

**SAINT LOUIS SCHOOL STAFF  
2012-2013**

|                          |                       |
|--------------------------|-----------------------|
| Father Larry Frient      | Pastor                |
| Sister Carole von Buelow | Principal             |
| Mrs. Marcia Monter       | Secretary             |
| Mrs. Mimi Fawver         | Office/Library Aide   |
| Mrs. Nancy Harsh         | Kindergarten          |
| Mrs. Tina Miller         | Grade One, Two, Three |
| Mrs. Angela Kronmiller   | Grade Three, Two, One |
| Mrs. Lori Kwasnicka      | Primary Team Aide     |
| Mrs. Cynthia Warburton   | Grade Four            |
| Mrs. Kimberly Appleby    | Grade Five            |
| Ms. Samar Salvino        | Grade Six             |
| Mrs. Margaret Hufler     | Grade Seven           |
| Mrs. Patricia Sautters   | Grade Eight           |
| Mrs. Patricia Culler     | Music                 |
| Mrs. Melissa Dreisbach   | Physical Ed.          |

All faculty Members have college degrees and hold appropriate certification according to the State of Ohio Standards for teacher certification or licensure.

**Additional Personnel**

|                    |                 |
|--------------------|-----------------|
| Mrs. Rita Sommers  | Tutor           |
| Mrs. Donna Mertes  | Guidance        |
| Mrs. Nan Trenta    | Speech/Hearing  |
| Mrs. Bonnie Witmer | Auxiliary Clerk |
| Mr. Patrick Julian | Custodian       |

St. Louis School office hours: 7:45-3:30 p.m.  
214 North Chapel Street  
Louisville, Ohio 44641  
330-875-1467

## **Mission Statement**

St. Louis Elementary School is a diocesan Roman Catholic school operated by the St. Louis Parish Community. The mission of St. Louis School is:

- to proclaim the gospel of Jesus Christ
- to provide excellence in educational programs
- to live out the Gospel message in service.

St. Louis School will teach the foundations of Catholic doctrine, belief and practice, while developing

- a sense of family and community
- an atmosphere for spiritual growth through prayer and
- a personal awareness and concern for non-violence, social justice and service
- an educational program providing a background of excellence in all academic and skill areas

which are essential to the development of the child.

These themes will permeate all aspects of the school's organization and curriculum in order to meet the religious, academic, personal, physical and social needs of the children.

## **PHILOSOPHY**

St. Louis school is maintained and supported by the St. Louis Parish Community to pass on the values and beliefs of the Catholic Church. The school shares the total development of the Catholic child with the family and with the parish faith community.

In imitation of the love and guidance of Jesus the Teacher, each staff member strives to help the child and the entire school community to witness the Gospel message of hope, peace and justice. Parents continue as the primary educators of their children by fostering and enriching each child's unique pattern

of growth and by active involvement in the parish and school community.

The faculty assumes the responsibility to implement a curriculum that meets the individual needs of each child, and at the same time, stresses the values of respect for life, sacredness of the family, justice and peace for all people, and respect and acceptance of the unique giftedness and talents of each person. Through integrated religious instruction, authentic in doctrine and contemporary in presentation, and by using up-to-date educational methods and materials in all subject areas, each child will grow and become a more mature member of the Church and society.

### **GOALS**

The students will become aware that the doctrine we teach and the Christian attitudes we foster are an integral part of our school community and our daily lives.

The school will maintain a professionally competent staff and with the students attempt to build a Christian community.

The school will welcome the involvement of parish priests and parents in all appropriate aspects of school life.

Students will receive instruction and will improve in all subject areas.

Students will grow in appreciation for prayer and liturgical functions by participating in varied prayer activities.

The school staff will take advantage of in-service opportunities for professional growth. Staff members will share knowledge, activities, experiences and ideas with one another.

### **Diocese of Youngstown Non-Discrimination Policy**

"It is the policy of the Diocese of Youngstown Schools not to discriminate on the basis of race, color, national origin or sex in its educational program, employment and admission of students. The schools are not intended to be an alternative to court or administrative agency ordered or public school initiated desegregation."

### **SCHOOL SCHEDULE**

|       |   |
|-------|---|
| 8:15  | Bell for entry                            |
| 8:30  | Announcements/morning class               |
| 11:30 | Lunch (Grades K-4)<br>Recess (Grades 5-8) |
| 11:50 | Lunch (Grades 5-8)<br>Recess (Grades K-4) |
| 12:10 | Afternoon Classes begin                   |
| 3:15  | Dismissal for buses                       |
| 3:20  | Dismissal for all other<br>students       |

### **ADMISSIONS**

St. Louis is a Catholic elementary school intended to provide a quality Catholic education to children of families who are registered members of St. Louis Parish. Non-parishioners and non-Catholics will be considered for admission if space and financial consideration permit. Applications for St. Louis School will be considered in the following order:

1. Parishioners - children of registered, contributing members of St. Louis Parish.
2. Catholics from parishes without an elementary school.
3. Non-Catholic children of families of other faiths who desire a Catholic education.

Student application forms can be requested through the school office. Once the application has been received, the student will be considered for admission on the basis of conduct, moral character and the school's ability to meet the educational needs of the child based on academic ability.

Children entering Kindergarten must be five years of age by September 30. At the time of registration, parents will be required to fill out registration and health forms. Copies of the birth certificate and Baptismal certificate are also required.

A transfer student at the time of registration will be required to have, in addition to the above, a transfer and report card from the school attended previously.

### **WITHDRAWALS**

Parents of children who are withdrawing from St. Louis School should notify the principal at least one week in advance. The name and address of the new school is required so that a transfer may be sent in due time. Parents will also be asked to sign a release form for the transfer of records to the new school. Fees and tuition must be paid in full.

### **ATTENDANCE**

Regular attendance has a marked influence on scholastic achievement. Dental, orthodontic and medical appointments should be made outside of school hours as much as possible. If your child is going to be absent from school, you are asked to call the school office before 9:00 a.m. to report the absence. A written excuse from parents is required when a child returns to school after any absence or after being tardy.

If the school has not been notified by the parent regarding a child's absence and the school has not been able to contact the parent by the end of the day, the police must be notified. This policy is a result of the Missing Child Act, Senate Bill 321.

Although the school discourages absences for reasons other than illness, such as vacations, approval will be given if the parent's request is made in writing before the absence occurs. Work must be made up the first week back to school. The student will receive no credit for unfinished assignments. Assignments will be given to the student upon their return. **TEACHERS ARE NOT PERMITTED TO GIVE ASSIGNMENTS BEFORE SUCH AN ABSENCE OCCURS.**

### **TARDINESS**

Children who arrive in school or class after the bell are considered tardy and must report to the office before going to the classroom. Repeated tardiness is a cause for concern, and in such cases, a parental conference will be requested.

### **ILLNESS - INJURIES**

When a child becomes ill at school, he/she may not leave school without permission of the principal, nurse or secretary. The parent will be contacted and notified of the illness. If the parent(s) cannot be reached, a name from the child's Emergency Medical Card will be called. Parents must report to the school office before taking a child home. No child will be sent home alone or sent to an unsupervised home.

**NO STUDENT WILL BE PERMITTED TO REMAIN INSIDE FROM RECESS OR BE EXCUSED FROM RECESS DUE TO COLDS, COUGHS, ETC. IF A CHILD IS TOO ILL TO BE OUTSIDE WITH PROPER CLOTHING, THE CHILD SHOULD NOT BE IN SCHOOL.**

### **MEDICATION**

All medications must be kept and dispensed in the school office or nurse's office. Forms for the permission to dispense prescriptions or over the counter medication **MUST** accompany all medicine sent to school. These forms are available from the school office.

### **REVIEW OF SCHOOL POLICY FOR ADMINISTERING MEDICATION TO STUDENTS**

(Taken from "Administrators' Handbook," Office of Catholic Schools and written in accordance with State Law Am SBA-262)

#### Prescription Medication:

1. Parents must sign form supplied by the school granting the school permission to administer the medication.
2. A statement signed **by the doctor** prescribing the drug must be attached to the parent's permission form. (Forms are available)
  - a. Student's name, address, school and class
  - b. Name of drug, dosage and intervals of times when dosage is to be given
  - c. Date the administration of medicine is to begin and end
  - d. Any severe reactions that should be reported
  - e. Any special instructions for storing, etc.
3. Medication must be in its original container with the pharmacist
4. Permission form, doctor's statement and medication **must be brought to the school by the parent.**

5. The parent agrees to notify the school immediately of any chan

**NOTE:** Unused medication will be returned **only to the parent.** Parent is responsible for claiming unused medication within one week after no longer needed or one week after school year ends.

Self-Medication:

In special cases, a student may be allowed to self administer prescription medications.

1. All rules stated above must be followed.
2. Medication will be kept in same place at school where other prescription medications are kept.
3. Student must administer medication in front of school empl

Non-prescription Drugs:

There is no law that protects school employees from liability when non-prescription medication is dispensed. Sending non-prescription medication to school is asking the employee to assume the risk of a lawsuit, in addition to adding to that employee's already long list of responsibilities.

If necessary to request that a non-prescription medication is to be given in school, the same rules that apply to prescription medication **must** be followed.

1. Parents must sign the permission form supplied by the school.  
This includes getting a doctor's order with signature, for the
2. Medication must be brought to school by parents in its
3. Container should be labeled with the student's name and administration of medication is to begin and end.

**SCHOOL BUS REGULATIONS**

**St. Louis School students are served by the Louisville, East Canton and Marlinton Public School buses. Information regarding bus transportation should be directed to:**

**Louisville bus coordinator - 330-875-5295**

**East Canton bus coordinator - 330-488-0334**

**Marlington bus coordinator - 330-829-1990**

1. Parents and students must assume that school bus tran
2. Students will ride their assigned bus both to and from school  
unless a written request signed by the parents asking perm  
for the child when such a request is made and granted.  
Pupils will not be permitted to ride a bus other than  
their regular bus, unless a request from the parents for the  
change is approved by the school administration.
3. Parents are responsible for the safety of students while goin
4. Buses operate on a time schedule as outlined by the Supe
5. Parents will be responsible for any damage to the bus by thei
6. Eating and littering are not permitted on the buses.
7. Noise on the bus shall be kept to a minimum at all times to  
assure safety of operation.
8. Absolute quiet must be maintained at railroad crossings or othe
9. Nothing shall be thrown out of the bus nor anything held so  
it extends out of the window.
10. All parts of students' bodies shall be kept inside the  
school bus at all times.
11. Students shall be waiting at the curb side of the road to boar
12. Students shall sit two or three to a seat, no standing will  
be allowed as long as seats are available. Seats may  
be assigned by the driver to maintain order and for  
evacuation purposes.
13. While students are riding on the bus, animals, firearms, ammu  
be transported.
14. No unauthorized passengers shall be transported on a school  
bus.
15. The driver has the authority to enforce the above  
is permissible. **Continued disorderly conduct or  
refusal to follow the rules shall be sufficient reason for  
refusing transportation services to any student.**

When it becomes necessary to refuse a student  
transportation due to misconduct, the school shall  
notify the parents of such a refusal with a full  
explanation for this action. It then becomes the parents  
responsibility to transport their child to and from  
school.

#### **SAFETY**

All children are expected to respect the property of others,  
whether public or private, when walking to and from school. All  
children must obey and respect the patrol guards. Parents who  
pick up children are asked to be very cautious when driving near

the school. Parents who intend to visit or remain for a time should park toward the back of the playground.

### **BICYCLES**

The school accepts NO responsibility for stolen or damaged bicycles. It is preferred that students do not ride bicycles to and from school; however, the use of bicycles as a means of transportation is permitted with a written request from the parents to the principal. No area will be provided for safekeeping of bicycles during the school day.

### **WEATHER EMERGENCIES**

If it should be necessary to close the school because of weather conditions, the announcement will be made over the local radio stations, such as WHBC (AM1480) or (FM94). In this matter, St. Louis School will follow the same decision that is made for the Louisville Public Schools.

### **LOST AND FOUND**

Lost articles are placed in the Lost and Found box in the school office. Parents are encouraged to inquire in the school office as soon as possible after the article has been lost. Lost articles which are not claimed within a reasonable time are given to a charitable organization.

### **BOOKS**

Each child is required to have all textbooks covered with a book cover or clean paper at all times. Payment must be made for the replacement of any book that is lost, torn or defaced. Any library or school book carried to and from school should be in a plastic bag or book bag.

### **MILK PROGRAM**

Milk, both chocolate and white, is served daily beginning the first day of school. To simplify bookkeeping, it is requested that you pay for milk by the semester. The amount to be paid per semester will be sent home each year. There is no refund for absence. Orange drink is also available; however, since this is not part of a subsidized program, it must be ordered and paid for separately. Parents will be notified about the price of orange drink each year.

## **COMMUNICATION**

If you wish a special conference with the principal or teacher, you may either send a note directly to the person concerned or you may call the school office for an appointment.

## **VISITORS**

Parents and relatives are welcome to visit and observe within the school building. Prior notice should be given to request a formal visit or to set up a visit to a classroom. **ALL** visitors must first sign in with the school secretary. No one will be permitted to enter a classroom without permission of the school principal. **When delivering bookbags, lunches, instruments, etc., the parent must report to the office and drop off the forgotten items. No one is permitted to go directly to the classroom to deliver messages or forgotten items. Since the education of your children is our top priority, it is important that our classrooms and teachers should not be disturbed.**

## **RECESS AND INCLEMENT WEATHER**

On days when the weather does not permit children to be outdoors during recess, games are permitted in the classroom. Children may bring games from home on these days. Teachers will supervise games and play.

## **FIELD TRIPS**

Occasional field trips of an educational or cultural nature are provided for the children. Parental permission slips must be filled out for all field trips. Students are expected to behave properly and display an attitude of respect for drivers and teachers. Parents are sometimes asked to drive for field trips. One seat belt for each passenger is required and we ask that younger siblings not go along on field trips.

Field trips are privileges and students who frequently misbehave and/or require extra supervision may be denied these privileges. In this case, students will remain in school with appropriate supervision.

## **TUITION**

In order to maintain our school, it is necessary for the parish to charge tuition. The School Tuition Schedule is sent home each year. It is presumed that a registered parishioner contributes in some way to the parish.

**Parishioners who are registered but do not attend Church regularly nor contribute to the life of the parish may be asked to pay the Non-Parishioner rate. This will be determined by the Pastor in consultation with the Finance committee.**

### **REPORT CARDS**

Report cards are issued for each nine weeks. These reports are usually given to students on Wednesday following the end of each quarter. Interim Progress Reports may be sent to parents in the middle of each nine week period. These reports are meant to alert students and parents of a need for improvement and also to give sufficient time for a student to put forth more effort, thus avoiding failure in the subject. Students who are progressing in a satisfactory manner will not automatically receive interim reports.

### **TESTING PROGRAM**

The following standardized testing program is used for all schools in the Diocese of Youngstown.

Specific dates are set yearly for the testing program to be given to elementary students. The Iowa Test of Basic Skills and Cognitive Abilities Test is required for grades two, four and seven. ITBS tests must be given in Grades 3,5,and 6. While ITBS tests are optional in Grades K, 1 and 8, St. Louis School does administer these tests unless 8th grade students are given another test.

### **CURRICULUM**

The Course of Study developed by the Diocesan Office of Catholic Schools provides a well rounded, balanced curriculum meant to meet the needs of most children.

The Course of Study outlines the concepts, skills, attitudes, habits and techniques to be developed in each subject area at each grade level. The implementation of this Course of Study

with students participating in the development of knowledge and skills will lead to student growth spiritually, socially, emotionally and academically.

The religion program is built upon the conviction that it is within the family that the child's faith life must be nurtured if the child is to grow spiritually. Therefore, every effort is made to make the teaching of religion an inclusive project where parents, parish priests, teachers and children work together.

Parents are encouraged to take an active part especially in the preparation of their children for the sacraments of Eucharist, Reconciliation and Confirmation. Religion meetings are scheduled throughout the year and are planned to provide assistance in this area for parents so that they can continue to be an important part of the total religious education program.

#### **EXTRA-CURRICULAR ACTIVITIES**

St. Louis School offers a variety of extra-curricular activities:

Altar boys and girls - Open to boys and girls in Grade 4 through high school. This activity provides boys and girls a chance to actively participate in daily liturgical celebrations, weddings and funerals. This activity allows youngsters to participate more fully in the liturgical life of the Catholic Church while developing responsibility and maturity.

School Safety Patrol - is a volunteer program open to interested students in Grades 5-8. This program is under the supervision of the Louisville Police Department and the St. Louis Faculty Moderator. This program is sponsored by the AAA.

7th-8th Grade Athletics - Seventh and Eighth Grade students must meet eligibility requirements set by the Diocese based on the OHSAA by-laws. A variety of sports is available for 7th and 8th grade boys and girls. Eligibility for all sports, including cheerleading, requires a "C" average in all subjects. Eligibility may be determined by a passing average in the case of students with special needs. The principal is responsible for determining the eligibility of players, which is also based on attitude and behavior. The decision of the principal is final. Every 7th and 8th grade student who participates in the athletic program

must have an annual physical and will be assessed an annual participation fee. Athletes will not be permitted to play if the per-year participation fee has not been paid prior to the first game.

In addition to the activities listed, there are various clubs which may function based on student interest and need. Some of these include Science Club, Math Club, Poster Club, Choir, Band, Storytellers' Club, Builders' Club, Helping Hands, Talent Show, Fine Arts, and others.

### **SACRAMENTAL PROGRAMS**

Second grade and eighth grade students will be assessed a sacramental fee to cover the additional costs of books and materials used in preparation for Reconciliation and Eucharist or Confirmation.

### **HOMEWORK**

Since homework is an outgrowth of class work, parents are responsible for:

1. Providing a proper environment for the completion of
2. Supporting the authority of the teacher assigning the work.
3. Showing an interest in the child's work.
4. Checking neatness and completeness.
5. Providing some individual help.
6. Encouraging the child, NOT DOING THE WORK FOR HIM/HER.

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Suggested daily time allotments for homework are as follows:

|                     |               |
|---------------------|---------------|
| Primary Grades      | 15-20 minutes |
| Intermediate Grades | 30-40 minutes |
| Junior High Grades  | 50-60 minutes |

### **GOVERNMENT PROGRAMS**

St. Louis School continues to benefit from a number of federal and state programs. These programs have enriched our curriculum by providing us with books and equipment, computer software, science and math equipment and materials. In the summer of 1974, the U.S. District Court in Columbus upheld the Constitutionality of an Ohio law providing auxiliary services and materials to non-public

students to receive the benefits of tutoring, speech and hearing therapists and other service personnel hired and funded by the local school districts with state funds. The primary purpose of the statute is to provide to non-public students certain materials and auxiliary services routinely available to students in public schools.

St. Louis school provides the following services:  
Psychologist for testing, Speech, language and hearing

Parents may view test results and progress reports may be sent home periodically. Students do not receive a grade in auxiliary programs. Conferences may be requested by parents or the teacher.

### **CODE OF CONDUCT**

The discipline code at St. Louis school is designed to ensure every student the best possible environment for growth and academic learning. Our goal is to instill in each child a sense of self-discipline and of responsibility for self and for the learning environment of others. Each student must be willing to accept the results of behavior for which he or she is personally responsible.

At the beginning of the school year, each teacher will outline classroom rules which will provide the best learning environment for all students and consequences for positive and negative behavior. Serious misbehavior will result in either a consequence provided by the teacher, a detention, intervention by the principal, or in some cases, suspension or expulsion.

Each teacher has an individual plan for rewarding good behavior on an individual and class basis.

The following are serious unacceptable behaviors at St. Louis School and may result in detentions or suspension:

- disrespect for faculty, staff or any adult supervisor
- disruption of the learning process
- verbal or physical assault, abuse or bullying
- disregard for school policy regarding the uniform dress code, playground rules, safety regulations, proper language, etc.
- chronic unexcused tardiness or absence from

- school or class
- theft, or intentional destruction of school property (monetary compensation must be made)
  - unacceptable field trip behavior
  - possession of prohibited items: knives, weapons, matches, fireworks, lighters, drugs, tobacco, alcohol, rubberbands, gum and items deemed dangerous by the supervising teacher.

### **SUSPENSION/EXPULSION**

Serious infractions of school policies may result in suspension from school. The length of time and the determination of "in-school" or "out of school" suspension will be at the discretion of the principal. In the case of out of school suspension, the responsibility for the student rests with the parents and also requires that the assignments be made up within one week after returning to school.

Expulsion is reserved to and is at the discretion of the Superintendent of Schools of the Diocese of Youngstown.

### **DETENTION**

Detention will be served from 2:30 - 3:00 on a day determined by the teacher giving the detention. Detentions are given for serious or repeated misbehavior, failure to return detention slips the next school day or skipping detention which will result in a double detention (two nights after school).

Parent support and cooperation in following school policies, rules and regulations will help to make a child a more responsible student.

### **HONOR ROLL/MERIT ROLL**

St. Louis School's Honor/Merit roll is an incentive program designed to reward 6th, 7th and 8th grade students for academic achievement. The following guidelines will be used in determining honor/merit status on a quarterly basis.

1ST HONORS: The student must earn nine (9) A's and no grade Health, Reading, Computers, Physical Education, Music, Art.

2ND HONORS:       The student must earn five (5)A's, receive no  
grade                       lower than a B in any subject. (See subject  
listing                       above)

MERIT ROLL:       Earned by students who have demonstrated  
at the discretion of the  
                      teacher/principal.

**FAMILY/CUSTODIAL SITUATIONS  
RELATIONSHIP WITH THE SCHOOL**

St. Louis School is finding an increasing number of families experiencing transitions in parental/custodial relationships. In addition, laws governing divorce settlements and custody continue to change. For this reason, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty dealing with parents in such situations.

In two parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Louis School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, conference appointments, report cards, mid-quarter reports, discussions with school personnel and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parent and between the parents. Since family situations frequently impact on a child's achievement and interactions at school, parents are asked to inform both the principal and the teacher of changes in family situations so that appropriate support can be given to the child. St. Louis School personnel cannot proceed on hearsay, rumors and without the documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the

judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent.

Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's rights to access records, the non-custodial parent has a right to the same access as the custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does **not** include daily classwork and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

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

In cases of "joint custody" (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby, avoiding misunderstanding and misinterpretations.

In cases where joint conferences are neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Louis School's legal counsel. Every effort will be made to keep communications open and with both parents while at the same time avoiding

duplication of services and excessive demands on the teacher's time.

Visitations should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are any questions concerning this restatement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

## **UNIFORM DRESS CODE**

### **FOR ALL STUDENTS**

#### **SHOES**

Black, brown or white dress shoes, loafers, or saddle shoes may be worn. All shoes should have a full solid back or strap. Low cut athletic shoes or tennis shoes may be worn. Athletic shoes must be all white, all black or a combination of black and white including gym days. Flip-flops and heelys are not permitted. Shoes are to be worn in the building at all times.

#### **SOCKS**

Socks must be worn and visible at all times. Tights are permitted for girls. Tights or socks may be solid colored white, dark green, black or navy blue. Decorative patterns or figures (such as hearts, bunnies, colored stripes, etc.) are not permitted.

#### **HATS**

Hats are not to be worn in the building. On some occasions a class may be wearing hats for a special reason; this is permitted only in the classroom.

#### **SWEATERS**

Knit sweater vests and knit sweaters (cardigans or pullovers) must be solid colors. No top stitching, patterns or trim are permitted. Sweaters may be white, dark green, black, or navy blue. Fleece jacket tops with or without hoods, or hoodies are not considered sweaters. Vests, other than knit sweater vests, are not a part of the school uniform.

## **HAIR STYLES**

Hair styles must be simple, conventional and modest. No beads are permitted. Extreme hair cuts and styles for boys or girls will not be permitted. Boys' hair length may be no longer than the base of the neck.

## **GENERAL APPEARANCE**

Good grooming contributes to a student's self-image, good behavior and attitude. Students are expected to be neat, clean and well-groomed. **Blouses and shirt-tails must be tucked in at all times. Body piercings are not permitted. Tattoos must be covered at all times.**

## **PHYSICAL EDUCATION UNIFORM**

A regulation gym uniform is a required part of the school uniform. On gym days, students will be permitted to wear the gym uniform all day. White, black or a combination of black and white athletic or tennis shoes should be worn. There are four basic pieces to the gym uniform: shorts, sweat pants, t-shirt and sweat shirt. Parents must purchase the gym uniform from the uniform company through the school office. All uniform pieces should be labeled with the student's name.

## **KINDERGARTEN**

Kindergarten children may wear play clothes. They may wear dress or tennis shoes.

## **GIRLS**

### **JUMPERS**

Purchased at Schoolbellies are worn by girls in grades 1-5. Jumpers should be knee length or slightly above the knee.

### **SKIRTS**

Purchased at Schoolbellies are worn by girls in grades 6-8. Skirts should be knee length or slightly above the knee.

### **SLACKS**

Navy blue dress slacks. Students in grades 5-8 may wear navy or khaki dress slacks. Slacks must be relaxed fit and straight legged. No tight fitting, hip hugging or jean style slacks are permitted. No stretch pants or stirrup pants. Slacks should be

twill, gaberdine, or a mix of polyester and cotton. Corduroy slacks are not permitted.

### **SHORTS**

Navy blue or uniform plaid walking shorts of knee length only are permitted. Students in grades 5-8 may wear khaki shorts.

### **BLOUSES**

Solid white or light blue are worn with jumpers or skirts. No decorations, lace or trim of any kind. Golf shirts, button down shirts or white or light blue turtlenecks are permitted. All blouses must have a collar and may be long or short sleeved.

### **MAKE-UP/NAIL POLISH**

Make-up and/or nail polish should not be worn.

### **JEWELRY**

A single pair of small post earrings (one in each ear), and small modest medals or necklaces may be worn. Watches are permitted. Other jewelry is not allowed.

### **BOYS**

#### **SLACKS**

Navy blue dress slacks. Students in grades 5-8 may wear navy or khaki dress slacks. Must have belt loops and a belt must be worn. No denim of any kind. No top stitching or trim of any kind. Pants must be straight cut at the bottom. No elastic around the ankles. No extra pockets. Material should be twill, gaberdine or a mixture of polyester and cotton. No corduroys are permitted.

#### **SHIRTS**

Solid white or light blue. No logos or trim of any kind. Shirts may be button down dress, golf knits with 2-3 buttons or turtleneck. All shirts must have collars and they may be long or short sleeved.

#### **SHORTS**

Navy blue dress shorts. Walking shorts of knee length only are permitted. Students in grades 5-8 may wear khaki shorts.

#### **JEWELRY**

Boys are not permitted to wear earrings. Watches are permitted as well as small chains with small medals. Other jewelry is not allowed.

### **DRESS DOWN DAYS**

On those days designated as dress down days, students are permitted to wear blue jeans, sweat shirts and pants, tee-shirts and school spirit items. Students may not wear tee-shirts/sweat shirts advertising drugs, alcohol, tobacco, or any inappropriate language and/or symbolism. All clothing must be appropriate and modest. Flip flops or heelys are not permitted.

### **DRESS UP DAYS**

On those days designated as dress up days, students should wear dress clothing. Blue jeans are not permitted on dress up days. All clothing must be appropriate and modest. Flip-flops are not permitted. All shoes worn must have a full back or a back strap. If sandals are worn, they must have a back strap and may be worn without stockings.

**IT IS THE RESPONSIBILITY OF THE CLASSROOM TEACHERS TO MAKE SURE THAT THE DRESS CODE IS BEING FOLLOWED. EACH TEACHER WILL BE RESPONSIBLE FOR ISSUING CONSEQUENCES IF IT IS NOT FOLLOWED. IF THERE IS A QUESTION OR MISUNDERSTANDING ABOUT ANY PART OF THE DRESS CODE, THE FINAL DECISION WILL REST WITH THE PRINCIPAL.**

### **CELL PHONES**

Students should not ordinarily have cell phones with them in school. If there is a good reason for a student to carry a phone on some occasion, the phone must be turned off during school hours. Students needing to contact parents during the day should do so through the school office.

### **ARRIVING AND LEAVING SCHOOL**

Since supervision is not available, students should not arrive at school before 7:45 A.M. Students who are not actually participating in some form of supervised after school activity should be out of the building by 2:45. Since most teachers are involved in scheduled activities before and after school there is no one scheduled to supervise extra students. Siblings are not permitted to remain in school because they are waiting for a brother or sister who is involved in an after-school activity. Those students not involved in a scheduled activity should take the school bus home.

### **ST. LOUIS PARENT ASSOCIATION**

All parents are invited and encouraged to become active members of St. Louis Parent Association. The purpose of the Parent Association is:

1. To create a greater appreciation of Catholic Education.
2. To provide financial support and material items necessary to maintain high standards of education that tuition and parish subsidies do not meet. This involves sponsoring
3. To provide volunteers for the school lunch program, driving for field trips, assistance at classroom and/or school parties and to be present and available for various school activities through the year.

#### **PRINCIPAL'S ADVISORY GROUP**

Each Catholic school in the Diocese of Youngstown shall establish a Principal's Advisory Group (Consultative Council) which fits into the organizational structure of the respective parish and school. Such a consultative council should consist of the pastor, administrator, and appointed lay representatives from the school. The Advisory Group will assure that quality education based on the foundations of Catholic belief is provided to all students in the school community.

In fulfilling this commitment, the school council may offer consultation and recommendations in the following areas: religious atmosphere of the school; long range planning; local policy formulations; finance; curriculum, marketing and public relations.

Issues involving specific students and personnel shall not be handled by this Advisory Group.

#### **ADDITIONAL POLICIES**

While St. Louis School has not in the past had serious problems with the following areas, schools have been advised by the State Department of Education and the Diocesan Office of Catholic Schools to include the policies in the school Handbook. St.

Louis School is not immune to such problems but the hope is that these policies will not be necessary to use with our children.

### **YOUTH GANGS AND GANG-RELATED ACTIVITY**

YOUTH GANGS AND ALL GANG-RELATED ACTIVITIES 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. Gang activity includes: recruitment; initiation; a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang; displaying gang markings or slogans on school or personal property or clothing; having gang tattoos; possessing literature that indicates gang membership; fighting, assault, hazing; extortion; establishing turf; use of hand signals, gang vocabulary and nicknames; possession of beepers or cellular phones; possession of weapons or explosive materials; possession of alcohol, drugs, drug paraphernalia; attendance at functions sponsored by a gang or known gang members; exhibiting behavior fitting police profiles of gang-related drug dealing; being arrested or stopped by police with a known gang member; selling or distributing drugs for a known gang member; helping a known gang member commit a crime; or any other action directly resulting from membership or interest in a gang.

#### Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parent/guardians will be contacted immediately and
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.

6. Students may be referred to the Task Force on Violent Crime.

7. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.

8. Students may be suspended and/or expelled as already outlined in the school discipline policies.

9. Parents/students will be held liable and financially

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### Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student(s), the effect of the incident on other students and the good order and functioning of the school.

### **RELATED POLICIES**

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in the School

2. Discipline policies and consequences as defined in the School Handbook.

3. School officials will at any time search student desks substances, stolen property, or other items related to a violation of school rules.

4. Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.

5. Policies procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.

6. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

### **WEAPONS POLICY**

In accordance with the overall philosophy of Catholic Education, St. Louis School expressly prohibits the use, possession, sale

or discharge of any weapons or explosive devices in the school, on school grounds, at a school-sponsored activity. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (O.R.C.2923.11A) Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

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

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

### **SEXUAL HARASSMENT POLICY**

St. Louis School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason and in keeping with the goals and objectives of Catholic education, St. Louis School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment Defined: For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse, disseminating obscene or sexually explicit materials, whether in the form of 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 unwanted written or oral communication directed to another of a sexual nature, spreading sexual rumors/ innuendoes; obscene T-shirts, hats or buttons, touching oneself or others sexually in front of others, obscene and/or sexually explicit gestures, and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

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

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

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

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

- expulsion

### **SEXUAL VIOLENCE POLICY**

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 (O.R.C.2151.421) The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be considered 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 the purposes of the offender's sexual gratification, or is the victim of sex offenses under Ohio law. In these cases, the Department of Human Services and the police will be contacted immediately.

**The remaining pages of the handbook are from the Diocesan Handbook which will be incorporated with our handbook as we revise it during the school year. Hopefully there will not be too much duplication.**

## 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.

#### PARENTAL ROLE

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

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

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

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school ha
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious in

#### NONDISCRIMINATION CLAUSE

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

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

#### NON-CATHOLIC STUDENTS

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

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, classes for credit.
- Non-Catholic students may be exempt from formal preparation programs, but not from the catechesis held
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral 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.

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#### GUIDELINES AND IMPLEMENTATIONS

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

the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

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

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

### III. ACADEMICS

#### CURRICULUM

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

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

#### TECHNOLOGY

Proper use of technology, especially the Internet, is an important consideration. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. Using school facilities for Internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

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

1. No student may use the Internet unless the school has on file an Internet Access/Educational Use Agreement which is signed by the student, the student's agreement must be completed annually
2. When using networks or computing resources of other rules of that organization regarding such use.
3. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without
4. Users are reminded that electronic mail (e-mail) is not network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Students shall immediately notify the system that a security problem with the system and/or the
6. Any attempt to log onto the Internet or the school's will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.

7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:

a. Messages to others shall be polite and shall not be abusive.

not b. Messages shall use appropriate language and shall use obscenities, vulgarities or other inappropriate language.

c. Use of the network shall not disrupt use of the

8. There shall be no links from the school home page to a s

9. While the monitoring of a student's home use of the there are times when the results of home usage materially disrupts class work or involves substantial disorder. The school will use normal situations. If the school becomes aware of criminal activity to the appropriate authorities. d

#### 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 two, four and seven will take the Iowa Test

Students in grades three, five and six will take the Iowa Test

Students in grades three and five will take the Off-Grade Writ

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

#### 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.

#### PARENT-TEACHER COMMUNICATION

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

#### GRADING/REPORT CARDS

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

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

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

#### GRADING SYSTEM

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

F Below 67

Codes for Religious and Social Development:

P Progressing  
NI Needs Improvement

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

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

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 in the course.

- If a student does not meet the criteria for promotion, an appropriate school personnel in attendance. If it is possible to enable a child to be placed in the next grade, a program provides for the student to participate in various 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.

#### IV. ADMINISTRATIVE PROCEDURES

##### ADMISSIONS

##### DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

Registrants for school will be accepted in the following order:

- a. students of registered participating parishioners whose parish(es) provide the elementary school;
- b. students of parishioners whose parish does not provide a Catholic elementary school will be accepted in the nearest Catholic school; and
- c. nonparishioner students on a space available basis, principal.

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

##### AGE FOR ADMISSION TO KINDERGARTEN

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

##### GENERAL REQUIREMENTS FOR ADMISSION

Admission is contingent upon receipt of the following:

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

#### ADDITIONAL REQUIREMENTS FOR ADMISSION TO GRADES 1-8

1. Educational and health records from previous school
2. If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition

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

#### ABSENCE/TARDINESS/LEAVING SCHOOL

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

1. The parent(s) should phone the school giving the reason absence.
2. A written excuse, explaining the reason for absence, be presented upon a student's return to school.
3. Persistent absences may cause serious academic problems with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
4. Except in cases of emergency as determined by the released from school with the prior written authorization grounds with the prior authorization from the

#### Tardiness

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

#### 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.

#### 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.

#### V. GENERAL SCHOOL POLICIES

##### ADMINISTRATIVE

##### STUDENT CUSTODY AND GUARDIANSHIP

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

##### ACCESS TO RECORDS

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

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

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

##### TRANSFER OF RECORDS

Records are released to another school only when the parents provide a written request for such records, or when those

individuals to whom the custodial parent has given written permission, have requested the child's records to be released.

Only copies of student records may be released.

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

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

#### SCHOOL VISITORS

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

#### SCHOOL COMMUNICATIONS

##### Principal's Communication

The Principal will regularly communicate with parents by letter or special announcements sent home with the children. NEWS AND NOTES will be sent home weekly with calendar announcements and assorted news items.

##### Take-Home Communication

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

#### INCLEMENT WEATHER/SCHOOL CLOSINGS

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

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

#### RELEASE OF DIRECTORY INFORMATION

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

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

#### FIELD TRIPS

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements.

- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.
- If a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:
  - a) The driver must be 21 years of age or older.
  - b) The driver must have a valid, non-probationary that may impair the ability to drive safely.
  - c) The vehicle must have a valid registration.
  - d) The vehicle must be insured for a minimum limit of 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
  - g) Each driver must follow the schedule and not deviate from it. (i.e., taking a side trip to an ice-cream stand or fast food restaurant.)

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

- Parents/guardians are to be furnished with detailed 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.

## GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a diploma or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a diploma, 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 economic realities.

## PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The parent organization should strive:

1. to support and promote quality Catholic education at the school;
2. to encourage Catholic values of family life;
3. to share with teachers the values that parents are
4. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;

5. to unify parents in an effort to raise funds each year for the school.

#### FUND-RAISING

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish. All funds raised in the name of the school or school organizations are the property of the school and subject to audit and/or approval of all disbursements.

#### VI. FINANCES

Diocese of Youngstown Tuition Assistance Program

##### Application Process & Requirements

a. All families seeking tuition assistance from the Spanish) along with a processing fee payable to the private scholarship/financial aid processing service Y design

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 for tuition assistance if funds are available.

d. The funds from the Program will be paid directly to the approved to receive aid for that school year. s

#### VII. CO-CURRICULAR AND EXTRA-CURRICULAR 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.

## VIII. STUDENT RESPONSIBILITIES & BEHAVIOR

### CODE OF CONDUCT

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

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

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

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

### WEAPONS

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises. ORC SEC. 2923.1212. A

Valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

A. A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was 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 Weapons include, but are not limited to, any pistol, inches in length. Facsimiles of weapons used in a Dangerous objects include, but are not limited to, clubs, nonchucks, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.

threat

B. Possession includes bringing a weapon onto school property, or having a weapon on one's person.

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#### SUBSTANCE ABUSE

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

1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal 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

progra

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)
4. Loss of privileges
5. Supervised after-school detention
6. Referral to office
7. Disciplinary contract

#### 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, be informed of these incidents.
  - b) Use/possession of a weapon. Police must be
  - c) Vandalism, destruction or theft of school property.
  - d) First offense involving possession, use or being

necessary).

e) Repeated disregard for school rules and regulations.

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

## EXPULSION

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

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

## STUDENT REGULATIONS AND PROCEDURES

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

## STUDENTS AND STUDENT PROPERTY

### Searches

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

### Students and Student Property

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

#### School Lockers and Desks

Desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a desk has been assigned has exclusive use of the desk but has no proprietary rights versus the school.

#### CARE OF SCHOOL PROPERTY

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

#### DRESS CODE

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

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

### IX. HEALTH AND SAFETY

#### STUDENT HEALTH & SAFETY

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

#### ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the

principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

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

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

#### ILLNESS

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

#### INFECTIOUS/COMMUNICABLE DISEASES

#### DISEASE

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

1. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in Department). Parents or guardians of the child who object on the grounds that administration of immunizing agent from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.

2. The school utilizes the Ohio State Health Department's parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

#### LICE

##### 1. Head Lice Procedure

- a. All students infested with head lice are excluded
- b. A form letter provided by the school office, is sent home with the student being excluded with head lice to:
  - 1) advise parents on obtaining treatment; and
  - 2) inform parents of conditions for readmission to school.
- c. Readmission to school is permitted ONLY after
- d. The school nurse (if available) will re-check

#### X. 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.