

Diocese of Youngstown
Elementary School Parent/Student Handbook

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Holy Family Faculty and Staff Believe:

- ❖ *We believe each student is a child of God and unique and special in God's eyes.*
- ❖ *We are called to be disciples of Jesus Christ.*
- ❖ *We believe parents are the primary educators of their children.*
- ❖ *We believe all students are capable of learning, and we strive to meet the needs of each student.*
- ❖ *We believe that Catholic doctrine and values are essential to a child's total education therefore, we believe every child has the right to a Catholic school education.*
- ❖ *We believe that our students deserve a safe and nurturing environment.*

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

As part of the ministry of education in the Diocese of Youngstown and governed by Lumen Christi Catholic Schools, Holy Family School is a Kindergarten through Eight campus with a Pre-Kindergarten program through the Early Childhood Learning Center. Deeply rooted in our Catholic faith, we exist to assist and support each family to live the message and ministry of Jesus Christ. Together, we enrich the faith dimension, provide an exceptional academic foundation, and promote the intellectual, physical and social development of each child as we meet the challenges of a global society.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. Holy Family 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 adoptive 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 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, religion, gender, age, marital status, handicap or disability, ethnicity, ancestry, 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.

The school may modify this handbook after reasonable notice to the parents/students of the effective date of any changes.

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

Preparation for Sacraments

“Because they have given life to their children, parents have a most serious obligation and enjoy the right to educate them; therefore, Christian parents are especially to care for the Christian education of their children according to the teaching handed on by the Church.” (Canon 226)

Celebration of Sacraments at Holy Family is a PARISH event. The Holy Family School children and the Confraternity of Christian Doctrine (CCD) children will prepare to receive Sacraments at home, in their respective classrooms and as a parish community.

Children will normally celebrate First Reconciliation and First Holy Communion during second grade. Children must be baptized Catholic or receive a Profession of Faith prior to receiving these Sacraments. We will celebrate the Sacrament of First Reconciliation at least three months before First Holy Communion.

Confirmation is normally celebrated during the eighth grade school year. Confirmation candidates, parents and sponsors along with the schoolteachers, CCD catechists and Confirmation team prepare the children to receive the Sacrament of Confirmation. The Diocese of Youngstown requires a minimum of 14 hours of service and an annual Confirmation retreat day in addition to instruction hours. Holy Family School students will participate in two (2) parish preparation sessions along with their classroom school religion. Confirmation candidates must participate in the Sacrament of Reconciliation during the preparation time for Confirmation. Rehearsal for candidates and sponsors is mandated.

Households will receive information on parent meetings and preparation events for First Reconciliation, First Holy Communion and Confirmation. Please remember to keep the SACRAMENT the center of your celebration. As your child receives First Reconciliation, First Holy Communion or Confirmation, be reminded that the clothes, the gifts, the party, etc. are not what the SACRAMENT is about. Keep holy these special days in the life of your son/daughter by showing reverence of the SACRAMENT.

Please call the Parish DRE with questions, 330-757-1545.

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

IMPLEMENTATION OF FAMILY LIFE PROGRAM

The Fourth Grade girls and boys are presented with a program by the school nurse explaining physical, emotional and psychological changes that may begin to occur in girls this age.

The Fourth Grade boys are presented with the same program by a family doctor.

Boys and girls in the Fourth Grade view the videos *Growing Up Boys/Growing Up Girls*, which explain the physical and psychological changes that are a normal part of growing up. This includes advice on health, hygiene and good grooming.

Students in Grades 6, 7 and 8 participate in the Creating Positive Relationships Program. This program is dedicated to the growth of healthy relationships through the development and delivery of unique curricula for adolescents. With accurate medical and statistical information, CPR promotes pre-marital abstinence from sexual activity as the best choice to achieve optimal health for the individual and society.

In accordance with Catholic teaching, the program teaches that sexual abstinence before marriage is God's standard for behavior and is beneficial to physical, mental, emotional, social and spiritual well being.

As a follow up to the in class instruction to students in grades 6-8, physicians meet with the classes to further expand their understanding of the changes that occur during adolescence through discussion, questions and answers.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

		<u>Publisher</u>
Literature	Grades 6-8	Prentice Hall
Math	Grades K – 5	McGraw-Hill
Math	Grade 6	Sadlier
Math	Grades 7 – 8	Saxon
Phonics	Grades K – 3	Harcourt
Reading	Grades K – 5	Harcourt
Religion	Grades K – 8	Benzinger
Science	Grades K – 4	Nancy Larson
Science	Grades 5 - 6	Scott Foresman
Science	Grades 7 – 8	Glencoe
Social Studies	Grades K – 8	Scott Foresman

TECHNOLOGY

CI-30 Student Technology and Internet Acceptable Use Policy

The schools in the Diocese of Youngstown, acquire, develop, and maintain devices, information and communication resources, systems, and networks as a part of our mission to promote excellence in education. The following policy aims to ensure that safety and privacy are regarded and students' educational experiences are enhanced through the use of technology. It is the belief of the Diocese that students' productivity, efficiency, effectiveness, creativity, and the preparation for future studies and endeavors is achieved through innovative practices while using technology.

Protecting users and school resources requires respectful, moral, and ethical behavior characteristic of the teachings and principles of the Roman Catholic Church. This policy specifies the expectations that allow for a safe, and courteous environment, where academic integrity is honored, and respectful behavior is demonstrated in regard to communication with members, and the use of school devices, resources, and the components of the network, both locally and globally. The policy also addresses legal responsibilities of members** and institutions.

Although no set of policies and procedures can state rules to cover all possible situations, the schools in the Diocese make efforts to protect the users and its system through educating students about Internet safety and by using firewalls and filtering software. We are in compliance with the *Child Internet Protection Act* and *The Protecting Children in the 21st Century Act*. However, no system or network is considered full-proof.

Important Considerations

- Technology resources are to be used for educational purposes only.
- Local school's policies, related Diocesan policies, and the Student Code of Conduct concurrently apply.
- Users are subject to legal requirements as well. (See link to Ohio Revised Code §§ 2917.21(A), 2913.01(Y))
- The policy applies to access to the Internet through the school network whether equipment is owned by the school *or the student or student's family*.
- The policy applies to access to the Internet with personally owned devices with personal data plans (i.e. 4G and 5G networks).
- Students are responsible for all activity performed using *a personal login* or account, *whether or not they were the user*. Therefore, students must take care to *safeguard passwords* and follow procedures. If students become aware of, or suspect any breach of an account, they must notify a teacher, administrator, or technology coordinator of the suspected breach.
- In some instances, the policy applies to technology resources whether or not on school property. (See the section: Violations of the Acceptable Use Policy)
- Students are to refrain from posting material on social media that may adversely impact school operations, and/ or disrupt the school environment.
- Students and a parent or guardian, as stated, are required to sign the Acceptable Use Policy Agreement in order to agree with compliance of the code of practice.
- The use of school systems and equipment is a privilege and use may be revoked by an administrator, technology coordinator, or other designated school official for misuse or violation of the policy.

Related to Safety

By signing this policy, *a student of the Diocese of Youngstown agrees to not:*

- interfere with, adversely impact the school operations, detract from or disrupt the school environment, as determined by school administration, by using technologies in a way that could jeopardize the safety or well-being of a school member or group bully, tease, embarrass, offend, proposition, threaten, harass, deceive, or intimidate (cyberbully) school members* whether directly or as a forwarded message. This includes using school members' names, initials, logos, pictures, or representations when communicating electronically that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate, including but not limited, to comments, cartoons, jokes, unwelcome propositions or love letters.
- bypass or attempt to bypass school security software or attempt to use an alternate server including personal data plans.
- send personal information about self or a school member* via a school account.
- attempt to open files or follow links from an unknown or untrusted origin.
- view violent, obscene or similar inappropriate material. If inappropriate content is accidentally accessed, the student must notify the supervising school staff immediately to avoid potential consequences.

Related to Privacy

By signing this policy, *a student of the Diocese of Youngstown agrees to not:*

- use a student or staff, password to access an account.
- access or attempt to access files or accounts, including G-Suite applications, belonging to another student or school employee without express permission from the owner.
- take pictures or record video, and/or audio on school property without the express permission of a school staff member and persons involved. Parental permission may also be required.
- use and/or publish a photograph, image, video, personal information or likeness of any student, or diocesan employee without the express permission of that individual. Parental permission may also be required. Last names should always be omitted. See reference to the *Children's Online Privacy Protection Act*.
- hide one's identity and/or pretend to be a school member* and communicate via email, or messaging apps, photos, or videos.
- create any website, blog, or wiki and post identifying information, a photo, image, video, or work of a school member* except with the express permission of that individual and a school official. Parental permission may also be required. The use of last names should always be omitted when posting on the Internet. Students should be careful to not share personally-identifying information online. (See link to the *Children's Online Privacy Protection Act* and to *Ohio Revised Code §§ 2917.21(A), 2913.01(Y)*)

Related to Educational Integrity

By signing this policy, *a student of the Diocese of Youngstown agrees to not:*

- use diocesan and school created email and G-Suite applications for communications unrelated to schoolwork.
- access social networking sites or gaming sites or apps, except for educational purposes, and with the permission and supervision of the responsible school official.
- access websites or apps while taking online quizzes or tests without a teacher's prior approval.**

- use a device while taking a quiz or test without a teacher's prior approval.**
- transmit or share information or images of quizzes or tests through texting, photography, or any other electronic means without a teacher's prior approval.**
- access or attempt to access private school record-keeping software, including, but not limited to, online grade books, attendance software, report card/transcript records.**
- delete files, deny or attempt to deny school member* from gaining access to their files or work.
- use the intellectual property of others including fellow students or teachers, to share, copy, plagiarize, and/or profit, without proper citation and express permission from the owner.
- use any copyrighted material, including text, music, software, files, pictures, or graphics from any Internet or software source in violation of United States Fair Use copyright laws.
- violate program or software license agreements (i.e. modify, copy, share protected media).

Related to Network and Systems Stability and Privacy

By signing this policy, *a student of the Diocese of Youngstown agrees to not:*

- attempt to open files or follow links from an unknown or untrusted origin.
- remove, install, load, or execute programs and/or files not expressly authorized by the school official responsible.
- remove, move, alter or add equipment without express authorization from the school official responsible.
- access or attempt to access unauthorized devices, accounts, websites, or information databases (e.g. hacking, cracking, phishing, etc.).
- damage, destroy, or remove any piece of hardware, program, or network equipment without proper authorization. This includes willfully disseminating computer viruses.
- attempt to interfere with network transmissions or change system configurations.

Students, keep in mind that nothing in an email or posted on the Internet is considered private. High school students should be aware that employers, college admissions directors and recruiters look at students' Internet posts when considering applicants.

Teaching staff and administration has the right to deny a student access to applications provided by the school that are used for collaborative projects and social networking if conduct is offensive, interferes with student learning, or affects fellow students' well-being.

School and diocesan administrators reserve the right to monitor, inspect, copy, review, save and store any information on devices and the computer systems and network including Internet data shared on the school systems and network, at any time and without notice, whether using personally owned or school owned technologies.

*Student, school or diocesan staff

** Consequences for academic cheating may also apply.

Violations of this Acceptable Use Policy

School officials will strive for a fair, reasonable, and appropriate disciplinary action for infractions of the Student Technology and Internet Acceptable Use Policy. Disciplinary action will be taken when, violations are intentional, school members* are 'cyberbullied', vandalism has occurred, or any action involves criminal behavior. Consequences may include but are not limited to: detention, termination of Internet or technology privileges, revocation of financial aid and scholarships, suspension, expulsion, or legal referral. Behavior that occurs on or off school property can be considered for

investigation and consequence when it interferes with, adversely impacts school operations, or disrupts the school environment. 4

Social Media

In the event students use social media applications such as, but not limited to, Instagram®, Snapchat®, Twitter®, Youtube®, or FaceBook®, for public scandal or humiliation, where inappropriate defamatory, threatening, or socially and/or emotionally harmful comments or images are posted that adversely affect the reputation, the morale, and/or safety of the students, staff, and institution, every disciplinary measure deemed appropriate, will be used. Actions could include legal action, involvement of law enforcement officials, suspension, or recommendation for expulsion of the student(s) involved.

Liability

The Diocese of Youngstown and its schools have taken available precautions to use firewalls and filters to restrict/limit access to controversial materials. Students and their parents are alerted to the risks of the Internet and the use of technologies. However, on a global network it is impossible to control all communication and materials.

It cannot be guaranteed that functions and services provided by the schools operate error free or without defect. Therefore, The Diocese of Youngstown and its schools will not be held liable for loss of data and interruptions of service. The Diocese of Youngstown and its schools will not be responsible for damage or harm to any personal devices, files, data or hardware brought to school by students. The Diocese of Youngstown and its schools will not be responsible, financially or otherwise, for costs arising from unauthorized use of the systems or network, for unauthorized transactions conducted over the school network, or for any communications or transactions in violation of this Student Technology and Internet Acceptable Use Policy.

Links and Supporting Resources A. Children’s Internet and Protection Act and Protecting Children in the 21st Century Act <http://transition.fcc.gov/cgb/consumerfacts/cipa.pdf>

See part (4 A&B) Children’s Online Privacy Protection Act (COPPA) <http://www.coppa.org/coppa.htm>

Copyright Law and United States Fair Use <http://www.copyright.gov/fls/fl102.html>

“What should I know about my children’s Internet use?”

<https://www.ohiobar.org/ForPublic/Resources/LawFactsPamphlets/Pages/LawFactsPamphlet-23.aspx>

Internet and Social Media: A Legal Guide for Catholic Educators. Shaughnessy and Huggins.

Ohio Revised Code ORC § 3314.21 on web filtering

Ohio Revised Code §§ 2917.21(A), 2913.01(Y) on cyberbullying

B. School Code of Regulations

C. Related Diocesan Policies

Copyright

Educational Technology

Internet Safety

Personally Owned Device

Student Anti-Bullying, Harassment, and Intimidation

Student Code of Conduct

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

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

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 eight will take the Off-Grade Writing Proficiency Tests.

HOMEWORK

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 assigned by each teacher. It is designed to meet the needs of the student and reinforces concepts taught. Daily homework assignments usually are as follows: Kindergarten (10 minutes) Grades 1-3 (up to 30 minutes); Grades 4-5 (up to 45 minutes); and Grades 6-8 (up to 60 minutes). Time for long-range assignments is distributed well in advance of completion date.

It is the student's responsibility to complete all homework assignments. A zero for the missing homework will be recorded in the grade book. If a student is absent one day, he/she is given one day to turn in assignments, two days absent, two days to turn in assignments, etc. The teacher will notify parents when failure to turn in work becomes a

problem. A conference will be held with the teacher, parents, student and the principal if this continues.

Baptismal or legal names will be recognized on all written work.

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 are scheduled throughout the school year. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration or the pastor.

SCHEDULING AND OTHER CONFERENCE INFORMATION

A parent(s) wishing to contact a teacher should call the office and leave a message for the teacher or send a note directly to the teacher. Please give teachers a twenty-four hour notice for a conference. Teachers are at school one half hour before school and one half hour after school. Conferences will be held in the classroom. Teachers may also call and request a conference with the parents. Parent/Teacher conferences are scheduled twice a year.

Holy Family School has a security phone system which can be used to contact a teacher, please follow these directions:

- Parents may call 330-757-3713 after 3:00 p.m.
- This is the greeting you will hear:
 Thank you for calling Holy Family Catholic School. If you know
 the extension of the person you're trying to reach, please enter it now.
- Dial the 2-digit extension of the person you wish to reach (extensions are sent home in the fall)

A communication preference form is sent home every year to verify contact information. This form will ask for parent phone and email information and will inform parents of teacher contact information.

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.

GRADING SYSTEM

Report cards are issued four times a year. In between the report periods, parents will receive interim reports three times a year in order to check a child's progress. The May interim will be sent only to those needing them.

Marking Code for Subject Areas

A.....93-100

B.....85-92

C.....75-84

D.....67-74

F.....0-66

Marking Code for Sub Headings

O...Outstanding

S...Satisfactory

P...Progressing

N...Needs Improvement

HONOR ROLL

Criteria for Honor Roll:

ALL A's and B's

Grades 6-8

1. Art, Phys. Ed., Handwriting and Music are not used in computing points for the Honors Banquet. Students in accelerated classes will be figured on a 5.0 basis.
2. Conduct marks must be 75 or above to be listed on the Honor Roll.

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 with 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.

As soon as a student is identified as having academic difficulties, the teacher will begin intervention procedures to enable the student to succeed (e.g. parent conferences, individual educational programs, testing, tutoring, interim reports, etc.). See Appendix A

When all intervention procedures have been employed and the student still does not meet the criteria used for promotion, the teachers will schedule a conference with the principal, and parents to discuss the student’s educational progress and program. All data will be discussed and plans for the next year will be made. See Appendix B and C

If, however, the parent(s) does not agree with the educational decision for retention, the parent(s) may have the child promoted to the next grade but must provide a notarized waiver. This waiver will release the school from responsibility if learning difficulties or failure would occur in the future. The parent(s) accepts responsibility for the promotion of the students to the next grade. See Appendix

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

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

Registrants for school will be accepted in the following order:

- a. students of registered participating parishioners whose parish(es) provide financial assistance to 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.

Preschool

The Early Childhood Learning Center at Holy Family School is a Roman Catholic Preschool. The ECLC exists to assist and support each family to live the message and ministry of Jesus Christ.

Holy Family Preschool will offer each child a well-rounded education with age appropriate activities to prepare them for Kindergarten. Through participation in this program a child gains understanding of basic readiness and socialization skills. The children also begin their potential as faith filled children of God.

Registration begins in January for the following year. Preschool programs are for three year olds to five year olds. Before and after care are available.

Age for Admission to Kindergarten

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

Holy Family Roman Catholic School offers a full day Kindergarten program. An essential aspect of Holy Family School's early childhood program is to provide a warm, loving and supportive atmosphere in which children feel a sense of excitement about learning and discovery. Experiences are provided to stimulate curiosity and to develop self-confidence, independence, and a positive attitude toward formal learning.

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

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 must be verified 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 (330-757-3713) 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. Requests for assignments should be made before 10:00 a.m. so there is ample time to collect them. Upon calling, phone requests will be directed to the homeroom teacher's voicemail.
4. 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.
5. 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 considered tardy if he/she arrives at school after the second bell at 8:00 a.m. Students who arrive at school after 8:05 a.m. must report to the school office for a tardy slip. This slip must be presented to the homeroom teacher when the child goes to class. The consistently tardy student will be subject to appropriate disciplinary action by the school administration or by the class teacher. A warning letter will be sent to parents after the 8th unexcused tardy. In addition, those same students who reach 10 tardies will serve a detention on the Thursday following the 10th tardy. If you have an additional 5 tardies (total 15), you will be expected to serve an additional detention. This policy is for each 9 weeks.

Tardiness due to inclement weather or late bus arrival will not be recorded on the child's record.

All other reasons for tardiness will be recorded on the student's record. An excused tardy will be one accompanied by a doctor's excuse. No parent may excuse tardiness. Any time a child is not at school by 8:00 a.m., he/she is tardy. All tardy arrivals (excused and unexcused) are recorded on the student's report card and permanent record.

Early Dismissal

Medical and dental appointments should be made outside of school time if possible. A written note must be presented to the child's homeroom teacher by 8:00 a.m. if the student is to be excused for an appointment during the school day. Students must be picked up in the school lobby by the person specified in the note, and that person must sign the student out at the front door. All early dismissals must be cleared through the office. Children returning to school after an appointment are to report to the school office before returning to their classroom.

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

If a child is absent from school for any reason, the parent is to call the school office 330-757-3713 between 8:30 and 9:00 a.m. and give the child's name, room number, and nature of illness. When this is done, a note is not required, unless, the child had a communicable disease.

Medical excuses

Parent sends written request to the office along with documentation from the doctor.

Anticipated absence

Parent sends written request to the office.

Release of students

Parent is to send a written request to the office. Parent must sign the student "out" when removing child from the campus.

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.

Cafeteria money is collected on a daily basis. Children may purchase complete lunches, ala carte items or milk. Morning milk is available for kindergarten. This money is payable on Mondays. The cafeteria serves hot, well-balanced meals at a reasonable rate. Efficient and capable personnel, together with volunteers, serve the children quickly so that they may have sufficient time to eat their meal. Children are encouraged to take advantage of this service.

ARRIVAL AND DISMISSAL

Before school arrivals - Supervision is not available prior to 7:30 am. Therefore, students may not arrive at school before this time. Legal concerns make this a necessary policy.

School Opening -Opening exercises begin promptly at 8:00 am and dismissal is at 2:30 pm. Students who arrive after 8:00 am will be considered tardy. (This does not pertain to bus riders.).

Daily dismissal - School dismisses at 2:30 pm. Dismissal procedures are as follows: 1) Buses; 2) Car riders; 3) Walkers/bicycle riders (bike riders must have a written permission slip, signed by parents or guardian on file prior to riding their bike to/from school). Bicycles are NOT permitted between November 1st and April 1st.

State Law forbids cars backing up in a schoolyard. Please adhere to the posted speed limit. Please park in the designated areas only.

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.

To those families for which this applies: It is state law (ORC 3313.672) that we have a certified copy of the court order in our files as opposed to the front and last page of the custodial agreement. This order must include the first page with the identifying information on it, all the pages in between, and the last page with the official signature and stamp which says: "This is a true document" and the embossed seal. This procedure is for your protection as well as ours. If there is information that you do not want made known (i.e. financial), feel free to blacken it out or use white-out to eliminate the information. If you have a change in this document, we must have a certified copy of the changes in our file or we will abide by the copy that we already have. Please understand the importance of having current, accurate copies on file in our school. No documents mean that both parents have equal rights.

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. An advanced appointment is necessary to accomplish this. Contact office personnel to schedule.

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 that 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.

Visitors and volunteers are required to sign in and out at the office and receive a visitor's badge. If parents bring forgotten articles, they are to take them to the office. Visitors are not to disturb the children and teachers during school hours. Parents are asked to refrain from walking into the faculty lounge when the staff is in the room.

Visitors may park in the designated marked areas of the parking lot. Vehicles should not be left with the motor running at anytime while a parent/guardian is in the building.

SCHOOL COMMUNICATIONS

Principal's Communication

An events calendar is sent to parents in the first week of each month. Newsletters are sent home bi-weekly.

Take-Home Communication

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

Each Wednesday a green folder is sent home with communication from teachers, the office or Home & School Alliance etc. All folder items are also posted on the school website.

TELEPHONE USE/MESSAGES FOR STUDENTS

With the permission of the teacher a student may use the office phone. A phone pass is necessary for the child to place the call.

INCLEMENT WEATHER/SCHOOL CLOSINGS

1001 hrs. of instruction are needed to constitute an official school year.

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 emergency closing is determined by the Poland public school superintendent who is responsible for transportation of the majority of Holy Family students. Therefore, when **Poland** schools are closed or on at two hour delay Holy Family will be closed or on delay also.

On days when school is cancelled or on two hour delay, parents will receive a message from the principal via the parent broadcast system.

Parents may also listen daily to local TV and radio stations for this information. Usually these announcements are made beginning at 5:30 a.m. If Holy Family is to be closed for other emergencies, the principal will call radio and TV stations and give the reason for closing (i.e. broken water pipes, boiler problems).

RELEASE OF DIRECTORY INFORMATION

In compliance with FERPA (Family Educational Rights and Privacy Act), Holy Family 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 is used, the principal must approve. 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 is to 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 is to follow the schedule and not deviate from it. (i.e., taking a side trip to an ice-cream stand or fast food restaurant.)
 - h) Each driver is asked to refrain from using a cell phone when students are passengers in the car.

- i) Each driver is asked to refrain from smoking when students are being transported in their car.

The driver is required 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.

Field trips are privileges afforded to students. No student has a right to a field trip. Parents may refuse to permit their child to participate in a field trip. This refusal should be in writing. The students must attend school that day.

OVERNIGHT TRIPS

Grade 8 students may participate in an educational field trip. This activity is sponsored by the 8th grade parents and not Holy Family School. Grade 6 students participate in an outdoor educational program at Camp Fitch as part of the sixth grade 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, 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.

Graduation fee - \$25.00 payable to Holy Family School. This fee covers the extra items required for the graduation – diplomas, honor cords, flowers, postage, booklet etc. This fee is due by May 1st.

Dress Code for the eighth grade graduation

Boys – Boys are to wear a suit and tie (sport coats and complimentary trousers are acceptable). Hair must be cut and styled to meet the normal school codes.

Girls – Girls are to wear street-length (not more than 2” above the knee) or tea-length dresses of their choice – modest necklines please. No sleeveless dresses, mini-skirts, bare back outfits or shorts.

PARENT ORGANIZATIONS

All parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The parent organization should strive:

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

The Home and School Alliance of Holy Family School established in 1973 seeks to assist and support the administration and faculty in their efforts to provide a quality Catholic school education to the students entrusted to their care.

The Home and School Alliance will seek to promote communication between parents/guardians, administration and faculty, parish and the community at large. The Home and School Alliance will practice good stewardship by supporting the activities of the school through a sharing of time and talent as well as engaging in various fundraising activities. Membership is open to parents, guardians and those who have legal responsibility for a member(s) of the student body.

Holy Family Catholic School Consultative Council established in May, 1999, is a committee of parishioners whose purpose is to provide excellent Catholic School Education to the families and students of Holy Family Roman Catholic School. Members will be composed of parishioners who have demonstrated their commitment to Catholic school education and to Holy Family Parish through the practice of good stewardship toward the parish and school. The council will meet on an as need basis and be the major consultative body to the pastor and principal on matters of school policy and operation. The purpose of such consultation is to provide excellent Catholic School Education to the families and students of Holy Family School.

Parent Advisory Committee established in June, 2004 has as its purpose to advise Holy Family School Administration (Pastor and Principal) on school issues relating to student life and learning.

FUND-RAISING

Any program of fundraising 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.

TRANSPORTATION/PARKING

Children are to ride buses assigned to their area. No child may ride a bus other than the one assigned. Bus information may be secured from the local public school coordinators.

Poland.....330-757-7022
Boardman.....330-726-3408
Springfield.....330-542-3626
Struthers.....330-750-1056

While riding a bus, students by state law, fall under the supervisory responsibility of the bus driver, whose authority is that of any teacher. Courtesy and correct behavior are expected of all students riding school buses. While riding the bus, the school has the responsibility to develop disciplinary procedures to support the reported infractions.

Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his/her attention away from the road, danger exists. Foremost the safety of each passenger is of utmost importance.

- a. Except for ordinary conversation, students shall observe quiet conduct on the bus.
- b. Students shall stay in their seat while the bus is in motion.
- c. Students must avoid throwing waste paper on the floor of the bus.
- d. Students may not have food or drinks on the bus.
- e. No part of the body shall be extended through the bus window.
- f. Students must be quiet while the bus is stopped for railway crossings.
- g. Students may not leave the bus from the emergency door unless an emergency exists.

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 from (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school. (PSAS)
- 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 may be paid through the SMART Tuition Management Program. This program enables a parent to select to make payments monthly, quarterly, or on a semiannual basis to SMART. The cost to enroll in the program is incorporated in the tuition amount. The range is usually \$45.00 per family. Payment in full before August 15th (directly to the rectory), will save the parent the cost to enroll in the SMART program. In this case, one does not need to complete the SMART enrollment form but needs to inform the school of this tuition decision. At the direction of the finance committee, a non-refundable registration is charged.

The service fee is to be paid the first week of school. This figure is also incorporated into the tuition figure.

Students, whose families belong to a parish other than Holy Family and whose parish does not have a school, should check with their pastor about arrangements and costs incurred by sending their child/children to Holy Family.

TUITION AND OTHER FEE SCHEDULES

Tuition for the 2017/2018 school year:

- \$3,300.00 – First child
- \$2,350.00 – Second child
- \$2,050.00 – Third child
- \$1,100.00 – Each additional child
- \$5,049.00 – non parishioner-per pupil

Sibling discount will be applied to the oldest child

There are exceptions that are handled on an individual basis.

Registration fee - \$25.00 per student

Supply Fee - \$40.00 per student (due the first week of school).

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.

TRANSPORTATION OF ATHLETES

Schools may arrange for the transportation of student athletes by Ohio State Patrol inspected and approved school buses or by licensed public or private bus conveyance. Schools may not arrange for the transportation of student athletes by private cars, vans or other vehicles.

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline is 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.

BULLYING

Bullying means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity which acts are repeated against the same student over time. Bullying

includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

The Office of Catholic Schools expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. The staff member must report acts of bullying or reports of student bullying to school administrators.

The Office of Catholic Schools expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.

Consequences for students who bully others may include counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation.

WEAPONS

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises. ORC SEC. 2923.1212. A valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

- A. A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. 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.

SUBSTANCE ABUSE

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

1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.
2. The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school-sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

GANGS

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or

practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

6. Referral to office
7. Disciplinary contract

SPECIFIC DISCIPLINARY POLICIES

The classroom teacher is responsible for his/her discipline. Fighting is not tolerated and will result in an immediate in-school suspension. The purpose of all disciplinary measures is to help the pupil develop self control and self-direction needed to enjoy life. A child is only referred to the principal in the case of serious matters. Parents will be notified of this and the conditions surrounding the event.

Detentions will be given for infractions such as disrespectful conduct, defacing or destroying property, extremely rough horseplay, throwing snowballs, not adhering to the dress code, late for class, persistent running in the halls. Middle school students will receive detention once they are in the "c" level in their conduct grade. The teacher on duty for detention that week will be responsible for the student. Teachers will deal directly with parents when unacceptable behavior or conduct occurs. Detentions will be served during the lunch hour recess. (24 hour written notice will be given to parents for detention).

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.
- d) First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (counseling may be required where necessary).
- e) Repeated disregard for school rules and regulations.

- f) Other offenses serious enough to warrant a student's removal from school.

EXPULSION

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY

Searches

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property 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.

Each student will turn in to the homeroom teacher, an index card indicating the number and combination of the lock.

CARE OF SCHOOL PROPERTY

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

LOST AND FOUND

Lost and found items are placed outside the school office.

DRESS CODE

The purpose of the dress code is to provide a standard for our students that fosters an environment that is conducive to learning, that promotes respectful behavior, that encourages students to take pride in their appearance, to eliminate competition in dress and to minimize clothing costs.

The responsibility of following the dress code is that of the parents and the students. Your consistency and conscientiousness in following the standards and regulations stated in the dress code are required.

The faculty has the authority to determine if students are in compliance with the dress code, while the administration will have the final determination in the appropriateness of attire. The dress code does not change to reflect current trends and fads.

Please note: Just because a specific item is not listed as “not permitted” does not necessarily imply that it is permissible.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

BOYS K-5

1. Solid navy blue uniform dress pants must be worn. Belt loops or elastic waistbands

are permitted. If pants with belt loops are worn, a solid-colored belt of black, brown or navy must be worn. However, belts are optional for Kindergarten and Grade 1 boys. Jeans of any color denim and cargo pants are not permitted.

2. Navy blue uniform shorts may **only** be worn in August, September, October and April, May, June. They must be no shorter than **2-3"** above the knee. If pants with belt loops are worn, a solid-colored belt of black, brown or navy must be worn. However, belts are optional for Kindergarten and Grade 1 boys.

3. One of the following styles of shirts must be worn and must be neatly tucked in at all times.

a. A solid white, powder blue or light yellow dress shirt with a turned down collar. The shirt should be buttoned the entire length except for the top two buttons and may be either long or short sleeve.

b. A solid color white, powder blue or light yellow knit shirt with a collar (polo-style). Shirts may be either long or short sleeve. Polo shirts with Holy Family imprint may be worn. **Shirts with imprint may be purchased at S&T.** Navy blue or dark blue shirts are not permitted.

c. White turtlenecks are permitted only if worn under pullover sweater or sweatshirt.

4. Solid navy blue cardigan or crewneck sweaters may be worn. Navy blue sweater vests are permitted. Sweaters must be solid in color and may not have any designs or emblems. A uniform shirt or turtleneck must be worn under sweaters. **Hooded sweaters or sweatshirts are not permitted.**

5. Solid navy, black or white socks must be worn at all times. Socks may be of ankle (must cover the ankle) or mid-calf styles. "No show" socks are not permitted.

BOYS 6-8

1. Solid black uniform dress pants must be worn. A solid color belt of black or brown must be worn. Jeans of any color denim and cargo pants are not permitted.

2. Black uniform shorts may **only** be worn in August, September, October and April, May, June. They must be no shorter than **2-3"** above the knee. A solid-colored belt of black, brown must be worn.

3. One of the following styles of shirts must be worn and must be neatly tucked in at all times.

- a. A solid white dress shirt with a turned down collar. The shirt should be buttoned the entire length except for the top two buttons and may be either long or short sleeve.
 - b. A solid color white or hunter green knit shirt with a collar (polo-style). Shirts may be either long or short sleeve. Shirts with Holy Family imprint may be worn.
 - c. White turtlenecks are permitted only if worn under pullover sweater or sweatshirt.
4. Solid black, gray, hunter green, or white cardigan or crewneck sweaters may be worn. Black, gray, hunter green, or white sweater vests are permitted. Sweaters must be solid in color and may not have any designs or emblems. A uniform shirt or turtleneck must be worn under sweaters. **Hooded sweaters or sweatshirts are not permitted.**
5. Solid navy, black, gray, hunter green, or white socks must be worn at all times. Socks may be of ankle (must cover the ankle) or mid-calf styles. “No show” socks are not permitted.

GIRLS K-5

1. A blue plaid uniform jumper or blue plaid uniform skort is permitted. Both jumper and skort length must be no shorter than 2” above the knee from a kneeling position.
2. Solid navy blue uniform dress pants may be worn. Belt loops or elastic waistbands are permitted. If pants with belt loops are worn, a solid-colored belt of black, brown or navy must be worn. However, belts are optional for Kindergarten and Grade 1 girls. Jeans of any color denim knit stretch pants and cargo pants are not permitted.
3. Navy blue uniform shorts may **only** be worn in August, September, October and April, May, June. They must be no shorter than **2-3”** above the knee. If pants with belt loops are worn, a solid-colored belt of black, brown or navy must be worn. However, belts are optional for Kindergarten and Grade 1 girls.
4. One of the following styles of shirts must be worn and must be neatly tucked in at all times.
- a. A solid white, powder blue or light yellow blouse with a turned down collar. The blouse should be buttoned the entire length except for the top two buttons and may be either long or short sleeve.
 - b. A solid color white, powder blue or light yellow knit shirt with a collar (polo-style). Shirts may be either long or short sleeve. Polo shirts with Holy Family

imprint may be worn. Navy blue or dark blue shirts are not permitted.

c. White turtlenecks are permitted only if worn under pullover sweater or sweatshirt.

5. Solid navy blue or light blue cardigan or crewneck sweaters may be worn. Navy blue or light blue sweater vests are permitted. Sweaters must be solid in color and may not have any designs or emblems. A uniform shirt or turtleneck must be worn under sweaters. **Hooded sweaters or sweatshirts are not permitted.**

6. Solid navy, black, gray, hunter green or white socks must be worn at all times. Socks may be of ankle (must cover the ankle) or knee-high styles. "No show" socks are not permitted.

GIRLS 6-8

1. A uniform green/gray plaid skort or uniform green/gray plaid skirt must be worn. Both skort and skirt length must be no shorter than 2-3" above the knee from a kneeling position.

2. Solid black uniform dress pants may be worn. A solid-colored belt of black or brown must be worn. Jeans of any color denim knit stretch pants and cargo pants are not permitted.

3. Black uniform shorts may **only** be worn in August, September, October and April, May, June. They must be no shorter than **2-3"** above the knee. A solid-colored belt of black or brown must be worn.

4. One of the following styles of shirts must be worn and must be neatly tucked in at all times.

a. A solid white blouse with a turned down collar. The shirt should be buttoned the entire length except for the top two buttons and may be either long or short sleeve.

b. A solid color white or hunter green knit shirt with a collar (polo-style). Shirts may be either long or short sleeve. White and hunter green polo shirts with Holy Family imprint may be worn.

c. White turtlenecks are permitted only if worn under pullover sweater or sweatshirt.

5. Black, gray, hunter green, or white cardigan or crewneck sweaters may be worn.

Black, gray, hunter green, or white sweater vests are permitted. Sweaters must be solid in color. A uniform shirt or turtleneck must be worn under sweaters.

6. Solid navy, black, gray, hunter green or white socks must be worn at all times. Socks may be of ankle (must cover the ankle) or knee-high styles. "No show" socks are not permitted.

ALL STUDENTS

Gym Uniform

Tee shirts are yellow-gold and shorts are mesh hunter-green. Tennis shoes are required. Students need to have a gym bag. K-3 students need tennis shoes only. (Uniforms may be purchased at S&T Engraving.)

Hair

Girls:

Hair should be well groomed and worn in an appropriate style for school. Hair coloring is not permitted. If hair is highlighted, it must be simple and natural looking. Hair ornaments must compliment the uniform and be simple, small and in good taste. Simple headbands may be worn, but no scarves.

Boys:

Hair should be kept neat, trimmed and well groomed. Hair may not hang to the eyebrows or ears and may not fall below the collar. Hair coloring is not permitted. If hair is highlighted, it must be simple and natural looking. Extreme styles, such as designs or words out into the hair, tail or ponytails are not permitted. Boys must be clean-shaven.

Jewelry

Jewelry can be worn if simple, small and in good taste. The wearing of jewelry related to body piercing is not permitted. Visible tattoos are not permitted. Girls are permitted to wear one pierced earring in each ear. Long earrings or large hoop earrings are not permitted. Boys are not permitted to wear earrings to school or any school function.

Shoes

Shoes must be solid black, brown, navy or similar shades (i.e. brown/tan, black/charcoal, etc). Shoes must be soft soled with non-marking soles and heels. Not permitted are sandals, slippers, moccasins, and boots of any style, crocs or clogs. During inclement weather, boots are permitted to be worn to and from school, but students must change into proper shoes while at school.

Sweatshirts

Holy Family School sweatshirts may be worn as part of the school uniform. Approved colors as well as current and prior year designs are permitted. A uniform shirt or turtleneck must be worn under sweatshirts. Hooded sweatshirts are not permitted

except on Friday when Holy Family Spirit-wear and Holy Family School Athletic sweatshirts may be worn.

Holiday sweatshirts

Holiday sweatshirts may be worn two weeks prior to the holiday. A blouse or shirt must be worn under a sweatshirt.

Dress Down Day – Dress down day may include all or any part of this description. Jeans, tennis shoes, T-shirts (no offensive writing on t-shirt) Holy Family shirt or sweatshirt (a shirt must be worn under a sweatshirt). Spandex or leggings are not acceptable attire.

When a student or class is representing Holy Family at a function outside of the building such as English Festival, Math Counts etc. the students must be dressed in complete uniform or dress up clothes. NO JEANS. The supervising teacher will give specific directions on dress code.

If your child comes to school out of uniform, you will be called promptly.

INAPPROPRIATE MATERIALS

Students are to turn in all cell phones and electronic devices when they enter homeroom. (Cell phones are not to be used on busses or in gym before or after school.)

Students are not permitted to possess the following items on school property during the school day: cell phones and electronic devices. If a student needs to bring these items to school, they must be left at the school office or with the homeroom teacher until dismissal.

PLAYGROUND REGULATIONS

Playground activity is supervised by adults. If a child becomes ill or is injured, the person (s) on duty will bring the child to the nurse for First-Aid. The school nurse will notify parents/guardians if an emergency arises.

LUNCHROOM REGULATIONS

Cafeteria money is due on a daily basis. Children may purchase complete lunches or ala carte items or milk. Morning milk is available for grades K-3. This money is payable on Mondays. The cafeteria serves hot, well-balanced meals at a reasonable rate. Efficient and capable personnel, together with volunteers, serve the children quickly so that they may have sufficient time to eat their lunches. Children are encouraged to take

advantage of this service.

Children should remain seated at their table while eating, and are responsible for cleaning their area. Noise should be kept to a minimum. Aides and /or teachers will dismiss students at the appropriate times.

Parents are to refrain from bringing fast food lunches to their children at the lunch hour (ex: Arby's, McDonalds, Chick-Fil-A, etc.)

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. School nurse is in the building daily from 10-2.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the nurse or 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 takes the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

Health Services

1. Visual screening in Grades K, 1, 3, 5 and 7.
2. Hearing screening in Grades K, 1, 2, 3, 5 and 8.
3. Screening for communicable infections or infestation (pediculosis).
4. First Aid as needed for illness or injury. It is imperative that emergency medical forms be complete and kept up to date.
5. Medication policy – students who are ill should remain at home when their presence in school endangers their own health and/or the health of others.

For students who require short-term medication for relief or cure of an illness, it is strongly recommended that these types of medication (cough remedies, pain medication, antibiotics) be administered by the parent outside of school hours, whenever possible. Similarly, some medications are available in a long-acting or time-released form.

Sometimes these options are not possible. ALL MEDICATION given in the school setting require a physician's written order, whether they be a prescription drug or an "over the counter" remedy. BEFORE physician ordered medication may be administered at school, a form must be signed by the student's physician and the parent.

If parents anticipate needing one of these forms, they may go to our website or contact the school nurse prior to the child's visit to his/her physician so that the nurse may provide the adult with a form to take for the doctor. Form also available on school website.

For safety reasons, children are not to carry medication to and from school. A child may not have medication in his or her possession at any time during the school day except for physician/parent authorized asthma inhalers and Epi-pens. (Forms must be on file)

ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

Medication is to be administered to students by the parents at home if t all possible. Under exceptional circumstances, medication will be administered by designated school personnel under appropriate administrative regulations which comply with Amended Senate Bill 262 as passed by the Ohio General assembly in July 1984, and Ohio Revised Code 3313.713.

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 form.
 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.

Unused medication will be returned ONLY to a parent or unless authorized, in writing, by the parent or to another adult authorized in writing, by the parent.

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.

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. Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices or have a medical contradiction to an immunization(s), must produce such documentation and complete an exemption form from the principal.
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

Students diagnosed with live head lice do not need to be sent home from school early; they can go home at the end of the day, be treated, and return to class after the first application of an effective pediculicide. Nits may persist after treatment but it is unlikely they will be transferred to other people. Both the American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued.

Procedures/Guidelines

A. The school nurse or designated school official will carefully check the head of a student suspected for evidence of lice and/or nits in the hair.

B. If an active case is identified:

1. the student will remain in school until the end of the day.
2. a letter will be sent home with the student advising the parent on obtaining treatment and informing them that the student may return to school after obtaining a treatment.
3. a form letter will be sent to the parents in a class where a case of head lice has occurred.
4. School nurse will re-check a student two weeks after readmission to the school

Environmental and Food Allergies

It is within the mission of Catholic Schools to provide a healthy environment for the moral, academic and physical development of their students. From this mission comes the obligation of the schools to design, to the best of their ability, environments that are free of health irritants. Through the cooperation of parents, medical personnel and the students, especially the environmentally sensitive, and those with serious food allergies, these are meant to assist in the protection of those students whose health is jeopardized by environmentally born irritants.

Since food allergies can be life threatening, the risk of accidental exposure to foods can be reduced in the school setting if the school, student, parents work together to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

Notify the school of the child's allergies.

Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in

after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.

Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.

Provide properly labeled medications and replace medications after use or upon expiration.

Educate the child in the self-management of their food allergy including:

- Safe and unsafe foods
- Strategies for avoiding exposure to unsafe foods
- Symptoms of allergic reactions
- How and when to tell an adult they may be having an allergy-related problem
- How to read food labels (age appropriate)

Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

Provide updated emergency contact information

Work with the district transportation administrator to assure that school bus training includes symptom awareness and what to do if a reaction occurs.

School's Responsibility

The school nurse will review the health records submitted by parents and physicians.

The school nurse will manage the individual school plan in conjunction with the principal. The plan will be monitored by the school nurse and any changes made to the plan will be the joint responsibility of the nurse, parents, and principal with input from the physician as needed.

Assure that all staff who interact with the student on a regular basis

understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

Designate school personnel who are properly trained to administer medications in accordance with the State regulations.

Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.

Assure the rights of students without allergies are respected to avoid reverse discrimination.

FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS

State law requires a fire drill at least once a month. Lockdown drills are required annually. Tornado and rapid dismissal drills are held periodically. Strict silence is enforced during these drills.

SCHOOL CRISIS MANAGEMENT PLAN

This Crisis Management Plan is intended to provide the school administration and staff an opportunity to prepare responses to a wide variety of emergencies. The plan gives specific attention to: issues of violence, threats upon persons or property, natural disasters, civil unrest, intruders, environmental disasters, contraband, and utilities failure. The Crisis Management Plan relies heavily upon the local school staff for implementation.

The primary members of the Crisis Management Team are the Pastor, school Principal, Secretaries, Custodian, and Teachers. Parents, local law enforcement and emergency service agencies may assist them. Each team member has a specific role and will have a written description of their duties as the plan is called into action.

Our updated Crisis Management Plan is available on our website. If you would like to see the entire Crisis Management Plan, copies will be available in the school office.

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;
- demerits (Gr. 6-8);
- 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;
- 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.

Holy Family School is a Jon Peterson provider and offers special education classes. Parents are responsible for sharing ETR and IEP information and the school will then decide if it can meet the child's individual special needs.

X. EXTENDED DAY

EXTENDED DAY PROGRAM

An after-school program was developed in accord with the Holy Family School philosophy, which recognizes and reflects the current needs of individual families. A responsible adult supervises this program.

The program begins immediately after regular school hours and concludes at 6:00p.m. Attendance is flexible.

Students may participate in the following activities during the after-school program – use of the school computers, library games, crafts, movies, homework and study time, and free play (outside-weather permitting) with the use of the basketball court. Snacks are provided.

Parental permission and tuition rates are sent home the first week of school.

APPENDICES

Permission to Use the Internet

The Student Technology and Internet Use Policy Agreement form must be **signed by parents for all students in grades K-12** before a student gains access to school technology and the Internet at school.

In addition, students in grades 4 through 12 must also sign the policy. If, as a parent or guardian, you do not consent to having your student use technology or have Internet access at school, please verify that information by sending a written letter to the school.

Student Technology and Internet Acceptable Use Policy Agreement

I have read and understand the enclosed policy. I understand that internet access and technology use is a privilege and is provided by the school for educational purposes only. I agree to abide by the guidelines of this Student Technology and Internet Acceptable Use Policy in regard to school technology, networks and systems, internet safety and security, internet courtesy and etiquette and to rules set forth by

_____, the Diocese of Youngstown, local, state and federal laws.

(school name)

_____ Date ____/____/____

(To be signed by students grade 4 and up)

Room/Homeroom Number _____ Grade _____ Age _____

Parent and Guardian

Student Technology and Internet Acceptable Use Policy Agreement

I agree to instruct my child regarding risks, responsibilities, and regulations outlined by the Student Technology and Internet Acceptable Use Policy for the Catholic schools of the Diocese of Youngstown. I will emphasize to my child the importance of following rules for personal safety and security, and the safety and security of others.

As the parent or guardian of this student, I have read the The Student Technology and Internet Use Policy Agreement for the Catholic Schools of the Diocese of Youngstown and agree to its terms.

I hereby give my permission for _____ to

(student's name)

use the Internet and school technology. I understand that my child has agreed to follow Internet safety and security guidelines for self and others and to not willfully cause others harm and damage school property.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: ____/____/____

Google Apps Account Permission Form

Technology use at _____ is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under age 13. By default, advertising is turned off for the district's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the exchange of information within the school context. The school's use of student information is solely for education purposes. COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA and corresponding Ohio law, a student's education records are protected from disclosure to third parties. FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Google Apps for Education Permission Form

By signing below, I confirm that I have read and understand the following:

I understand that by participating in Google Apps for Education, all email will pass through Google's Postini Security System and student accounts are restricted to receiving email **only from district account holders**. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

_____ YES, I give permission for my child to be assigned a District Google Apps for Education account. This means my child will receive a Google email account that is restricted to receiving email **only from district account holders**. The account will also include access to cloud storage and document exchange in Google Drive and Google Classroom, a teacher managed online platform for creating, distributing and grading assignments.

_____ NO, I do not give permission for my child to be assigned a District Google for Education account. This means my child will NOT receive a District Google Email and Drive account.

Student Name: (Print) _____ Homeroom: _____

Parent/Guardian Signature _____ Date _____

Additional School Information

[Insert Additional School Information here as needed--optional