

Diocese of Youngstown

Family Handbook

ST. MICHAEL SCHOOL

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Canton, Ohio 44718

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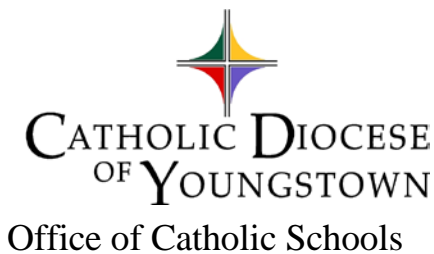


Revised 2016



Vision Statement

Catholic schools in the Diocese of Youngstown are valued for their clear Catholic identity, academic excellence, safe environments, and ability to inspire passion for learning and service within every student. Our philosophy of care for the whole child (*cura personalis*) will nurture and sustain the unique God-given gifts of every student to enable each one to pursue and strengthen the Kingdom of God.



Philosophy and Statements of Belief

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 foundation of Catholic belief and practice is 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 meet the religious, academic, personal, and social needs of children.

Strong Catholic schools are a ministry of the Catholic Church and strengthen all other programs of evangelization, service, catechesis, and sanctification.

Catholic schools are to be communities of faith in which the Christian message, the experience of community, worship, and concern for social justice are proclaimed, practiced, and integrated into the total experience of students, their parents, and members of the faculty.

The Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children.

The educational mission of the Catholic Church finds its center in the life and the teachings of Jesus, who reveals God's design for all creation.

Catholic schools are committed to integrating Catholic faith and culture as they help students develop into mature Christian persons whose lives are modeled on Christ and His Gospel, enabling students to hear, live, and proclaim the good news of the Gospel.

Catholic education sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness, and beauty.

Catholic schools aspire to excellence in all educational programs in order to meet the needs of the whole child.

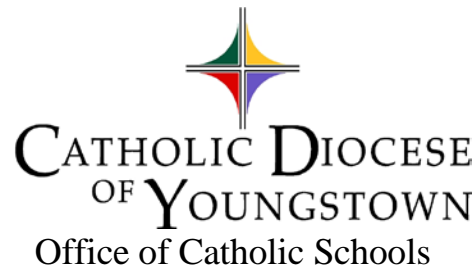
Catholic education involves the active participation of the learner in studying and interpreting human experience in the light of faith, to advance God's glory and dignity of all people.

Catholic education encourages service learning with service projects that are acts of kindness and charity as well as education for global awareness and justice issues.

The Catholic educator - teacher, administrator, and pastor- is preeminent in creating the unique climate in which a Catholic philosophy and purpose can be realized.

The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership and the community of faith that supports the educational mission of the Church.

Catholic schools admit students because we are Catholic. Non-Catholic families who desire an educational experience founded on the Catholic philosophy of education are welcome in the school community.



Profile of a Catholic School Graduate in the Diocese of Youngstown

A person of faith who loves and commits to Christ...

- Enjoys a meaningful prayer life and understanding of the Catholic faith
- Makes decisions with a formed Christian conscience based on Gospel values and the moral teachings of the Catholic Church;
- Appreciates and respects the beauty, value and goodness of all creation;
- Exhibits attitudes of justice, compassion, forgiveness, concern and respect for others;

A person who possesses a wholesome self-image...

- Recognizes, develops, and respects the God-given talents in one's self and others;
- Utilizes self-discipline and assumes personal responsibility for one's own attitudes and behavior;
- Exhibits leadership skills formed by integrity;
- Engages in respectful relationships and collaborates with others for the common good;
- Possesses self-confidence and a healthy sense of humor;
- Perseveres and is resilient when encountering challenges;
- Understands and appreciates diversity;
- Embraces habits of healthful living.

A person who assumes personal responsibility for life-long learning...

- Exhibits a work ethic, self-discipline and persistence to pursue goals;
- Uses logical reasoning to draw conclusions;
- Applies critical thinking and problem-solving skills to real life experiences;
- Uses imagination freely to generate new ideas and to anticipate and plan for the future;
- Acts as a respectful, contributing, flexible, effective member of a collaborative team;
- Demonstrates proficiency and clarity in oral and written communication in a variety of disciplines;

- Demonstrates skills of scientific inquiry, math competency, information, media and technology literacy;
- Appreciates aesthetic value in art, music, and literature;
- Is knowledgeable of a broad range of disciplines including the humanities, world languages, and the social sciences.

A person who participates in the Church and society...

- Develops a life of faith and relationship with God through ongoing study, prayer and participation in the sacramental and community life of the Church;
- Recognizes and responds to the movement of the Holy Spirit in his/her life and discerns a particular Christian vocation in the world;
- Exhibits a sense of responsibility, stewardship and commitment to economic justice, multicultural diversity, and protection and care for the environment;
- Lives for the service of others, making informed judgments and decisions and acting in accordance with the principles of Catholic social teaching and our democratic society;
- Respects life in all its forms and at all its stages;
- Engages in critical reflection and application of Church teaching to the unique moral and ethical challenges of our global community.

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I. PHILOSOPHY OF EDUCATION / MISSION STATEMENT

GUIDELINES AND IMPLEMENTATIONS

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

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

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 to 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 that meet 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.

MISSION STATEMENT

St. Michael School, serving children from preschool through eighth grade, is a Roman Catholic school providing a premiere education in the finest tradition since 1953. The Gospel of Jesus is proclaimed and lived through prayer and worship, academic excellence and Christian service to our community and all faiths. The school utilizes a historically successful framework of faith, love and knowledge to develop the fullest potential of each student. St. Michael School is operated by the parish of St. Michael Church, the Diocese of Youngstown and Holy Cross Academy.

PARENTAL ROLL

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 also 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:

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

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown and Holy Cross Academy, 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 that 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:

1. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
2. Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
3. Non-Catholic students may be exempt from formal co curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
4. Students are expected, for testing and discussion purposes, to be knowledgeable of the

Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

II. SPIRITUAL DEVELOPMENT

RELIGIOUS EDUCATION

Religious education is our reason for existence and is integral to all classroom instruction. The purpose of the formal religion lesson is to help students get to know Christ in a personal way and to establish a loving relationship with Him. Religion classes are taught daily for at least 30 minutes in all grades.

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

All classes participate in liturgy every Wednesday at 8:10 a.m., on Holy Days and on other special occasions. The religion curriculum is enhanced by school-wide celebrations of liturgical seasons and feasts. Parents are encouraged to attend to show support and set an example. When attending all services in church, appropriate behavior and dress is required (See Dress Code).

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

Service to others is an integral part of our faith community. Students participate in service projects through individual classroom projects and whole school projects. Parents are urged to exercise their responsibility by participating with their child at Sunday Mass and in the Sacraments.

Sacramental Program

During the year, the students are given the opportunity to encounter Christ in the sacrament of Reconciliation. Parents are encouraged to receive the sacraments with their children frequently. Special attention is given to sacramental preparation as a means to further develop, nourish, and sustain a Catholic way of life. In grade 2, students are prepared for their first reception of the sacraments of Reconciliation and Eucharist. In grade 8, students are prepared for Confirmation. Mandatory meetings for parents help to deepen their understanding of the sacraments so as to better guide their children to a mature faith.

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 and the Ohio State Common Core Content Standards for all curricular areas. 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, Spanish, Ohio and American History. State time allotments are followed for each area of the curricula. Some flexibility is allowed in the weekly schedule in view of the total semester coverage.

TEXTBOOKS

Textbooks are selected by the principal and teachers from approved lists prepared by the Diocesan Education Office. Texts are aligned with the Common Core Standards. In addition to textbooks, students benefit from a variety of additional resources included with the texts such as workbooks, review worksheets, software, manipulatives, assessments, and other resources developed to address a variety of student learning styles.

SPANISH / ALGEBRA CREDIT

St. Michael School offers two high school level courses for students who qualify. Ninth grade Algebra and Spanish are both offered during students' eighth grade year. Students who qualify may receive one (1) year high school credit upon graduation for Spanish and/or Algebra.

ST. MICHAEL PRESCHOOL

St. Michael Preschool is designed to provide developmentally appropriate, educational programming intended to supplement what is taught at home for 3 and 4 year old children. Children learn at their own pace and learning is encouraged through meaningful play activities. For more information go to: www.smscanton.org/preschool.

CLASS LISTS

The respective grade level teachers in conjunction with the principal determine class lists. Homerooms are heterogeneously grouped and do not reflect ability grouping. Academic and social aspects of the child's development are considered in planning homerooms. Requests for particular homerooms are not honored.

A modified departmental program begins in Kindergarten and continues through grade 8. The Auxiliary Service Program offers support assistance in reading, math and language for all students.

Families with financial delinquencies will result in student's not placed on class lists for the following school year.

PROGRESS/INTERIM REPORTS

Interim reports will be sent home at the discretion of each teacher. It is the responsibility of each parent to monitor their child's grades/progress throughout the year using www.OptionC.com.

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.

STUDENT ACHIEVEMENT

Recognition of student achievement is given through three types of awards.

1. SCHOLASTIC HONOR RECOGNITION

Grades 7-8

Students who achieve a B+ average in all subject areas (including gym, music and computer) are eligible for this quarterly recognition. At the end of the school year, special recognition is given to those students who received Scholastic Honors at least three times during the year.

Grades 4,5,6

Students who achieve all A's and B's in major subject areas are eligible for this quarterly recognition. At the end of the school year, special recognition is given to those students who received Scholastic Honors at least three times during the year.

GRADE 8 SPECIAL AWARDS AND OPPORTUNITIES

1. MONSIGNOR HALTER AWARD: This award is given to an 8th grade boy and girl who exemplify the ideals of St. Michael School by striving for high academic achievement, participation in extracurricular activities and serving the school and community through a variety of service projects sponsored by St. Michael Church and School.

2. KOLP AWARD: This award is presented in tribute to the spirit of David Kolp, who while suffering from a fatal disease, lived his life fully and unselfishly in his desire to encourage others to serve as an inspiration to all who knew him. This award is presented each year to an eighth grade basketball player or players who best demonstrate the qualities of sportsmanship, unselfishness, spirit and loyalty.

3. MARTY FELDPUSCH AWARD: This award for excellence in track and field is given in honor of Marty Feldpusch. Marty coached at St. Michael School for nearly three decades. He has coached football, basketball, track and wrestling. Marty was the track coach at Central Catholic High School for many years and believed time spent with children in pursuit of athletic excellence is time well spent.

4. MONSIGNOR ROBERT FANNON AWARD: This award for excellence in football is given in honor of Monsignor Fannon who played at Ursuline High School in Youngstown and John Carroll University in Cleveland. Monsignor Fannon believed that children who participate in sports will experience a feeling of working together as a team toward a goal and that those experiences can be carried forward into their everyday life.

5. TOMMY DOMOTOR SCHOLARSHIP: This award is given to an 8th grade student going to Central Catholic High School. This student is cooperative and compassionate, is Christian-like and tolerant, is positive in attitude and has had no behavior problems. The student is kind and respectful and has maintained good grades yet is involved in activities.

SCHOLARSHIP OPPORTUNITES AVAILABLE FROM CENTRAL CATHOLIC

CENTRAL CATHOLIC EDUCATIONAL FOUNDATION SCHOLARSHIP: Ten \$500 & \$250 scholarships are granted to 8th graders from public and private schools based on high academic ability and achievement. Grants are renewable upon maintaining a 3.5 grade point average and acceptable conduct. Recipients are not judged on the basis of financial need.

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

1. Kindergarten Screening (Spring):
2. This assessment helps recognize a child's readiness for kindergarten. All students must participate in the EPSF Assessment Program. The assessment takes place in April or May before the child begins kindergarten. Children five years old by September 30 are

eligible to participate.

3. All students will take the STAR 360 as a screener and progress monitor.
4. Students in grades five and eight will take the Assessment of Catechesis/Religious Education (ACRE).
5. Students in grades two, four and seven will take the Cognitive Abilities Test (CogAT).
6. Students in grades one through eight will take the Iowa Tests of Basic Skills (ITBS).
7. Students in grades three and five will take the Off-Grade Writing Proficiency Tests.
8. Students in grade eight will take the Off-Grade Proficiency Tests in Writing, Reading, Mathematics, Science and Social Studies.
9. Students in grade eight will take the PSAT 8/9 or the Aspire Grade 8.

HOMEWORK

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

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

Homework assignments are an outgrowth of class work to supplement learning, to review independently what was taught in class and to provide opportunity to use research skills. All students should have study time or homework each evening. This does not necessarily have to be written work. Children have word lists, notes from class, reading or math facts to study. Reading with children and encouraging them to spend more time with a good book are emphasized.

Students in grades three through eight are provided with an assignment book at the beginning of the school year to record homework. Please check with your child's teacher for specifics.

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.

Student achievement is monitored on the basis of objectives stated in the Diocesan Graded Course of Study and Common Core Standards and incorporated into the teachers' plans for daily instruction. Procedures for evaluation student achievement include the following: teacher observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written class work as well as other appropriate means of assessment.

Report cards provide parents with tangible evidence of their child's growth and development as well as promote mutual understanding and helpfulness between home and school.

At St. Michael School student progress is available online through the Option C program (www.optionc.com). Parents obtain Username and Password information from St. Michael School. Option C enables parents to view assignments, dates due, and grades for their children.

This information is provided to facilitate communication between home and school and to give parents an up to date report of their child's progress.

Grade reports are issued four times a year. Students are given the grade report to take home in envelopes for the first, second and third quarters. Parents are required to sign and return the envelope within 1 week. The fourth/final grade report is sent home with students in K-8 on the last day of school.

The grading scale for the Diocese of Youngstown includes the following areas: religious, social and academic development.

A = 93-100%	O = Outstanding
B = 85-92%	S = Satisfactory
C = 75-84%	P = Progressing
D = 67-74%	N = Needs
F = 0-66%	

Kindergarten: Grade or reports of student progress are issued three times during the school year.

OPTION C

Parents can access students' grades online through Option C (www.optionc.com), a grade reporting system used by St. Michael School. Login information may be obtained in the school office. Each parent and student will be issued individual logins at the start of the school year. St. Michael School reserves the right to lock any account which becomes financially delinquent at our discretion.

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.

1. 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.
2. Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
3. If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.
4. 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 (MA) for the student as a condition of placement.

GRADUATION REQUIREMENTS / CEREMONIES

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

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations).

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

IV. EDUCATIONAL RESOURCES

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Textbooks are selected by the principal and teachers from approved lists prepared by the Diocesan Education Office. Texts are aligned with the Common Core Standards. In addition to textbooks, students benefit from a variety of additional resources included with the texts such as workbooks, review worksheets, software, manipulatives, assessments, and other resources developed to address a variety of student learning styles.

All textbooks except religion are supplied through our Auxiliary Services program. Students are responsible for the care of the books they use. All books must be covered and carried to and from school in a book bag or plastic bag.

Supply lists are sent home with the last report card and are available on the school website. Supplies are to be purchased in accord with that list. Prepackaged school supplies are also available for parents to purchase, information is sent home approximately 1 month before the end of the school year.

AUXILIARY SERVICE PROGRAM

The State of Ohio provides diagnostic, remedial, and therapeutic services in The Learning Center. Health services are provided in the school building. Materials for student use may also be purchased.

The Auxiliary Service Program provides the following personnel: multi-subject tutors, speech/hearing therapist, guidance counselor, health aide, and a government clerk.

TECHNOLOGY

Classroom instruction is supplemented with a variety of educational and audio-visual materials. These include software, on-line Internet access, Intranet e-mail, teacher web page activities, iPads/Tablets, digitally streamed content, ACTIV Boards, Chrome Books and laptops, resource kits, models, and magazines.

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. See *attached Diocesan Student Technology and Internet Acceptable Use Policy*. 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:

No student may use the Internet unless the school has on file an Student Technology & Internet Acceptable Use Policy Agreement that is signed by both the student and the student’s parent/guardian. This agreement must be completed annually.

When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.

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

Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.

1. Any attempt to log onto the Internet or the school’s network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computers, networks or systems may be denied access to the school’s computers, networks and/or systems.
2. Users shall abide by generally accepted rules of network etiquette, which include, but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.

- b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.
3. There shall be no links from the school home page to a student's personal home page.

While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the result of home usage materially disrupts class work or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

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.

On limited occasions, a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance which should be kept on file. (The insurance follows the car.)
5. No driver should take more children than the number of seat belts in a car.
6. Each driver should be given directions to the site and rules and procedures for student behavior in cars.
7. 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).

Drivers must comply with the diocesan policy of participating in the Child Protection Workshop and BCI fingerprinting.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their child(ren) from the field trip. It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who chaperon the field trips.

OVERNIGHT TRIPS

Only certain grade levels may participate in overnight trips. These must be educational in nature, be properly chaperoned and must not be required. They also are considered to be a privilege and not a right of the student to attend. Parents attending such trips are required to be fingerprinted and attend a child protection workshop.

V. COMMUNICATION

St. Michael School utilizes multiple resources to communicate with parents (website, email, phone messages, Remind, etc.) Parents are required to keep informed by reading all communications sent to them. Many times referring to these resources first will eliminate unnecessary calls to the school office.

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.

PARENT/TEACHER CONFERENCES

Two scheduled parent conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. Mandatory parent conferences are held in October. Conferences in February are left to parent/teacher discretion. Scheduling information will be sent home prior to conferences and will either be done through Option C or through the teacher directly. Attendance at these conferences is a parental responsibility that should not be taken lightly.

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

SMS EMAILS

A newsletter communicating relevant information and upcoming events will be sent periodically throughout the month. This may also be acquired anytime by visiting our website www.smscanton.org under *School News*.

Each teacher has an e-mail address and can be contacted in this manner. E-mail addresses for the faculty uses the first initial and last name followed by @youngstowndiocese.org (ex. tprimack@youngstowndiocese.org), and can also be found on the school website. Teachers will answer emails at their earliest opportunity.

TAKE-HOME COMMUNICATION

Other communications may be sent home via hard copy with students. It is the parent's responsibility to remain informed by reading all communications that are sent home with your student either by hard copy or email.

TEACHER PHONE MESSAGES

Phone messages for teachers will be given to them throughout the day. Teachers will return your call as soon as possible. Parents may leave a message for members of the staff any time following the directions on the messaging system. St. Michael School phone: 330-492-2657.

TELEPHONE USE / MESSAGES FOR STUDENTS

Students may never be called to the phone unless there is an emergency. Messages will be delivered to students in the classroom regarding transportation changes, appointments, etc.

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) that 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 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. The only exception is if the host team is in session.

School cancellation or delay announcements will be communicated through an automated phone message, or heard over radio station WHBC 1480 AM or 94.1 FM. When either Plain Local Schools or Jackson Local Schools are closed, St. Michael School is automatically closed. Please refrain from calling the school or parish offices.

For a local emergency, such as a boiler or water problem, St. Michael School will notify parents via an automated phone message.

FIRE / RAPID DISMISSAL / TORNADO / EMERGENCY DRILLS

Fire drills are held once a month with two during the first two weeks of school. Fire drill procedures are reviewed at the beginning of each year. Escape routes are posted in every room.

Tornado drills are held in the fall and spring with the second one to coincide with the city or county drills whenever possible. Locations are posted in each classroom and students are instructed in proper procedures.

In the event of an emergency and students must be evacuated, students will be taken across the street to the parking lot and attendance will be taken. From there, students will be taken to Trinity United Church of Christ at the corner of Fulton and Blackburn Roads.

EMERGENCY STUDENT SAFETY UPDATE

In the event of a lockdown or rapid dismissal, parents will be notified via an automated phone message or SMS email.

VI. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

Registrants for school will be accepted in the following order:

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

Admission is contingent upon receipt of the following:

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

ADDITIONAL REQUIREMENTS FOR ADMISSION TO GRADES 1-8

1. Educational and health records from previous school.
2. If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.

GENERAL CONDITIONS OF ADMISSION

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

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

Registration for new students begins during Catholic School Week usually at the end of January or beginning of February. At the time of registration, copies of the child's birth and Baptismal certificates are needed. Custody papers are also required where applicable. Health records, including the immunization record are due in the office by the first day of school. A \$150 registration deposit is required at registration and will be applied to tuition upon acceptance. The deposit is non refundable after August 15th.

Students applying for acceptance as transfer students are required to present report cards of the present and previous school year. After evaluating a student's records, the school will notify the parents as to whether or not the student will be accepted.

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.

Effective January 30, 2003, all schools in the United States wishing to enroll Non-immigrant 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:

1. I-20 Form (if applicable)
2. Diocesan Emergency Care Form
3. State Immunization Form
4. Local Admissions Forms
5. VISA

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class that is consistent with the results of the student's prior academic records and any admission testing. Please refrain from requesting student's placement with certain teachers and/or students as our faculty use great consideration in creating the classes.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory. Regular attendance is a serious parental obligation. Irregular attendance may cause a student to miss important lessons, and may result in poor grades, and lack of enthusiasm for school.

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. School calendars for each year are available from the school or office or can be accessed on the school website.

Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, or any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

SCHOOL HOURS

For those students requiring before care services, the school building opens at 6:30 am, otherwise, children are allowed into the building at 7:30 am. Any student arriving prior to 7:30 am **MUST** attend the Morning Care Program and will be charged accordingly. Students are required to report to the cafeteria until the 7:45 am bell rings for dismissal to the classrooms. The tardy bell rings at 7:55 am. Late buses are the exception.

School dismissal begins at 2:35 pm and children are expected to be out of the building unless under adult supervision (i.e. teacher, coach, Aftercare Program staff).

TARDINESS

The tardy student will be subject to disciplinary action by the school administration or by the teacher. Since tardiness interferes with the child's progress in school and disrupts classroom teaching, parents are expected to see that their children cultivate the habit of punctuality.

A student is tardy if not present **IN** the classroom at 7:55 am. Students who are tardy must report to the school office for a tardy slip before going to their classrooms. Tardy slips are to be presented to the homeroom teacher. After six tardies in a nine-week period, a lunch or after school detention will be given to the student.

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

REPORTING ABSENCE

Please call the school office at 330-492-2657 by 9:00 am. if your child is absent. When students return to school, they are required to present their teacher with a note stating the reason for the absence and signed by the parent. Please notify the school office immediately if the illness is of a contagious nature.

ABSENCE FOR OTHER REASONS

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parent(s) 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.

If a student arrives after 10:00 am or leaves before 12:00 pm he / she is absent for half a day. The only exception is for educational activities authorized by the school. When returning to school, the student is to present a written excuse to the homeroom teacher stating:

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

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

Students who have been absent more than 7 days should return with a doctor's excuse.

ANTICIPATED ABSENCE/FAMILY VACATIONS

Family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the principal and all teachers should receive written notification well in advance. Teachers will give a list of missed assignments to the student **once they return from vacation. Please do not request work in advance of any vacation time as this causes**

added work for teachers. Students are responsible, under the supervision of their parents, for the completion of work missed during an absence. Teachers will assign a reasonable length of time in which assignments are to be completed. Work that is not made up will be marked as incomplete and graded accordingly.

MAKE-UP WORK DUE TO ABSENCE

As a faculty, we feel it is best that the student use the sick time at home to rest and recuperate, thus no homework will be sent home the first day of illness. If your child is absent only one day, missed work will be automatically sent home upon his/her return. Parents may request any work missed after the first day by contacting the school office by 9:00 am. These requests will be forwarded to the teacher who will send the work to the office by 2:30 pm for pick-up in hallway table outside of office or sent home with a sibling. It is expected that work missed due to an absence should be completed within the same number of days absent plus one day.

RELEASE OF STUDENTS

If a student leaves early or leaves and returns from a doctor appointment, etc., the parent must enter the building to sign the student out. A note must be sent that morning informing the teacher if a student must leave during the day. Students must bring a slip from their doctor upon returning from their appointment and sign back in.

AFTERSCHOOL POLICY

St. Michael's Aftercare School Program operates each school day from 2:35 pm - 6:00 pm. Attendance may be on a regular or drop-in basis. Good behavior is expected of students, otherwise they will be asked to refrain from using the program. Students must be pre-registered to attend. Registration and fee information is sent in the August letter.

Students with after school activities must have a permission slip to stay for the activity. This must be signed by a parent/guardian and be on file with the adult moderator.

VII. FINANCES

Introduction

We believe our tuition payments are an investment in your child's education and religious formation. Therefore, the following policy has been established in order to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

Tuition Payments

The following will be effective immediately:

- I. Families who are registered and regular attending members of our church or parish within Stark County, with children enrolled in the full-time program at the school, shall receive the benefit of a reduced rate of tuition to be determined annually.

II. Families who are not parishioners of our church, with children enrolled in the full-time program at the school, shall make tuition payments equal to the total cost for educating each child in attendance (total per student cost x total number of children enrolled). Rate of tuition to be determined annually.

III. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's **Enrollment Agreement** form must be submitted each year at the time of student registration. Options for payment shall include:

- A. **Full Payment.** Under this plan, the entire amount of tuition is paid on or before August 15. This payment is made directly to St. Michael School.
- B. **Enrollment in the FACTS program.** Under this plan, the entire amount of tuition is paid either in full in one instalment **or** monthly over a ten (10) month period beginning in August **or** semi-annually in two (2) equal instalments in August and January through the FACTS Tuition Management Plan. You may choose automatic (ACH) payments made through your checking or statement savings account **or** monthly invoices. This plan requires completion of an online FACTS agreement form to authorize the automatic (ACH) monthly payments **or** to set up for monthly invoices. A non-refundable annual fee of \$41 will be assessed for payments through the FACTS Tuition Management Plan.

Late Registrations

Families registering after August 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated quarterly.

Late Payments

It shall be the responsibility of each school family to keep the school's bookkeeping office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

I. **Full Payment.** If payment is not received on or before August 15, enrollment in the FACTS Tuition Management Plan is mandatory. The non-refundable \$41 annual fee will be assessed.

II. **Monthly or Semi-Annual Payments.** School families who choose the ten (10) month payment plan or two (2) semi-annual payment plan and miss a payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

Tuition Assistance

A limited amount of tuition assistance is available from the parish for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Principal of their need whenever it may arise during the year. For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

Ohio Ed Choice/Ed Choice Expansion Scholarship

Scholarships are available to students attending public schools designated by the Ohio Department of Education. The list of eligible public schools is available at <http://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>.

Families at qualifying income levels are eligible for Expansion Scholarships when not eligible for Ed Choice. Visit the website listed above for income guidelines and eligibility.

Students are eligible to maintain their scholarship through high school as long as they meet the requirements for renewal.

Policy

Schools who accept students eligible for an Ed Choice Scholarship are responsible for following all of the rules set forth by the State of Ohio regarding the Scholarship.

Procedures/Guidelines

- I. Admission Policy must be identical for both Ed Choice and non Ed Choice students.
- II. Tuition policy should be the same for both Ed Choice and non Ed Choice students. In case of multi child tuition discounts the policy should be written to state that the oldest child receives the discount.
- III. A chartered non-public school that participates in the Ed Choice Scholarship Program may charge a student, whose family's household income is 200 percent over poverty, up to the difference between amount of the scholarship and regular tuition. Each chartered non-public school that charges a scholarship student shall annually report to the Ohio Department of Education the number of students charged and the average of the amounts charged to such students.
- IV. Ed Choice students are required to take all applicable Ohio Assessments.

Delinquent Tuition

Families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the school or parish will jeopardize their enrollment status. All families must be current in their payment of tuition. Additionally, students will not receive report cards and permanent records will not be released.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school's bookkeeping office. If payment is not possible, suitable arrangements must be made with the Principal.

Tuition Refund

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition, supply and technology fees that have been paid for the current school year.

Newly registered families cancelling their registration after August 1 will forfeit their registration fee and will be refunded tuition, supply and technology fees that have been paid.

Families who withdraw from St. Michael School after the start of the school year will be refunded under the following guidelines:

- I. Tuition will be pro-rated on a quarterly basis.
- II. Supply and technology fees are non-refundable.
- III. Athletic fees are non-refundable after the start of the sport season.
- IV. All textbooks, library books, athletic equipment, and school property must be returned before refunds will be issued.
- V. Transfer of records to new school of attendance will be made after all tuition and fees have been paid and school property has been returned.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) or guardian(s) regarding a decision to transfer a student to another school. The school must also be advised of the last day of attendance. Students transferring or withdrawing are required to complete an Exit Form prior to withdrawal. Records will be released to the new school when the Release of Student Records form is received from the new school. However, all accounts must be paid in full before academic records will be released or transferred. Accounts include tuition, supply and technology fees, athletic fees, extra-curricular fees such as band or clubs, field trips fees, lunch fees and all other outstanding amounts due at the time of withdrawal.

All school-owned materials such as textbooks, technology devices, library books and athletic uniforms must be returned to the school before records will be released or transferred.

VIII. GENERAL SCHOOL POLICIES

CALENDAR

School calendars for each year are available from the school office or can be accessed on the St. Michael School website at www.smscanton.org.

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.

If students bring their lunches to school, they should have a bag or lunch box clearly marked with their name and grade. Orders for chocolate or white milk, orange juice or water are taken at

the start of each semester. Drinks in boxed containers are permitted, but not those in cans, bottles or squeeze containers. No soda or pop permitted. A thermos may also be brought to school.

Hot lunch is available daily in the cafeteria. We utilize an online ordering system called Orderlunches (www.orderlunches.com). Orders must be placed and paid for in advance and are able to be ordered from 2 weeks to one month in advance. Late orders cannot be accepted. If your child forgets to bring lunch or if hot lunch has not been ordered, a peanut butter and/or jelly sandwich will be given to the student and charged accordingly. The hot lunch coordinator determines the menu for the year and seeks volunteers to work the hot lunch program.

Parents may drop lunch off for their child if forgotten, but lunch must be clearly marked with student's name and will be left on table in hallway outside of school office for student to pick up. It is the responsibility of the student to check hallway prior to going to cafeteria. Lunches will not be delivered to classroom. **In fairness to other students, bringing in fast food is not permitted except for birthdays.** Parents will be contacted if this rule is violated.

SCHOOL VISITORS

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

Parking for visitors is available in the church parking lot. Street parking is limited during the school day (8 am - 2 pm) and prohibited during pick-up and drop-off of students.

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), 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.

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 document for which there is a legal custody agreement 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.

IX. TRANSPORTATION/PARKING

BUSING

The following school systems transport children to St. Michael School: Plain Local, Jackson, North Canton, Perry and Canton City.

Busing information is provided directly to parents by school systems prior to the beginning of school year. It is the parents responsibility to contact the bus garage with any changes or questions. Below is a listing of busses that provide transportation to and from St. Michael School and their facilities' phone numbers:

Canton City	330-456-6710	Perry	330-477-1300
Jackson	330-830-8042	Plain Local	330-492-1918
North Canton	330-497-5615		

For the first week of school, parents of students in Kindergarten and grades 1 and 2 should attach a small card to the student's shirt listing the following:

Child's Name Phone Number
School District Address
Bus Number or Route Number for a.m. and p.m. bus

If there is an older student responsible for your child, please list the name of that student.

Please send a signed note if it is **necessary** that your child ride a different bus home from school. A bus pass signed by a St. Michael staff member will be issued to the student. Without this pass, the bus driver is not permitted to transport your child.

This policy is a *privilege* and we request parents to keep in mind that the use of this privilege should be kept to a minimum.

Students are not permitted to ride any bus outside their own school district even if the parent writes a note. Each school district is very strict in this regard. The principal does not have the authority to change or interfere with this regulation. Parents must contact the public school district for their policy.

Ultimately it is the parent(s)' responsibility to assure that end of day transportation arrangements are made. **Ordinarily students are not permitted to call home to make transportation arrangements.**

CAR TRANSPORTATION

Students are to be dropped off in the morning in front of St. Michael School. Parents are not allowed to park on the opposite side of the street to drop students off. ***U-turns in front of the school are not permitted by law.*** Cars should not stop within the marked crosswalk.

Parents who pick up students after school are to follow the following pick-up rules: Students whose last name begin with A-I are picked up in front of the school (same rules as morning drop off), students whose last name begin with J-Q pick up in front of the upper level church entrance, students whose last name begin with R-Z pick up in front of the lower level church entrance (preschool area). Please do not leave your car unattended. Please follow the directions of the teachers on duty.

When a child is going home by car with parents or with others, a note must be given to the teacher that morning. Students may not leave the school premises without a written note from a parent. Parents must call the office by 1:45 p.m. if no note was sent to the school, after this time we cannot guarantee the change.

Ultimately it is the parent(s)' responsibility to assure that end of day transportation arrangements are made prior to the school day. **Ordinarily students are not permitted to call home to make transportation arrangements.**

Students who are not picked up by 2:45 pm will be sent to after care (located in the preschool rooms) and charged accordingly.

WALKERS / BIKE RIDERS

All students must go directly home after school unless parents provide the school with written information indicating other arrangements. Written parental permission should be on file in the school office for all students who may walk or ride bikes daily or occasionally. Permission forms are available in the school office.

BUS CONDUCT

Students are expected to behave responsibly and respectfully at all times while boarding or on the bus following that district's policy. Written notification of any violation and disciplinary action will be sent to the parents and school principal.

First offense = verbal/written warning

Second offense = 2 day suspension from bus transportation

Third offense = five days suspension from bus transportation and/or at the discretion of the principal.

X. PARENT INVOLVEMENT

SCHOOL ADVISORY BOARD

The role of the School Advisory Board (SAB) is to advise, counsel and communicate to St. Michael School constituents regarding policies and procedures, facility improvements, finance, and development operations. This organization is sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. This parent organization is subject in all respects to the control of the school, and all activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The SAB is comprised of the principal, elected parent representatives from the different grade levels and teacher representatives. An updated listing of the current members of the SAB can be found on the SAB link on the St. Michael School web site.

The School Advisory Board should strive:

1. To strengthen and promote the Catholic faith in action within the school.
2. To assist in the overall development of the school including long range planning, marketing, recruitment, and extracurricular activities.
3. To serve in an advisory capacity to support the principal/administration.
4. To provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration.
5. To acquaint parents with up-to-date information concerning current developments.
6. To unify parents in an effort to raise funds each year for the school
7. To support and promote quality Catholic education at the school.

THE VIKING PARENT ORGANIZATION

The Viking Parent Organization (often referred to as the VPO or Viking Club) is a committee overseen by the SAB which provides an environment for parents, teachers, and administration to work together to enhance and maintain the school's high quality of education and its integral role in the St. Michael Parish Community. It acknowledges its full support of the school faculty and hopes to share its talents to serve the needs of the school.

Goals of the VPO:

1. To be a link of communication between home and school.
2. To provide opportunities for parent education and volunteering at the school.
3. To provide volunteers for various school needs.
4. To advise and support present and future school programs.

Encouraging family participation is an important part of the St. Michael School philosophy. Your children love to see their loved ones involved in school activities, and the Viking Parent Organization always needs volunteers. However, we know that the time commitment is sometimes difficult to manage. We offer many ways for you to help.

Below you will find a list of programs offered within the VPO. An updated listing of the Chairperson for each subcommittee can be found on the VPO link on the St. Michael School web site. If a specific program interests you, please feel free to contact the school office or the Chairperson to find out more information and how you can help.

Scholastic Book Fair
Staff Appreciation
Room Mothers
Viking Store
Welcome Committee
Box Tops and Labels for Education Program
Giant Eagle & Acme Receipts
Scrip
Fundraiser Dining
Men Who Cook
School Supply Kits
Yearbook
Used Uniform Store
Fun Run

FUNDRAISING

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.

SCRIP

SCRIP is a tuition savings program of which every family can take advantage. SCRIP is offered through the school or online. Yearly registration is required and covers the cost of postage and handling. Families may take advantage of the SCRIP program to significantly lower their tuition. You keep all of your earnings to apply toward tuition at St. Michael's, Central Catholic or St. Thomas Aquinas High Schools. Anyone may purchase on your behalf (ie. Grandparents, aunts/uncles, neighbors) with the required registration. Please call the school office for more information or visit our website at <http://smscanton.org/scrip> for more resources.

VOLUNTEER OPPORTUNITIES

Opportunities to volunteer at St. Michael School present themselves throughout the school year. Please keep in contact with your student's teacher and school communications to learn of any help needed throughout the school year. All volunteers must comply with Diocesan policy of background check and child protection workshop certification.

VOLUNTEER PROGRAM

Athletic Committee	Book Fairs	Box Tops for Education
Chaperones	Faculty Luncheons	Classroom Helpers
Eighth Grade Graduation	Library Aides	Hospitality
Lunch Monitors	Hot Lunch	Viking Store
Office Helpers	Yearbook	Fundraisers
GR 7 & 8 Dances	Ski Club	Teacher Appreciation
Technology	Used Uniform Shop	

XI. EXTRACURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Examples include the following as well as Ski Club, Drama Club, Computer Club, Lego Club:

- **BAND LESSONS**
Students in grades 4 - 8 are eligible to participate in an instrumental music program. Information is sent home in August regarding the cost and details of the program.
- **ALTAR SERVERS**
Students in grade 4 are eligible to become altar servers. Their director will establish the criteria and the time for the training. Parents who allow a child to become an altar server assume the responsibility of having the child at the assigned liturgy on time.
- **POWER OF THE PEN**
This competitive program in creative writing is for students in grades 7 and 8. It is a program that provides an enjoyable, creative, enriching experience for both students and coaches alike.
- **CHOIR**
St. Michael's Choir is open to students in grades 4 - 8. Choir members sing for school liturgies and other special programs. Rehearsal is after school.
- **SAFETY PATROL**
Students in grade 7 may participate in the school safety patrol to develop responsibility, leadership, and safety for the student body.
- **STUDENT COUNCIL**
Student Council leadership is open to students grades 4-8 as classroom representatives, and grades 7-8 as officers. It provides them with the opportunities to develop leadership skills. Student Council members work to:
 1. Develop a sense of responsibility.
 2. Develop a school spirit.
 3. Add a new dimension to the learning atmosphere.
 4. Provide a service to school, church and community.
- **SCOUTING PROGRAM**
Girl Scouts, Cub Scouts, and Boy Scouts are active programs emphasizing service, citizenship, international friendship, and character development activities. Information related to this program is sent home early in the school year. All scouting programs are dependent for their existence on the availability of good adult volunteers.

- **ATHLETIC PROGRAM**

The purpose of the athletic program is to encourage participation and foster physical growth and good sportsmanship. In accordance with the Ohio High School Athletic Association requirements, the school sponsors sports for students of grades 3-8.

SPORTS PROGRAMS INCLUDE:

<u>Boys:</u>	<u>Girls:</u>
Football	Cheerleading
Flag Football	Flag Football
Basketball	Basketball
Track	Volleyball
Golf	Track
Lacrosse	Golf
Tennis	Lacrosse
Cross Country	Tennis
Wrestling	Cross Country

Students in any of these activities must fulfil all of the eligibility requirements prior to their first official practice. Registration is available on our website at www.smscanton.org/athletics. Participants on St. Michael teams must provide:

1. Signed parental permission form/registration on file.
2. Yearly physical and medical questionnaire completed by a physician.
3. Fee for each sport paid prior to participation; and
4. A signed code of conduct agreement.

EXTRACURRICULAR ELIGIBILITY POLICY

St. Michael School encourages each student to participate in activities that contribute to the development of the whole person. Participation in extracurricular activities is both a privilege and a responsibility. It is a privilege to represent St. Michael School and a responsibility to meet academic and conduct standards.

Two eligibility standards will determine a student’s participation in all extracurricular activities:

1. Academic Standards - Any student receiving cumulative grades which include one F or two D’s will be suspended from extracurricular activities for up to two weeks beginning the Monday following the review day. Sports suspensions include practice and games.
2. Conduct Standards - The suspension code above also applies to students who receive 3 or more points during that athletic season.

Academic and conduct reviews will be done at the time of progress reports and report cards. Suspensions will be communicated on the Monday following review day to:

1. The student by the homeroom teacher;
2. The parent and coach by the principal.

Because it is impossible to foresee all problems that may arise, the principal, teachers and coaches may suspend a student from any team or activity at any time during the season for any

action which violates the spirit and philosophy of the school, even though not specified here.

Additional Clubs/Activities include:

Student Council	Drama Club	Power of the Pen	Power of the Pencil
Yearbook	Band (GR 4-8)	Boy Scouts, Girl Scouts	Football
Ski Club	Chess Club	Tech Club	Geography Club

XII. Student Responsibilities and 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 moral 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:

1. Teachers have the right to teach. No student will stop the teacher from teaching.
2. 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.

STUDENTS RIGHTS AND RESPONSIBILITIES

As a member of God's family, each student at St. Michael School has the following rights and responsibilities:

1. The RIGHT to make choices and the RESPONSIBILITY to accept the consequences associated with their choice.
2. The RIGHT to be treated with kindness, and the RESPONSIBILITY to treat others kindly.
3. The RIGHT to be treated fairly and the RESPONSIBILITY to treat all fairly.
4. The RIGHT to be safe and the RESPONSIBILITY to follow safety rules.
5. The RIGHT to express himself or herself and the RESPONSIBILITY to listen to others with Christ-like care and concern.
6. The RIGHT to take pride in the school and the RESPONSIBILITY to support school activities and to care for all school property.

PARENT RIGHTS AND RESPONSIBILITIES

1. The RIGHT to expect a Code of Conduct grounded in the Gospel message and the RESPONSIBILITY to support the St. Michael School Code of Conduct.

2. The RIGHT to receive a copy of the Code of Conduct and the RESPONSIBILITY to sign it and to review it with their children.
3. The RIGHT to be notified by the teacher/administrator when a discipline problem occur and the RESPONSIBILITY to support the disciplinary measure(s) taken.
4. The RIGHT to discuss classroom/school discipline policies with the teacher/administrator and the RESPONSIBILITY to cooperate and support school policies.

TEACHER RIGHTS AND RESPONSIBILITIES

1. The RIGHT to participate in the Code of Conduct committee and the RESPONSIBILITY to contribute suggestions for a fair and reasonable Code of Conduct.
2. The RIGHT to be in-serviced on the Code of Conduct and the RESPONSIBILITY to implement classroom management policies.
3. The RIGHT to teach and work in a safe and healthy environment and the RESPONSIBILITY to participate in safety drills and enforce safety regulations.
4. The RIGHT to teach with minimal behavior disruptions and respect and the RESPONSIBILITY to consistently enforce school discipline policies and procedures.

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 ordinance onto these premises. ORC SEC. 2923.1212. A valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

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

SUBSTANCE ABUSE

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

1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to

people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.

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

GANGS

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

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions: scooters, skateboards, radios, CD players, tape recorders, walkmans, pagers, cell phones, or other electronic devices.

Cell phones/electronic devices are to be silenced and kept in the student's book bag until the student leaves school premises unless given permission by school personnel. If a student uses the device without permission, it will be confiscated and must be picked up in office by parent. See Diocese of Youngstown attachment "Personally Owned Device Policy".

SMOKING

Possession of cigarettes or smoking on school premises is prohibited and will be considered reason for parental notification and suspension.

SEXUAL HARASSMENT—STUDENTS

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

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or

having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

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

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

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred.

Possible disciplinary actions may include but are not limited to any or all of the following:

1. Verbal warning/reprimand and apology to the victim;
2. A parent/student/principal conference;
3. Written warning/reprimand and parent notification entered in the student's file;
4. Detention or removal from selected school activities and/or extracurricular activities;
5. Behavior/probation contracts, possibly requiring professional intervention;
6. Suspension; and/or
7. Expulsion.

SEXUAL VIOLENCE

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

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

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

RECESS RULES

1. Good manners and sportsmanship should be used at all times.
2. Good playground behavior is expected. Playground activities not permitted: tackling, pushing, kicking other students, hitting, carrying others, contact sports, red-rover or gymnastics.
3. Once out on the playground, remain outside until the whistle blows or bell rings unless there is an emergency. Check with the teacher(s) or playground aide on outside duty before coming into the building.
4. Keep hands to oneself, no touching other's hats, coats, belongings, etc.
5. Sticks, rocks, glass, and other such items should be left on the ground unless they are

being deposited in the trash container.

6. There should be no playing by the classroom windows or in front of the doorways.
7. All playground equipment should be used properly and safely. (No standing or lying down on swings or slide, no pushing or hitting on playground equipment, no hanging on basketball hoops, etc.)
8. Clean off snow and mud before entering the building, empty rocks from shoes.
9. No throwing of snow, rocks, etc., or sliding on the ice.
10. All games and activities must stop when the whistle blows or bell rings.
11. Students should form a line and quietly enter the building after recess. Recess ends with the whistle or bell.
12. Do not interfere with other pupils' games or activities. Follow the direction of the playground monitor.
13. All balls should be made of soft material (i.e. nerf/approved playground balls).
14. No child is permitted off the premises for any reason. If surrounding areas are wet and muddy, students must play on blacktop.

Failure to adhere to rules on the playground will result in loss of recess or other penalties.

INSIDE RECESS RULES

Students must stay in their own classrooms unless the teacher has given written permission to the monitor prior to recess.

1. Trips to the restroom, office, or library must have permission of the monitor.
2. Students must be seated during inside recess. They may sit at their own desk, any other desk or on the floor, but they must be seated. Students may not sit on top of the desk or on the window ledge.
3. Tone of voice should be ordinary conversation. Shouting is not permitted.
4. Unruly behavior is not permitted.
5. No food of any kind is permitted in the classroom at recess time.

LUNCHROOM REGULATIONS

Students are to go to the cafeteria and wait in an orderly manner in either the hot lunch or milk line. Once students are seated, they are not to get up but may raise their hand if they need something.

At the end of lunch, the students are to clean up their place and line up to go outside or to class. Brushers are to stay and complete their responsibility. It is understood that behavior in the cafeteria is respectful at all times.

CODE VIOLATIONS AND CONSEQUENCES GRADES K-3

Any form of discipline should be a means of modifying or changing behavior. Students who lack self-discipline or who violate the rights of others can expect some type of disciplinary action. Each offense will be dealt with on an individual basis according to the age of the child, the nature of the infraction, and the severity of the case. Repeated infractions will result in more serious consequences.

MINOR INFRACTIONS

Minor infractions include but are not limited to:

1. Verbal abuse, rudeness or disrespect
2. Misconduct in Mass, halls, on the bus, on the playground or in the cafeteria
3. Dress code violation
4. Gum chewing, candy or pop
5. Running in building
6. Excessive tardiness
7. Excessive talking

MAJOR INFRACTIONS:

Major infractions include but are not limited to:

1. Use/possession of a weapon or what could be perceived as a weapon. Police will be informed.
2. Repeated disregard for school rules and regulations
3. A serious offense involving the use of violence, force, threat, coercion or other conduct which violates the safety of others. Police may be informed of these incidents.
4. Vandalism
5. Smoking
6. Truancy
7. Harassment (sexual and otherwise)
8. Public display of affection
9. Disrespect of authority
10. Leaving premises without permission
11. Abusive/vulgar language
12. Vulgar written/audio/digital materials
13. Stealing
14. Possession/use of drugs, alcohol, or tobacco (counseling may be required)
15. Computer/internet abuse
16. Insubordination (disregard for faculty or staff)
17. Cheating/plagiarism
18. Unauthorized use of cell phone/electronic device. See *Diocesan Student Technology & Internet Acceptable Use Policy*.

Ordinarily minor infractions will result in:

1. Reprimand / communication with parent
2. Loss of recess
3. Three lost recesses will result in detention
4. Three detentions will result in in-school suspensions
5. After three in-school suspensions, students will be asked to withdraw (Out of school suspensions will be given only in extreme circumstances)

Discipline for major infractions may bypass the progressive discipline steps depending upon the severity of the infraction.

Parents will be notified in advance of the time when a detention is to be served and are responsible for picking up the student at the time designated. Student must be picked up from detention and signed out by responsible party and may not go to aftercare.

CODE VIOLATIONS AND CONSEQUENCES GRADES 4-8

Students will receive points based on the severity of each offense. Points accumulate for each year and will be indicated on quarterly report cards. In most cases, a minor offense will incur one point and a major offense, three points. After an offense, a Conduct Card will be sent home informing the parent of the incident and must be signed and returned the next school day. Students not returning signed conduct card on due date will lose recess until signed card is returned. Points will be issued with or without the parents' consent and a signature need not be on file for points to be recorded. Parents can check the status of their students' point summary at any time through Option C.

Some of the more **COMMON** violations for which up to **three (3) points** will be given are listed below:

1. Truancy
2. Harassment (sexual or otherwise) including verbal or written threats to other students and faculty.
3. Disrespect of authority or property
4. Leaving the premises without permission
5. Abusive, vulgar language
6. Vulgar written/audio/digital materials
7. Stealing
8. Computer/internet abuse
9. Cheating/Plagiarism
10. Highlighted/colored hair, extreme hair styles including hair extensions (students will be given 1 week to remedy hair).
11. Makeup of any kind.
12. Polished or artificial nails.
13. Non-uniform pants, sweatshirts etc.
14. Hair too long (boys) (students will be given 1 week to remedy hair).
15. Unauthorized cell phone/electronic use.
16. Public display of affection.

Some of the more **COMMON** violations for which one to **two (2) points** will be given are:

1. Any violation of the dress code (see Dress Code requirements). Third dress code violation will result in a uniform day on the next casual dress day.
2. Lunchroom inappropriate behavior
3. Classroom, hall, restroom disruption
4. Chewing gum
5. Bus conduct slip
6. Class tardiness
7. Failure to bring supplies to class
8. Failure to return forms or correspondence.

Violations that may result in out of school suspensions in addition to points will be given for:

1. Possession of real or toy knives, guns, water pistols or other weapons
2. Fighting, pushing, shoving and/or physical harm
3. Vandalism
4. Smoking, alcohol and/or using or possessing drugs

This list is not all-inclusive. The principal/staff is empowered to issue disciplinary measures for any action that violates the spirit and philosophy of the school, even though not specified.

Any student in grades 4-8 who has received 9 or more points will be unable to attend field trips, this includes the junior high trip held in the spring for 7th & 8th grade and 6th grade overnight camp. Student will be required to stay home and will be marked as absent.

POINT BREAKDOWN

- 3 points = After-school detention
- 6 points = 2nd after-school detention
- 9 points = In-school suspension, loss of field trip privileges
- 12 points = Out-of-school suspension

POINTS DO NOT START OVER AT THE BEGINNING OF EACH QUARTER

SUSPENSION

Serious or repeated misconduct may lead to suspension from class or school and is issued according to the individual circumstances of each serious infraction of school regulations.

It may be issued for one or more serious infractions. 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. All schoolwork missed must be made up within a set time.

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.

STUDENTS AND STUDENT PROPERTY

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

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. bookbag, 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.

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 CUBBIES AND DESKS

Cubbies and desks are school property and are subject to searches by school authorities to protect the safety of all.

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. Chromebooks/iPads which are assigned to the students may not leave school premises, and any damage to assigned device will be charged to the student at the discretion of the principal and/or administration.

LOST AND FOUND

Lost and found items are kept on a bookshelf at the bottom of the stairs near the school entrance. All personal items used at school should be clearly marked. Items not claimed at the end of each quarter will be donated to the needy.

DRESS CODE

The dress code provides a standard for our students that foster an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform rest with the principal/administration.

SCHOOL UNIFORMS

All jumpers, split skirts and pleat skirts must be purchased from a designated uniform store or from their on-line site (we recommend Lands End or SchoolBelles located in Beachwood, Fairlawn or online). All gym uniforms, sweatshirts, ties and other SMS apparel may be purchased from the Viking Store at school.

Please note the required uniforms per grade level. **Uniforms must be worn from the first day of school through the end of the school year except on designated Dress Down/Dress Up school days.**

BOYS' UNIFORMS

SHIRTS & TOPS	
All Grades	White or Hunter Green Short or Long Sleeve Golf Shirt, with or without logo White Long Sleeve Turtleneck White Short or Long Sleeve Oxford Shirts Hunter Green Spirit Sweatshirt with SMS Logo White Dress Shirt with Plaid Long Tie or Bow Tie (GR 6 – 8 may wear Striped Long Tie or Bow Tie)
Grades 6 - 8 ONLY	Hooded Vikings Sweatshirt, or approved SMS Logo Athletic Hooded Sweatshirt (Not permitted on Mass days)

PANTS & SHORTS	
All Grades	Navy or Khaki Brushed Twill Pants Navy or Khaki Brushed Twill Shorts (Shorts may be worn in Quarters 1 and 4 only) Uniform shorts and pants may be purchased at any retail store No logo should be visible (Ex: Abercrombie, Hollister, Aeropostale) No cargo pants/shorts permitted

ACCESSORIES	
Solid white, navy, khaki or hunter green socks that come over the ankle. No logos. Belts in navy, brown, black or khaki are required to be worn by all boys in grades 3-8.	
Large ornate jewelry, earrings of any kind or extreme fads in hairstyle are NOT PERMITTED . Hair should be well groomed and above the eyebrows and should not touch the collar, the eyebrows or ears. Tails, shaved areas and distinct lines are not permitted. No hair coloring or bleaching.	

SHOES	
Dress shoes, oxfords, loafers or casual shoes (i.e. Vans or similar) may be worn, they must be a solid neutral color with no stripes or print. Clogs, sandals, flip flops or brightly colored shoes are NOT PERMITTED . Tennis/athletic shoes are permitted when uniform shorts are worn (no neon or bright colors allowed).	

GIRLS' UNIFORMS

JUMPERS & SKIRTS

Grades K-3	Blue and Green Plaid Shift Jumper
Grades 4, 5	Blue and Green Plaid Split Skirt or Skort
Grade 6	Blue and Green Plaid Split Skirt, Skort, or Kick Pleat Skirt
Grades 7, 8	Blue and Green Plaid Kick Pleat Skirt
<p>Girls in K-8 will be required to wear their uniform skirt/jumper and knee high socks on school Mass days. The length for all jumpers and skirts must be no shorter than two inches above the top of the knee.</p>	

SHIRTS & TOPS

All Grades	White or Hunter Green Short or Long Sleeve Golf Shirt, with or without SMS logo White Long Sleeve Turtleneck Hunter Green Spirit Sweatshirt with SMS Logo
Grades K-3	White Short or Long Sleeve Blouse Hunter Green or White Crew Neck Cardigan Sweater
Grades 4-8	White Short or Long Sleeved Oxford Blouse
Grades 6 - 8 ONLY	Hooded Vikings Sweatshirt, or approved SMS Logo Athletic Hooded Sweatshirt (Not permitted on Mass days)

PANTS & SHORTS

Grades K-5	Navy or Khaki Brushed Twill Pants
Grades 6-8	Navy or Khaki Brushed Twill Pants
All Grades	Navy or Khaki Brushed Twill Shorts (Shorts may be worn in Quarters 1 and 4 only) Uniform shorts and pants may be purchased at any retail store. No logo should be visible (Ex: Abercrombie, Hollister, Aeropostale) No cargo pants/shorts permitted.

ACCESSORIES

Solid white, navy, khaki or hunter green socks that rise above the ankle, knee highs or tights. No logos or frills. Small earrings which fit the ear may be worn. Long, dangling or large ornate earrings may not be worn.

NOT PERMITTED: Nail polish, makeup, multiple earrings, tattoos, body piercing. Fads in hairstyle and jewelry are not permitted. No hair coloring, highlights, bleaching, or extensions.

SHOES (Girls)
Dress shoes, oxfords, loafers or casual shoes (i.e. Vans or similar) may be worn, they must be a solid neutral color with no stripes or print. Clogs, sandals, flip flops or brightly colored shoes are NOT PERMITTED . Tennis/athletic shoes are permitted when uniform shorts are worn (no neon or bright colors allowed).

OUTERWEAR
All fleece and nylon items listed as Outerwear may not be worn in the classroom.

PHYSICAL EDUCATION UNIFORMS
(All Students in Grades 4 - 8)
The gym uniform consists of <i>Green Mesh Shorts and a Grey SMS T-shirt.</i>
All gym clothing must be purchased at the Viking Store.
It is highly recommended that all gym items be marked with the student's name. First period gym classes may wear their gym uniforms to school on gym day and then change into their uniform after.
Afternoon gym classes will be allowed to wear their gym clothes home after school.
Students in K-3 should bring gym shoes to school on their gym day unless otherwise instructed by their teacher. Girls in K-3 should wear shorts under their jumpers on gym day.
Gym clothes should be clean and free of tears, rips, or holes. Shoes should be clean so as not to mark the floor. Gym bags are available for purchase in the Viking Store. No open heel, clog, or platform tennis shoes are allowed.
No other clothing should be showing under the gym uniform. Hats are not permitted.

DRESS DOWN DAYS

On those days designated as dress down days, students are permitted to wear blue jeans, athletic pants/shorts, Leggings for girls must be worn with a shirt that covers their bottom (fingertip length), T-shirts and school spirit items. Students may not wear T-shirts advertising drugs, alcohol, tobacco or with any inappropriate language. All clothing must be appropriate and modest (no bare midriff, no holes in clothes). Nail polish and hats are permitted. Shoes and socks are required for all dress down days; no sandals or flip flops. The final decision as to what is appropriate rests with the principal.

DRESS UP DAYS

On those days designated as dress up days, students should wear their Sunday best clothing. All clothing must be appropriate and modest. Nail polish is permitted. No hats. No tennis shoes. No sweat outfits. No leggings. No blue jeans. The final decision as to what is appropriate rests with the principal.

XIII. HEALTH AND SAFETY

STUDENT HEALTH AND 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 (>100.0F) or communicable diseases (vomiting, diarrhea, excessive sneezing or coughing) 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:

All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.

The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease. These include but are not limited to mononucleosis, fifth disease, pink eye, impetigo, and meningitis.

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, influenza, and head lice.

When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours (without fever-reducing medication).

LICE

Head Lice Procedures:

1. All students infested with head lice are excluded from school and extracurricular activities until the head is free of live lice.
2. A form letter provided by the school office, is sent home with the student being excluded with head lice to:
 - a. Advise parents on obtaining treatment; and
 - b. Inform parents of conditions for readmission to school.
3. Re-admission to school is permitted **ONLY** after examination by school official reveals head to be clear of lice.
4. The school nurse or health aide (if available) will re-check student two weeks after re-admission to school.

HEALTH SERVICES

St. Michael School has a health aide on staff daily from 10:00am-1:30 pm with a Registered Nurse overseeing her/him. During the school year vision and hearing screenings are given to all students in Grades K, 1, 3, 5, & 7, and postural screenings in 7th grade. Any test may be given upon parent or teacher request.

ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

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

AUTHORIZATION TO ADMINISTER MEDICATION

1. The physician must sign a form granting the school permission to administer prescription or non-prescription medication.
 - a. Forms will be supplied by the school.
 - b. The medication and signed permission forms shall be brought to the school by the parent.
 - c. The physician's signature must be on the original medication permission.
2. In special cases (to be determined by the school nurse, principal or designee), the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee.
3. Request forms must be submitted each school year for all medication.

TRANSPORTATION OF MEDICATION TO AND FROM SCHOOL

1. The parent assumes the responsibility of getting medication (prescription or non-prescription) to the school and furnishing the school with an adequate supply of medication.
At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.
2. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
 - a. Unused medication will be returned **ONLY** to a parent or if authorized, in writing, by the parent to another individual.
 - b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.
 - c. Empty containers may be returned home with students.
3. If any of the information stated on the permission form (FORM Med-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

LABELS ON MEDICATION

1. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.
2. Medication must be clearly labeled and accompanied by the following information:
 - a. On prescription bottle:
 - Full name of the student;
 - Name of the medication;
 - Dosage and time intervals for administration; and
 - Name of the physician (required for prescription drugs only).
 - b. On the permission form:

- Possible side effects, any severe reactions; and
 - Any special instructions for administering the drug such as storage or sterile conditions.
3. The parent is responsible for the administration of daily prescription medications at home, unless otherwise prescribed by a physician. In the event that a morning dose has been missed, the school cannot be responsible to administer that medication. A parent or responsible adult must come to school to administer to student.
 4. Non-prescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.
 - a. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

OVER THE COUNTER/DISCRETIONARY MEDICATIONS

St. Michael School allows certain over-the-counter medications with parent signature only. These medications are Acetaminophen (Regular, Extra Strength, & Jr. Strength), Ibuprofen (Tablets & Children's Liquid), Tums, Cough Drops, Orajel, Antibacterial Ointment, & Hydrocortisone Cream. Discretionary medications will not be given without a parent signature on file. Dosing of medications is determined by weight and parents will be notified in writing (Clinic Referral Slip) when either Acetaminophen or Ibuprofen is administered. The discretionary medication form will be sent home at the beginning of the school year and can be requested anytime throughout the year. The forms are completed annually.

CHRONIC MEDICAL CONDITIONS OF STUDENTS

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

Student Technology and Internet Acceptable Use Policy

The schools in the Diocese of Youngstown, acquire, develop and maintain devices, computers, computer systems and networks (information and communication resources) as a part of our mission to promote excellence in education. We foster the enhancement of students' productivity, efficiency and effectiveness with communication, resource sharing and innovation in education. Further, the use of computers, devices, systems and the communication with, to and about all community members requires digital citizenship, respectful and ethical behavior based on the teachings and moral principles of the Roman Catholic Church. All users are subject to legal requirements as well. To access computer systems and networks, all Diocese of Youngstown students and their parents or guardians are required to sign the Student Technology and Internet Acceptable Use Policy to agree to compliance with its code of practice.

The Diocese of Youngstown and its schools endeavor to protect users from illegal or damaging actions by individuals, either knowingly or unknowingly. Although no set of policies and procedures can state rules to cover all possible situations, the schools in the Diocese make efforts to protect the users and its system through educating students about Internet safety. The Diocese of Youngstown and its schools has taken available precautions to use firewalls and filters to restrict/limit access to controversial materials and also has alerted students to the risks of the Internet and the use of computer/telecommunications devices; however, on a global network it is impossible to control all communication and materials. We are in compliance with the *Child Internet Protection Act* and *The Protecting Children in the 21st Century Act*.

Student's responsibility for ethical and moral behavior, maintaining the *security* of user's privacy, the integrity of the network system, files, databases and services, *academic integrity*, *posting* and *publishing* and legal concerns are addressed in this policy. The policy applies to all users of the Diocese of Youngstown's Catholic schools' technology resources whether on diocesan property or from remote locations when the operations of the school are adversely affected.

In addition, the diocesan Student Technology and Internet Acceptable Use Policy any student use of the Internet on school property is governed by the policies of the Office of Catholic School's Student Code of Conduct in the Administrator's Handbook and the local school's policies

The Student Technology and Internet Acceptable Use Policy applies to accessing the Internet through the school network, whether equipment is owned by the school *or the student/student's family* when using personally owned devices (e.g. using personal data plans such as 3G, 4G networks). (See link to Ohio Revised Code § [3314.21](#))

Privileges

The use of school Internet accounts and equipment is a privilege and may be revoked for misuse or violation of policies by the principal, technology coordinator or another designated school official.

Regulations and Guidelines for *Security and Safety*

As a student of the Diocese of Youngstown I agree to not:

- Interfere with or adversely impact the operations of the school, as determined by school administration, by using technologies to bully, tease, embarrass, offend, proposition, threaten, harass, deceive, or intimidate other people whether directly or as a forwarded message (cyber-bullying). See link to Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#)
- Bypass or attempt to bypass school security software or attempt to use an alternate server including personal data plans.
- Access or attempt to access school record-keeping software, including, but not limited to, online grade books, attendance software, report card/transcript software or records.
- Access or attempt to access the files or accounts of another student, a teacher, administrator or another school employee.
- Access or attempt to access unauthorized computers, websites, or information databases (e.g. hacking, cracking, phishing, etc.)
- View violent or obscene inappropriate material. If there is an accidental access to a site with inappropriate content the student must notify the teacher or adult supervising immediately in order to avoid consequences.
- Install, load, or execute any computer programs and/or files not authorized by a responsible school official.
- Damage, destroy, or remove any piece of hardware without proper authorization.
- Delete files or the work of another student, teacher, school employee, or the school without permission.
- Deny or attempt to deny school officials access to student files or work.
- Copy any copyrighted material, including text, music, software, files, pictures, or graphics from any Internet or software source in violation of United States Fair Use copyright laws including violating license agreements, copy disks, CD-ROMs, or other protected media.
- Access social networking sites or gaming sites, except for educational purposes and with the permission and supervision of a responsible school employee.
- Send personal information about myself or others; attempt to open files or follow links from unknown or untrusted origin; use inappropriate language; and will only communicate with other people as allowed by the school policy or the teacher.
- Use someone else's password and, if offered, use email accounts other than those created by the local school computer network when communicating for educational purposes.
Students must take care to safeguard passwords and access protocols. As soon as students are aware of or suspect any breach of an account, they must notify a teacher, administrator or technology coordinator of the suspected breach.

The schools' administrators in the Diocese of Youngstown reserve the right to monitor, inspect copy, review and store, at any time and without notice, any and all uses of the computer network and Internet access that is shared on school systems whether using personally owned technologies or school owned.

Academic Dishonesty

The following actions are considered to be cheating, and the consequences for academic cheating may also apply in addition to consequences stated.

5.17.13

As a student of the Diocese of Youngstown I agree to not:

- Access websites or apps when taking online quizzes or tests without the teacher's prior approval.
- Use an electronic device during a quiz or test without the teacher's prior approval.
- Transmit or share information about or images of quizzes or tests through texting, photography, or any other electronic means without the teacher's prior approval.

Publishing

As a student of the Diocese of Youngstown I agree to not:

- Take pictures, record video and/or audio while on school property, then use and/or publish a photograph, image, video, personal information or likeness of any student, or employee without the express permission of the student, faculty staff or school official, and persons involved. (Parental permission is also required when taking pictures of fellow students and then publicly posting them. Students should be careful to not share personally-identifying information online.) See link to the Children's Online Privacy Protection Act and to Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#)
- Use names, initials, logos or representations of students, faculty staff or other individuals on websites, blogs, wikis or similar formats that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate, including but not limited to, comments, cartoons and jokes.

In the event the school administration learns of inappropriate defamatory, threatening information involving the employees or the Diocese of Youngstown, on sites such as, but not limited to, Twitter®, MySpace®, FaceBook®, Xanga®, the school will exercise every disciplinary and legal measure deemed appropriate, including involvement of law enforcement officials, suspension, or recommendation for expulsion of the student(s) involved.

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

Violations of this Acceptable Use Policy

The school will allow every opportunity for a fair and reasonable consequence for infractions of the Student Technology and Internet Acceptable Use Policy. Disciplinary action will be taken when, on school property, vandalism has occurred or when students or staff are harassed or bullied via technology that is used for public scandal that adversely interferes with the operation of the school in regard to the morale and/or safety of the students and staff, the reputation of the school, or an action involves criminal behavior. Consequences may include but are not limited to: detentions, termination of Internet or technology privileges, revocation of financial aid and scholarships, suspension, expulsion or other school-determined consequences. Behavior that occurs on or off school property can be considered for investigation and consequence when meeting the conditions above. There is no reasonable expectation of privacy in e-mail, social media, or Internet sites used or visited in a school or parish. A referral to legal counsel, law enforcement and other social service agencies will be made as deemed appropriate or necessary by the school officials.

(Shaughnessy and Huggins. Internet and Social Media: A Legal Guide for Catholic Educators National Catholic Education Association, Arlington, VA 2012.)

5.17.13

Liability

The Diocese of Youngstown and its schools will not be responsible for damage or harm to any personal devices, files, data or hardware brought to school by students. The Diocese of Youngstown and its schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network or for any transactions in violation of this Student Technology and Internet Acceptable Use Policy.

Permission to Use the Internet

The Student Technology and Internet Use Policy Agreement must be signed by students in fourth through twelfth grade. In addition, a parent or guardian must sign permission for any student to use technology and the Internet at school and agree to the terms of the Student Technology and Internet Use Policy Agreement before a student gains access.

If as a parent or guardian you do not consent to having your student use technology, have Internet access or have their picture or a video taken in school, you may verify that information by sending a written letter stating such.

Links

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

Ohio Revised Code [ORC § 3314.21](#) on web filtering

Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#) on cyber-bullying

<https://www.ohioabar.org/ForPublic/Resources/LawFactsPamphlets/Pages/LawFactsPamphlet-23.aspx> See “**What should I know about my children's Internet use?**”

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

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

Personally Owned Device Policy

As stated in the Student Technology and Internet Acceptable Use Policy (STIAUP), the schools in the Diocese of Youngstown maintain computer systems and networks (information and communication resources) as a part of our mission to promote excellence in education and to enhance students' productivity, efficiency and effectiveness with communication and resource sharing.

When permitted by school officials, students may bring a Personally Owned Device (POD) to use during the school day for educational purposes. Students must be committed to digital citizenship and use technology resources in ways that promote an educational environment that follows the philosophy, principles and teachings of the Diocese of Youngstown and the Roman Catholic Church. All users are subject to legal requirements as well. Students and parents or guardians must sign the Personally Owned Device Policy Agreement to be permitted to use such devices in school.

Students and parents or guardians accept full responsibility for the security, maintenance, and repair of their own POD. Personally Owned Devices *may* include but are not limited to:

- computers – laptops, netbooks, notebooks or tablets
- peripheral equipment – disk drives, ear buds, mice, etc.
- other electronic equipment - video/audio equipment, cameras, etc.
- cell phones
- e-readers
- translators
- information storage devices such as USB devices, CDs, etc.

Systems and resources also considered in this policy are:

- The school network including local area networks, wireless networks, network connections to remote sites, etc.
- All software or programs administered by the school or running on school resources, such as email, web browsers, file exchange software, etc.

Responsibility, Safety and Security

Students who bring a POD to school or on school property are responsible for securing them at all times. If a POD appears to have been stolen, the student should immediately report the incident to the appropriate school official.

The safety and security of the students and the network are our primary concern, and students are required to work with the teaching staff and administrators to protect fellow students, electronic devices and systems. Security on any computer system is a high priority, especially when the system involves many users. If a student identifies a security problem with themselves or a fellow student, they are to report it to the appropriate school officials.

Security measures such as filters and virus protection software must not to be bypassed by using personal data plans. Compliance to the *Child Internet Protection Act* as referred to in the Student Technology and Internet Acceptable Use Policy is a must (see link to [ORC § 3314.21](#)). The school may take disciplinary action against students found violating this policy.

Privileges

The use of school Internet accounts and equipment is a privilege and may be revoked for misuse or violation of policies by the administration, technology coordinator or another designated school official.

Privacy

There is no expectation of privacy with use of personal devices that access the school network. All Information Technology (IT) systems and networks and all messages or documents composed, sent or received on these systems are and remain the property of the school.

Expectations

As a student of the Diocese of Youngstown I agree to:

- use the school wireless network at all times. Students **may not use personal data plans** (2g, 3g or faster) due to safety and security reasons (see link to [ORC § 3314.21](#)).
- keep my PODs with me or locked in my classroom or building lockers.
- keep PODs in protective cases at all times while on school property.
- back-up all work on a daily basis to cloud storage, personal flash drive, home computer or storage device. Information is not to be stored on school systems.
- use a POD in a classroom only with explicit teacher approval and supervision.
- follow all rules in the Student Technology and Internet Acceptable Use Policy (STIAUP).
- adhere to any additional guidelines that the classroom teaching staff or other school personnel may require including connection to the Internet or using Apps, games, etc.
- in no way use a POD to disrupt or distract from the learning environment.
- in no way use a POD to interfere with the academic performance of myself or another student.
- not use resource intensive applications, programs, etc. that take up an unusual amount of bandwidth.
- come to school with a fully charged device and not rely on school outlets.
- not take or transmit pictures or video on any camera or video enabled device without express consent of a school official.
- not take or transmit pictures or video on any camera or video enabled device that violates the philosophy, principles and/or teachings of the Diocese of Youngstown or the Roman Catholic Church.
- not take or transmit pictures or video on any camera or video enabled device that violates diocesan and school policy, the Student Code of Conduct, or civil law.
- respect and guard the privacy of myself and others by not posting last names on the Internet through email or any social networking system or group and then, only when, permission is explicitly given by school officials, students, parents or guardians.
- adhere to copyright laws (not duplicating text, licensed software or related documents as stated in the STIAUP).
- refrain from making **personal contact** during class time that is **unrelated to school business** with any type of device or means (through text, email, Skype or similar, etc.). The exception would be to contact a relative or responsible party to pass on crucial information. This is done strictly with permission given by a school official.
- refrain from sending any message by any means (text, email, etc.) that you would not want read by a third party (student or adult).

The school reserves the right to audit and monitor usage of these resources and to access, view and disclose their contents, with or without notice or the consent of the user and with or without cause. Students must surrender their PODs to any authorized personnel upon request and must allow these authorized personnel to examine the POD to determine whether established policies have been violated.

Liability

Parents are encouraged to add personally owned devices to their homeowner's or renter's insurance. The Diocese of Youngstown and its schools assume no responsibility or financial liability for any damage or loss the student or parent suffers, including but not limited to theft, physical damage or lost POD's, software malfunction or loss of data on the POD. Again, students who bring a POD on campus are responsible for securing them at all times and take full responsibility for their protection.

- The schools assume no responsibility for lost or corrupted work due to failure to back-up or due to non-operation of a POD.
- Teaching and administrative staff set policy for any work that is incomplete due to POD failure or work that is lost by any means.
- Repair, upgrades and maintenance are the responsibility of the owner of the device.
- Students and parents or guardians are responsible for maintaining their virus protection and setting the POD to automatic update and scanning. The Department of Educational Technology maintains a page listing free and open source **Anti-Virus and Firewalls** software at the following link: <http://goo.gl/6xqJs>. This page includes freely available computer anti-virus programs.
- Diocesan schools will not support hardware or software issues with non-school purchased personal computers, printers, or peripherals at school.
- The Diocese of Youngstown and its schools will not be responsible, financially or otherwise, for unauthorized transactions conducted at school and over the school network.

The schools in the Diocese of Youngstown take available precautions and use firewalls and filter to restrict/limit access to controversial materials and also have alerted students to the risks of the Internet and the use of computer/telecommunications devices; however, on a global network it is impossible to control all communication and materials.

Regulations and Guidelines

Security, Safety and Privacy Violations, both Policy and Legal, when Using a POD at School

As a student of the Diocese of Youngstown I agree to not:

- take pictures, videos, or recordings of students, faculty, teaching staff or administrators with a POD without their knowledge and permission;
- fail to use the school filtered network to access the internet;
- destroy, intrude upon or harm the network monitoring software or applications;
- violate copyright laws or plagiarize;
- use a device for any type of cheating as referred to in the STIAUP; and
- use a device for personal purchases of any kind while on school premises.

Any violation of security, safety and privacy regulations and rules of the school and/or Diocese or civil law, when using a POD at school, is subject to disciplinary and legal action as listed in the Student Technology and Internet Acceptable Use Policy (STIAUP).

Network access is a privilege that may be revoked for any reason at the discretion of the administration.

Security, Safety and Privacy Violations Regarding Blogging, Wikis and Using Social Networking

*Students should be creative, thoughtful, and proactive in building **digital footprints** that contribute to their personal growth. Students should act in a way that makes their parents, the Diocese of Youngstown and its schools proud. Students should be aware that colleges and universities, scholarship committees, potential employers, and internship supervisors may monitor these sites as a way of assessing and selecting applicants.*

As with any electronic communication, blogging, wikis and social networking paths have value in a school environment when it is used for collaboration and communication between students about educational materials. When using these internet resources, students must be committed to digital citizenship and use technology resources in ways that promote an educational environment that follows the philosophy, principles and teachings of the Diocese of Youngstown and the Roman Catholic Church.

Rules and regulations for participating in social networking are for activity done both in and out of school when such: a.) creates a hostile environment; b.) infringes on the rights of staff or student(s) at the school; and c.) disrupts the educational process or the orderly operation of a school. Text or photos placed online should be considered by the user as a public document or image. The school Student Code of Conduct and all technology related policies apply. All users are subject to civil laws as well. Students are to report any misuse of the network to a teacher or administrator.

As a student of the Diocese of Youngstown I agree to not:

- transmit hurtful or damaging information or comments as outlined in the STIAUP to mistreat, embarrass or disrespect any member of the school community;
- transmit and display/share personal information, inappropriate images or content using a POD of students, faculty, teaching staff or administrative staff;
- post or share falsified information using a POD regarding students, faculty, teaching staff or administrative staff;
- use names, initials, logos, pictures, or representations of the students, faculty, administration or other individuals that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate including but not limited to comments, cartoons, jokes, unwelcome propositions or love letters;
- access any Internet site deemed inappropriate by the administration;
- engage in conduct that violates safety, security and privacy regulations and guidelines in this policy and the STIAUP (e.g., any forum to intentionally mistreat, embarrass or disrespect other students, families, alumni, faculty, administration or other members of the school community); or
- electronically transmit any material in violation of school policy or any federal or state laws or regulation.

Teaching staff and administrators have the right to deny student's access to blogs, wikis and social networks at school if inappropriate behavior is evidenced including poor network etiquette.

Accepted Rules of Network Etiquette

Students must be committed to using digital citizenship when using technology resources by applying **network etiquette whether personally owned or school owned**. Network etiquette is

another practice that ensures an educational environment that follows the philosophy, principles and teachings of the Roman Catholic Church. Network etiquette includes:

- **Being Polite:** Remember, what is written or posted can be viewed globally;
- Using *appropriate language and refraining from making offensive remarks and sharing offensive material*;
- **Respecting Privacy:** Remember, email and other postings on the Internet are not guaranteed to be private. You and others are put at risk when personal information is shared on the Internet.
- **Connecting fairly:** Avoid slowing the network.

Definitions:

- **Blogging** is written postings or other content on a publicly available Internet site by an individual and includes photographs, drawings, videos, or any other graphic or audio information. “Video-blogging” (live and/or taped video content) broadcast on the Internet.
- **Social Networking** is texting, instant messaging, Facebook, Twitter, MySpace, LinkedIn or similar used for communicating with other individuals.

Consequences

Consequences for inappropriate and unlawful behavior are outlined in the Student Technology and Internet Acceptable Use Policy and also apply to a violation of this Personally Owned Device Policy. In addition:

- Deliberate or careless transmission, publication or postings of person’s private information, falsifying information and posting inappropriate or harmful material as outlined in the STIAUP will result in disciplinary action up to and including expulsion.
- Bypassing the network monitoring software or applications considered intrusive by the school is a serious offense, and will result in disciplinary action, up to and including expulsion.

Refer to the Student Code of Conduct that is found in the parent/student handbook for potential consequences. In some circumstances parents can be held responsible for student’s acts according to Ohio law. Students and parents or guardians must sign the Personally Owned Device Policy Agreement before a student will be permitted to use such devices and the Internet at school. In granting this permission, parents/guardians and students release any and all claims against the Diocese and school for damages, theft or loss of Personally Owned Devices and their peripheral components.

If as a parent or guardian you do not consent to having your student use a personally owned device in school, you may verify that information by sending a written letter stating such.

Links

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

Ohio Revised Code §§ [3314.21](#) on web content filtering

Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#) on cyber-bullying

<https://www.ohioabar.org/ForPublic/Resources/LawFactsPamphlets/Pages/LawFactsPamphlet-23.aspx> See “**What should I know about my children’s Internet use?**”

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

www.copyright.gov/fls/fl102.html Copyright Law and United States Fair Use