

Diocese of Youngstown
Elementary School Parent/Student Handbook

Regina Coeli/St. Joseph School

2005-2006

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Welcome to a special partnership between home and school that is designed to benefit your child. We are delighted that you are a part of Regina Coeli/St. Joseph School Community. It is our common goal to provide an excellent academic education that is rooted in the Gospel.

This handbook is designed to give parents and children information regarding Regina Coeli/St. Joseph School and its policies. It is our hope that you will read this carefully and place it in a convenient location for easy reference. This handbook refers to students in Kindergarten through grade eight. A separate Preschool Handbook governs the RC/SJ Preschool Program for three and four-year-olds.

Regina Coeli/St. Joseph School is part of the Diocese of Youngstown, and, as such, is under the direction of the Bishop, the Diocesan Superintendent of Schools, the Pastor and the Principal.

RC/SJ works hard to be a good place for children to be and grow and learn. Thus, we are continually evaluating our educational program and setting goals for improvement in order for our students to be adequately prepared for the future. We strive to work closely with the home to enable our students to develop their God-given potential.

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

REGINA COELI/ST. JOSEPH PHILOSOPHY STATEMENT

The purpose of Regina Coeli/St. Joseph School is to make known the Gospel message of Jesus Christ, as communicated through the Church. This religious dimension is uniquely paramount in giving each student an education of the highest standards commensurate with his/her abilities and aspirations.

MISSION STATEMENT

Regina Coeli/St. Joseph, a school open to children of all races and faiths, is committed to high standards and performance, with a focus on achievement. The staff of Regina Coeli/St. Joseph, along with the strong support of parent partners, believes in educating the whole child – spiritually, academically and morally, in a safe, disciplined environment. With the changing times, the school seeks to adapt to changes in our world, while at the same time maintaining a strong tie with tradition and staying grounded in the philosophy of the Gospel message of Jesus Christ.

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.

SPIRITUAL DEVELOPMENT

FAITH EXPERIENCE

Religious education is our reason for existence and is integral to all classroom instruction. The purpose of the formal religion lesson is to help students get to know Christ in a personal way and to establish a loving relationship with Him.

Our mission as a Catholic school is to develop men and women who are convinced of God's love and goodness, who courageously live and proclaim the Gospel of Jesus and witness to peace and justice in the world. The school acts as a support to parents in the religious formation of their child, not as a substitute.

MASS ATTENDANCE

Children are expected to attend Sunday Mass with their parents. Please fulfill your obligation of training your children in this important religious duty:

1. By seeing that they do not miss Mass.
2. By teaching them how to use the Missalette properly.
3. By displaying reverent behavior in church.

HOLY DAYS OF OBLIGATION

Provisions will be made for all children to attend one of the scheduled Masses on Holy Days.

Classes participate in the liturgy every Friday at 8:30 am, on Holy Days and other special occasions. The religion curriculum is enhanced by school-wide celebrations of liturgical seasons, feasts and rosary devotions.

Non-Catholic students are required to participate in the daily religion class and to be present for liturgical services.

SACRAMENTS

During the year, the students are given the opportunity to encounter Christ in the sacrament of Reconciliation. Parents are encouraged to receive the sacraments with their children frequently.

Special attention is given to sacramental preparation as a means to further develop, nourish, and sustain a Catholic way of life. In grade two, students are prepared for their first reception of the Sacraments of Reconciliation and Eucharist. Mandatory meetings for parents help to deepen their understanding of the sacraments so as to better guide their children to a mature faith.

II. 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, Spanish, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education and Library.

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TEXTBOOKS/SUPPLEMENTAL MATERIALS

BOOK CARE/RESPECT FOR PROPERTY

All books are to be covered. Lost or damaged books must be paid for by the students. One of the basic practices of Christian Community is respect for property, both one's own and that of others. Students are encouraged to take pride in their school building and classrooms. They are to handle equipment and materials with care. Students will be required to make financial restitution for any damage cause to school property or the belongings of others.

SCHOOL BOOKSTORE

A variety of school supplies are available in the school bookstore. The bookstore, which is located next to the school office, is open everyday from 8:05-8:15 a.m.

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.

10. All telecommunications access on school computers is limited to school-obtained accounts and is restricted to educational business and school related projects. (Personal accounts on commercial services or other Internet providers may not be used in school.) Student use must be supervised by the teacher, Internet coordinator or network administrator.
11. Computers, including all information, programs, software and use privileges belong solely to the school and are subject to review and inspection at any time without suspicion or cause. The school reserves the right to inspect, copy and/or delete all files and records on school computers or accessed through school accounts.

Interactive White Boards have been installed in Grades 3, 5, and 8. A portable Interactive White Board is also available for use throughout the school.

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 Kindergarten will take the Metropolitan Reading Test
In the spring.

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

Students in grades two, four and seven 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.

Students in grade eight will take the Off-Grade Proficiency Tests in Writing, Reading, Mathematics, Science and Social Studies.

Children entering Kindergarten are asked to participate in a screening process in the spring before they enter Kindergarten. Children grow and develop at different rates. The screening process is meant as a tool to provide parents with information about their child's readiness to begin school.

HOMWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

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.

Homework is an integral part of the educational process. In addition to reinforcing specific subjects in the classroom curriculum, homework can and should be used to:

- a. Develop responsibility and good study habits
- b. Encourage growth of the individual student to his/her full potential
- c. Enhance communication skills
- d. Apply knowledge to real-life situations in a meaningful way
- e. Logically connect or challenge facts and ideas
- f. Provide each student an opportunity to develop independent judgment
- g. Think critically and problem solve

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

APPOINTMENT SCHEDULING WITH PRINCIPAL OR TEACHER

1. Since class time belongs to the process of the education of the children, visits and classroom interruptions are not appropriate during the school day.
2. Visits with the principal or teachers should be made by appointment.
3. Appointments should be made by note or by calling the school office and leaving a message. The call will be returned as soon as possible. Please do not call teachers at their home.
4. Parent-teacher appointments are scheduled throughout the year.

PARENT/TEACHER CONFERENCES:

Parent/teacher conferences are scheduled according to the diocesan calendar. Although scheduled conferences are fifteen minutes in length, longer appointments can be scheduled at the request of either the teacher or parents. Parents are encouraged to communicate with teachers as often as necessary. A teacher can be reached by calling the school office and requesting to speak with a teacher. The teacher will return the call as soon as possible.

Teachers may never be kept from class to confer with a parent, except in an emergency situation which has been reported to the office.

Many problems grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. If this contact has not been effective, parents may then confer with the principal. The teacher will be informed of the conference or call.

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 | 66-0 |

Codes for Religious and Social Development:

| | |
|----|-------------------|
| P | Progressing |
| NI | Needs Improvement |

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

Interim progress reports will be sent to parents of any student doing unsatisfactory work or who is in danger of failing a subject(s).

The approved Diocesan report cards are distributed quarterly. Parents should take special note of EFFORT and CONDUCT marks. Deficiencies in these areas indicate a lack of attention and poor class participation. Signed report cards must be returned to the homeroom teacher no later than one week after being sent home. Report cards provide parents with tangible evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school. Report cards are issued four times a year and are distributed the week following the end of the quarter.

HONOR ROLL

Honor Roll Requirements

- At least five (5) A's
- No grade lower than B-
- Includes all subjects (except Art, PE, Writing, Music)

Merit Roll Requirements

- Maintaining all A's & B's
- No grade lower than B-
- Includes all subjects (except Art, PE, Writing, Music)

The Bonnie Furguele Award is a yearly award given to an eighth grade boy and girl who exemplify the ideas of Regina Coeli/St. Joseph School by striving for high academic achievement and serving the school and community through a variety of service projects sponsored by Regina Coeli/St. Joseph School.

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.

COUNSELORS

Individual counseling services as well as group counseling services are available. Child, adolescent and family counseling activities may include short-term counseling at the school during school hours. Community resources are referred as needed. Psycho-educational classroom activities may occur as needed and as requested by school staff. Legal and ethical standards to ensure the protection of children require intervention if there is a safety concern. Incidental intervention (one time) may also occur prior to specific parental permission if it is deemed necessary to act in a timely manner to defend the well being of the student. Collaboration with all helpers in the student's system (family and professional) is standard practice.

AUXILIARY SERVICE PROGRAM

The State of Ohio provides diagnostic, remedial and therapeutic services at the auxiliary mobile unit. The Auxiliary Service Program provides the following personnel: LD tutor, remedial reading and math teacher, speech/hearing therapist, counselor and a textbook clerk.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

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 are 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.

Participation in the Early Prevention of School Failure Program is also required for Kindergarten students. The testing program identifies areas of strengths, weaknesses, and Kindergarten readiness. It is administered by trained personnel in the spring prior to Kindergarten

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 1-8

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.

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.

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-8) 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 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

A student is tardy if not present **IN** the classroom at 8:15 a.m. Students who are tardy must report to the school office for a tardy slip. Tardy slips are to be presented to the homeroom teacher.

Since tardiness interferes with the child's progress in school and disrupts the classroom teaching, parents are requested to see that their children develop the habit of punctuality. Students not in school by the opening bell, 8:15 am, shall be marked tardy. After four tardies in a nine week period, a detention will be given to the student.

Once students are at school, the school is responsible for them and they are not permitted to leave the school grounds without permission.

When a child is late, a note must be sent by the parent stating the cause of the tardiness. This child must still report to the office.

Absence is excused in cases of personal illness, severe illness in the family, a death in the family or other family emergencies.

On the day the student is absent, a parent must call the school office before 9:00 a.m. to report the absence or send a note with a sibling.

If a student arrives after 10:30 a.m. or leaves before 12:00 p.m. he/she is absent for 1/2 day. The only exception is for educational activities authorized by the school.

When returning to school, the student is to present a written excuse to the homeroom teacher stating:

1. Date(s) of absence
2. Reason for absence
3. Signature of parent

After an absence, it is the student's responsibility to request all missed work from the teacher. Student work may be requested after two or more days of absence.

Parents who are picking up work should make arrangements to pick it up in the office between 2:50 – 3:30 p.m. Teachers may not be interrupted during the school day to take care of homework assignments

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.

ATTENDANCE/REPORTING PROCEDURES

Absence

Please call the school office (823-9239) by 9:00 AM if your child is absent. Parents who do not call in an absence will be called by the school. Parents may also leave a message of their child's absence on the school's answering machine. When they return to school, students are to present their teacher with a note stating the reason for the absence, signed and dated by the parent. Please notify the school office immediately if the illness is of a contagious nature.

Medical excuses

Please make doctor and dental appointments outside school hours. When appointments during school are necessary, a written excuse is required.

Anticipated absence

If a child is absent one or two days assignments can be made up when the child returns to school. If a child is absent three or more days, parents may request take-home work.

To do so, please call the school office and leave your child's name, the teacher's name and designated student who will take work home, and/or the time you will pick it up.

One day's notice is necessary and the work should be picked up either before or after school in the office. (If necessary, the homeroom teacher will have the work gathered from other subject teachers.) Assignments must be completed and returned to the respective teachers within the time specified by the teacher. Students are responsible for making up any work missed due to an absence. It is the student's responsibility to request all missed work from the teacher.

FAMILY VACATIONS

1. Family vacations should coincide with school vacation dates.
2. In situations where absence cannot be avoided, the principal and all teachers should receive written notification well in advance.
3. Teachers may choose to give the student work to take along or have the work available when the student returns, depending on the grade level of the child and the type of work missed.
4. AFTER the vacation, the students should contact the teacher to get missed classwork and homework. Work is to be completed within one week of the student's return unless other arrangements are made with the teacher.
5. Students are responsible, under the supervision of their parents, for the mastery and completion of work missed during an absence.
6. Teachers will assign a reasonable length of time in which assignments are to be completed.
7. Work that is not made up will be marked as incomplete and graded accordingly.
8. Standardized tests missed because of a vacation cannot be made up.
9. When parents, but not children, are on vacation, the office must be informed of:
 1. The adult in charge of the children
 2. Emergency phone numbers
 3. Other pertinent information regarding the children

Release of students

Children may not leave the school grounds at any time after arrival. No child may be taken from a room without the parent first coming to the office to obtain an authorized release. If you are sending someone to pick-up your child, please notify us by letter or phone in advance. Please inform the school of those authorized to pick-up your child.

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).

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.

MILK AND LUNCHES

Students are to bring their lunches each day in either a bag or lunch box **CLEARLY MARKED with their name and grade. One chocolate or one white milk will be provided each day. An additional carton can be purchased for \$.20. Drinks in boxed containers are permitted but not those in cans, bottles or squeeze containers.**

A hot lunch program manned by VOLUNTEERS will be offered each day. Pasta is offered on Monday. More information will be sent home at the beginning of the year.

ARRIVAL AND DISMISSAL

SCHOOL HOURS 8:05-2:45

1. The building is open at 7:45 AM. Please do not send children before this time. All children are to leave the building by 2:45 PM unless under adult supervision (i.e., teacher, coach). Parents picking up children by car should be here NO LATER THAN 3:00 PM. Please be respectful of teacher's time regarding this policy.

2. Students will enter the building upon arrival prior to 8:05 AM, when the weather is

inclement and wait in a designated area.

INSTRUCTIONAL DAY

| | |
|-------------|-------------------------------------|
| 8:05 | First Bell |
| 8:15 | Tardy Bell |
| 8:30 | Classes Begin |
| 10:00-10:15 | AM recess K-2 |
| 11:30-11:50 | Grades K-2 lunch, Grades 3-5 recess |
| 11:50-12:10 | Grades 3-5 lunch, Grades K-2 recess |
| 12:10-12:30 | Grades 6-8 lunch |
| 12:30-12:50 | Grades 6-8 study hall |
| 2:30 | Kindergarten Dismissal |
| 2:45 | Dismissal walkers/Car riders |

ARRIVAL by CAR

1. Enter building quietly and orderly at 8:05 AM.
2. Keep areas around the doors clear-students are to proceed directly to their rooms.
3. Upon entering the building, the children should keep voices down. We are requesting this because often Mass is going on at the same time students arrive. Since the church is adjoining the school, it is important that your children are aware of the need to be quiet and respectful. Please encourage them in this matter.
4. If students will arrive **before the 8:05 bell**, they may be dropped off at the double doors by the parish hall in the playground area.
5. **After 8:05**, students whose last names begin with **A-K** will arrive in the playground area at the double doors by the parish hall. Students whose last names begin **L-Z** will arrive in front of the school on Fernwood Boulevard. If you have children whose names fall into both groups, you may choose where you would like to pick up or drop off the students. If you are car-pooling other children, please go by your child's last name. Please agree as a family where the drop off or pick up will take place.

DISMISSAL by CAR

At **2:45 PM**, students will be dismissed according to the above alphabet schedule.

IT IS ABSOLUTELY CRUCIAL STUDENTS ARE PICKED UP NO LATER THAN 3:00 PM. Please be respectful of teacher's time regarding this policy.

BUS RIDERS

The Marlinton and Alliance buses will be here at 2:45 PM. These students must be

ready to leave as soon as the bell rings.

BUS DISMISSAL RULES

1. Students will go to designated area in gym.
2. Quiet, orderly lines will be maintained.
3. Respect for teacher on duty must be given at all times.

WALKERS

1. Walkers are not to cross through yards on any street to reach their homes.
2. Bicycle riders are to walk bicycles on school premises and lock them in racks provided.

Students, once dismissed, may not re-enter the building.

IV. 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.

[OCS 630]

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.

Only the doors by the school offices are open for visitors. All visitors must first register at the office upon entering the building. Office personnel will be happy to assist you. Parents who are delivering lunches, instruments, papers, etc., **must** deliver them to the **office. PARENTS ARE NOT PERMITTED TO INTERRUPT CLASSES FOR ANY REASON.**

PARKING

Because the parking lot by the playground equipment is also a playground for our students, we will close the parking lot during the school day. Many times cars drive through the parking lot very fast, forgetting that this is a school playground area. In order to prevent an accident, we will close off this area after the buses leave in the morning. If you come to school for any reason, please park on Fernwood Boulevard and not the teacher's parking lot. This area is reserved for teachers and staff only. The staff comes and goes at various times, and when a visitor takes a parking space, it leaves a staff member with no place to park. We will also close off the area at the opposite end of the parking lot that is located by the Pre-school.

SCHOOL COMMUNICATIONS

Principal's Communication

A monthly school newsletter is sent home in the Wednesday folder. The principal will also communicate with each family through the use of Parent Broadcast.

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.

HOME-SCHOOL COMMUNICATIONS

Youngest and only student in each family will take home a folder each Wednesday. A monthly update of the school calendar with important events listed will be sent home for each family. A monthly school newsletter will also be sent. Periodically, information sheets requiring parental signature(s) are sent for your review. Please read, complete, and return promptly.

MONEY SENT TO SCHOOL

When you are paying for fund-raisers, etc., we would like you to use a check made payable to Regina Coeli/St. Joseph School. If that is not possible, and the amount you owe is over \$5.00, cash payments **MUST** be made at the office **by a parent**.

Telephone Use/Messages for Students

TELEPHONE

The phone is used for **EMERGENCIES** only! Forgetting gym clothes, lunches, homework, permission slips, etc. are not emergencies.

EMERGENCY MESSAGES

In an emergency, a message may be given to a child through the office. Parents are not to call a student from the classroom or interrupt the teacher during school hours.

FORGOTTEN ITEMS

Forgotten lunches, shoes, books, etc. should be left at the school office with the child's name. They will then be delivered to the students. This is most important in order to free the students from unneeded distractions during the learning process.

MOVING

If you should move or change phone numbers, please inform the school office immediately.

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.

SCHOOL CLOSING-EMERGENCY DISMISSAL

In case of inclement weather, announcements will be made on local radio stations, WZKL (92.5 FM), WDPN (1310 AM), WHBC (1040AM), television channels 3, 5, and 8.

Remember, if ALLIANCE PUBLIC SCHOOLS are **CLOSED**, REGINA COELI/ST. JOSEPH SCHOOL is **CLOSED**. For a local emergency such as a boiler or water problem, RC/SJ will be announced on local radio stations and Television. **A Parent Broadcast will also be made to all homes in case of school closing.**

Please do not call the Rectory, principal, or school. If no announcement is made about RC/SJ, school will be in session. Snow days will be made up in June. In the VERY UNLIKELY situation that the school would ever have to dismiss early, students will not be dismissed until parents or guardians have been notified.

FIRE, TORNADO, RAPID DISMISSAL

Fire and tornado drills are intended to promote an orderly evacuation for all children in all locations. Tornado drills are held in April through June. Fire drills are held monthly. Rapid dismissal drills are also held throughout the year.

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.

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.

Parents should avoid the use of a cell phone and smoking while driving students.

OVERNIGHT TRIPS

Overnight trips will only be taken with the approval from the principal and if in conjunction with classroom curriculum.

GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and comply with all school regulations and policies.

The 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.)

- Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the School 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 support and promote quality Catholic education at the school;
3. to encourage Catholic values of family life;
4. to share with teachers the values that parents are attempting to develop with their children at home;
5. 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;
6. to unify parents in an effort to raise funds each year for the school.

PARENT ORGANIZATIONS

1. School Advisory Board-Consist of representatives from faculty, parents, pastors and principal. The purpose of the Advisory Board is to develop policies at the request of the pastor and principal. Members are elected.
2. Home & School Association-Financial fund-raising group that supports the school administration. Assists with volunteer coordination of programs within the school under the direction of the principal. **All parent/guardians are encouraged to join this organization and attend their monthly meetings.**

FUND-RAISING

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish. The purpose of any fundraising is to keep the high cost of tuition as low as possible. It is the expectation of the school for every family to be involved and help as much as possible.

TRANSPORTATION/PARKING

The parking lot adjacent to the school is for teachers and staff only. The school parking lot near the playground will be closed during the school day to allow students to play in this area. Please park on Fernwood Boulevard when visiting the school.

BUS SERVICE AND REGULATIONS

Students are bused by the Alliance City School District and Marlinton Local School District. Children are transported under the provision of the Ohio Fair Bus law. The law provides the elementary school pupils who live more than two miles from the school they attend must be transported to that school by the public school district in which they live. Only children eligible for bus service are permitted to ride the bus. Parents having any problems concerning schedule of buses should contact the local bus coordinator. The school offices do not schedule or coordinate bus routes.

Good student conduct is essential to the safe operation of the bus and riding privileges may be revoked for disciplinary reasons. In case of suspension of riding privileges, the principal will notify the parent/guardian.

BUS REGULATIONS

A list of bus regulations is given below. Please go over them with your child(ren). If

there are any problems regarding transportation, reimbursements or behavior, please notify us.

Students who ride buses should observe these rules:

1. If a child is driven to school in the AM when buses aren't running because of weather, make sure you can get him/her home.
2. Students should be at their bus stop on time.
3. Children should refrain from rough playing while waiting for the bus.
4. Once seated on the bus, pupils are to remain seated until the bus stops.
5. Arms, hands, heads are to be kept inside the bus at all times.
6. Students are never to vandalize the bus.
7. Eating or throwing objects is not permitted.
8. Parents must write a permission slip for a child to board a bus other than the one assigned. The principal's signature is required on the note.

BUS DISCIPLINE POLICY

1. If the driver issues a verbal disciplinary warning, the rider/student will be disciplined by the principal within the school setting (e.g. NO recess, NO special privileges, writing a report, a demerit, etc.).
2. If the driver issues a written disciplinary notice, the rider/student **will not** be permitted to ride the bus for two (2) school days.
3. If the driver issues a **second** written disciplinary notice within a semester, the rider/student **will not** be permitted to ride the bus for five (5) school days.
4. If the driver issues **more than two (2)** written disciplinary notices within a semester, the rider/student **will not** be permitted to ride the bus for the remainder of the semester.
5. If the problems continue, a decision will be made that may result in the rider/student not having bus privileges for the remainder of the school year.

V. FINANCES

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 form (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.

SCHOOL TUITION POLICIES

Tuition, Educational Fees, and Financial Assistance

Tuition and Educational Fees are determined yearly by the Regina Coeli/St. Joseph School Administrative Staff and Finance Committee. RC/SJ parishioners pay a percentage of the per pupil cost and are expected to make weekly contributions to their church. Non-parishioners and non-Catholics pay a greater amount of the per pupil cost as there are no weekly contributions given to the church. Report cards, progress reports, and transcripts will be withheld until all financial obligations are met.

Regina Coeli and St. Joseph Parishes subsidize our school in a significant way and are committed to the high quality of education we provide our parish children. In order to receive subsidy for parishioner's rate, parents are asked to complete a parent/pledge covenant to attend liturgy with his/her child/ren on a weekly basis and to contribute financially to his/her parish.

Tuition may be paid by credit card or by check directly to RC/SJ School or may be financed through FACTS Tuition Management Plan. FACTS Management is available to all registered students whose families select this method of payment. Brochures are available at the school office.

The Regina Coeli/St. Joseph Endowment Foundation

This foundation has been established to furnish financial assistance in the form of tuition grants and awards to practicing Catholic students attending or desiring to attend RC/SJ Catholic School in order that these students may obtain religious education beyond that offered by public elementary and middle schools.

Gratuitous Gifts

Tax-deductible donation to school for educational endeavors is the difference between the cost of educating a child and the difference of parish tuition grant. Make all gifts to the school.

Diocesan Catholic School Scholarship Fund

This scholarship is established to specifically assist financially needy students so they may attend Catholic schools. Applications are available at the school office.

TUITION AND OTHER FEE SCHEDULES

SCRIP

A tuition incentive program has been established called "Scrip". It involves purchasing gift cards in exchange for cash you would normally spend in local store, restaurants, and gas stations. Scrip costs you no extra money and parents receive 3% off tuition. Inquire at school office for more details.

VI. COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extra curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance. While catastrophic health insurance is available through the Ohio High School Athletic Association (OHSAA), this coverage begins after the first \$25,000 of expenses. All 7-12 athletic programs of the Diocese are to be members of the OHSAA.

EXTRA-CURRICULAR ACTIVITIES

RC/SJ School believes that all areas of interest and talent should be developed and encouraged to help students become well-rounded people. We offer many extra-curricular activities for students. Some are listed below. Parental permission is

required for all student participation.

ALTAR SERVERS

1. Grades 4-8, Boys and girls are eligible
2. Altar servers assume a serious and honorable responsibility
3. Students must be punctual and dependable
2. Students are excused from classes to assist in various church services, but are responsible to make up lost classroom work.

SAFETY AND BUS PATROL

1. Composed of **fifth** grade students whose duties are related to school safety.
2. Assist in the loading and unloading of school buses, escort Kindergarten students, raise and lower flags.

SCOUTING PROGRAMS

1. Brownies and Cub Scouts are active programs emphasizing service, citizenship, international friendship, and character-development activities
2. Information related to this program is sent home early in the school year.
3. All scouting programs are dependent for their existence on the availability of good adult volunteers.
4. Individual scout troop meeting times are determined by the troop leaders.

KIDS WHO CARE

Students in grades 2-8 are invited to join this group. The purpose of this group is to give the students an opportunity to serve others. These students visit the nursing home, Community Care Center, every other week, conduct a Mission Fair, Christmas Carol for the homebound. Meetings are held after school every Monday until 4:00 PM.

STUDENT COUNCIL

Student Council is open to students in grades 4-8. Student representatives, elected by their peers, work to develop a sense of leadership and responsibility, to develop school spirit, to add a new dimension to the learning environment, and to provide service to school, church, and community.

POWER OF THE PEN

Students in 7th and 8th grade are eligible. This is a creative writing class that will learn writing skills, vocabulary usage, and description in writing. These students could be eligible to go to the District, Regional, and State Competition.

BAND

Music lessons and band is available for interested students in grades 4-8. An informational meeting is held in the fall. Lessons and band occur during a designated

school day. Students are responsible to bring their instruments and to follow the band schedule given. They are responsible for any work missed while at band. Two concerts are given annually.

SCHOOL NEWSPAPER

Students in grade 8 produce the School Newspaper, "The Talon." These students will produce the paper four times a year for the student body and faculty.

SCHOOL BOOKSTORE

Students in grade 8 work in the bookstore from 8:15 AM to 8:35 AM.

EASTERN EAGLES SPORTS

Regina Coeli/St. Joseph, St. Louis and Sacred Heart of Mary Schools have combined their boys and girls sports programs. Any student in grades 7 and 8 may participate in any of the sports programs. Athletic participation forms are available in the principal's office. Fifth and sixth grade athletic programs are separately organized through the parishes and are not affiliated with the school athletic program. An athletic fee is required to participate in the sports program.

EASTERN EAGLES SPORTS POLICY GUIDELINES

1. Team rules and policies for each sport and cheerleading are established at the beginning of the season and given in writing to parents of all participants. Areas of concern such as attendance, participation in practices, cooperation, sportsmanship and discipline are emphasized.
2. All players should have the opportunity to play some portion of each game or event.
3. After observation and evaluation, if a player's safety or health is determined to be in jeopardy, a conference will be held between parent, coach and principal to determine whether continued participation is advisable.
4. As stated in the Diocese of Youngstown Athletic Handbook, the efforts of the coaches should be directed at teaching the basic skills of the sports, teamwork and sportsmanship as the primary goal of the program.
5. Each student is encouraged to participate in activities that contribute to the development of the whole person. Participation in extra-curriculars is both a privilege and a responsibility. It is a privilege to represent our school and belong to our teams. It is a responsibility to meet academic and conduct standards and represent our school with honor.

CHEERLEADING

1. All girls in the seventh and eighth grade are eligible.
2. Cheerleaders cheer for boys' football and basketball teams.
3. Practice sessions are determined by the advisor.

EXTRACURRICULAR ELIGIBILITY

Two eligibility standards will determine a student's participation in all Extracurricular Activities:

1. Academic Standards - Any student receiving cumulative grades which include one F and/or two D's will be suspended from extra-curricular activities for up to two weeks beginning the Monday following the review day. Sports suspensions include practice and games.

2. Conduct Standards - The suspension code above also applies to students who receive detentions. Academic and conduct reviews will be done at the time of progress reports and report cards. Suspension will be communicated on the Monday following review day:
 - a. to the student by the homeroom teacher;
 - b. to the parent and coach by the principal

Because it is impossible to foresee all problems which may arise, the principal, teacher, and coaches may suspend a student from any team at any time during the season for any action which violated the spirit and philosophy of the school, even though not specified here.

3. Any student who is deemed a discipline problem in the school setting or in the athletic program may be suspended from participation at the discretion of the principal.

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|--|
| <h2>VII. STUDENT RESPONSIBILITIES & BEHAVIOR</h2> |
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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/DRUGS

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. Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.
- 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.

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

disciplinary process.

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

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 that 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

The following policy is geared to students from each level. An effort has been made that most of the discipline policy be the same for all students. This is in order that all staff members remain consistent in expectations of student behavior in our Regina Coeli/St. Joseph School community. However, because of slight changes in circumstances for age groups of students, the policy is written with slight variations at each of the levels. We feel strongly that an effective, Christian learning environment demands a disciplined atmosphere for the safety and security of our students.

DISCIPLINE POLICY AND RULES FOR GRADES K-2

Students in grades K-2 are expected to treat each other with kindness and respect at all times. Unkind, disrespectful behavior will be dealt with immediately and individually by the classroom teacher. Reoccurring problems will be communicated to the parents and the principal.

Consequences will include missing morning and/or lunch recess, phone calls to parents, parent conferences, writing letters of apology and written assignments. Kindergarten students also have time-out before consequences are given.

DISCIPLINE POLICY AND RULES FOR GRADE 3

- Based on rights and responsibilities of students in the classroom
- Correlated with Social Studies focus on Communities
- Classroom Contract is the Set of Rules
 - Developed by students with teacher input
 - Signed by all students
 - Parents sign letter as pledge to help students honor contract
 - Break of contract is first handled with Behavior Report filled out by student and

2signed by student and teacher (sometimes parent)
Consequences are given on individual basis and are chosen to fit the misbehavior.

DISCIPLINE POLICY AND RULES FOR GRADES 4-5

Students attending Regina Coeli/St. Joseph School are required to conduct themselves with respect for themselves and others, through their actions, their language, and their dress. Students' behavior should reflect positively on them as well as their school.

Our discipline code is established to deal with violations and our expectations for student behavior. Students who abuse these policies are depriving the rights of the students who follow the rules and strive for a quality education.

Grade 4-5 discipline policy outlines consequences for not following the listed rules.

Minor infraction consequences are as follows:

| | |
|----------------|---|
| First Offense | -1 check mark – warning |
| Second Offense | -2 check marks – time away from the group |
| Third Offense | -3 check marks– student will complete a “Behavior Reflection” sheet that will be signed by the student and parent |
| Fourth Offense | - 4 check marks – phone call to parent |

When a student has had to fill out three “Behavior Reflection” sheets, they will serve a detention. Major infractions will result in an automatic detention. All detentions will be arranged between the teacher and parent. Students begin each day with a clean slate.

MINOR INFRACTIONS

1. Dress Code/Makeup – If a student is wearing makeup, the student will be asked to remove it. This includes nail polish.
 2. Walk in appropriate manner.
 3. No loud talking.
 4. No disruption of the school process including lunch and recess.
 5. No hanging, jumping or swinging from door jambs.
 6. Students must have all supplies and materials for class.
 7. Assignments must be turned in on time.
 8. Students must make good use of their time.
 9. No gum chewing or eating candy without permission
 10. Students must not be in an area without authorization by a teacher or staff member in charge.
 11. Items unrelated to schoolwork may not be brought to school unless permission has been given.
 12. Students must behave appropriately any time they are in uniform or otherwise identified as a Regina Coeli/St. Joseph student.
 13. Students must report to class on time. There will be a two-minute class change time.
 14. Students are not permitted to write on their hands, arms, face.
 15. Students will follow the directions of the safety patrol.
- Repetitive minor infractions will equal a major infraction and result in a detention.**

MAJOR INFRACTIONS

1. No touching inappropriately – fighting, kicking, punching, pinching, biting or spitting.
2. No disrespectful language, gestures or any other form of communication
3. No disrespect towards others, others' property, or school property.
4. Insubordination – deliberately not cooperating with directions given by teachers or other staff members in charge of students.
5. Possession or use of drugs, tobacco, alcohol.
6. No misconduct in church.

Any major infraction will result in an automatic detention. Detentions will be arranged between the teacher and parent.

DISCIPLINE POLICY AND RULES FOR GRADES 6-8

Students attending Regina Coeli/St. Joseph School are required to conduct themselves with respect for themselves and others, through their actions, their language, and their dress. Students' behavior should reflect positively on them as well as their school.

Our discipline code is established to deal with violations and our expectations for student behavior. Students who abuse these policies are depriving the rights of the students who follow the rules and strive for a quality education.

What we all strive for is for students to exhibit self-discipline. Your child is encouraged to govern herself/himself and assume the responsibility and consequences for their actions. Students must recognize these responsibilities and conduct themselves at all times accordingly. When a child fails to recognize his responsibility it becomes the responsibility of the teachers and administrators to maintain discipline to assure the rights and safety of all students.

Our policy sets out consequences that are designed to be firm, and consistent for all middle school students attending RCSJ School. Since it is not possible to list every misbehavior that might occur, the staff and administration reserves the right to respond to any misbehavior not included here. Continuing inappropriate behavior will be dealt with through progressive discipline. However, certain behaviors automatically call for stronger action.

Major infractions will be an automatic detention to be **served the following morning from 7:30 – 8:05.**

1. Fighting
2. Possession of drugs, tobacco or alcohol

3. Abuse of school property
4. Dismissal from class
5. Profanity or vulgarity
6. Showing disrespect to an adult
7. Forging parent signature
8. Cheating

Three minor infractions will constitute a detention to be served as above.

1. Misbehaving at liturgy
2. Teasing, bullying, harassment and/or showing disrespect toward students
3. Disruptive behavior – bus, lunchroom, halls, classroom
4. Dress code/makeup
5. Tardiness
6. Undone assignments
7. Failure to have books/supplies
8. Gum chewing
9. Writing on yourself
10. Electronic devices on school property

RULES:

1. Students must always follow the school dress code as written in the Student Handbook. Untucked shirts or blouses or pants not worn belted are violations.
2. Always walk in an appropriate manner in the school or on school grounds.
3. No loud talking.
4. No touching inappropriately - fighting, kicking, punching, pinching, biting and spitting.
5. No disrespectful language, gestures or any other form of communication.
6. No disrespect toward others, others' property or school property.
7. No insubordination (deliberately not cooperating with directions given by teachers or other staff members in charge of students).
8. No disruption of the school process, including lunchtime and recess.
9. No hanging, jumping, or swinging from doorjamb.
10. Students must have all school supplies and materials needed for classes.
11. Assignments must be turned in on time.
12. Students must make good use of time.
13. No gum chewing.
14. Students may not eat candy outside of the lunchroom at lunchtime.
15. Students may not be in an area without authorization by a teacher or other staff member in charge of students.

16. Students may not use or have in your possession of any type of drug, including tobacco.
17. Items unrelated to schoolwork may not be brought to school from home unless a student has the permission of his/her teacher or principal.
18. No misconduct in church (no laughing, talking, communicating in ways other than praying).
19. Students must behave appropriately any time that you are in uniform or otherwise identified as a Regina Coeli/St. Joseph student, on or off school grounds.
20. Always listen to the directions of the safety patrols.
21. Students must report to classes on time. There will be a two-minute class change time after the bell rings or at the time class ends.

MAJOR INFRACTIONS

The following major infractions may need to be dealt with alternative and/or immediate action as decided by the principal.

1. Repeated minor infractions (excessive).
2. Smoking (use or possession of tobacco).
3. Flagrant disrespect of or striking a person in authority.
4. Abusive or vulgar language.
5. Leaving school premises without proper permission.
6. Continuous and flagrant violation of school rules.
7. Forging of a name on school related documents.
8. Stealing (milk, books, etc.).
9. Disruption of the normal school process.
10. Vandalism of personal or school property.
11. Truancy and failure to comply with attendance requirements.
12. Fighting (physical harm to each other or the attempt).
13. Insubordination (the disregard of reasonable directions or instructions by authorized school personnel).
14. Possession or use of alcohol/drugs.
15. Possession of a weapon (knife, firearm or explosive)
16. Harassment (sexual and otherwise).
17. Others determined by the principal.

CONSEQUENCES OF MAJOR INFRACTIONS

Behavior considered **major** by the administrator may be corrected in this manner:

- | | |
|------------------------|--|
| 1st major infraction - | parent/administrator conference and 1 day in-school suspension. |
| 2nd major infraction- | parent/administrator conference and 3 day in-school suspension. |
| 3rd major infraction- | parents or guardians are advised. parent/administrator conference scheduled. Diocesan Director of Pupil Personnel Services and |

priests from both parishes are notified in writing and may also attend this conference.

Major infractions beyond this may lead to expulsion. The principal, according to section 3313.66 of the Ohio Revised Code - School Law, may suspend a pupil (outside of school with **NO** credit for missed work) up to **10 days per major infraction**.

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) Suspendable 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 EXTENDED CARE
- 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.

IN-SCHOOL SUSPENSION POLICY

When a student has received **IN-SCHOOL SUSPENSION** he/she will be assigned to an isolated area under adult supervision. The school will notify the parent of the intended suspension. A conference may be arranged.

The student must, at all times, be in full compliance with the following rules:

- 1. Student reports directly to his/her assigned area upon entrance to school.
- 2. He/she may not leave that area unless permission is given by the in-school suspension "supervisor" (restroom breaks).
- 3. Be fully prepared by bringing teacher assignment sheets, appropriate textbooks and any other material required to complete his/her assignments.
- 4. Be given a regular lunch period to each in isolation.

5. Follow the directions of the “supervisor” of suspension at all times. If, in the judgment of the “supervisor,” the conduct of the student is not in compliance with the above, additional days may be added and the student will forfeit the “non-compliant” day.

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.

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.

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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.

All books are to be covered. The students must pay for lost or damaged books. Students are encouraged to take pride in their school building and classrooms.

LOST AND FOUND

A container is located in the hallway by the Parish Hall. All personal items should be clearly marked. At the end of **each grading period** the items not claimed will be donated to Goodwill.

DRESS CODE

The dress code provides a standard for our students that foster an environment conducive to learning and respectful behavior. Students and parents share the responsibility for the student's proper dress and grooming. Grooming and mode of dress should reflect modesty and be appropriate for school. A person's mode of dress should not be a distraction to students and faculty. Students are expected to be in dress code while at school, from arrival until departure from school, unless involved in an activity that requires a different attire.

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

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UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

The virtues of modesty and good grooming are an essential part of instruction in Christian behavior. Parents and teachers should endeavor to instill proper standards of dress, not only by work but also by example.

The Uniform Code is observed from Grades K to 8 from the first to the last day of school. Should a parent have a recommendation of a concern about the uniform code please call or send in writing to the principal.

1. Uniforms may be purchased from the school supplier or at other stores as long as they adhere to the uniform standards.
2. All children's clothing must be labeled with child's name.
3. Scout/Brownie uniforms may be worn on meeting days or field trips.
4. Children should dress appropriately for the weather conditions including boots or change of shoes on snowy days. Hats and gloves are to be worn for cold weather. Children go outside for recess in cold weather, weather conditions and temperature permitting.
5. Used uniform sales are held each year by the Home & School Association.

BOYS' UNIFORM

BOYS SHIRTS AND TOPS

All Grades

White, light blue, yellow short or long sleeve **dress**
Shirt (only plain white T-shirts may be worn under it)
White, light blue, navy, hunter green, yellow **golf shirt** in
short or long sleeve. **(only plain white T-shirts may be**
worn under)
White long sleeve **turtleneck**
Navy blue or white crew, V-neck or cardigan **sweater**
Vests navy blue or white
SHIRTS MUST BE TUCKED IN, NOT FOLDER UNDER.

BOYS PANTS AND SHORTS

All Grades

Navy blue or khaki brushed twill **pants** (not knit) or **Cords**
Navy or Khaki brushed twill **shorts**
(Shorts may be worn August, September, October,
April, May and June) No shorts for Mass and in
November, December, January, February and March.

NO CARGO PANTS OR SLACKS WITH CONTRASTING STITCHING OR RIVETS.

Accessories Solid white, navy ankle **socks** that come over the ankle.
No logos. **Belts** in navy, brown or black or khaki are required to be worn by all boys in **grades 1 – 8.**

All Grades **Ties** are required on Mass or other special occasions.

Large ornate jewelry, earrings of any kind or extreme fads in hairstyle is NOT permitted. Hair should be well groomed and above the eyebrows and should not touch the collar. Tails, shaved areas and distinct lines, hair coloring or bleaching is not permitted. Boys are expected to be neat, clean and well groomed.

GIRLS' UNIFORM

K-5 Plaid V-Neck **Jumper**, drop waist **jumper**
6 - 8 Plaid pleated, kick pleat, kilt, split skirt.

GIRLS' SLACKS AND SHORTS

All Grades Navy or Khaki Brushed Twill **Slacks** (not knit) or **Cords**

(Shorts may be work August, September, October, April, May, June) **NO Shorts** for Mass and in November, December, January, February and March.

No cargo **pants, slacks** with contrasting stitching or Rivets.

Skorts (navy, khaki and plaid) may be worn the rest of this year and next school year, but will be phased out for the following school year. (2006-07)

GIRLS SHIRTS AND TOPS

All grades Navy, white, light blue, hunter green, yellow short or

Long sleeve **golf shirt**.

Solid white, light blue, yellow broadcloth peter pan
Collared shirt/blouse, long or short sleeve. **This looks
Best with a uniform other than a golf shirt.
NO OVERSIZED BLOUSES. BLOUSES/SHIRTS MUST**

BE

TUCKED IN, NOT FOLDER UNDER.

White long sleeve **turtleneck**.
Navy blue or white crew, V-neck or cardigan sweaters.

Accessories Solid white, navy or hunter green knee **socks, tights or
ankle socks that rise above the anklebone**. No logos or
frills. **Belts** in navy, brown, black, or khaki are required to be
worn in **grade 1 – 8 with pants that have belt loops**.

**NOT PERMITTED: Nail polish, makeup, multiple earrings, dangling, loud or
Large jewelry, tattoos, body piercing and headbands.
Fads in hairstyle and jewelry are not permitted. No hair
Coloring, highlights or bleaching. Girls are expected to
Be neat, clean and well groomed.**

SHOES-GIRLS AND BOYS

Dress shoes, oxfords, or loafers must be worn. Tennis or
sport shoes(leather or otherwise) may be worn only with
shorts and with gym uniforms or on the playground. No
sandals or slides or boots. Students are expected to wear
boots to school on snowy days and change into uniform
shoes for the school day.

GYM UNIFORMS (FOR BOYS AND GIRLS)

1. Gym shorts in **navy and gray**.
2. Sweatpants or wind pants in **navy blue**.
3. T-shirt top in white or navy, long or short sleeve.
4. Sweatshirt in **navy or white**.
5. Tennis shoes or sport shoes must be worn for gym class.
6. The required gym uniform should bear the school emblem.

Gym clothes should be clean and free of tears, rips or holes. Shoes should be clean
so as not to mark the floor. No open heel, clog, or platform tennis shoes are allowed.
Hats are not permitted.

The Dress Code will be strictly enforced and random dress code checks will be made periodically.

DRESS DOWN DAYS/OUT OF UNIFORM

On those days designated as dress down days, students are permitted to wear blue jean material, sweat shirts and pants, T-shirts and school spirit items. Students may not wear T-shirts/sweat shirts advertising drugs, alcohol, tobacco, or any inappropriate language. **No short shorts, mini-skirts, halter tops, or tight or revealing tops, or extremely high shoes.** All clothing must be appropriate and modest. The final decision rests with the school principal.

DRESS UP DAYS

On those days designated as dress up days, (**BIRTHDAYS are dress up days**), students should wear Sunday best clothing. No blue jean material of any kind is permitted. All clothing must be appropriate and modest. The final decision rests with the school principal.

INAPPROPRIATE MATERIALS

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

Students are not permitted to have in their possession any of the following items.

Real or toy knives, guns, water pistols or other weapons. A weapon is “any instrument, device or thing capable of inflicting death and designated specifically adapted for use as a weapon or possessed, carried or used as a weapon.” (O.R.C. 2923.11A)

Sharp objects

Matches or lighters

Explosive or incendiary device

Possession and/or distribution of materials judged in appropriate by the school administration area considered an infraction and will be handled on an individual basis.

Violations of this policy may warrant notification of the police, immediate suspension and possible expulsion. If possession of a weapon is suspected, the principal will immediately contact the police department and the Diocesan office before confronting the individual. If it is determined that this policy has been

violated, the parents of the offender shall be immediately contacted and must cooperate with the discipline process.

PLAYGROUND REGULATIONS

PLAYGROUND RULES

Students are to observe rules of good conduct and safety, including times of recess, lunchtime and before and after school. Any act dangerous or injurious to a person, group or the school will result in immediate action.

1. Be dressed properly for existing Ohio weather conditions.
2. Play safely. No hitting, pushing, name-calling or fighting is allowed.
3. Respect and obey adults at all times.
4. Play only in assigned areas, in full view of an adult. Students are not permitted to leave school grounds without permission from the principal.
5. No one is permitted back into the building unless given adult permission.
6. If ill or injured, report immediately to the school office.
7. Touch football, softball and soccer are allowed - with caution.
8. Only **school** equipment is allowed. Do not bring items from home.
9. At the sound of the bell, playing is to stop immediately and silence is required. When leaving and re-entering the building, be quiet and considerate of classes and church activities in session.
10. Throwing stones, snowballs or the like is absolutely prohibited.
11. Students are not to be picked up or carried by an adult.
12. Students are to use jump ropes only, no hanging them from equipment.
13. Students may not hang on basketball hoops.
14. Students may not jump off swings, swing too high or side to side.
15. Slide down the sliding board face forward.
16. Students must stay out of the woods.

INDOOR RECESS

During inclement weather students will remain indoors for recess.

1. Remain in the classroom. Running is never allowed.
2. Engage in quiet play or seat work activity.
3. Classroom supervision will be provided by the teacher.

LUNCHROOM REGULATIONS

LUNCHROOM RULES

1. The children are to enter the lunchroom quietly, respecting the rights of others.
2. Conversation will be in a **“low tone”**.
3. All food is to be eaten and any waste material disposed of properly.

4. Adult supervisors are to be treated with respect and dignity. No students will be allowed to display any kind of behavior which is inappropriate to a Christian community. This is especially true regarding adult supervisors. Any acts of misconduct will be called to the attention of the principal.
5. Children are to remain at assigned tables. No child is to be excused without permission.
6. Students are to clean up after themselves. PLEASE TALK TO YOUR CHILD ABOUT THIS. THIS IS NOT DONE BY A MAJORITY OF STUDENTS.
7. Tables are to be cleaned before being excused.
8. Upon leaving the lunchroom, chairs should be placed under the tables and the children dismissed in a quiet and orderly manner. NO RUNNING IN LUNCHROOM.

SCHOOL BEHAVIOR

The teacher is the most important facilitator of learning. His/her primary task is to teach children about Christianity, the Catholic faith and academics. Please remind your children what they are here for and frequently ask questions regarding homework, discipline and adherence to classroom policy. Together we make a happy and successful year for all our children.

HALLWAY

1. Always walk quietly in the hall in straight lines.
2. Always carry a hall pass when in the hall without a teacher.

GUM

No gum chewing is permitted. Candy may be eaten at lunch after primary part of lunch is completed.

LAVATORY RULES

1. Students are to have teacher supervision during specified times of the day.
2. Students are to conduct themselves in a quiet, orderly manner while using the lavatory.
3. Lavatory facilities are to be used properly. Destruction or damage of facilities will result in disciplinary action.

CLASSROOM

1. Always stay in your seat, unless you have permission to leave it.
2. Always have your books and supplies at your desk.
3. All work is to be neat or it will be done again.
4. Standard notebook paper will be used for grades 4-8 at all times. Spiral edges must be cut off.
5. Margins for grades 4-8 should be left along both sides of the paper.
6. Grades 4-8 will use ink for all subjects except Math which will be done in

pencil.

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.

CHILDREN WHO ARE ILL IN THE MORNING ARE TO REMAIN AT HOME. Sending a sick child to school hampers the child's learning process and only spreads diseases to other children. Children must have a note from a parent of guardian stating that they should stay in for recess due to a recovery from a recent illness or injury. A note from the doctor is required for excuse from recess for any extended period. In the event of illness or accident during school hours, the child is sent to the school office where he/she is given attention. If a child is to be dismissed, he/she is to be picked up and signed out at the school office.

EMERGENCY CARD

The school furnishes an Emergency Authorization Form, which lists emergency phone numbers. In the case of more serious illness or injury, parents are immediately notified. If parents cannot be reached, the party listed on the emergency card will be called. Please instruct this person concerning action to be taken in the event of parental unavailability. The child should be familiar with each person listed on his/her emergency form. Children will not be permitted to leave school with a person they do not know.

Information on the medical emergency cards should be kept current. Parents should notify the school immediately if there is any change of information on the card. Parents are to come into the building to sign their child out of school. This is for an appointment or if the child is ill. Do not instruct your child to meet you in the parking lot. Come into the school office to pick up your child.

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.

HEAD LICE

Head lice are transmitted through close personal contact with another

infested individual. Occasionally, transmission occurs by sharing combs, brushes, and other grooming aids; through sharing and the mingling of hats, caps, wigs, or coats; at homes of friends, at school, at church, or other public places. If we should find a case of head lice in a classroom, all students in that class, and their siblings, will be checked by a nurse.

CONTAGIOUS DISEASE

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition including strep throat and head lice. Please consult with your family physician as to when it is permissible for the child to return to school.

If a contagious outbreak occurs in the classroom, parents will be notified of the disease by letter so they can be on the alert should this condition show up in their child. Notification will not be sent when there is no danger of contagion.

STREP THROAT CULTURES

If a child has had a throat culture one day, the child should be kept home the following day until the results of the culture are known

FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS

FIRE, TORNADO, RAPID DISMISSAL

Fire and tornado drills are intended to promote an orderly evacuation for all children in all locations. Tornado drills are held in April through June. Fire drills are held monthly. Rapid dismissal drills are also held throughout the year.

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

EXTENDED CARE (LATCHKEY PROGRAM) S.A.C.C. (SCHOOL AGE CHILD CARE)

School Age Child Care program operates each school day morning from 6:30 AM to 8:00 AM and after school from 2:45 PM to 6:00 PM. Attendance may be on a regular or drop-in basis. However, students must be pre-registered to attend. Registration and fee information is sent in the August letter. More forms are available in

the school office. The phone number for S.A.C.C. is 823-5336.

Appendices

CRISIS PLAN INFORMATION FOR PARENTS HANDBOOK ADDENDUM 2005-06

Regina Coeli/St. Joseph School has a full Crisis Management Plan in place that is reviewed and updated on a regular basis. It defines the line of decision making in the event of a crisis as well as procedures that will be used in case of an emergency. While procedures for many kinds of crises are listed in the plan, each situation is unique and will be handled in accord with the circumstances that are presented. Regular updates with the local public school district, the Office of Catholic Schools, and county safety and emergency officials is made to insure that our plan remains viable.

Our first concern in an emergency will be to secure the safety of the students. Communication to parents will take place as soon as possible. Any message that the school needs to get to parents will be broadcast on Q92-92.5 FM or WDPN 13.10 AM and a Parent Broadcast will be made to all homes. Unless the situation prohibits it, parents will then be called to pick up their children or to be given other specific information. If possible, the school will also attempt to get the message on channels 3, 5, and 8. If circumstances allow, a message will be posted on our website under the "Safe School Plan" section.

If called to pick up your children at school or at another location, parents will be asked to park their cars and enter the building. Each teacher will have a sign-out list for parents or the designated adult who is making the pick-up. If parents send someone other than themselves to pick-up their children, oral authorization that a school personnel will document is needed **IF** parents send someone who is not listed on the children's emergency medical authorization.

Evacuation procedures, should a situation warrant one, are detailed in the plan. Depending on the nature of the emergency, we will evacuate to:

- 1.) A particular section of the school building
- 2.) The church
- 3.) If the emergency is such that we are advised to leave the area, we have arranged with Alliance City Schools for transportation to take us to Alliance Christian Center, 670 W. Main Street . **IF** circumstances permit, we will have busses pick us up directly at school. Otherwise, we have made plans to walk to First Friends Church at 1307 W. State Street. Parents will most likely be notified to pick up their children from there. We will leave notes on all of our school doors as to where we are.

If a situation arises in which it is advised by safety officials and the Stark County Emergency Preparedness Office for students to remain in the school building, all safety precautions possible will be taken. All building entrances will be locked. **IF** possible,

parents will be notified as above. **IF emergency officials are advising parents to not be on the roads or attempt to pick up their children at school, we would advise parents to comply.** However, if a parent does come to school to pick up their children during such a situation, he/she is asked to park their car and go to the Parish Hall doors. An adult will be monitoring that door. A parent may be asked to show a driver's license before being admitted. Once admitted, the parent should proceed to the school office for further instructions.

At this time, there is no reason to believe Stark County is at a greater risk than any other county. We feel it is best to have an emergency plan in place as we must think of the children first. Please make sure we have all emergency numbers, especially if you have changed any since the beginning of school. If you have a cell phone number and would like us to add to your emergency card, we would be happy to that. Please designate a relative or family friend to pick up child(ren) in an emergency, and to have that person properly authorized through the school. It also would be beneficial to talk about an emergency plan with your child(ren).

PARENT/STUDENT SIGNATURE

We are using this handbook as a means of communicating between the home and school. It is our hope that this handbook will be helpful to you and that it will promote that understanding.

A parent/guardian is asked to detach and sign the receipt at the bottom of this sheet and return to school. Thank you

I have received a copy of the Student/Parent Handbook. My child and I have read and understand its contents and agree to abide by the policies and procedures contained in this handbook.

Parent/Guardian

Print Name

Signature

Date

Student (6th, 7th, 8th grades)

Print Name

Signature

Date

PLEASE SIGN AND RETURN THIS FORM AS SOON AS POSSIBLE, BUT NO LATER THAN THE FRIDAY OF THE FIRST WEEK OF SCHOOL.