are to provide to the school nurse the healthcare provider's written emergency management plan that includes allergy, signs and symptoms, and emergency medication orders along with emergency backup medication. Medical forms can be printed by going to Powerschool Learning, Parent Intranet, under school nurse tab.

Students at risk for anaphylaxis are to carry at all times a copy of the healthcare provider's written emergency plan, an epipen and other emergency medication as ordered.

Students are to be able to monitor and prevent their own exposures which include:

- Knowing what foods to avoid
- Asking about food ingredients
- Reading and understand food labels
- Telling an adult immediately after an exposure
- Consider wearing a medical alert bracelet, necklace, watchband
- Firmly refusing a problem food
- Recognizing early symptoms of an allergic reaction and knowing how to use an epipen and other emergency medication.

The student's backup emergency medication is stored in the nurse's office and easily accessible during school hours. The nurse shares the student's emergency action plan with the student's teachers.

Campus Dining has exposure controls in place and encourages students and parents/guardians to ask questions. Contact Campus Dining in order to make necessary arrangements to ensure the student's dietary needs are met.

- All prep areas and utensils are sanitized after products that are made that may contain the following: peanuts, tree nuts, fish, or shellfish items.
- Gloves are worn by staff members and changed after each food item is prepared.
- Food products are labeled if such items contain peanuts, tree nuts, or shellfish.
- We are not an allergen free zone but do our best in providing information in regards to our offerings.

Please ask any Campus Dining Staff for the complete binder of allergen information on our products.

Students with Chronic Diseases

All students with diabetes, asthma, severe allergies and seizure disorders are required to have a health plan completed by their healthcare provider on file with the school nurse. Other conditions may require a health plan for school as well. Students and parents/guardians are encouraged to talk with the nurse directly to discuss further and to develop an individual health plan so the student can be successful in school. School Nurse can be reached at 216-634-8818 or dhernandez@ignatius.edu. Students and parents/guardians are asked to keep the nurse informed of any changes such as medications, activity intolerance, hospitalizations or emergency room visits.

Students with Infectious Diseases

The single most effective prevention against the spread of germs and disease is hand washing with soap and water.

- Any student suspected or reported to have a communicable disease is to be examined by the school nurse. Upon the recommendation of the school nurse the student may be excluded from school.
- Re-admission is dependent upon the decision by the school nurse with input from the student's healthcare provider. The decision is based on the length of time the disease is contagious, treatment and control measures.
- If seen by a healthcare provider, please provide a written note from the healthcare provider that includes diagnosis, treatment, any physical activity limitations and return to school date.

When should a sick student stay home or return to school?

This information does not take the place of consulting a healthcare provider. Be sure to contact a healthcare provider anytime there is concern about a student's health.

Chicken Pox - Students with chicken pox may return to school 6 days after onset of rash or when lesions are dry. Upon return the student is required to see the school nurse prior to attending classes. Children and teenagers recovering from chicken pox should never take aspirin.

Common Cold – A contagious upper respiratory infection caused by a virus. Symptoms can last 7-14 days and a cough up to 3 weeks. With no fever, mild symptoms and otherwise feeling well a student may be fine in school. Stay home with deep or uncontrollable cough, significant lack of energy, feeling miserable, and/or severe sore throat.

After a Concussion - A concussion is a type of traumatic brain injury (TBI) that results from a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, stretching and damaging the brain cells and creating chemical changes in the brain. A student who exhibits signs, symptoms or behaviors consistent with a concussion (such as, but not limited to headache, dizziness, confusion or balance problems) is to rest at home and to see a health professional experienced in evaluating for concussion. A concussion will usually disrupt a child's ability to: think, concentrate, remember and be efficient at processing and learning new school material. The first few days following a concussion, when the brain is still healing, a child may be too symptomatic to attend school. Brain cells repair themselves daily, so the effects of the concussion should lessen and become more tolerable and manageable with time. The healthcare professional should provide the student with a written **Return to Academics** Plan to share with the teachers offering guidance about when it is safe for the student to return to school and appropriate levels of cognitive and physical activity. When concussion symptoms have lessened at home and are tolerable for up to 30 to 45 minutes, a child should return to school with the healthcare professional's written Return to Academics plan.

Conjunctivitis (Pink eye) - A common infectious disease of one or both eyes caused by several types of bacteria and viruses. If you have thick and purulent (pus) discharge from eye, eyelashes matted/crusted or if eye pain, stay home and see healthcare provider. May return 24 hours after treatment with an antibiotic has begun.

Diarrhea – Frequent loose or watery stools (3 or more) within the past 24 hours. Stay home until free from symptoms for 24 hours or evaluated by a healthcare provider and determined not to be infectious.

Fever – If a student has a temperature of 100 degrees or higher within the last 24 hours he must stay home from school for at least 24 hours after no longer has a fever or signs of a fever without use of fever-reducing medicine.

Flu (Influenza) – A highly contagious respiratory illness caused by influenza viruses and can cause mild to severe illness. Symptoms are dry cough that can be severe, headache, muscle aches and pains, tiredness and weakness lasting up to 2-3 weeks, extreme exhaustion, chest discomfort, fever not always present but can be as high as 102 degrees lasting up to 3-4 days. Must stay home from school for at least 24 hours after no longer has a fever or signs of a fever without the use of fever-reducing medicine. If the student seems to get better than worse again, see a healthcare provider. Children and teenagers with flu-like symptoms should never take aspirin.

Headache – Complaints of frequent or more severe headaches should be evaluated by a healthcare provider, including a vision exam if needed. If only complaint is a mild headache without other symptoms and without a stiff neck, fever or recent head injury, then usually does not have to stay home from school.

Measles – Symptoms include fever of 103 -104 degrees, runny nose, reddened eyes, cough and severe intolerance to light for 2-4 days. Then a red-brown blotchy rash appears on the face which extends to the trunk and finally to extremities. The rash and other symptoms usually subside in 7-9 days. Highly communicable. Student to be excluded until 4 days following onset of rash.

Mononucleosis– Caused by the Epstein-Barr virus; most common in older teens. Symptoms include persistent sore throat, fever and fatigue. Mono symptoms often include weakness, body aches and swollen lymph nodes in the neck. In addition occasionally there is pain in the upper left part of the abdomen due to spleen involvement. Students should stay home until they feel well enough to return. Upon return a note from the healthcare provider is required for the school nurse indicating the diagnosis, return to school date and any physical activity limitations. Please call the nurse at 216-634-8818 to discuss a return to school plan. Students may require shortened days or frequent rest periods at first.

Skin conditions – If the area is small, may try a home treatment and cover the drainage. Stay home if things are getting worse or not improving after a short time and see a healthcare provider. A student treated with an antibiotic or antifungal medication may not return to school until after 24 hours on the medication.

Sore throat – Do not come to school if severe, difficulty swallowing, drooling (may be an emergency), fever or if signs of strep throat.

Strep Throat – A significantly sore throat could be strep throat, a contagious illness. Symptoms may include severe and sudden sore throat, fever, white spots in the back of the throat, headache and upset stomach, swollen lymph nodes in the neck. Untreated strep throat can lead to serious complications. A student diagnosed with strep throat may return to school 24 hours after antibiotic treatment has been started.

Vomiting – If vomited 1x with other symptoms or vomited 2x, then stay home until free from vomiting for 24 hours.

PRAYER AND WORSHIP

Prayer, reflection, and worship are important parts of life at the academy. Students will have many opportunities to pray together throughout their time together. Students will begin each day by offering intentions and prayer at the end of our morning. In Theology classes, students will participate in an Ignatian prayer known as the Examen, where they are invited to reflect on God's presence throughout the day as well as their own personal experiences of the day.

Welsh Academy students will take part in All-School Liturgies and Prayer Services alongside Saint Ignatius High School students in the Sullivan Gym. Additionally, we will participate in our own prayer services as a Welsh Academy family throughout the year.

The St. Mary of the Assumption Chapel (Chapel) is available for all students, faculty, staff and parents to quietly reflect during the school day. Please stop in to visit any time to spend time with Our Lord.

The school community celebrates Holy Mass each Friday at 7:45 AM in the Chapel. You are welcome to join the school and local community for the celebration of the Eucharist.

Sacramental Preparation

If you or your son are interested in preparation to receive the sacraments or about religious studies please let the academy office know and we will discuss the process with you.

WELSH WILDCARDS

Each student receives an identification card and is responsible for having this on him at all times during the school day and at school sponsored activities on and off campus. They may be asked to show their Wildcard at any time, especially at school social events and visits to the school library. Students will be using their cards to purchase breakfast and lunch through Campus Dining. They will have $10.00 per day to purchase their food and will receive no additional funds for that day. IDs may be replaced for a fee of $2.00 in the school library.

FAMILY/CUSTODIAL SITUATIONS

At times, families experience transitions in parental custodial relationships. We understand that these times are often challenging for parents/families, we hope that the guidelines below help to prevent misunderstandings that may occur during a changing family situation.

Two-Parent Families

It is assumed that both parents are living at the same address unless we have been notified otherwise. All home notices and communications will be sent home with the child. It is assumed that both parents are communicating regarding the child and that all information is shared between the parents. This information includes, but is not limited to, conference appointments, progress reports, discussions with school personnel and financial statements.

Families Experiencing Separation or Divorce

All school information will be sent home with the child to whichever parent currently has care of the child. It is assumed this information is shared by the parents and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform the Principal or Executive Assistant/Family Liaison of the pending change in

how the family is organized. Parents may request that school information be sent to both parents.

Divorce Decree Involving Clear Custody by One Parent

The Principal or Family Liaison is to be informed by the residential parent of this fact. A copy of the entire decree bearing the case number, including the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the academy office. Unless the decree indicates otherwise, school communications will be sent home to the residential parent.

Residential parents should understand, however, that unless the divorce decree specifically limits the non-residential parent's right to access to records, the non-residential parent has a right to the same access as the residential parent. We will, unless instructed by a Court Order, release such records upon request to the non-residential parent. "Records" include official transcripts, progress reports, health records, referrals for special services and communications regarding major disciplinary actions. It does not include daily class work and papers or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent.

Further, unless restricted by Court Order, any non-residential parent has the right to attend any school activity of their child that includes sports activities and class programs. Parents should keep each other informed, as well as the school, about these activities to avoid duplication of communications to better attend to the duty of teaching your children.

Joint Custody

Joint custody or shared parenting agreements entitle both parents access to school personnel and activities. It is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between parents. Parents may request that school information be sent to both parents.

Parent Conferences in All Custody Situations

It is preferred and will be the general procedure that one conference appointment be scheduled "jointly" if both parents wish to be present. It is requested that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time thereby avoiding misunderstanding and misinterpretations. In cases where joint conferences are clearly neither possible nor desirable by all involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents and further reviewed by the academy's legal counsel. Every effort will be made to keep communications open with both parents while, at the same time, avoiding duplication of services and excessive demands on the teacher's time.

EMERGENCY PROCEDURES

The Welsh Academy and Saint Ignatius High School maintain an Emergency Operations Plan (EOP) outlining processes and procedures in the event of various emergencies. We conduct at least ten (10) emergency drills each year, ranging from fire & tornado drills to lockdown & violent intruder drills. The school employs the A.L.I.C.E. approach to responding to a violent intruder incident. A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter & Evacuate. Each year we review this approach with students, faculty and staff to familiarize them with their responsibilities in the event of a serious incident.

To facilitate a safe environment in the case of an emergency, all students will be asked to download the “Live Safe” application on their smartphones. This allows them to safely inform school security and the proper authorities in case of a dangerous situation on campus.

Saint Ignatius High School employs a full time security team with officers on duty between the hours of 6:00 AM and 11:00 PM on school days, with weekend hours as needed when events are held on campus. In addition, the school employs an off duty, uniformed Cleveland Police Officer every school day between the hours of 7:30 AM and 4:00 PM, and as needed to provide security at school events. The Campus Security Emergency Number (216.375.6509) is printed on every student’s ID card for easy reference.

In the event of an emergency on our campus, members of the administration, in consultation with police, fire and other civil authorities will make required decisions with the safety of students as the primary focus. Every effort will be made to communicate with parents via **Parentsquare**. Communication in an emergency situation will occur as the situation allows.

EMERGENCY EVACUATIONS

Should it be necessary to evacuate or dismiss school in an emergency, we will utilize School Messenger to communicate with parents as the situation allows. **Do not come to Saint Ignatius to pick up your son. Please wait for directives on where to go, which you will receive as soon as a safe location is secured.** The off-site evacuation location should it be necessary to evacuate our campus is located at the Carfagna Magis Athletic Center.

REPORTING OF ABUSE-MANDATED REPORTING

As a school community, we acknowledge our special responsibility to protect the students committed to our care and control, and we are committed to taking action to protect our students from abuse and neglect, including sexual abuse. Any student or parent is encouraged to report any behavior of concern to any adult at The Welsh Academy or Saint Ignatius: Faculty, administration, staff, teacher or priest.

Any and all allegations of abuse or neglect suffered by any student, past or present, will be taken very seriously by Saint Ignatius. Ohio Revised Code 2151.421 requires reporting for any

school authority or employee who “knows or has reasonable cause to suspect” that a student under the age of 18 is suffering, has suffered, or faces a threat of suffering abuse or neglect. Abuse can be physical, sexual, verbal, or emotional.

Thus, the following procedures will be observed in handling any allegations of abuse or neglect suffered by a student:

- Any student who believes that he has been the victim of abuse or neglect should immediately report such abuse or neglect in person or in writing to the Principal or school staff member. If the student is uncomfortable reporting the issue to the Principal he should report the conduct to his counselor or any adult at the academy.
- Any employee, or other person affiliated with the academy or Saint Ignatius, who hears or learns of any allegations of abuse or neglect, or who observes abuse or neglect, must immediately report those allegations to the Principal or the President who will in turn notify the local law enforcement authorities. An individual may also directly contact local law enforcement or child protective services (in Cuyahoga County, 216-696-KIDS).
- The local child protective services agency or the local police or county sheriff will be notified where required by Ohio Revised Code 2151.421.
- As soon as a report is made to the Principal or President, the school will take those actions it believes necessary to assure the safety of its students.
- In any investigation made in accordance with a report of abuse, the school shall cooperate fully with the investigating authorities.
- Any administrator, faculty member or other employee of the school who fails to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Revised Code 2151.421.
- The parent(s) or legal guardian(s) of any student who knows or suspects that abuse or neglect are suffered by a student of The Welsh Academy or Saint Ignatius may report such abuse or neglect to the Principal.
- The school will immediately notify the parents or legal guardian of any such reports involving their child, and will offer counseling and pastoral support.
- Based upon the particular circumstances, the school will follow the more detailed procedures set forth in its separately published policy for employees regarding the reporting of abuse and neglect.

CAMPUS INTERNET

Internet

The Welsh Academy considers a student’s understanding of modern computer technology, and his ability to use it effectively, to be an essential component of his academic success. Each student will have access to a computer at school and home, will be taught how to use different programs and how to conduct research, and will make regular and required use of this technology in his assigned and independent work.

Each student will be assigned his own device for use while at the academy that will also go home each day. Additional paperwork and training will accompany the technology, and the family is responsible for all costs associated with replacing lost/stolen/damaged technology.

The Welsh Academy offers technology to students as a privilege. Students use this technology to expand their educational resources within the school's curriculum; it is not for personal use.

Students must use equipment with respect to the proper care and function of the equipment. Any student found to be intentionally damaging any technology equipment (hardware or software) will be cited for school property abuse.

Students must observe copyright laws and fair use guidelines when using any printed, audio, video, or electronic information. Students will not be permitted to copy school software or to bring software from home to copy on the school machines or network.

Students' actions will be monitored and they will be held responsible for information viewed, received and sent when using telecommunications to link to services outside the school.

Respect for any computer data created by others, including students, teachers and administrators will be maintained. Students may not change, delete or otherwise alter anyone else's data unless a teacher has given them permission. Students should not share passwords or tamper with desktop or network security of any technology equipment.

Internet access is available on campus to members of the Saint Ignatius High School community. Using the Internet is a privilege, not a right. This privilege may be revoked at the discretion of the Principal or designee. Each student is responsible for abiding by Saint Ignatius's Internet Use Policy. All students agree to indemnify and release Saint Ignatius, its faculty, staff, directors, employees, and all related organizations from any liability, damages or consequences that may result from the use of the Internet. The Internet Use Policy is available in its entirety on the Saint Ignatius webpage.

Students should not have any expectation that files, documents, email, or other material stored on computers at school or accessed on the school network (wired and wireless) will always be private. Electronic messages and files stored in school based computers and/or accessed via the school network may be treated like school lockers and school backpacks. Administrators and faculty may search, monitor activity, or review files and messages **on any device used at school** to maintain system integrity and to ensure that users are acting responsibly.

Students using The Welsh Academy provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. Be polite and use appropriate language. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited. Our networks will not be used to access, view, upload, download, or distribute pornographic, obscene, or sexually explicit materials.

Access to electronic resources is intended for the exclusive use of its authorized users. Any problems that arise from the use of an account are the responsibility of the account holder. Misuse may result in suspension of the account privileges. This may include, but is not limited to:

- Trespassing in another's work or files; students agree to respect the privacy of other users
- Giving out your password or the passwords of others
- Attempting to login to another's account
- Failing to notify the supervising staff member of a security problem
- Giving another's password to a third party or misrepresenting ownership of a password
- Users shall not intentionally seek information on, obtain copies of, modify files, other data, or passwords belonging to other users, or misrepresent other users on the networks

All users, in addition to abiding by the generally accepted rules of network etiquette, must also be aware of, and adhere to, the following policies governing network security, CIPA compliance, and illegal activity:

- Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system, or alter the software components of a computer or computer system. These include, but are not limited to: viruses, forging email, hacking, using VPNs, bypassing our filters through any method, and/or attempting to use administrative commands.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is a violation. The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Network filters in compliance with CIPA will apply to school networks and students shall make no attempt to bypass the filter or firewall using any technology available (proxy servers, remote desktop sharing, VPNs, alternative browsers, etc.).
- Do not vandalize by modifying, destroying, or abusing in any way the software or hardware on our school network.
- The use of technology for illegal activities, commercial purposes, advertisement or political lobbying, sexually explicit or pornographic purposes is strictly prohibited.
- Software piracy, vandalism, or malicious use of computers to develop programs that harass other users or infiltrate a computer, computing system, networks and/or damage the software components of a computer, computing system, or networks is prohibited.
- Peer-to-peer file sharing and digital piracy is prohibited; respect the copyright laws and the intellectual property rights of others. Our networks are monitored by outside entities in regards to all network activity (i.e., digital piracy and/or copyright infringement). If an illegal activity were to occur, we are notified with the specifics of the transgression and are mandated to investigate any infractions, which may result in the issue being turned over to outside law enforcement agencies.
- Independent hot spots are not permitted.

DISCLAIMERS

The Welsh Academy and Saint Ignatius High School accept federal government E-Rate funds for Internet connections and therefore according to CIPA (Children's Internet Protection Act), we must employ Internet filtering software and directly monitor all of our networks. Although the school supervises students using our networks, it is impossible to control all materials. We believe that the valuable information accessed on the school networks far outweigh the possibility that the user may procure material that is inconsistent with the mission of the school. The Welsh Academy and Saint Ignatius High School makes no guarantee that the functions or services provided by or through the school network will be error free or without defect. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law enforced by the United States Department of Education Family Compliance Office and applies to all educational institutions that receive federal funding. FERPA protects the privacy of student education records. FERPA ensures that parents (inclusive of legal guardians) and eligible students who have reached the age of eighteen or who have matriculated at a higher education institution (eligible students) are afforded rights to:

- access to inspect and review their education records
- request that the education institution amend or correct information in the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
- a hearing in the event that a request to amend or correct information in the student's record is denied
- permit the release of personally identifiable information (PII) in the student's education record only with a prior, signed, and dated written consent, except in limited circumstances

The Welsh Academy is obligated to notify parents and eligible students each year of their rights under FERPA, along with information about how to exercise those rights. We must obtain written consent from the parent or eligible student before releasing personally identifiable information from the education record, except in certain situations. Those circumstances include disclosure to a number of entities, including:

- another school to which a student is transferring
- appropriate parties in connection with determining eligibility in response to a financial aid application
- accrediting organizations

- authorized parties in a court case when necessary to comply with a judicial order or lawful subpoena
- appropriate officials in the case of health and safety emergencies
- state and local authorities within a juvenile justice system, in accordance with state law

Student Data Privacy Policy

The Welsh Academy and Saint Ignatius High School are committed to safeguarding student data and privacy. We take proactive actions to ensure that our student data is handled securely and in compliance with the Family Educational Rights and Privacy Act (FERPA).

The Welsh Academy uses data in order to meet its mission to serve the unique needs of early adolescent boys of modest economic means in their journey of becoming men for others. Rooted in the Gospel of Jesus Christ, The Welsh Academy shares the mission and life of Saint Ignatius High School, forming boys to grow in faith, leadership, academic excellence, and the desire for lifelong learning.

Student Personally Identifiable Information (PII) Collected by The Welsh Academy

- Household Information: Student and parent name(s), home address, date of birth, religion, ethnicity, church affiliation, grade school attended, public high school of residence, school district of residence, and primary phone numbers
- Attendance
- Medical Information: health conditions, immunizations, medications, vision and hearing screening, Doctor of Record
- Learning Accommodations
- Disciplinary Incident Details
- Academic Performance Data: Assessments, Transcripts, Grades
- Schedules
- Locker Assignments
- Currently Checked Out Media
- Account Access Logs
- Wireless Network Tracking Information

We consider the following data points to be directory information that we do on occasion share publicly on our website or via our Intranet (PowerSchool/Unified Classroom).

General Directory Information

- Student Name
- Grade
- Address
- Home telephone number

* Each July, parents are given the opportunity to review the data we have on hand and to opt out of publishing their personal directory information (Grade, Student name, Address, City, Zip,

Parent(s) Name, Mom name, Phone number) in our Student Directory which is housed internally on PowerSchool/Unified Classroom.

For all other data that is shared with the Ohio Department of Education or the Federal government, aggregate only data is shared (whereby it is reported at the group/institutional level to preserve the anonymity of each individual included in the data).

The Welsh Academy will at times share only the most necessary personally identifiable information with carefully vetted third party service providers using the most secure data transfer methods in accordance with industry best practices. The Welsh Academy may act as the parent's agent and consent to the collection of students' information on the parent's behalf where an approved and vetted third party vendor has been contracted by the School collects personal information from students for the use and benefit of the students and/or the School. We do not sell, swap, rent, trade, or otherwise disclose personal information to any third party for commercial purposes.

Sometimes the law or other circumstances also require that we disclose personally identifiable information to nonaffiliated third parties. Some examples are: in response to subpoenas or court orders; when we suspect criminal activity; to protect our property and rights of a third party; to protect the safety of our school or any person; or to prevent or stop any activity we may consider to be, or to pose a risk of being illegal, unethical, or legally actionable activity.

Electronic Devices

The uses of cell phones, iPods, game systems, etc. are prohibited during class time. All such devices must be turned off and stored, out of sight, so as not to impede the learning process. Failure to do so will result in their confiscation. All confiscated devices will be turned over to the Principal or designee.

Chrome books are given on the first day of school, if they were ever left at home, or damaged here are some steps you will have to take.

Forgotten at home: If a student leaves his device at home, he can receive a loaner from the school by turning his phone into Mrs. Pena. He can get his phone back by turning the device in.

Damaged: When technology is damaged, please report to Mrs. Pena right away so that it can be repaired. Depending on the damage and how it occurred the school may "cover" the cost of repair for the initial damage. If another computer or device is damaged, the family is responsible to cover the cost of repairs. All costs must be covered by the end of the academic year or before graduating.

Financial Information

The Welsh Academy at Saint Ignatius High School is able to provide a stellar means of education through the philanthropy of others. We are blessed by the many individuals who

make donations to make the academy a reality. Though no tuition is sought from parents or families of our students, there may be times when fees may be requested. Students and families will also be responsible for lost or broken items which belong to the school.

Parents are required to complete all necessary steps to maintain participation in the Cleveland Scholarship and Tutoring or EdChoice Programs. A major part of this is to come into the school as needed, sign all necessary paperwork, and keep communications with the finance office active and open at all times.

Students may be required to write letters, emails, or meet with the individuals who have supported their education or meet with potential donors to help support the sustainability of the academy.

School Calendar

A calendar identifying such things as school vacations, parents' meetings, holidays, field trips, and other important school events will be sent home monthly. Although The Welsh Academy coordinates its calendar with the high school, the two are not identical.

School Books and Supplies

Basic study materials are supplied to all students. Students are individually responsible for the care of their books and materials and are personally responsible for coming to class with all of these necessary materials. Lost or damaged books and materials will be replaced at the family's expense.

Student Storage Cubbies

Each student will have an open storage cubby which is the property of the Welsh Academy. Students will be able to keep supplies and some clothing in the cubby. The cubbies will not be able to be locked. The academy school environment is based upon trust and honesty so we will expect students to respect one another's property. Even with this in mind, we ask parents and students not to bring valuables (either sentimental or material) to school.

Policy of Participation by Parents and Guardians

The Welsh Academy firmly believes that the ongoing involvement of parents and guardians in the life of the school is vital to the well-being of all of the students and the program as a whole. All parents and guardians are required to demonstrate commitment to the program and the school – by attending family meetings, parent/teacher conferences, and other scheduled activities

GENERAL INFORMATION ABOUT THE JESUITS

St. Ignatius and the Jesuits

Ignatius of Loyola was a poor nobleman who was born in 1491 in the Basque country of Spain. On May 20, 1521, while leading the defense of the frontier city of Pamplona against a superior French attack, Ignatius was hit by a cannon ball that shattered his right knee. During his painful convalescence in the castle at Loyola, he asked for books to read and out of boredom accepted the only ones available: *The Lives of the Saints*, and *The Life of Christ*. He came to discover that God was at work in his life, and his past desire for worldly success was transformed into a desire to know, love, and serve God. He decided to travel to Jerusalem and to imitate the disciplines and fasts of the saints.

When his wounds healed, he began his pilgrimage to the Holy Land. He stopped at the shrine of Montserrat in Spain. There on March 24, 1522, he hung his sword and dagger on the grill of Our Lady's Chapel, resolving to lay aside his worldly garments and to don the armor of Christ.

Next, he journeyed on foot to the nearby town of Manresa where he lived for almost a year. He begged for his basic needs and spent most of his time in prayer. Here he experienced God's grace deeply penetrating within him. While reflecting on the movement of the Spirit within him, he wrote notes that formed the basis of The Spiritual Exercises, the core of Jesuit training.

Ignatius traveled to the Holy Land, but he could not remain there because of the political and religious turmoil. Instead, he studied at the Universities of Alcala, Salamanca, Barcelona, and Paris during a ten-year period of preparation for the priesthood. During this period, he gave the *Spiritual Exercises* to some of his fellow students. On the Feast of the Assumption in 1534, Ignatius and six of his companions pronounced vows during Mass, forming the "Company of Jesus." On September 27, 1540, Pope Paul III approved the "Company" as a religious order, formally establishing the Society of Jesus.

Ignatius personally approved the foundation of forty Jesuit schools. By the time he died on July 31, 1556, he had established the foundation of the Jesuit enterprise: to work for the greater glory of God through preaching, spiritual counseling, and through high school and college education. St. Ignatius is the patron saint of retreats and of the spiritual exercises.

History of Saint Ignatius High School

Jesuit education finds its roots in the spiritual and cultural renaissance of sixteenth century Europe. Founded in 1540 by St. Ignatius Loyola, the Society of Jesus (the Jesuits) soon committed itself to the work of educating young Catholic leaders. At the time of the St.'s death in 1556, over 100 Jesuit colleges had been established in Europe. In the following years, men like Francis Xavier, Matteo Ricci, Robert Bellarmine, and Peter Canisius would establish schools dedicated to instilling a zeal for the Gospel of Jesus Christ and love of classical learning in lands as diverse as Japan, China, India, the Philippines, and Peru.

In January 1886, Bishop Gilmour requested the Jesuit superior in Buffalo to begin work on establishing a high school on Cleveland's west side. Fr. Henry Behren, S.J., hastened to Cleveland and promised the bishop that the Jesuits would open their school on West 30th Street in September 1886. Saint Ignatius was to be the twentieth secondary school sponsored by the Jesuits in the United States. Today there are 47 Jesuit high schools.

From its very beginning, Saint Ignatius High School has been a college-preparatory school. Saint Ignatius College was based on the German gymnasium model whereby, after six years of education, a student was prepared to enter a university for a Master's program. The German system had no counterpart to the American four-year college-preparatory program that preceded Master's studies. The atmosphere at the school, then, was always one of academic rigor as students prepared for higher studies.

In 1902 the Jesuits adapted their program to comply with the American standards. The school was divided into a four-year high school and a four-year college program. Both the high school and the college shared the same building until 1935 when John Carroll University moved to University Heights.

The college-preparatory nature of the school means more than a curriculum geared to preparation for higher studies. Challenging teachers, an emphasis on clear thinking and communication skills coupled with a steady diet of study outside the classroom have helped mold students into the material colleges seek. It is not surprising that 99% of the students each year go on to four-year college programs at universities across the United States.

As important as academics are, the spiritual program of the school is an essential characteristic which sets Saint Ignatius apart from any other college-preparatory school. While respecting various faith traditions, Saint Ignatius is a Catholic high school that is animated by Jesuit spirituality. A solid four-year theology program, annual retreats, frequent liturgies, and opportunities for service to those in need are mainstays. Faith in Jesus Christ and a commitment to building the Kingdom provide the backdrop against which academics, intramurals, and social growth must take place.

Now in its 133rd year, Saint Ignatius High School remains vibrant and young by being open to a changing world with its problems as well as its opportunities (as demonstrated by the Arrupe Neighborhood Partnership Program), yet faithful to its academic traditions, the gospel message upon which it was established, and its motto: "Men-for-Others," after the Man-for -Others, Jesus Christ.

The Founding of The Welsh Academy

In the early 1990s, former Saint Ignatius High School President Rev. Robert J. Welsh, S.J. '54 had a dream: to create a school for urban middle school boys who could be academically successful at a college-prep school like Saint Ignatius if given the right opportunities. Fr. Welsh's dream is now a reality and the academy is named in his honor. Saint Ignatius leadership knew that there was more their school could offer young adolescent men of the City of Cleveland.

In 2017, Saint Ignatius High School President, Rev. Raymond P. Guiao, S.J. ‘82 revitalized the dream of the academy school. With approval of the Board of Regents, Mr. Daniel Dixon, S.J. was hired to complete a feasibility study to determine if there was a need for such a school. In May of 2018, the Board of Regents approved implementation work for the academy to begin. In July, 2018 Mary Ann Vogel, was hired as the Implementation Director of the Academy and then in January 2019 was named as the Founding Principal of The Welsh Academy. The academy will prepare those students academically, socially, spiritually and culturally for the rigors of a college-prep high school. The academy’s alumni will become men equipped for career success who will affect systemic change as leaders dedicated to transforming their neighborhoods, the City of Cleveland, and the world.

The “Man For Others” Philosophy

Saint Ignatius is a four-year, boys’ Catholic and Jesuit college preparatory high school. The aim of the entire Saint Ignatius community--administrators, faculty, staff, parents and students--is the spiritual, academic, emotional, and physical development of the student.

During his four years at Saint Ignatius High School, a student should grow in a personal relationship with Jesus Christ. He should come to realize that he is invited to follow Jesus and work with Him to build God's kingdom on earth. Just as the motto of all Jesuits is "For the Greater Glory of God," the student should come to the same orientation of making choices that honor God by doing the greater or better good.

Specifically, the student should be marked by a number of characteristics. A Saint Ignatius student is one who is **open to growth**. He seeks opportunities to stretch his mind, imagination, feelings, and religious consciousness.

A Saint Ignatius student is **intellectually competent**. He possesses an appropriate mastery of the fundamental tools of learning. He discovers his emerging intellectual skills for more advanced levels of learning.

A Saint Ignatius student is **loving**. He is able to move beyond self-interest or self-centeredness in his relationships with others.

A Saint Ignatius student is a **religious person**. He has a basic knowledge of the major doctrines, practices, and spirituality of the Catholic Church. He strengthens his relationship with a religious tradition and community. (What is said here, respectful of the conscience of the individual, also applies to students of other religious backgrounds.)

A Saint Ignatius student is **committed to doing justice**. He recognizes the potential within him for doing injustice, as well as the injustices in some of the surrounding social structures. He is preparing himself to become a competent, concerned, and responsible member of the world, national, local, and family communities. Thus, he is beginning to appreciate the fact that

Christian morality not only involves the individual conscience, but it also demands that each person work actively in society to positively promote social justice.

In summary, a Saint Ignatius student is a man-for-others.

PRAYER FOR GENEROSITY

Lord, teach me to be generous.
Teach me to serve you as you deserve:
To give and not to count the cost,
To fight and not to heed the wounds,
To toil and not to seek for rest,
To labor and not to ask for reward,
Save that of knowing that I am doing your will.
St. Ignatius of Loyola

Signature of committing to the handbook

If you have any questions please write below or send Mrs. Pena, mpena@ignatius.edu; Dr. Vogel, mvogel@ignatius.edu; Mr. Hough,rhough@ignatius.edu an email with questions and/or concerns.

Student : _____ (Print)

Parent Signature;_____ (Signature)

Questions/Concerns?

1. _____
2. _____
3. _____