

**John F. Kennedy Catholic School Lower Campus**  
Student/Parent Handbook  
Diocese of Youngstown

**2016-2017**



These are the policies and procedures for the 2016-2017 school year to ensure the health, safety, and success of all Kennedy families. Please be sure to thoroughly review this document as a family and return the signed portion to the main office. We look forward to a great year.

## TABLE OF CONTENTS

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT .....	1
	Diocesan Philosophy of Catholic Education .....	1
	School Mission Statement/Philosophy .....	1
	Parental Role .....	1
	Nondiscrimination Clause .....	2
	Non-Catholic Students.....	2
	Guidelines and Implementations .....	3
II.	SPIRITUAL DEVELOPMENT .....	4
III.	ACADEMICS .....	5
	Curriculum .....	5
	Implementation of Family Life Program .....	5
	Textbooks/Supplemental Materials .....	6
	Technology .....	6
	Testing .....	8
	Homework.....	8
	Parent-Teacher Communication.....	9
	Scheduling and Other Conference Information .....	8
	Grading/Report Cards .....	10
	Grading System .....	10
	Promotion/Failure Policy.....	11
IV.	ADMINISTRATIVE PROCEDURES .....	12
	Admissions .....	12
	Diocesan Initial Admission Requirements .....	12
	Age for Admission to Kindergarten .....	13
	Additional Requirements for Admission to Grades 1-8.....	13
	General Conditions of Admission .....	14
	Foreign Students .....	14
	Class Placement.....	14
	Attendance .....	15
	Diocesan Policy for Attendance Requirements .....	15
	Absence/Tardiness/Leaving School .....	16
	Absences for Other Reasons.....	16
	Attendance/Reporting Procedures.....	16
	Transferring to Another School.....	18
	Lunch/Milk Program.....	18
	Arrival and Dismissal .....	18

V.	GENERAL SCHOOL POLICIES.....	20
	Administrative .....	20
	Student Custody and Guardianship .....	20
	Access to Records .....	20
	Transfer of Records .....	20
	School Visitors .....	21
	School Communications .....	21
	Principal's Communications .....	21
	Take Home Communications .....	21
	Telephone Use/Messages for Students.....	21
	Inclement Weather/School Closings .....	21
	Release of Directory Information .....	22
	Field Trips .....	22
	Overnight Trips .....	22
VI.	FINANCES.....	24
	Diocese of Youngstown Tuition Assistance Program.....	24
VII.	STUDENT RESPONSIBILITIES & BEHAVIOR.....	25
	Code of Conduct.....	25
	Weapons .....	25
	Substance Abuse .....	26
	Gangs .....	27
	Discipline .....	27
	Use of Disciplinary Action .....	27
	Disciplinary Measures.....	28
	Specific Disciplinary Policies.....	28
	Suspension .....	30
	Expulsion .....	31
	Student Regulations and Procedures .....	31
	Students and Student Property.....	31
	Searches.....	29
	School Lockers and Desks .....	31
	Care of School Property .....	32
	Lost and Found.....	30
	Dress Code.....	32
	Uniform Requirements & Other Pertinent Information .....	32
	Inappropriate Materials.....	34
	Playground Regulations .....	34
	Lunchroom Regulations.....	35

VII.	HEALTH AND SAFETY .....	36
	Student Health & Safety .....	36
	Accidents and First Aid .....	36
	Illness.....	36
	Administration of Medicine.....	33
	Chronic Medical Conditions of Students.....	39
	Infectious/Communicable Diseases .....	39
	Disease .....	39
	Lice .....	39
	Fire/Emergency Drills .....	40
	Sexual Harassment--Students.....	40
	Sexual Violence.....	37
X.	STUDENTS WITH SPECIAL NEEDS.....	43
XI.	EXTENDED DAY.....	43
	Extended Day Program .....	43
A.	School Forms	
B.	Additional School Information	



## **I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

### ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum which meets the religious, academic, personal, and social needs of children.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

### ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

John F. Kennedy Lower Campus, A Roman Catholic K-6 school in the Diocese of Youngstown, is committed to providing a Catholic quality education which promotes spiritual formation and academic excellence whereby students develop to their full potential

We are dedicated to academic excellence. We seek to develop a Catholic Christian identity in each student through the process of Catholic education which is life-centered and through activities which provide education in every dimension: physical, intellectual, social, cultural, emotional, moral, and spiritual.

### ***PARENTAL ROLE***

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

## ***NONDISCRIMINATION CLAUSE***

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## ***NON-CATHOLIC STUDENTS***

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.

- Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

## ***GUIDELINES AND IMPLEMENTATIONS***

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the Friday of the first week of school. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

## **II. SPIRITUAL DEVELOPMENT**

In addition to the daily religion class, students in all grades are given the opportunity to participate in the liturgy on a weekly basis, Holy Days of Obligation and other special occasions throughout the school year. Various prayer services are also held in accordance with the liturgical season for all grades.

This program is truly effective only to the extent to which it is reinforced by the living example of the family in the home and by the involvement of the family in the sacramental programs.

Parents are urged to exercise their responsibility by seeing that each child attends Sunday Mass and participates in the sacraments. Attendance at parent education is required for those whose children will be receiving a sacrament for the first time.

### **Reconciliation**

Children in 2<sup>nd</sup> grade receive instruction and have the opportunity to receive the Sacrament of Reconciliation for the first time in late January, or early February. Children in grades 3 through 8 usually have two scheduled opportunities to receive this sacrament during the school year. Children in all grades are encouraged to receive this sacrament regularly with their family.

### **Eucharist**

Children in 2<sup>nd</sup> grade receive instruction and have the opportunity to receive the Sacrament of Eucharist for the first time at the student's home parish.

### **Service Opportunities**

Mission activities help students realize there are people in the world who live in conditions of want and fear, deprived of the necessities of life which we take for granted. We encourage our students to learn compassion for these people, to pray for them, and to make generous sacrifices so that they might have access to basic human dignity. We encourage parents to foster this attitude in their children. Students are given the opportunities to participate in projects that benefit specific groups.

### **III. ACADEMICS**

#### ***CURRICULUM***

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The school follows the diocesan course of study. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education and Library.

#### ***IMPLEMENTATION OF FAMILY LIFE PROGRAM***

The primary responsibility for the education of the children belongs to parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, moral, spiritual attitude is the example the parents provide in their own home.

To enroll a child in a Catholic school is to affirm the Catholic value system and to recommit oneself to an acceptance of the God-given responsibilities of parenthood. The following is a list of ways in which parents are asked to support the Catholic education of their children who attend John F. Kennedy Catholic School Lower Campus.

- ❖ Model and support your child's practice of the Catholic faith. All parish families are expected to attend Mass each week-end and to make regular contributions to parish collection.
- ❖ Support school policy and the authority of the administration and teachers.
- ❖ Follow the policies and procedures stated in the Parent/Student Handbook, especially those regarding conduct, discipline, and uniforms.
- ❖ Discuss difficulties with the person concerned and avoid any criticism of teachers and school policy.
- ❖ Insure that your child obeys the regulations and principles of good behavior.
- ❖ Encourage your child to complete all assignments supporting the teachers by giving assistance when needed.

- ❖ Participate in parent-teacher conferences when requested and be willing to keep the lines of communication open between home and school.
- ❖ Meet your financial responsibilities as outlined in the Parent /Student Handbook regarding tuition and various school fees.

## ***TEXTBOOKS/SUPPLEMENTAL MATERIALS***

All textbooks may be taken home to do assignments. All books, textbooks, library books, and supplemental materials are loaned to the students for their use. Therefore, students must take proper care of them. This means they may not fold pages, turn down corners, write in or on them or destroy books in any way. At the end of the school year the books must be returned in good condition. If they are lost or damaged in any way the child will make restitution for the value of those books paid to the school. **All books must be covered at all times.**

## ***TECHNOLOGY***

Proper use of technology, especially the Internet, is an important consideration. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. Using school facilities for Internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of

copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

1. No student may use the Internet unless the school has on file an Internet Access/Educational Use Agreement which is signed by the student, the student's parent, and the teacher sponsor. This agreement must be completed annually
2. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
3. Users should not reveal their personal addresses or phone number(s), and

shall not reveal the personal address or phone number(s) of others without their authorization/permission.

4. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
6. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - a. Messages to others shall be polite and shall not be abusive.
  - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
  - c. Use of the network shall not disrupt use of the network by others.
8. There shall be no links from the school home page to a student's personal home page.
9. While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

## ***TESTING***

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

### **TESTING PROGRAMS**

Students in grade five will take the Assessment of Catechesis/Religious Education (ACRE).

Students in grades two and four will take the Iowa Tests of Basic Skills (ITBS) and Cognitive Abilities Test (CogAT).

Students in grades three, five and six will take the Iowa Tests of Basic Skills (ITBS).

Students in grades three and five will take the Off-Grade Writing Proficiency Tests.

Ed-Choice Students in grades three to six will take all required state mandated testing in the fall and spring.

## ***HOMEWORK***

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies, however, homework is less than 10% of an individual student's grade.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

A reasonable amount of homework will be given daily. The assignment will be an outgrowth of class work to supplement learning, review independently what was taught in class, or to provide opportunity to use research skills.

Time allotments for homework depend on the type of assignment and on the age and grade level of the student. The time and length of assignment vary as the child grows older and develops more skills. No definite time limit can be determined for all, since children work at different rates of speed.

While parents should provide the time and place for the homework, the students should learn to assume the responsibility for his/her own work as early as possible. Parents may give appropriate assistance, but the work should reflect the student's understanding and ability.

Neglect of completing assignments usually is reflected in the student's grades. A student may be required to complete missing work during lunch time or after school.

Parents may use their internet school accounts to check their child's progress and for missing or incomplete assignments.

## ***PARENT-TEACHER COMMUNICATION***

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

### **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Two scheduled parent teacher conference days during the school year promote a greater understanding of the needs and growth patterns of the students as well as strengthen communication between home and school. Parent conferences are held at the end of the first and beginning of the third academic quarters, usually early November and in February. Participation in the first of these conferences is required of all parents. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time.

## **GRADING/REPORT CARDS**

Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.

The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies.

An asterisk on the report card indicates an accommodation and/or modification has been made according to documentation outlined in the student's confidential file.

### **GRADING SYSTEM**

A	100-93
B	92-85
C	84-75
D	74-67
F	Below 67

### Codes for Religious and Social Development:

O	Outstanding
S	Satisfactory
P	Progressing
N	Needs Improvement

Study skills needing improvement are indicated for the appropriate subject area(s)

Interim progress reports will be sent to all parents.

Students will receive a report card at the end of each quarter. These report cards are to be signed by the parent/guardian and returned to school. Report cards will be held each quarter if money is due for tuition or fees until financial obligation are fulfilled.

### **HONOR ROLL**

Students in grades 4-6 can achieve Honor Roll status according to the following guidelines:

All students with a 3.2 grade point average or higher. The average is the sum of all the letter grades divided by the number of grades.

\*\*\*Conduct, although important and must be maintained, is not equated in the honor roll grade!

## ***PROMOTION/FAILURE POLICY***

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement a Minor Adjustment Plan for the student as a condition of placement.

### Speech and Language Therapy

For students identified with speech, language or hearing problems, the speech therapist plans an individualized plan of assistance and maintains ongoing parent and teacher contact.

### Remedial Tutoring and Title I Reading

Individuals identified as needing remedial assistance will be provided, by a certified teacher, with either individual or small group instruction on all grade levels when funding is available for these programs.

### Learning Disabilities Tutor

Students identified and possessing a valid IEP are provided instruction, by a certified teacher, relative to their special needs on a part time basis when funding is available.

## **IV. ADMINISTRATIVE PROCEDURES**

### **ADMISSIONS**

John F. Kennedy Catholic School Lower Campus reserves the right to refuse admission or readmission, to suspend or to expel any student who does not cooperate with the policies established in this Handbook. Policies in this handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend John F. Kennedy Catholic School Lower Campus in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending John F. Kennedy Catholic School Lower Campus in jeopardy.

### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

Registrants for school will be accepted in the following order:

- a. students of registered participating parishioners whose parish(es) provide the elementary school;
- b. students of parishioners whose parish does not provide a Catholic elementary school will be accepted in the nearest Catholic school; and
- c. non parishioner students on a space available basis, after a conference regarding the reason for registration in a Catholic school is held with the parents by the pastor and principal.

Catholic elementary students should attend either their own parish school or, if their parish has no school, the Catholic school which is nearest their home or the Catholic school that could best provide individual needs.

#### **AGE FOR ADMISSION TO KINDERGARTEN**

Children who reach the age of five years by September 30 may be admitted to a kindergarten program.

#### **GENERAL REQUIREMENTS FOR ADMISSION**

Admission is contingent upon receipt of the following:

1. Completion of the application form
2. Presentation of an original birth certificate
3. Baptismal certificate for Catholic students
4. Proof of adequate immunization as required by the Ohio Revised Code
5. Completion of Emergency Authorization Form
6. Proof of custody for students not living with either or both natural parents
7. Social Security number (if U.S. citizen)

#### **ADDITIONAL REQUIREMENTS FOR ADMISSION TO GRADES 1-6**

1. Educational and health records from previous school
2. If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.
3. An entry interview with child, parents and principal for all students entering after kindergarten. If determined that John F. Kennedy Catholic School Lower Campus is able to meet the educational needs of the student, he/she will be accepted on a probationary basis.

## **GENERAL CONDITIONS OF ADMISSION**

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

## **FOREIGN STUDENTS**

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons.

Since January 30, 2003 all schools in the United States wishing to enroll Nonimmigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS.) Information on whether or not a school has been chosen to register with SEVIS and is qualified to enroll an F-1 student is available through the particular school office.

Also required of the incoming student is:

- a. I-20 Form (if applicable)
- b. Diocesan Emergency Care Form
- c. State Immunization Form
- d. Local Admissions Forms
- e. VISA

## **CLASS PLACEMENT**

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

Teachers will allow invitations to private parties to be given (orally or written) in school only if everyone in the class is receiving an invitation or if all the boys or all the girls are invited to a particular party. The school will not provide student addresses or phone numbers.

## **ATTENDANCE**

### **DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS**

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-6) is normally in session not less than 178 student attendance days per academic year or the length of time as required by the Ohio Department of Education and the Office of Catholic Schools.

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. The parent(s) should phone the school before 9:00 am giving the reason and the approximate length of absence.
2. A written excuse, explaining the reason for absence, signed and dated by the parent, must be presented upon a student's return to school.
3. Persistent absences may cause serious academic problems (including but not limited to course failure.) The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
4. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the

student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

### Tardiness

The tardy student will normally be subject to appropriate disciplinary action by the school administration.

Parents are expected to cultivate the habit of punctuality in their children since tardiness interferes with the child's progress in school and disrupts the classroom teaching. Students who arrive in their room after 8:00 am are tardy and must report directly to the office with their parent to sign them in.

Students are allowed 3 tardies per quarter without consequence. After the 3<sup>th</sup> tardy students will have a 5 point deduction from their conduct grade. After the 2<sup>nd</sup> 5 point deduction students will serve an after school detention. Chronic tardiness will result in a conference with parents, child and principal. Chronic tardiness is considered anything over 6 tardies per quarter.

### Absences for Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. When the student returns, make up work will be given and time limits set. The responsibility for such make up work belongs to the parent(s) and student. The teacher is not responsible for sending home "advance work".

## **ATTENDANCE/REPORTING PROCEDURES**

### Absence

According to Ohio State Law, a child is permitted to be absent from school with the permission of a parent/guardian for the following reasons: personal illness, illness in the family (when a child's help is urgently needed), death of a relative, quarantine, observance of religious holidays, and family emergency or set of circumstances which constitute good and just cause.

When a student is absent, parents must call the office before 9:00 am to give the reason for and approximate length of the absence. If a call is not received by 9:00 am, the school will attempt to contact the parent and keep a written record of the phone call. The parent must also send a note to the teacher giving the dates and reason for absence when the student returns to school. Homework requests for an absent child must be made prior to 9:00am. Work may be sent home with a relative, friend, or

picked up at the school office between 2:30 and 3:10 pm.

Students are expected to be in attendance except in circumstances where absence is permitted as enumerated above. Unnecessary absence should be avoided. Therefore, doctor or dentist appointments and vacations should be planned for after school hours or on days when school is not in session. Parents are advised to consult the school calendar which indicates vacation periods and days when school is not in session.

### Tardiness

If a student is tardy they must report to the school office with their parent and sign in. If parents know ahead of time that a child will be tardy such as for a Doctor's appointment they must inform the school office no later than 8:00am. A child will not be permitted into class without a admit slip from the office.

### Medical excuses

Medical and dental appointments should be arranged for after school hours and during vacation periods whenever possible. If a child must leave school during the school day, a note must be sent to the school office. The note must be signed, dated, and include all the necessary information. Students will come to and remain in the office until the parents come in to sign them out. Upon the students return a note from the doctor or dentist must be presented to the office. An absence of more than 2 hours during the school day will be counted as  $\frac{1}{2}$  day absence.

### Anticipated absence

When an absence is anticipated either due to medical issues or personal reasons parents must inform the office in writing at least one week before the anticipated dates of the absences. This note must include the date which the absence will start and the date of return to school. The teacher is not responsible for sending work home in advance, especially if the absence is due to personal reasons. When the student returns, make up work will be given and time limits set for work to be turned in to the teacher. The responsibility for such make up work belongs to the student and parent.

### Release of students

Parents must send in written permission for the release of the child during the school day. This note should include time of release and reason for the release of the child. It should also include if possible who will be picking the child up from school. Anyone taking the student from school during the day must report to the office to sign the

student out when the student leaves and then sign them back in when the students returns. If the person is not the parent or guardian, specific written permission from the parent/guardian is required before the child may be released to another person.

## ***TRANSFERRING TO ANOTHER SCHOOL***

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records" from the new school. All Fees and Tuition MUST BE PAID prior to the release of the student's records. In addition, students transferring or withdrawing are required to complete an Exit Form (available through the school office).

Prorated tuition reimbursement will be made for students transferring within a school year only if the family has moved outside of the John F. Kennedy School District. Records will not be forwarded for any student until all financial responsibilities are paid in full.

## ***LUNCH/MILK PROGRAM***

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

## ***ARRIVAL AND DISMISSAL***

Students arriving to school before 7:50 am, must wait in Reagan Hall until their classroom teacher picks them up. Students may arrive as early as 7:30 am but no later than 8:am. Supervision by staff members begins at 7:50 am. Students are to be picked up at the close of the school day unless they are participating in the Extended Care Program.

- ❖ Change of Transportation

A student going home with another student or by different form of transportation other than his/her usual, must **present** a written verification of the change, signed by the parent/guardian, to the homeroom teacher and the teacher will send it to the office at the beginning of the school day. The student then will receive a change of transportation slip signed by the office staff so that he/she will be permitted to leave by the appropriate exit at dismissal. Without this written permission, the student will be sent home by means of his/her usual transportation.

❖ Bus Riders

Howland, Niles, and Warren City will provide bussing for families residing one mile or more from the school. Please contact your respective bus coordinator for specific information regarding bus stops and times.

Warren City Bus Coordinator	841-2265
Howland Bus Coordinator	856-8213
Niles Bus Coordinator	652-5764

John F. Kennedy Catholic School Lower Campus supports and cooperates with the procedures of the local public school districts regarding behavior on school buses. These procedures include parent notification, suspension for a time from transportation and loss of transportation privileges. The principal also reserves the right to impose additional consequences for lack of cooperation with bus conduct and safety procedures.

## **V. GENERAL SCHOOL POLICIES**

### **ADMINISTRATIVE**

#### **STUDENT CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

#### **ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

#### **TRANSFER OF RECORDS**

Records are released to another school only when the parents provide a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released.

Only copies of student records may be released.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.) However, health records and testing results which have been obtained through state or federally-funded programs will be forwarded.

## **SCHOOL VISITORS**

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds.

## Take-Home Communication

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee.

A weekly folder will be sent home to each family. This folder will include events, lunch menus, and a signup sheet for lunch and recess help. This folder may also contain special notices, field trip forms, fliers, information from the various school organizations. These folders are to be signed by a parent/guardian and returned to school the following day.

## **TELEPHONE USE/MESSAGES FOR STUDENTS**

In order to help students develop responsibility, phone calls home may be made only in the case of an emergency and require teacher/office consent. All calls are to be made from the office. No cell phones may be used without teacher or principal consent. Remember that all cell phones must remain turned off and in the child's book bag. John F. Kennedy Catholic School Lower Campus is not responsible for cell phones brought to school by a student.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

There are a minimum of 178 student attendance days. Within these 178 days, Ohio law provides for five calamity days (inclement weather or other non-weather related emergencies) which a school does not need to make up. A school must make up any days over these five days. The school has built into its calendar three possible make up days to be used if the school exceeds its five calamity days.

On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. Exception is if the host team is in session.

If school would be closed due to inclement weather a one call will go out to all families.

## **RELEASE OF DIRECTORY INFORMATION**

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name; student's parent(s), guardian (s) name(s), addresses, phone numbers; dates of attendance; honors; organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. This directory information may be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

Schools are required to use the *Waiver/Right to Object* form when students are participating in videotaping, audio recording, school pictures, other photography, or Internet. Any student or parental publications are subject to review and approval of the school administration prior to publication.

[Insert additional photo/media information here as needed--optional]

## **FIELD TRIPS**

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.
- If a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:
  - a) The driver must be 21 years of age or older.
  - b) The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.

- c) The vehicle must have a valid registration.
- d) The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance which should be kept on file. (The insurance follows the car.)
- e) No driver should take more children than the number of seat belts in a car.
- f) Each driver should be given directions to the site and rules and procedures for student behavior in cars.
- g) Each driver must follow the schedule and not deviate from it. (i.e., taking a side trip to an ice-cream stand or fast food restaurant.)

The driver needs to complete the Volunteer Driver Information supplied to the driver by the principal.

- Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on the field trips.

## ***PARENT ORGANIZATIONS***

The Home and School Association is sponsored by the John F. Kennedy Catholic School System to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

<h2><b>VI. FINANCES</b></h2>
------------------------------

### ***Diocese of Youngstown Tuition Assistance Program***

#### **Application Process & Requirements**

- a. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application from (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school.

- b. To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.
- c. The deadline for submitting applications to the scholarship/assistance service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.
- d. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

<b>VII. STUDENT RESPONSIBILITIES &amp; BEHAVIOR</b>
---

***CODE OF CONDUCT***

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic morals values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a catholic school environment. These basic components include:

Teachers have the right to teach. No student will stop the teacher from teaching.

Students have the right to learn. No student will stop another student from learning.

The school observes this Code of Conduct because it is built on fundamental Catholic school teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

***WEAPONS***

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey

a deadly weapon or dangerous ordnance onto these premises. ORC SEC. 2923.1212. A Valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

- A. A “weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy.
- B. Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

## ***SUBSTANCE ABUSE***

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.
2. The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a

student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school-sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

## **GANGS**

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

## **DISCIPLINE**

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

### **USE OF DISCIPLINARY ACTION**

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation. Corporal punishment is prohibited.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

## **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

1. Conference with student and/or parent
2. Appropriate verbal reprimand
3. Temporary removal from the classroom (e.g., time-out room) or isolation from the group with supervision
4. Loss of privileges
5. Supervised after-school detention
6. Referral to office
7. Disciplinary contract

## **SPECIFIC DISCIPLINARY POLICIES**

### **Conduct Violations**

- Attendance  
All students are expected to attend and be on time for school.
  - 5 points tardy over 3 times
  - 5 points truancy from class
- Cafeteria/Recess  
Eating in the cafeteria will be a pleasant experience if all students display decent table manners, courteous conversation, and cooperate with the cafeteria staff. Recess is a time to develop friendships in a relaxed setting and provide time for socializing.
  - 5 points eating or drinking outside the cafeteria
  - 5 points leaving without permission
  - 10 points disrespect to cafeteria staff
  - 10 points throwing anything in the cafeteria or anything at recess
  - 10 points not being in the approved supervised area for recess
- Christian Social Behavior  
Students will conduct themselves according to the standards of Christian social behavior
  - 5 points failure to return signed conduct card
  - 10 points cheating, stealing, lying, or offensive language
  - 10 points any use of physical force or violence anytime anywhere on

- 10 points school property
- 10 points harassing students verbally or physically
- 10 points disrespect toward staff members, substitutes, volunteers, and visitors

### **Dress Code**

Adherence to the dress code is expected from the first day of school to the last day of school.

- 1st offense-Warning
- 2<sup>nd</sup> offense- 5 points

### **Prayer/Liturgy**

Students are expected to be reverent during times of prayer or worship.

- 5 points lack of appropriate participation during times of prayer.
- 10 points lack of reverence at time of prayer or during liturgy.

### **Safety**

Students shall be concerned about their own safety and the safety of others. Students shall conduct themselves in a safe and quiet manner at all times.

- 5 points talking during a safety drill
- 5 points running in the hallway
- 10 points leaving the classroom without permission
- 50 Points endangering or threatening the health/safety of others-reason for suspension or expulsion also.

### **School Property**

Textbooks and school facilities are available for student use. Proper care and use of school property is expected. **In addition to conduct points, all violations will require restoration or restitution.**

- 5 points gum chewing
- 10 points defacing school material or textbooks
- 10 points defacing desks, walls, or lockers
- 10 points failure to respect the property of the teacher or another student
- 20 points Destruction of school property

\

## **Classroom Policies**

Each classroom has its own characteristics and expectations. Teachers may establish certain classroom rules in order to provide for a pleasant atmosphere and good classroom management. These specific rules are in addition to those listed in the code of conduct. Consequences resulting from the abuse of classroom rules (no homework, talking out, etc.) are left to the discretion of the individual teacher according to age, circumstance, and severity of the problem.

## **SUSPENSION**

Serious or repeated misconduct may lead to suspension from class or school. It is the authority of the local building administrator to suspend a student from class or school. The diocesan schools shall not suspend a student for more than five (5) consecutive days. If the suspension is for an offense which can only be addressed through counseling in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of a duration to allow such counseling to occur.

- 1) Suspend able Offenses are:
  - a) A serious offense involving the use of violence, force, threat, coercion or other conduct which violates the safety of others. Police should be informed of these incidents.
  - b) Use/possession of a weapon. Police must be informed.
  - c) Vandalism, destruction or theft of school property.
  - d) First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (counseling may be required where necessary).
  - e) Repeated disregard for school rules and regulations.
  - f) Other offenses serious enough to warrant a student's removal from school.

## **EXPULSION**

Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, safety and/or when the student remains incorrigible. Only the Superintendent of Schools may expel a student. In diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been expelled, official school records and withdrawal papers will so indicate that.

Unless directed otherwise by the Superintendent of Diocesan Schools, no principal shall admit to his or her school a student who has been expelled from another Diocesan or Public school.

## ***STUDENT REGULATIONS AND PROCEDURES***

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

### **STUDENTS AND STUDENT PROPERTY**

#### Searches

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

#### Students and Student Property

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school.

[Insert additional information – optional]

#### School Lockers and Desks

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has vis a vis other students exclusive use of the locker or desk but has no proprietary rights versus the school.

## ***CARE OF SCHOOL PROPERTY***

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

## ***LOST AND FOUND***

Lost and found items will remain in the school for one week. After one week all items will be donated to the St. Vincent DePaul society. Lost Valuables will remain in the office till they are claimed.

## ***DRESS CODE***

The dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/administration.

## **UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION**

Preschool students are not required to wear uniforms.

Tops:

Students must wear Kennedy logo red, white, or navy blue 3-button polo shirts long or short sleeve. These are to be purchased through the Eagles Nest.

Kindergarten students will not be required to purchase logo shirts. Kindergarten

students may wear solid red, white, or navy blue polo shirts.

Plain navy blue turtlenecks may be worn with the uniform jumper. When a turtle neck is worn with pants or skirts a logo polo is to be worn over the turtleneck.

Navy blue V neck sweaters may be worn during the winter months over the school polo. These will be available through Lands End (Drifter V-neck Sweater)

Polo shirts must be tucked in at all times.

#### Bottom:

Navy blue or tan/khaki slacks/pants with no extra pockets or metal studs. (hip huggers, low rise, and cargo style is not acceptable.)

Shorts in navy blue or tan/khaki may be worn in August, September, May, and June.

Shorts are to be no shorter than 2" above the knee. (no cargo shorts.)

Girls in grades K-5 may wear jumpers (classic navy plaid) ordered through Lands End

Girls 4-5 may wear uniform skirts (classic navy plaid) ordered through Lands End. Jumpers and skirts are to be no more the 2" above the knee.

Pants and shorts with belt loops are to be worn with a belt in grades 4-5.

#### Shoes/Socks

Socks are to worn at all times including dress down days. Socks are to cover the ankle. Peds or footie style is unacceptable.

Girls wearing the uniform jumper, skirt, or shorts may wear either red, white, or navy blue knee high socks. Girls have the option to wear either red, white, or navy blue tights under their jumper or skirts. Navy leggings may be worn under the jumper or skirt during the winter months

Shoes are to be solid black, brown, or navy dress-style shoes, or solid color athletic/tennis shoes (one reasonable accent color will be acceptable.) Open toed or backless shoes are not permitted.

During winter months, boots may be worn to school; however, students must change into regular school shoes. Boots of any kind may not be worn during the school day.

## Grooming:

Hair should be well groomed and worn in an appropriate style for school. No extreme or fad hairstyles. Haircuts are to above the collar at all times.

Watches and thin chains with a cross or religious symbol may be worn. No fad jewelry may be worn.

Girls are permitted two small post earrings. Boys are not permitted earrings at all.

No tattoos permanent or temporary.

Makeup, nail polish and glitter are not permitted.

Coats, jackets, and sweatshirts are outside apparel and may not be worn in the classroom.

## ***INAPPROPRIATE MATERIALS***

Students are not permitted to possess the following items on school property or at school functions:

Any items that would be detrimental to the learning process

## ***PLAYGROUND REGULATIONS***

Students are to obey and show proper signs of respect for all lunchtime volunteers.

### **AT ALL TIMES:**

- Remain in designated areas
- Be properly dressed for the weather
- Show respect and care not only for their own things but those of others
- Have an adult's permission to enter the building for any reason
- Stop talking and line up as soon as they hear the bell
- Play appropriately on playground equipment

- Include ANYONE who wants to join a game or activity

**AT ALL TIMES STUDENTS MUST REFRAIN FROM:**

- Fighting, pushing, shoving, tripping, hitting, knocking others down, kicking, name calling, teasing, etc.
- Using unacceptable language or gestures
- Throwing, kicking, picking up snow, or any other dangerous objects
- Any unsafe or inconsiderate behavior

**Indoor Recess in the gym or cafeteria:**

- In the gym, students must play in the designated areas for particular activities
- Must clean-up when told to do so
- Must line up immediately when recess is over
- Must be respectful to all adult volunteers
- Must be polite and respectful to everyone
- Must include everyone in activities if they wish to play
- May not leave the gym without permission from an adult
- May not eat or drink in the gym
- If in the cafeteria, they must remain in their seats working on something quietly

## ***LUNCHROOM REGULATIONS***

Students are expected to obey all rules, procedures and to show proper courtesy and respect to ALL lunchtime volunteers at ALL times!

Students must:

- Display proper table manners and etiquette while eating
- Remain seated until given permission to leave the table with feet off the chairs
- Speak only in moderate tones to those at their table
- Clean up scraps from the table, chair, and floor before leaving
- Leave the cafeteria in a quietly and orderly fashion
- Receive permission to leave the cafeteria to use lavatory or for any other reason
- Walk, not run, at all times in the cafeteria

## VIII. HEALTH AND SAFETY

### ***STUDENT HEALTH & SAFETY***

Parents and guardians have the primary responsibility for the health and well being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

#### **ACCIDENTS AND FIRST AID**

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents should be informed as quickly as possible. Either a parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student.

#### **ILLNESS**

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

## **ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS**

When a student is required to take prescription or nonprescription medication during school hours, the following procedures for dispensing medication will apply:

- A. Authorization to Administer Medication
  - 1. The physician must sign a form granting the school permission to administer prescription or nonprescription medication.
    - a. Forms will be supplied by the school
    - b. The medication and signed permission forms shall be brought to the school by the parent.
    - c. The physician's signature must be on the original medication permission.
  - 2. In special cases (to be determined by the school nurse, principal or designee), the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee.
  - 3. Request forms must be submitted each school year for all medication.
- B. Transportation of Medication To and From School
  - 1. The parent assumes the responsibility of getting medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication.

At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.
  - 2. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
    - a. Unused medication will be returned **ONLY** to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing, by the parent.

- b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.
  - c. Empty containers may be returned home with students.
3. If any of the information stated on the permission form (FORM Med-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

C. Labels on Medication

1. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

- a. on prescription bottle:
    - 1) full name of the student;
    - 2) name of the medication;
    - 3) dosage and time intervals for administration; and
    - 4) name of the physician (required for prescription drugs only).
  - b. on the permission form:
    - 1) possible side effects, any severe reactions; and
    - 2) any special instructions for administering the drug such as storage or sterile conditions.
2. Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.
3. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

## **CHRONIC MEDICAL CONDITIONS OF STUDENTS**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

## ***INFECTIOUS/COMMUNICABLE DISEASES***

### **DISEASE**

The protection and welfare of each individual student is of importance in the schools of the Diocese of Youngstown. In an effort to enhance protection of students:

1. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.
2. The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

### **LICE**

1. Head Lice Procedure
  - a. All students infested with head lice are excluded until the head is free of lice and nits.
  - b. A form letter provided by the school office, is sent home with the student being excluded with head lice to:
    - 1) advise parents on obtaining treatment; and

- 2) inform parents of conditions for readmission to school.
- c. Readmission to school is permitted ONLY after examination by school nurse reveals head to be clear of lice and nits.
- d. The school nurse (if available) will re-check student two weeks after readmission to school.

## ***FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS***

Practice drills are held throughout the year. Students must follow the directions posted in each room. Students are not permitted to talk during emergency or practice drills and are to remain in the assigned area until a signal is given to return.

## ***SEXUAL HARASSMENT--STUDENTS***

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavors to provide for its students an atmosphere free from sexual harassment.

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

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

- verbal warning/reprimand and apology to the victim;
- a parent/student/principal conference;
- written warning/reprimand and parent notification entered in the student's file;
- detention or removal from selected school activities and/or extracurricular activities;
- behavior/probation contracts, possibly requiring professional intervention;
- suspension; and/or
- expulsion.

### Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.



## **IX. STUDENTS WITH SPECIAL NEEDS**

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as apply to chartered nonpublic schools in the State of Ohio.

Students with disabilities are expected to follow the school's policies and honor code.

## **X. EXTENDED DAY**

### ***EXTENDED DAY PROGRAM***

Our extended care program is offered from 2:30 to 5:30 pm in Reagan Hall. Please refer to the form in the parent packet for details!

