

**Diocese of Youngstown
Elementary School Parent/Student Handbook**

*ST. BARBARA SCHOOL
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2021-2022



A Stark County Catholic School

Introduction

St. Barbara School handbook was created to assist students in successfully completing a school year. **It is required that students and parents read this guide together, both sign the last page, and return the bottom portion to school by Monday, August 23rd, 2021.** The SBS faculty are firm believers that parents play a crucial role in their child's development at school. As educators, we are committed to creating a partnership with parents that will facilitate your child's learning throughout the year. Our vision is to guide students into becoming well rounded individuals who are able to succeed in the 21st century. It is a blessing to be able to teach within the Catholic Faith. Whether your child is just beginning their first year or completing their last year, SBS students' behavior, words, leadership, respect, and conduct must set a positive example whether in school or out of school. All students should work on being the "BEST" version of themselves.

Be caring toward others,
Excel in all school activities,
Show respect toward others, and
Take responsibility for my own learning.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact me.

Ally Alexsonshk, Principal

Saint Barbara School Emails

Location	Teacher/Staff	Email
<u>Administration</u>		
Main Office	Lisa Spinden	lspinden@youngstowndiocese.org
Principal's Office	Ally Alexsonshk	stbarbaraelem@youngstowndiocese.org
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<u>Preschool</u>		
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<u>Elementary School</u>		
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<u>Middle School</u>		
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Social Studies & Reading	Olivia Casenhiser	ocasenhiser@youngstowndiocese.org
Math & ELA	William Ress	wress@youngstowndiocese.org
<u>Other Staff</u>		
Clinic Nurse	Toni Wilhelm	twilhelm@saintbarbaraparish.com
Hot Lunch	Jessica Cooper	jcooper@saintbarbaraparish.com
Music	Lisa Putman	lputman@youngstowndiocese.org
Gym	Elizabeth Balizet	ebalizet@youngstowndiocese.org

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Guidelines and Implementations

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

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to act 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. The signature form will be distributed with the copy of the handbook and the form must be signed and returned within 5 business days of receiving it. 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).

PHILOSOPHY OF EDUCATION/MISSION STATEMENT

Diocesan Philosophy of catholic Education

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

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

School Mission Statement

Guided by the Holy Spirit to instill discipleship.

Accreditation

Our school is chartered by the state of Ohio through its accreditation through the Ohio Catholic School Accrediting Association (OCSAA). The purpose of the OCSAA is to strengthen Catholic Identity and Mission, to engage Catholic schools in ongoing improvement of student learning, and to insure OCSAA Standards are fully operative in our school.

Parental Role

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

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

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

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

Statement on Family/Custodial Situations

Family/Custodial Situations-Relationship with The School

St. Barbara School is finding an increasing number of families experiencing transitions in parental custodial relationships. In response to these transitions Ohio law continues to evolve. For these reasons, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In situations where the child resides with both natural parents and both natural parents reside at the same address, all notices, communications, etc. will be sent home with the child and it is assumed that both natural parents are communicating regarding the child and that all information is shared by and between the natural parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussion with school personnel and tuition statements. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address.

In families experiencing separation of natural parents or pending divorce such that the natural parents do not reside at the same address, the above information will be sent home with the child for review by the natural parent who currently has care of the child. It is assumed that this information is shared by the natural parents and between the natural parents. Since this situation frequently impacts on a child's achievement and interactions at school, natural parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address. School personnel cannot proceed on hearsay, rumors or demands of a natural parent, but only with the appropriate documentation detailed below.

In cases of a final divorce decree or the issuance of a final judgment entry by a juvenile court wherein the natural parents were never married, which decree or judgment entry grants custody to one natural parent, the principal is to be informed by the custodial parent of this fact. A certified copy of the first page of the decree or judgment entry bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. It shall be the responsibility of the natural parents to provide the school with certified copies of any subsequent court orders and/or judgment entries which impact the custody of the child. Unless the decree and/or judgment entry indicates otherwise, school communications and daily classwork and papers will be sent home with the child to the custodial parent. It is requested that the custodial parent share this information with the noncustodial natural parent. Custodial parents should understand, however, that unless the divorce decree or judgment entry specifically limits the noncustodial natural parent's right to access records, the noncustodial natural parent has a right to the same access as the custodial parent and as such the School will release the child's records directly to the noncustodial natural parent upon written request of the noncustodial natural parent. Furthermore, it is the policy of the School not to release a child's records directly to a step-parent, boyfriend, girlfriend, and/or other acquaintance of a natural parent. "Records" includes but is not limited to official transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions.

Further, you should realize that, unless restricted by court order, any noncustodial natural parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children. If noncustodial parents desire to receive communications directly from the school, then in such event, the noncustodial parents must provide the school with a sufficient supply of self-addressed stamped envelopes to receive notices of school activities.

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

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both natural parents wish to be present. It is assumed that natural parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference

further insures that both natural parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal subject to review by the School's legal counsel. Every effort will be made to keep communications open with both natural parents while, at the same time, avoiding duplication of services and excessive demands on the teacher's time.

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

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

ADMISSIONS

General Admission

A general registration period is usually held from January-August each school year for the next school year. New students are generally accepted for entrance at the beginning of the school year, however, under special circumstances, new students may be admitted at any time during the school year. A review of incoming students' records by the Principal, a grade level screening, and a meeting with the Principal are required before students are admitted to St. Barbara's. ***All new students are on a trial period for nine weeks (1 quarter) as a means of ensuring it is an appropriate match between child and school.***

When more students apply for admission to St. Barbara Catholic School than can be accommodated, the selection is as follows:

- Children of Parishioners and date of registration w/St. Barbara School.
- Children of families moving into the area, joining the parish/date of registration w/St. Barbara.
- Children of non-parishioners and date of registration w/St. Barbara Parish.

General Requirements for Admission

Admission is contingent upon receipt of the following:

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

Kindergarten and First Grade Admission

The Ohio Revised Code (Section 3321.01) provides that no child shall be admitted to the first grade who has not successfully completed kindergarten. Upon the request of the parent, this requirement may be waived in the case of a child who is at least six years of age by the thirtieth (30) day of September and who demonstrates that he/she possesses the social, emotional, and cognitive skills necessary for the first grade. The principal shall establish a committee of selected school personnel who will advise if a waiver is to be granted.

School Age - The Ohio Revised Code (**3321.01**) provides that no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age on or before September 30 of the year of admittance.

Children who become five or six before September 30 are "of age" for kindergarten and first grade respectively.

All new students are screened/reviewed prior to acceptance into the school

Additional Requirements for Admission for 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 disability provided that information does not discriminate (automatically prohibit a student from applying).

Preschool Admissions

We offer a preschool program for children who are 3 and 4 years old. For more information regarding St. Barbara's preschool program please refer to the Preschool Handbook.

Foreign Student

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

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

Also required of the incoming student is:

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

Class Placement

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

Nondiscrimination Clause

"Education is one of the most important ways the Church Fulfills its commitment to the dignity of the human person and the building. of community. All students are valued for their own worth. The Gospel spirit is one of peace, love, patience, and respect for others. *To Teach as Jesus Did*

Therefore, there will be no discrimination against any student because of race, color, gender, and national or ethnic origin. Such discrimination violates the basic teachings of the Catholic Church and the law of this nation.

See Appendices- Student Non-Discrimination Policy

Non-Catholic Students

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

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

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

SPIRITUAL DEVELOPMENT

Religious Programs

As a Catholic school our primary purpose is to provide an instructional program permeated with sound Catholic beliefs. Religious instruction is a part of the daily curriculum preceded by an opening prayer broadcast to the entire school.

Weekly liturgical celebrations carefully planned by the pastor and selected classroom teacher help all students focus on the importance of the Mass. Parents are welcome and encouraged to attend when possible. In addition to the weekly liturgies, attendance at Holy Day Masses is arranged for all grades.

Other special religious observances which the children are involved include: Blessing of the Animals on St. Francis of Assisi's Feast Day; All Souls Day activity; Lenten Stations of the Cross; and May Crowning activity.

Sacramental Preparations

Classroom instruction to prepare Catholic children to receive the sacraments for the first time is a regular part of the second-grade curriculum. Catholic students in grade two are prepared to receive Reconciliation and First Communion. A series of parent sacramental meetings are held during the school year leading up to the reception of the sacrament; attendance at these meetings is required.

Mission and Stewardship activities

Giving of time, talent and treasure is taught and reinforced through a variety of learning activities. Depending on the grade level, students are presented with many activities whereby they are able to demonstrate their commitment to Christian service. Some of the stewardship efforts include giving opportunities sponsored by the Propagation of the Faith, Christian Relief Services, American Red Cross, and Goodwill.

Recognition of Christian Virtues

Students are encouraged to imitate Jesus in their daily lives both at home and at school. The school formally recognizes students on a regular basis for public display of Christian behavior. Emphasis is placed on an individual's demonstration of Christian virtues in the classroom, on the playground, and wherever a school function is held.

ACADEMICS

Curriculum/Courses of Study

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 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 (Writing, Grammar, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education, Spanish. More information about our curriculum can be found on our website- SBSMassillon.com

In the event that remote learning is mandated, a specific plan will be enforced. This plan will be provided to you for your review.

Internet Safety/Technology Curriculum

Annually, students are to be taught appropriate use of and about safety on the internet. This includes, but is not limited to, cyberbullying awareness and response, online etiquette, social networking, website use, learning management system use, chat rooms, etc.* In addition, students are to be taught about the following*:

- Safety and security when using email and other forms of direct electronic communications;
- Unauthorized access including "hacking" and other unlawful activities;
- The harmful effects of unauthorized disclosure, use, and dissemination of personal information.
- Copyright infringements and other related violations.

For the 2021-2022 school year our teachers are participating in certification requirements for our school to be certified as a Common-Sense Media school. For more information about this certification please contact the principal.

Textbook Selection

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.

Progress Reports

Progress reports will be sent home every 4-5 weeks or at the discretion of each teacher. It is the responsibility of each parent to monitor their child's grades/progress throughout the year using our FACTS Student Information System (FACTS SIS).

Students who receive special services will have additional progress reports sent home throughout the school year. Services include but are not limited to IEP/ISP, speech, and title 1.

Students with Special Needs

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 applied 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 students is given through various awards.

Principal's List

- Students in grades 4-8 are eligible.
- Student earns all A's in all major classes and specials for the quarter.
- Student must not have any discipline write ups or referrals for the quarter.
- Student must display integrity and always do their B.E.S.T.
- Selection is unlimited number of students each quarter.

Honor Roll

- Students in grades 4-8 are eligible.
- Student earns A's and only one B for the quarter.
- Student must not have any discipline write ups or referrals for the quarter.
- Student must display integrity and always do their B.E.S.T.
- Selection is unlimited number of students each quarter.

Disciple Award

- Students in grades K-8 are eligible.
- Student must demonstrate positive character values in everything they do.
- Student must demonstrate Christian leadership and the virtues of faith, hope, and charity.
- Student must not have any discipline write ups or referrals for the quarter.
- Student must display integrity and always do their B.E.S.T.
- Selection consists of two students in each group (elementary k-3, middle school 4-8) each month.

Character Award

- Students in grades preschool-8 are eligible.
- Student must demonstrate positive character values in everything they do.
- Student must not have any discipline write ups or referrals for the quarter.
- Student must display integrity and always do their B.E.S.T.
- Selection is unlimited number of students each quarter.

Academic Excellence

- Students in grades K-3 are eligible.
- Student earns all 3's (meets or exceeds the standard independently) for the quarter.
- Student must not have any discipline write ups or referrals for the quarter.
- Student must display integrity and always do their B.E.S.T.
- Selection is unlimited number of students each quarter.

Testing and Assessments

The school's various testing programs are 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. Please contact the principal with any questions regarding testing and assessments.

Standardized tests are administered as follows:

Test/Assessment	Grade Level	Date
ITBS (Iowas)	K, 1, 2, 3, 4, 5, 6, 7, 8	Spring
CoGat (Cognitive abilities)	2, 4, 7	Spring
3 rd Grade Reading Guarantee	3	Fall
ACRE (Religion)	5, 8	Spring
STAR Reading	1, 2, 3, 4, 5, 6, 7, 8	Ongoing
STAR Math	1, 2, 3, 4, 5, 6, 7, 8	Ongoing
STAR Early Literacy	K *if a student performs well they may take the STAR reading or math assessment	Ongoing
KRA (Kindergarten Readiness Assessment)	K	Fall

Grading and 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 which are incorporated into the teachers' plans for daily instruction.

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. Student progress is available online through FACTS SIS. Parents can use FACTS to view assignments, comments, 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.

Report cards are issued at the end of each quarter and progress reports are issued half way through each quarter. Parents will receive a copy of their child’s report card each quarter. Parents are required to sign and return an acknowledgement of report card receipt within 1 week from the date the reports are sent home. For any parent who has an outstanding tuition/unpaid bill from the school, the school reserves the right to withhold the final report card until the bill has been paid.

The grading scale for the Diocese of Youngstown

<p>K-3 Grading Scale (Standards Based)</p> <p>3 = Mastery 2 = Developing 1 = Not Yet Developed 0 = No Evidence</p>	<p>4-8 Grading Scale</p> <p>A = 93-100% B = 85-92% C = 75-84% D = 67-74% F = 0-66%</p> <p>An asterisk on the report card indicates an accommodation and/or modification has been made according to documentation outlined in the student’s confidential file.</p>
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Standards Based Grading Scale (only for K-3)

The 3, 2, 1 symbols are simply placeholders for a level with a much longer description of evidence and should not be compared or equated to a letter grade or percentage. The level is then derived from collected evidence that shows progress toward meeting specific outcomes as described.

The general scale descriptors are as follows: **3 - Mastery** - Student demonstrates mastery by meeting or exceeding the grade level standard expectation at a specific point which is reported at the end of the term. Mastery can be determined by the student’s independent performance based on the most recent score or consistent success over time. **2 - Developing** - Student is progressing toward the grade level standard expectation for the term and applies skills with increasing success. Accuracy, quality, and level of support needed varies. More complex understanding has not developed. Note: Students may have achieved part of the standard but not all or they may be able to complete tasks with lower levels of cognitive demand. **1 – Not yet developed** - Student is showing limited evidence and progress toward meeting the grade level standard expectation even with guidance and support. There are significant gaps in learning. **0 - No evidence** due to lack of attendance.

Access to Online Grades

Grades and attendance information is available to parents online. This feature allows you another avenue with which to view and stay current with your child’s progress. This does not take away the responsibility to monitor paperwork and assignments that come home. A grade is only an overall summary at a point in time and does not give the complete picture of student learning. Learning and education are so much more than a grade. All of us must be careful not to reduce education to “What grade did I get?” When you view attendance, all absences and tardies will appear regardless of the reason. The handbook policies for attendance awards are still in effect. Please continue to communicate with your child’s teacher about questions and concerns. Access to grades online will reflect current school policy on tuition and fees.

Promotion/Retention Policy

St. Barbara School believes all children can learn. The amount and style by which they learn and the speed at which they do so may vary. If a student is unable to meet the basic criteria used for promotion, and all other resources and interventions have been exhausted, the principal, teacher(s), psychologist, and parents shall meet together to discuss plans for the student for the next year. 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. Upon evidence that the stipulations in the Conditional Placement Form have been met and the child has demonstrated satisfactory progress in meeting the objectives of the intervention, the child will be promoted to 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.

3rd Grade Reading Guarantee

Beginning July 1, 2015, any third-grade student who attends a chartered non-public school on an Ed Choice Scholarship is subject to the third-grade reading guarantee retention provisions under ORC 3301.163 (exemptions also apply). While non-Ed Choice scholarship students are not bound by the third-grade reading guarantee, research bears out the importance of strong reading skills by the conclusion of 3rd grade. Thus, all K-3 students should be administered an approved screener each fall. Students identified as having below-grade level skills must receive intentional intervention as needed.

Any student who must be retained in third grade as a result of the Third Grade Guarantee and demonstrates grade-level achievement in ALL subjects other than reading, may attend fourth grade classes for all subjects other than reading. The student's grade of record will remain grade three and the student must be provided with reading instruction at his/her reading level.

For each kindergarten or first-grade student identified as having reading skills below grade level, the school shall do the following:

- 1.) Share the test results with the student's parent or guardian.
- 2.) Create a Reading and Monitoring Plan (RIMP) and continue to monitor the student's reading progress.
- 3.) Provide intentional intervention in reading if the student shows a lack of progress.

For each third-grade student identified as having reading skills below grade level, the school shall do the following:

- 1.) Notify the student's parent or guardian, in writing, that the student has a deficiency in reading.
- 2.) Notify the student's parent or guardian that if a third-grade student does not attain a promotion score on the OST English Language Arts test or an approved alternative test, as the student will be retained, unless exempt.
- 3.) Create a Reading and Monitoring Plan (RIMP) and provide intentional intervention in reading.

For each student not earning a passing grade on the prescribed third-grade assessment the school shall do both of the following:

- 1) Provide notification, in writing, that the student did not attain a passing score on the assessment prescribed to measure English Language Arts for third graders and the student will be retained unless the he/she is exempt.
- 2) Administer an approved alternative assessment prior to the start of the following school year. State approved alternative assessments may be taken twice during the school year and once during the summer for a total of three administrations. More than one type of alternative assessment may be used.

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. Please check with your child's teacher for specifics.

Graduation Requirements

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

EDUCATIONAL RESOURCES

Textbooks

The principal and teachers select textbooks 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 any books or resources they use. All books must be carried to and from school in a book bag or plastic bag.

Parents will be charged fees for any damaged, lost, or stolen textbooks. All families must be in good financial standing with the school in order to re-enroll for the next school year.

Supplies

It is the parent's responsibility to ensure students have the proper and necessary supplies for the school year. Supply lists are available on the school website. Supplies are to be purchased in accord with that list. Families who struggle financially to purchase supplies may contact the school for resources and eligibility for assistance.

Additionally, there is a \$10 supply fee for each student. The school uses this to purchase grade level or content specific supplies as a classroom necessity or enrichment opportunity. If classroom supplies purchased by the school or teacher are broken by a student the parents may be assessed a fee to fix or replace that supply item(s). All families must be in good financial standing with the school in order to re-enroll for the next school year.

Technology

St. Barbara School has numerous devices and technology resources for students to use throughout their school day. All devices and resources are property of the school or the auxiliary services program. Students are loaned or assigned devices to use, therefore they are responsible for properly using and handling such devices.

If a device is broken, lost, or stolen that is loaned to a student the parents may be assessed a fee to fix or replace that device. All families must be in good financial standing with the school in order to re-enroll for the next school year.

Student Technology and Internet Acceptable Use Policy

The schools in the Diocese of Youngstown, provide information and communication resources, and acquire, develop, and maintain devices, systems, and networks as a part of our mission to promote excellence in education. The following agreement aims to ensure that safety and privacy are regarded and students' educational experiences are enhanced through the use of technology. It is the belief of the Diocese that students' productivity, efficiency, effectiveness, creativity, and the preparation for future studies and endeavors is achieved through innovative practices while using technology. Protecting users and school resources requires respectful, moral, and ethical behavior characteristic of the teachings and principles of the Roman Catholic Church. Students in the Diocese of Youngstown will have access to the Internet. Parents are expected to encourage their child(ren) to exercise personal safety and security, and utilize the guiding principles of digital citizenship

This policy specifies the expectations that allow for a safe, and courteous environment, where academic integrity is honored, and respectful behavior is demonstrated in regard to communication with members, and the use of school devices, resources, and the components of the network, both locally and globally. The policy also addresses legal responsibilities of members and institutions. Although no set of policies and procedures can state rules to cover all possible situations, the schools in the Diocese make efforts to protect the users and its system through educating students about Internet safety and by using firewalls and filtering software. We are in compliance with the *Child Internet Protection Act and The Protecting Children in the 21st Century Act*. However, no system or network is considered full-proof.

Important Considerations

- Technology resources are to be used for educational purposes only.
- Students will be educated in digital citizenship annually.
- Local school's policies, related Diocesan policies, and the Student Code of Conduct concurrently apply.
- Users are subject to legal requirements as well. (See link to Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#))
- The policy applies to access to the Internet through the school network whether equipment is owned by the school *or the student or student's family*.
- The policy applies to access to the Internet with personally owned devices with personal data plans (i.e. 4G and 5G networks).
- Students are responsible for all activity performed using *a personal login or account, whether or not they were the user*. Therefore, students must take care to *safeguard passwords* and follow procedures. If students become aware of, or suspect any breach of an account, they must notify a teacher, administrator, or technology coordinator of the suspected breach.
- In some instances, the policy applies to technology resources and school owned devices. whether or not on school property (See the section: Violations of the Responsible Use Agreement).
- The Student Technology and Internet Responsible Use Policy is contained in the Family Handbook. Students and a parent or guardian, as stated, are required to sign the Family Handbook Agreement Form which indicates acceptance of and compliance with this policy.
- The use of school systems and equipment is a privilege and use may be revoked by an administrator, technology coordinator, or other designated school official for misuse or violation of the agreement.

Related to Safety

A student of the Diocese of Youngstown agrees to not:

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

Related to Privacy and Security

A student of the Diocese of Youngstown agrees to not:

- use a student or staff password to access an account.
- access or attempt to access files or accounts, including G-Suite applications, belonging to another student or school employee without express permission from the owner.

- take pictures or record video, and/or audio on school property or within a remote learning environment without the express permission of a school staff member and persons involved. Parental permission may also be required.
- use and/or publish a photograph, image, video, personal information or likeness of any student, or diocesan employee without the express permission of that individual. Parental permission may also be required. Last names should always be omitted. See link to the Children's Online Privacy Protection Act (COPPA).
- hide one's identity and/or pretend to be a school member* and communicate via email, or messaging apps, photos, or videos.
- create any website or blog and post identifying information, a photo, image, video, or work of a school member* except with the express permission of that individual and a school official. Parental permission may also be required. The use of last names should always be omitted when posting on the Internet. Students should be careful to not share personally-identifying information online. (See link to the *Children's Online Privacy Protection Act* and to *Ohio Revised Code* §§ [2917.21\(A\)](#), [2913.01\(Y\)](#))
- create accounts or use apps or sites for school business when under the allowable age as in terms for the app or website.

Related to Educational Integrity

A student of the Diocese of Youngstown agrees to not:

- use diocesan and school created email and G-Suite applications for communications unrelated to schoolwork.
- access social networking sites or gaming sites or apps while in a school session, except for educational purposes, and with the permission and supervision of the responsible school official.
- access websites or apps while taking online quizzes or tests without a teacher's prior approval.**
- use an unauthorized device while taking a quiz or test without a teacher's prior approval.**
- transmit or share information or images of quizzes or tests through texting, photography, or any other electronic means without a teacher's prior approval.**
- share passcodes and passwords for learning platforms unless given express permission by a teacher or administrator.
- access or attempt to access private school record-keeping software, including, but not limited to, online grade books, attendance software, report card/transcript records.**
- delete files, deny or attempt to deny school members* from gaining access to their files or work.
- use the intellectual property of others including fellow students or teachers, to share, copy, plagiarize, and/or profit, without proper citation and express permission from the owner.
- use any copyrighted material, including text, music, software, files, pictures, video or graphics from any Internet or software source in violation of United States Fair Use copyright laws.
- violate program or software license agreements (i.e. modify, copy, share protected media).

Related to Network and Systems Stability and Privacy

A student of the Diocese of Youngstown agrees to not:

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

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

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

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

*Student, school or diocesan staff

** Consequences for academic cheating may also apply.

Violations of the Student Technology and Internet Responsible Use Policy

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

Social Media

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

Liability

The Diocese of Youngstown and its schools have taken available precautions to use firewalls and filters to restrict/limit access to controversial materials. Best efforts to avoid the collection and release of any student data for anything other than educational purposes will always be carried out when using apps or websites. Students and their parents are alerted to the risks of the Internet and the use of technologies. However, on a global network it is impossible to control all communication and materials. Refer to the Children’s Internet and Protection Act and Protecting Children in the 21st Century Act.

It cannot be guaranteed that functions and services provided by the schools operate error free or without defects. Therefore, the Diocese of Youngstown and its schools will not be held liable for loss of data and interruptions of service. The Diocese of Youngstown and its schools will not be responsible for damage or harm to any personal devices, files,

data or hardware brought to school by students. The Diocese of Youngstown and its schools will not be responsible, financially or otherwise, for costs arising from unauthorized use of the systems or network, for unauthorized transactions conducted over the school network, or for any communications or transactions in violation of this Student Technology and Internet Responsible Use Policy.

Student Applications and Permissions

The use of technology in education is integrally related to a quality instructional program. The following items describe what platforms may be used. If a parent wants to opt out of any of the following, a written letter must be sent to the school principal indicating what the opt out request is and the reason for the request.

- **Google Apps for Education Account**

All email passes through Google’s Postini security system and students’ school accounts are restricted to receiving correspondence **only from school or district account holders** unless it is requested by an administrator that select educational institutions or programs are granted access. Please read the privacy policies associated with use of Google Apps for Education at <http://www.google.com/a/help/intl/en/edu/privacy.html>. The account will also include access to cloud storage, document and information exchange with Google Drive, Google Classroom, Google Slides, Google Forms, Google Sheets, Google Calendar and Google Keep.)

- **Student Personally Owned Device Agreement**

When students use a personally owned device at school, they must follow the terms of this policy when accessing the Internet. In addition, the student is responsible for safeguarding and maintaining the device.

- **Remote Learning Platform**

While remote learning is seldom an optimal substitution for face-to-face instruction and interaction, continuing to instruct and communicate with your student is essential when circumstances occur where face-to-face instruction must be suspended. This could be due to a health crisis (ex. COVID 19) or another cause. Internet-based tools such as Google Meet and Zoom may be used for audio and video instruction. Platforms such as Class Dojo, See Saw, and Google Classroom may be used to share and receive information and assignments. Other approved educational web-based services, applications*** and websites may be used at the discretion of the teacher.

In remote learning periods, a classroom teacher may conduct virtual classroom instruction. Video and audio may be used for teaching purposes, and at times may record classroom activities for educational use/ purposes. In the process of recording, a child's face may be seen, a voice may be heard. And a first name of a student may be used. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real time. The recordings will be stored, accessed, and disposed of within the confines of school accounts. Students are permitted to access such recordings within the school account in which they were distributed. They may not share or post to any other technology device or application.

The school filters and restricts access to controversial materials from school computers. However, web-based content accessed outside the school could put the student in contact with objectionable materials. It is the responsibility of the parent/guardian to restrict any access to materials deemed inappropriate.

***Many of the Terms of Service and or Privacy Policies for *some* applications (e.g., Class Dojo, Remind, Zoom) state that due to federal law, any users under the age of 13 must obtain parental permission. An email address and a first and last name may be required to create a username, however, students are not required to have their own account.

If remote learning is mandated due to a health crisis or other reason, the school will assist parents in providing access to a device or internet access. Participation in remote learning should be under the supervision of a parent or guardian. School policies and regulations are in effect, including, but not limited to this policy and the School Code of Conduct.

- **Photo/Visual Recording***

A student may be photographed or videotaped at school. This includes the possibility of publishing a photo or video in a publication, on the school website, on social media platforms or another publication that is deemed appropriate for informational and instructional purposes. In addition, a child may be photographed for the class picture, the yearbook, and other school paper publications.

At times students may be photographed for a community newspaper or for publications to be used outside of the school (ex. Marketing brochure).

*Parents may send a letter to the school principal to opt out of any aspect of the Photo/Visual Recording.

- **Publishing of Student Material**

Student work will be published within the confines of Google Classroom or another remote learning platform used by the school.

A student's work material may be shared in publications, on the school's website, or other social media platforms under their first name and last initial.*

If a full name of a student is required for publication of student work in a public communication, parent permission will be sought.

*Parents may send a written request to the principal for a child to opt out of communications shared with the public.

Auxiliary Service Program

The State of Ohio provides diagnostic, remedial, health and therapeutic services. Materials strictly for student use, including textbooks and computers, may also be purchased. The Auxiliary Service Program may provide the following personnel: multi-subject tutors, speech/hearing therapist, guidance counselor, and health aide.

ADMINISTRATIVE AND GENERAL POLICIES

Calendar

The school calendar will be sent home within the first week of school. The calendar will also be posted on the school website at SBSMassillon.com. Extra copies as needed can be printed from the website.

School Day

Our school day is from 8:00am until 2:30pm. Extended care is available for students before and after school.

Arrival

1. The bell for students to enter the building rings at 7:45 AM. Students dropped off before this time will be sent to Morning Care. There is an additional fee for our Morning Care program.
2. The tardy bell will ring at 8:00 AM. Students who arrive after this time will be marked as tardy.

Dismissal

1. The bell for students to be dismissed from the building rings at 2:30 PM. Car riders and walkers will be dismissed from the Main Entrance.
2. Students who will be riding the bus (Massillon or Tuslaw districts) will be dismissed at 2:25 PM from the bus entrance/exit.

Any changes to how a student will be arriving or leaving school must be communicated to the office. Sending a note in with the student may be more convenient but the note may not make it to the office to communicate the change. Please call the school to speak with the secretary to communicate changes in student arrival and departure arrangements. It is helpful to maintain a regular routine of how the student will arrive and depart from school, please try to keep the routine if possible.

Attendance Policy

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. 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).

Students with excessive tardiness or absences may be placed on conditional enrollment. In addition, poor classroom attendance and performance may impact a students' eligibility to receive financial scholarships and participate in extracurricular activities including athletics.

Tardiness

A student is tardy if not present in the classroom at 8:00 a.m. 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.

Half-day Absence

If a student arrives after 10:00 a.m. or leaves before 12:00 p.m. he / she is absent for half a day. Please note that students who arrive after 10:00 a.m. are also considered half day absent and will also be marked tardy.

Absences/Leaving School

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. Please try to limit absences and leaving school as much as possible. To ensure your child does not miss core academic content appointments should be made for the afternoon, after school, or days that we are not in session. 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. 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 330-833-9510 by 9:00 a.m. if your child will be 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. All extended absences for personal reasons must be approved by the teacher and principal. For absences for medical reasons, the student must return to school with proper documentation/excuse note from a medical professional or facility.

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. Work that is not made up will be marked as incomplete and graded accordingly.

Make Up Work Due to Absence

When absence is due to an illness, 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 9:00am. These requests will be forwarded to the teacher who will send the work to the office by 2:30pm 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.

If work is requested by a parent in advance or during a students' absence, it is expected that a student will return to school with work completed.

Release of Students During the School Day

If a student leaves early or leaves and returns from a doctor appointment, etc., the parent must enter the building to sign the student in and out. Prior to signing a student out, communication must be made that morning informing the

teacher and school office 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.

Students will only be released to parent/guardians and those who are listed on the pick-up list. A driver's license is required to sign a student out.

Student Drop-Off and Pick-Up Procedures

All students who do not arrive to school via school bus will enter and exit through the main doors by the office. Students who are on campus before or after normal school hours will be sent to our extended care program. There is an additional fee for the extended care program.

Drive Through Drop-Off: Enter from 28th street on to Fr. Thomas Cebula Way. Stay to the right in the drop off lane. Students will exit on the right side and walk to the main entrance of the school. Proceed to exit the parking lot by making a slight left around the PLC. Exit to the left (pass the dumpsters) then on to 28th street. When entering the drop-off line students should be ready to quickly exit their vehicles to help keep the line moving.

Drive Through Pick-Up: Same as the drive through drop-off. Parents may enter from 28th street on to Fr. Thomas Cebula Way. Stay to the right in the drop off lane. Students will enter vehicles on the right side. Proceed to exit the parking lot by making a slight left around the PLC. Exit to the left (pass the dumpsters) then on to 28th street.

Park and Walk: For both drop-off and pick-up parents may park and walk over to the school's main entrance. Drivers should enter the parking lot from the west entrance off Lincoln Way. Parents should park and walk to drop-off or pick-up their child. To exit cars may drive behind the rectory building (near cemetery) and exit on to 28th street or they may exit out of the west entrance on to Lincoln Way.

School Bus Transportation

Students residing in the Massillon City School District or Tuslaw Local School District may be eligible to receive transportation to school via a school bus.

The policy regarding the eligibility of students for transportation by the Massillon City School District to St Barbara Catholic School is as follows: "Elementary students living over one mile from the school they are assigned must be transported. Students living within the mile may walk to an existing stop to ride, providing the bus is not over-crowded. We are consistent in this policy for public and non-public students."

If parents have questions regarding the eligibility for bus transportation by any school district, the transportation department for that respective district should be contacted. Due to insurance reasons, students are not permitted to ride the bus of another district.

The following Student Bus Safety Rules have been developed to insure the safety and welfare of all school bus passengers. Failure to abide by the following rules may result in disciplinary action including the suspension and/or expulsion from transportation services.

1. Students are to arrive at the assigned bus stop 5 minutes before the bus is scheduled to arrive and must wait a safe distance from traffic.
2. Students must enter and exit the bus calmly, sit in assigned seat if the bus driver so chooses, face forward, keep aisles clear and must remain seated until the bus stops for them to exit.
3. Students must talk in normal tones to keep the noise level down and be silent at all railroad crossings.
4. Students may not eat, drink or chew gum on the bus.
5. Students will not throw objects at the bus, inside the bus or out the windows of the bus.
6. Students will obey the bus driver at all times.
7. Fighting and crude, obscene language and/or gestures students are not permitted.

The school bus driver's main job is to focus his/her attention on driving the bus in order to transport children safely to and from school. However, the school bus driver is also the primary person in charge of maintaining behavior on the bus. The following policy will be followed and proper documentation will be recorded.

- **First Offense** – A written notification (1) sent home to the parents, must be signed.
- **Second Offense** – A written notification (2) sent home and a phone call to parents explaining that further disciplinary action at school will take place.
- **Third Offense** – If the student continues to misbehave on the bus then additional written notifications will be documented and sent home, the parents and student will be required to meet with the principal to discuss additional disciplinary action which may result in suspension or expulsion of bus transportation for that student.

Excessive bus misconduct may result in a student's loss of eligibility for school financial aid, enrollment, and participation in extracurricular activities including athletics.

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.

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 chaperone 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 Virtus training prior to the trip.

Liability

- a. Field trips are educational experiences afforded to students; however, no student has an absolute right to a field trip. Field trips are privileges, and student can be denied participation if they fail to meet academic or behavioral requirements.
- b. A parental permission slip must be secured for each participant. A student may not participate in the field trip if the school does not have the completed parental permission form.
- c. If an activity will take a group of minors away from their parents for any length of time or for any great distance, and authorization form for medical treatment must be obtained and carried with the group leader.
- d. The following chaperone to student ratio is recommended:

Preschool	1:4
Grades K-8	1:6

Transportation

- a. The means of transportation must be clearly noted in a cover letter and on the permission slip. Whenever possible, bus transportation should be provided. The use of private vehicles is to be discouraged.
- b. The parents should specifically agree to a mode of transportation noted in the cover letter or permission slip. When a parent has given permission for a specific mode of transportation, student should not be allowed to use any other mode of transportation unless the parent has given other directions for a specific instance.

- c. If parent drivers are used, the permission slip should read: "We request that our child be allowed to ride in a car driven by a volunteer parent."
- d. If a private passenger vehicle must be used, the principal must approve of this and the following must be verified by the driver.
 - 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).
 - 8. Drivers must comply with the Diocesan policy of completing the Virtus Class and BCI fingerprinting.

Beverages

Students are not permitted to bring glass bottled drinks to school. Pop as a lunch beverage is not permitted. Teachers are encouraged to have a water bottle policy for their classrooms: during COVID-19 every student is expected to bring their own water bottle. Drinking fountains will be turned off. Water bottles will be refilled during the course of the day if needed. Good hydration is important for optimal brain functioning.

Lunch and Milk Program

Our school currently offers a milk and hot lunch program. For more information, including menus, please see school website or contact the main office.

Regarding the 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. Students are required to bring a reusable water bottle to school every day for use throughout the day. 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. 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. Students should take lunch boxes and water bottles home daily to be cleaned and sanitized.

Extended Care Program

The Extended Care program at St. Barbara School is as follows:

Morning Care 6:45am-7:45am and After Care 2:30pm-5:30pm.

This program is located inside the school. Parents should use the main entrance(door#2) to drop off or pick up their children from extended care. Registration is required for your child to attend the program. A \$10.00 per family nonrefundable registration fee is required of any family wishing to enroll in the program whether on a daily or occasional basis. Additional information about rates and registration can be found on our website or contact the school office. Students from families with outstanding balances (not in good financial standing) will not be permitted to stay in the extended care program until all balances have been paid.

Morning Care (6:45am-7:45am) is a program designed for your child to have a safe and enjoyable experience when a parent needs to be at work earlier than our school officially opens. Even though Morning Care is a much more relaxed environment, children must follow the same rules and behavior expected during school hours. If your child has not eaten breakfast, please bring something with them to eat before they go to class. They may also work on homework, rest, read or play with a toy. Please escort your child to the main entrance and press the intercom button to be admitted. Do not drop-off a child and leave, all children must be walked to the door by a parent. ****If a snow day is in effect, Morning Care is cancelled. If your child is already here before school is called off, you must arrange for your child to be immediately picked up.***

After Care (2:30pm-5:30pm) is a program designed for your child to have a safe and enjoyable experience after school until you get off from work and can pick them up. The Afternoon consists of indoor and outdoor play (weather permitting). We ask that each family provide a common snack each month to share with all the children. Even though Aftercare is a much more relaxed environment, children must follow the same rules and behavior expected during school hours. Please park and walk to the main entrance of the school. Press the intercom button to be admitted. All children must be picked up by a parent/guardian or someone listed on their approved pick-up list (ID will be required). To make changes to the approved pick-up list call the school. A late fee (\$20 every 10 minutes) will accrue for students who have not been picked up by 5:30pm.

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 education records to parents, but documentation will be stamped "unofficial."

Transferring to Another School

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

Visitors

All visitors coming into the building need to sign in at the office and ask permission to visit anywhere in the building. "Visitor" badges will be issued after the person has signed in at the office. Visits and interruptions will be kept to a minimum.

Volunteers

Volunteers are encouraged at St. Barbara School. Many adults working in the lives of our students can enhance the educational program for them. Volunteers must abide by the DOY Child Protection Policy and the DOY Standards for Ministerial Behavior. All volunteers are required to have a current and valid BCI/FBI background check on file with the diocese as well as hold a valid Virtus training certificate in accordance with our Safe Environment Policy. All volunteers should check in at the school office or if volunteering at a school function then check in with the event coordinator. We suggest that each family provide volunteers for 2 or more school functions and at least 1 time helping with Bingo throughout the year. School events and fundraising events such as Bingo are critical to our mission of connecting our community to the education of our students. If you know of any other friends or family members who would also like to become volunteers for our school please have them contact the principal.

Parent and Teacher Organization (PTO)

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. The PTO is subject in all respects to the control of the school, and all parent

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

The parent organization should strive:

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

St. Barbara School PTO consists of executive and regular members. Executive members are voted in and approved by the school principal. Executive positions are president, vice-president, secretary, and treasurer. The executive members may determine that it is necessary to designate one parent from each classroom to serve as a representative. See PTO by-laws for more guidance.

Fund Raising

Any program of fund-raising at the school must have the prior approval of the principal. Fund-raising activities should be organized and executed so that the school program is minimally disrupted. Students may participate in and cooperate with worthy collections and fund-raising projects conducted by the school or parish. Students who are fund-raising on behalf of the school are not permitted to sell or solicit funds door to door, even if they have parents approval.

COMMUNICATION

School Communication

St. Barbara School is committed to open and ongoing communication with our parents/families. We understand that maintaining a two-way conversation with parents is essential for building relationships. These relationships are the foundation for a strong school system. Some of our school communication includes but is not limited to: email, text messages, phone calls, school newsletters (Bobcat Bulletin), website, Facebook page, ClassDojo, and church bulletin.

It is the parent's responsibility to ensure the school has the correct contact information. Please ensure that information you provide is correct and up to date so that important and emergency information may be appropriately communicated to you in a timely manner. If something does need to be changed with your contact information you should immediately contact the school to report the change.

Teacher Communication

Each teacher is required to put class policies and procedures in writing for parents and students at the beginning of the school year. Teachers will also include communication/contact information on these documents, or you may reference our school website for updated email contact information for all staff members. All teachers use Class Dojo, therefore all parents are required to connect to ClassDojo either via internet browser or app.

A classroom newsletter is to be sent home on a regular basis, at least once per month. It should contain pertinent classroom information and reminders as well as a summary of what content is being covered in the classroom. Regular posts on ClassDojo (daily or weekly) can be a substitution for sending home a classroom newsletter.

Parent Teacher Conferences

There are two scheduled parent-teacher conference days during the school year. These conferences promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. The first conference date of the school year is mandatory for all parents to attend. Accommodations of meeting virtually or over the phone may be made for parents if scheduled in advance with the classroom teacher. If additional conferences are needed throughout the year, an appointment may be made with the teacher for a mutually convenient

time. Scheduling information will be sent home prior to conferences through the teacher directly. Attendance at these conferences is a parental responsibility that should not be taken lightly. Please refer to the “Family/Custodial Situations” section at the beginning of the handbook for additional policies on conferences and records.

Telephone Messages

All messages for teachers or students will be handled through the school office. No student will be called from a class to the telephone except in case of emergency. Messages for teachers to call parents will be forwarded to the teacher through the school office. Permission to use the school phone by students is given only through the school office and is limited to cases of emergency nature. Students and parents are asked to make all necessary arrangements for the school day before the school day begins. To call home for books, homework, permission to go home with another student, etc. is not permitted. **Cell phones are never permitted to be used by students during school.**

Take-Home Communication

The Principal or his/her designee must approve all materials prepared by parents for release to the Parish or school community. Our “folder” system will be used to send home school correspondence. These folders are clearly marked as to what contents need to be returned to school. Please return the folders in a timely fashion so that they will be available for future use.

FACTS SIS System

Parents will be given a login for the new student information system (FACTS SIS). The system is designed for parents to keep up with student’s grades, school calendar, and other items. This new system will grow as new parts are implemented throughout the diocese.

School Closings

On any day in which classes are canceled due to severe weather conditions or under any other situation that administration and safety authorities deem necessary, all other school-related activities (school-sponsored social events, meetings, extracurricular activities or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. Exception is if the host team is in session. Information about school closings will be reported on our school website, sent out through our messaging system (email, phone call, and/or text), as well as reported to local news outlets when deemed necessary. When Massillon Local Schools is closed for inclement weather, St. Barbara School will also be closed.

Emergency Communication

In the event of an emergency, the school will use every means possible to contact parents and guardians in a timely manner. Please ensure that correct contact information has been provided to the office. If your contact information or the information for listed emergency contacts has changed please contact the office immediately to update this information.

Communicating/Release of Directory Information

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

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

Communication of Concerns

Calls concerning school policy, procedures, or student progress areas are encouraged and welcomed by the Principal and teachers. Generally, the Principal will deal with contacts concerning school policy and procedures. The appropriate

teacher will respond to contacts involving student progress or classroom issues. The Principal and teachers are always glad to speak with parents to help our students have a successful school experience. If a concern requires a meeting (in person or over the phone/internet) the parent must first contact the office to schedule an appointment convenient for all. It is important that parents and students understand that concerns need to be communicated in a timely manner so that we can respond promptly. Please do not wait to contact the teacher or school in matter concerning student health and safety.

HEALTH AND SAFETY

The health and safety of our students is of utmost importance. The following guidelines and procedures address this area.

Emergency Drills and Evacuation

All schools in Ohio are required by law to develop and provide training in a plan for fire evacuation (Sec.3737.29 of the Ohio Revised Code) and other emergency drills. All school personnel and students receive training in these procedures. The purpose of these drills is to teach students to evacuate the classroom and/or school building as quickly and safely as possible in the event of an emergency. It is essential that when a fire, tornado, or safety alerts are given, everyone is able to follow the established and practiced plan and evacuated tornado, and school safety procedures are posted in each room throughout the school building. Students must exhibit proper conduct at all times during drills and emergency procedures. Any student who does not exhibit proper conduct will be subject to disciplinary action. The safety of our staff and students is top priority at SBS. Regularly conducted drills will help ensure that students and staff know what to do in the event of an emergency.

Crisis Management Plan

The school has in place a Crisis Management Plan. Contact the school office in case of a crisis.

Health Screenings

The health of your child is appraised through teacher and nurse observations, health histories and screening tests. These evaluations are important to help our students be as free as possible from any health condition that may interfere with the learning process. These evaluations are conducted as a screening measure only; and, are not meant to diagnose health conditions. If a concern or deficiency is observed during these screening the school nurse will contact the parent/guardian. The following screenings are conducted at St. Barbara School;

hearing and vision in grades K,1,3,5,&7

postural screening in grade 5 and 7 or any requests from parents or teachers.

If your child has special medical needs or you have concerns about a physical or emotional condition, please contact the principal and school nurse. Emergency Action Plans regarding a student's medical needs or precautions can be made by the nurse with the parent's input.

School Nurse

We are fortunate to have the services of a school nurse. Her job includes managing the medication of students, attending to children who become ill or injured, teaching on health-related topics to both students and staff, conducting annual health screenings, and maintaining the student health records. The school nurse is available for conferences please contact the office to schedule a conference with the nurse.

Emergency Medical Forms

1. Each child must have an Emergency Medical Form completed and signed by parent or guardian on file in the school office, classroom, and principal's office.
2. The Emergency Medical Form MUST be completed by parents and returned to school during the first week of classes.
3. If the form needs to be changed, please contact the school office.

Medication

1. By state law and diocesan policy, all medication taken at school by students must be in the original container, be checked in, locked, and dispensed at the office, and be accompanied by a dispensation of medicine form signed by the child's doctor.
2. The person dispensing the medication will confirm the identity of the child and compare with the name on the bottle. A daily record of medication distribution shall be kept.
3. The office administrator is the primary dispenser of medication. Only in rare cases such as field trips will a teacher be asked to dispense medication. The principal will usually handle the dispensation of medicine in the absence of the office administrator. The nurse will provide any in-service necessary to the school staff for this task.
4. The nurse will inform the classroom teacher if there are any adverse side effects to watch for from taking the medication. Any observations to this matter should be immediately reported.
5. A student may self-administer medication with written permission of the parents in the presence of the school representative.
6. Inhalers are the exception to the medical rules above and may be kept on the child's person as long as it is registered in the nurse's office/school office and with the teacher.

Accidents and First Aid

1. Students and staff are required to report all accidents to the office immediately.
2. The staff will write up an accident or injury sheet (available from the nurse/school office).
3. All head injuries must be checked by the nurse/school office, who will notify school staff and parents as needed.
4. A seriously injured child will not be moved by school personnel (to prevent further injury) unless they are at risk of additional harm.
5. If we are unable to reach parents we will call the person listed on the emergency Medical Form. If emergency treatment is needed, a staff member will call 911 and accompany the child to the hospital and wait until the parent/guardian arrives.

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. Students are not permitted to return to school unless they have been fever and symptom free (without fever reducing medication) for at least 24 hours.

Chronic Medical Conditions of Students

The parent of any student on a continuing regimen for a non-episodic condition shall so inform the school principal and the student's teacher, and name in writing the student's supervising physician. If necessary, with parental written consent, the school nurse may communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures. The office will work with the teacher for assignments and home-work assignments as needed.

Hand Washing Policy

Purpose: To prevent the spread of communicable disease.

Policy: Staff members students, and volunteers will wash their hands in the following situations:

- a. After using the bathroom or helping a child use the bathroom.
- b. Before handling food or cooking utensils.
- c. Before and after eating.
- d. After handling items that may be soiled with body fluids or waste, such as blood, drool, vomit, urine, stool, or discharge from the eyes or nose.
- e. After handling pets or animals.
- f. After coming inside from outside play.
- g. After cleaning activities.
- h. Before putting on gloves to conduct first aid or to clean up a body spill with visible blood, and after completing first aid care or cleaning up a body fluid spill with visible blood.

- i. Before and after administering medication.

Staff will teach and assist children as needed. Procedures for proper hand washing will be posted by the sinks in each bathroom.

Hand Washing Procedure

Purpose: To outline the hand washing technique that will be used by staff, volunteers, and students.

Procedure:

1. Turn on water to a warm temperature.
2. Wet hands.
3. Using liquid soap from the dispenser, rub hands together vigorously for 20 seconds. If hands are very dirty, rub hands together longer.
4. Wash all surfaces including backs of hands, wrists, between fingers, under fingernails.
5. Rinse hands well under warm running water.
6. Use electric hand driers until hands are dry or dry hands with a paper towel.
7. Discard towel in trash can.
8. Use hand sanitizer when hand washing facilities are not readily available.

Chemicals and Hazardous Materials

Chemicals and other similar hazardous materials are to be handled with a level of care commensurate with their known characteristics. Students may only use chemicals and similar hazardous materials under the direct supervision of an appropriate faculty/staff member of the school. It is the responsibility of this person to instruct students on proper safety procedures. Protective eye devices are to be worn by all individuals engaged in or observing an activity using substances likely to cause an eye injury. All chemicals and similar hazardous materials are to be stored in a safe and secure manner.

HIV Confidentiality

The school system must consider both the child's right to privacy and the health and well-being of those in the school who are not infected with HIV. Personnel who have been informed of a child's health status must remain acutely aware that they are not at liberty to share that information. The parents or guardians may choose to disclose the health status of the infected child, but they are not required to do so. Education of staff and students is a better way of protecting the health of those who are not infected, as opposed to making public who is thought or known to be infected. An effective education program should be implemented whether or not an HIV infected child is known to be attending school. All school personnel should be aware and practice whenever possible the following infection control procedures.

Disease, Vaccinations, and Illness

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, pink eye, 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).

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.

Allergy Policy

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

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a **Food Allergy Action Plan**.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form. (available from the school nurse)
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide **updated** emergency contact information.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.

Student's Responsibility

- Should not trade food with others.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should always **LOOK** at the food being served.
- Should not trade food or beverages with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

School's Responsibility

- Comply with federal, state, and district laws and policies as applicable in the administration and storage of medicine and supplies required by students.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- The school nurse will manage the individual school plan in conjunction with the principal. The plan will be monitored by the school nurse and any changes made to the plan will be the joint responsibility of the nurse, parents, and principal with input from the physician as needed.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

- Designate school personnel who are properly trained to administer medications in accordance with the State regulations.
- Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Assure the rights of students without allergies are respected to avoid reverse discrimination.

Adapted from: School Guidelines for Managing Students with Food Allergies

The following organizations participated in the development of this document:

- American School Food Service Association
- National Association of Elementary School Principals
- National Association of School Nurses
- National School Boards Association
- The Food Allergy & Anaphylaxis Network

FINANCES

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.

Diocese of Youngstown Tuition Scholarship and Assistance Program

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.

Application Process & Requirements

- All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application form (available in English and Spanish) along with the processing fee payable to the private scholarship/financial aid processing service designated by the school.
- To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.
- The deadline for submitting applications to the scholarship/assistance service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.
- The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

Tuition and Other Fees

All schools have a cost per pupil figured into the budget for the school year. St. Barbara School’s cost per pupil is \$6,100.00. The tuition below begins with that cost per pupil and shows deductions as they apply to your family. Please do not hesitate to make an appointment to discuss any special circumstances that you may have regarding your tuition.

	Ed Choice Student	1 Student Family	2 Student Family	3 Student Family
Cost Per Pupil/year	\$6,100.00	\$6,100.00	\$12,200.00	\$18,300.00
Tuition non-Catholic	\$4,700.00	\$4,700.00	\$9,400.00	\$14,100.00

St. Barbara Catholic Scholarship		(\$1,600.00)	(\$4,115.00)	(\$6,630.00)
Tuition after St. Barbara Catholic Scholarship		\$3,100.00	\$5,270.00	\$7,440.00

A \$30 Registration Fee for new students due at time of application turned in.
 All families will register with FACTS to pay tuition if not paying in full.
 (Families paying in full will receive a 5% discount for cash or check only)

Ohio Ed Choice/Ed Choice Expansion Scholarship

Scholarships are available to students attending non-public schools. More information 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.

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. 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 after the start of the school year will be refunded under the following guidelines:

- I. Tuition will be prorated 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 the new school of attendance will be made after all tuition and fees have been paid and school property has been returned.

School Fees

This year all students are charged a \$10 school fee. This fee is used for additional supplies purchased for whole class or individual student use, consumables (magazines or workbooks), or technology (calculators, headphones, etc.).

Extended Care Fees

Please refer to our website for the most up to date rates. A non-refundable fee of \$10 will be charged for registration of a student to the extended care program. Students who are not registered are not permitted to stay in extended care. Students of families who have outstanding balances for tuition, lunch, library, extended care, etc. will not be permitted to attend extended care until outstanding balances are paid.

Participation

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

Stark County Catholic Schools Athletic Club

The Stark County Catholic Schools sponsor sports programs which provide opportunities for all children in the intermediate and upper grades of St. Barbara to participate in various sports.

Transportation of Athletes

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

Eligibility Policy

St. Barbara 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. Barbara 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 - Academic and conduct reviews will be done at the time of progress reports and report cards. Suspensions will be communicated on the Monday following report card 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 that violates the spirit and philosophy of the school, even though not specified here.

Clubs/Activities include, but not limited to: Student Council, Yearbook, Band (GR 4-8), and Sports

STUDENT CODE OF CONDUCT

Code of Conduct Introduction and Purpose

St. Barbara School is called to be a faith community based on the shared acceptance of the message and challenge of the Gospel. With this in mind, the faculty, staff, and administrator seek to establish positive behavior patterns in students with emphasis on developing within the student responsibility for his/her actions and on fostering quality relationships among students, teachers, and parents. A positive learning environment is one in which the dignity of each individual person is recognized and respected because of God's great love for all of his creation.

The Code of Conduct covers appropriate behavior for creating a Christian learning environment within the school. Each teacher develops a related classroom code of conduct to establish and define appropriate conduct in each classroom. In requesting registration at (name of school), both students and parents agree to comply with and support the discipline policies and regulations.

The rules in the School Code of Conduct apply to all school situations during school hours, on the bus to and from school, and at any school-sponsored activity outside normal school hours. Because it is impossible to foresee all problems which may 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.

St. Barbara School students are characterized by:

- appreciation for the opportunity of a Catholic education,
- reverence during times of prayer and religious activities, participation in the Liturgy, openness and effort in learning their Catholic faith,
- an attitude of service to others,
- an effort to develop Christian leadership,
- personal responsibility for learning,
- respect for the right of the classroom teacher and fellow classmates to an atmosphere that is conducive to teaching and learning,
- cooperation, consideration and respect for others in speech and actions,
- respect for and cooperation with teachers, school authorities and other adults who assist them throughout the school day,
- honesty in speech and in school work,
- respect for school and parish property and the personal property of others,
- playground behavior that ensures the safety of all students,
- good study habits that lead to life-long learning, namely effort, confidence in their ability, punctuality, completeness and quality of assignments and class work,
- regular attendance and punctuality,
- appropriate behavior on school buses or walking to and from school, cooperation with bus drivers, safety patrol guards, crossing guards and other safety personnel,
- self-care, e.g. good grooming, personal appearance, cooperation with dress code.

The students are supported and encouraged to develop a mature Christian character by all faculty and staff members by:

- personal attention and interest in each student,
- discussion with the student about their growth in character, appropriate behavior and self-discipline,
- notification of parents when there is a concern about character development, self-control or cooperation with school rules,
- parent conferences, both as regularly scheduled, or as requested by either the teacher or parents,
- behavior and/or learning contracts,
- conferences with student, parents, and other school support personnel,
- conferences with the principal.

Behavior

Students are expected to conduct themselves, whether inside or outside school, or at sponsored activities, in a manner aligned with the school 's philosophy, expected behaviors and reputation of a Catholic School. Unacceptable behavior subverts the mission of Catholic education and threatens the educational experience and the well-being of all affected persons. Whether occurring within or outside the school, when behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student is subject to the full range of disciplinary consequences, including but not limited to, exclusion from school activities, detention, suspension expulsion or referral to proper authorities for criminal prosecution.

General school rules and classroom rules will be explained to each class by the teacher during the first week of school. The teacher will explain consequences for failure to adhere to classroom or school rules. Students will receive feedback and/or consequences in accordance with behavior. Every effort is made to emphasize the positive qualities of each child. Only students who adhere to the discipline policy will be invited to re-enroll.

Harassment/Bullying/Cyberbullying

- Definitions
 - Bullying – any behavior that is sufficiently severe, persistent, or pervasive, adversely affecting a student's education or behavior that creates a hostile or abusive educational environment. This includes doing or saying things to have power over another student, excluding another student from activities, not talking

to, threatening, or making another student feel uncomfortable or scared, taking or damaging another student's things, hitting, kicking or making them do things the other student does not want to do.

- Cyber-bullying-use of the internet, cell phone or other electronic device to send or post messages or images intended to hurt or embarrass another person. Cyber-bullying includes but is not necessarily limited to the following:
 - Cruel or threatening computer messages, posts or emails,
 - Means, repeated cell phone text messages,
 - Creating a website for the purpose of mocking certain students or school personnel,
 - Posting humiliating 'photo shopped' or digitally modified images of students or school personnel,
 - Forwarding 'private' photos or videos to other students, or
 - Pretending to be someone else by using someone's online screen identity.
- Harassment- Harassment includes, but is not necessarily limited to:
 - Unwelcome and persistent behavior that makes a person feel threatened, humiliated, uncomfortable or unsafe,
 - Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes or comments, social ostracism, and/or personally damaging statements made about others,
 - Behavior that is sexual and lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature,
 - Behavior that is intimidating, such as threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study or play,
 - Bullying or cyber-bullying,
 - Unwelcome verbal or physical conduct that creates an unpleasant or hostile educational environment.
- Violations- Harassment and bullying are direct violations of the Christian behaviors and values upheld in the school. Harassment or bullying involving students, school and parish faculty, parents, or visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment or bullying, each incident will be reviewed independently, and action taken may range from a disciplinary report to expulsion from the school, and in some cases, legal action. Harassment or bullying that occurs off campus but adversely affects the educational environment at school is a violation subject to school discipline.
- Reporting- Should anyone be a victim of, or witness to, harassment/bullying, the following steps should be taken:
 - Immediately notify someone in authority such as a parent, principal, teacher, office administrator, counselor, or priest,
 - After reporting the harassment/bullying keep the information confidential,
 - If necessary, write an account of what happened for future reference.
- Etiquette and Conduct Standards
 - Each student is expected to follow proper etiquette and rules governing polite behavior in general, and specifically those rules enumerated in the Appendices.
 - To summarize, each student is expected to:
 - Act with honor, truth and integrity at all times;
 - Demonstrate courtesy and respect for all students and teachers at all school functions on or off campus;
 - Respect the property of others, the school, church and facilities;
 - Assist the school staff in maintaining safety, order and discipline by reporting dangerous behaviors and/or situations to school personnel;
 - Walk to and from classes;
 - Keep hands, feet and objects to self;
 - Listen and follow directions;
 - Arrive on time for school and attend all classes regularly;
 - Be prepared for each class with appropriate materials and assignments;
 - Be well groomed and in proper uniform
 - Academic Standards
 - Students of St. Barbara Catholic School are expected to adhere to the highest standards of behavior with regard to academic honesty. The following policies apply to the school day,

Morning/After Care, and any school-sanctioned activities. Failure to comply with these standards will result in disciplinary action.

- Academic Misconduct- Academic misconduct includes academically dishonest, deceitful, or inappropriate acts that are intentionally committed. Examples of such acts include, but are not limited to:
 - Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others,
 - Planning with another to commit any act of academic dishonesty,
 - Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving or soliciting anything of value to another for such purpose,
 - Changing or altering grades or other official educational records,
 - Obtaining or providing to another, a non-administered test or answers to a non-administered test,
 - Breaking and entering into a building or office for the purpose of obtaining a quiz, test, or teacher's material,
 - Continuing work on an examination or assignment after the allocated time has elapsed,
 - Submitting the same work for more than one class without disclosure and approval,
 - Removing reference materials from the library that are not allowed to be checked out.
- Cheating-cheating is a form of dishonesty where a student attempts to give an appearance of a level of knowledge or skill, that the student has not obtained. Examples include, but are not limited to:
 - Copying from another person's work during an examination or while completing an assignment,
 - Allowing someone to copy from a student during an examination or while completing an assignment,
 - Using unauthorized materials during an examination or while completing an assignment,
 - Collaborating on an examination or assignment without authorization,
 - Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment,
 - Communicating with another student by any means (electronic, verbal, or written), regarding the contents of a quiz or test before grades are posted.
- Fabrication or Falsification- Fabrication or falsification is a form of dishonesty where a student invents or distorts the origin or content of information used as an authority. Examples include, but are not limited to:
 - Citing a source that does not exist,
 - Attributing to a source ideas or information that is not included in the source,
 - Citing a source for a proposition that it does not support,
 - Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper,
 - Intentionally distorting the meaning or applicability of data,
 - Inventing data or statistical results to support conclusions
- Plagiarism- plagiarism of any kind is contrary to established practices where students are expected to acknowledge the original intellectual work of others in some cases, plagiarism may also involve violations of copyright laws.

Plagiarism may occur with respect to unpublished as well as published, material. Acts of copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism.

- Intentional Plagiarism-the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote. Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code.

Such plagiarism may subject the student to appropriate disciplinary action administered through the principal, in addition to academic sanctions that may be applied by a teacher.

- Inadvertent Plagiarism- Inadvertent plagiarism involves the inappropriate, but unintentional, use of another's words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from a failure to follow established rules for documenting sources or from simply being insufficiently careful in research and writing. Inadvertent plagiarism, although not in violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable, and is considered academic misconduct for which a teacher can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their teacher and obtain guidance.
- Examples of plagiarism
 - Direct –verbatim copying of an original source without acknowledging the source
 - Paraphrased – paraphrasing, without acknowledgment, the ideas of another that the reader might mistake for your own
 - Mosaic- borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.
 - Insufficient acknowledgement-partial or incomplete attribution of words, ideas, or data from an original source.

Honor Code

Trust between faculty and student is a vital part of the environment at St. Barbara School. It is important for students to develop a strong sense of personal honor and integrity while in school that will follow them throughout life. To help create and maintain an atmosphere of honesty and integrity among students and faculty members alike, the school implements a Code of Honor. Every student is expected to understand the Honor Code and the behavior expected under the Honor Code.

1. Student's Honor – Every student is on his/her honor not to engage in lying, cheating, plagiarizing, and/or stealing, or any serious misconduct.
2. Requirement to Report-Every student is expected to report Honor Code infractions to the teacher or principal. It is considered an Honor Code infraction NOT to report a known Honor Code infraction.
3. Confidentiality-Any student who observes an Honor Code offense shall not discuss the offense with other students. Consequences will be imposed for a violation of this rule.

Investigation/Disposition of Improper Behavior

The teacher is responsible for establishing and communicating to students the expectations of behavior with respect to academic honesty and the student's conduct in each class. In the event of improper behavior, the responsible faculty member will investigate the incident and notify the principal, who will determine and take appropriate action. School officials reserve the right to search cell phones, desks, backpacks and other student's property or containers.

Violations of Law

Any violation of public law should be reported immediately to the principal, who will inform the appropriate law enforcement agency.

Drugs and Alcohol

A student is subject to removal from class, suspension, expulsion and/or may be referred to the appropriate law enforcement agency for prosecution if he/she:

- Uses a chemical substance, possesses for consumption, sells or dispenses illegal drugs and narcotics such as, but not limited to, alcohol, inhalers, marijuana, e-cigarettes, or a controlled substance.
- Acts under the influence of an illegal drug, alcohol, narcotic, marijuana, or a controlled substance, or
- Misuses or overdoses on prescription or over-the-counter medication.

Discipline

All teachers and staff are responsible for maintaining proper discipline on campus. Utilization of the Parent/Guardian/Student Handbook is necessary to ensure the entire faculty and staff is able to administered a consistent program. 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) that 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.

Classroom Rules

Classroom discipline is the responsibility of the teacher with the assistance of the principal, and the parent/guardians when needed. Teachers observe and arrange the environment to minimize the possibility of potential issues. Class rules are posted in each classroom. Consequences for infractions will be communicated when rules are posted and reviewed. Teachers will address disciplinary issues within the classroom, and serious or habitual disciplinary issues should be referred to the principal.

Behavior Expectations and Consequences

In order to help our students make positive choices and to create a positive climate for learning, St. Barbara's School uses a merit (positive behaviors) and demerit (negative/unwanted behaviors) system to address behavior. The system below will provide rewards for positive behaviors and consequences for negative behaviors. This system is intended to assist students in making good choices thus producing well-behaved students. Our ultimate goal is to develop students who always do their B.E.S.T (Be caring toward others, Excel in all school activities, Show respect toward others, and Take responsibility for my own learning).

Any faculty and staff member can issue merits and demerits. Merits and Demerits EXPIRE EACH NINE WEEKS. Every nine weeks the students start back at zero. Demerits will be documented and parent contact will be made accordingly. Any student who has received a suspension (In School Suspension, Out of School Suspension, Bus Suspension) during the given 9-week period will not be allowed to attend the school wide event.

- 1st Demerit – the classroom teacher will notify the parents via private message on ClassDojo.
- 2nd Demerit- same as above plus the student will complete a behavior writing assignment (parents will have to sign it and it is due the next school day).
- 3rd Demerit- same as above plus the student will conference with teacher(s), principal, and parent.
- After school detentions will be used for students who continue to earn demerits or for more serious offenses. Detentions may be assigned by classroom teachers but they must be approved by the principal. Detentions are held after school on Thursdays from 2:45-3:30.
- Any behavior or offense resulting in the student being sent to the principal is subject to an after school detention assignment.

Suspension

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

1) Suspendable Offenses are:

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

Expulsion

Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, safety and/or when the student remains incorrigible. Only the Superintendent of Schools may expel a student. In diocesan school, 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.

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.

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

Substance Abuse

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

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

Gangs

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Any involvement in a gang or gang-related activity is subject to expulsion or suspension and ineligibility for school sports/activities.

Sexual Harassment

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 purpose 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 the school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

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

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

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

Sexual Violence

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

Generally, sexual harassment should be construed as sexual violence when: the recipients 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), 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.

Inappropriate Materials

Students are not permitted to possess the following items on school property or at school functions: Items include any type of weapon such as a knife or gun including ammunition. Also, no items are permitted which would interfere with the normal school day (i.e. Boom box). If there is any doubt as to whether or not an item is permitted, the student should ask the teacher or principal.

Searches

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

Students and Student Property

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

School Desks

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

Lost and Found

Items found in or around the school may be placed in the specially marked box located on the main floor near the office. Items will be kept for one year then donated. Students should check the lost and found box when they have lost an item. Parents may also request permission to check, call the office to obtain permission.

Cafeteria

St. Barbara Catholic School promotes healthy lunches and snacks, and asks that parents/guardians adhere to this policy by not having their student(s) bring unhealthy lunches and snacks. Pop is not permitted. Please refer to the section on school lunches for more information on what is and is not permitted. Students are expected to follow all cafeteria and school rules during their lunch period. Students will respect any teachers or staff members who are on duty in the cafeteria.

St. Barbara School Cafeteria Rules are as follows:

1. All students say a prayer before eating.
2. Quiet until everyone is served and is seated.
3. Raise hand to get permission to leave seat.
4. Lights will be flashed to indicate students are to stop talking
5. If lights need to be flashed 2 times, it will mean no talking for the remainder of the lunch time.
6. Students or whole groups who continue to break rules seats will be assigned.

Playground and Recess

St. Barbara Catholic School promotes physical activity throughout the day. Taking into consideration the safety of our students the following playground rules are to be followed:

1. Students are to not push/shove/or trip other students while in line on for the swings or slide area.
2. Older (grades 6, 7, and 8th) are not permitted on the jungle gym /slide area.
3. Students on the jungle gym slide area are not permitted to play tag ball.
4. Also, students are to slide down (legs first) on the jungle gym slide.

5. Students on the swings are not to twist their swings or jump midair while swinging.
 6. All students must ask permission before bringing personal items and toys to recess. Students and parents understand that the school is not liable for any personal items/toys that are stolen or broken.
- Failure to follow the aforementioned rules may result in a loss of privileges and issuing a demerit slip.

STUDENT DRESS CODE

All students will be required to wear the maroon and gray uniforms. We recommend that all plaid jumpers, skirts, ties and gym uniforms be purchased from The Uniform Guy, located at 1910 Whipple Ave NW. The Uniform Guy is our designated source for all uniforms and spirit wear. Contact Megan McAfee at megan@theuniformguy.com with any questions, or to place an order.

DRESS CODE FOR GIRLS

Any uniform violation will be determined at the discretion of the principal or teacher.

School colors are white, maroon, black and gray.

<p><i>Monday- Regular Uniform (see below)</i></p>	<p><i>Tuesday- Gym Uniform</i> Girls are to wear a gym shirt with black gym shorts or black sweatpants and athletic shoes that do not scuff the gym floor.</p>	<p><i>Wednesday- Mass Uniform</i> Girls are to wear the school uniform plaid skirt or jumper and a white dress shirt with dress shoes. Tights or socks must be worn with black dress shoes.</p>	<p><i>Thursday- Regular Uniform (see below)</i></p>	<p><i>Friday- Gym Uniform</i> Girls are to wear a gym shirt with black gym shorts or black sweatpants and athletic shoes that do not scuff the gym floor.</p>
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Girls Regular Uniform

Shirts:

- Solid colored polo and button-up shirts in white, gray, or maroon, made from a polyester, cotton blend, or knit material.
- Shirts are to only have the St. Barbara approved logos.

Sweaters:

- Solid, plain cardigans or pullover cardigans in maroon, white, or gray.
- V-neck or crew neck sweaters are acceptable in the colors of maroon, white, or gray.
- Sweaters should only bear appropriate St. Barbara logos or be plain.
- **Sweater should fit appropriately and not be too tight or bulky.**

Pants/Shorts/Skirts:

- Solid colored cotton blend or corduroy in solid maroon, gray or black.
- Pants and shorts with belt loops must be worn with a belt in black that fits the belt loops.
- Walking shorts may be worn from August to October 15 and then April 15 until the close of school. (Must be fingertip length)
- Leggings (solid school colors) can only be worn under skirts or jumpers.
- Skirts/jumpers must not be shorter than 3 inches above the knee.

Shoes:

- Shoes must be a solid color, no print, and have backs.
- Sandals, slippers, flip/flops, cowboy boots, moccasins, backless shoes, soccer or track shoes, clogs, deep treaded soles, wedges, heels, boots with stacked heels **are not permitted.**
- If in doubt, check with the principal or office before purchasing.

- Shoes must be worn with socks or stockings. Socks/stockings must be solid color in of gray, white, black, or maroon.

Sweatshirts:

- Only approved St. Barbara logo sweatshirts in the colors of maroon, white, or gray.
- Zip up sweatshirt in gray, white, black, or maroon. (Only logo allowed is St. Barbara’s)
- Hoodies are only permitted for 7th and 8th grade students and limited to St. Barbara logos and Central Catholic.

Hair:

- Students are to keep hair neat and combed.
- **Coloring of hair, bleaching or highlighting is prohibited for all students.** Any student who colors their hair will be required to return it to its original color.
- Hairstyles that are disruptive to the school atmosphere such as, but not limited to, unnatural colors, razor steps, drawings or lines, are not permitted.

Makeup and Nail Polish:

- 7th and 8th grade girls may wear light blush, lip gloss, and black or brown mascara. Girls in grades 1-8 may wear clear nail polish.
- Tattoos and body paint are not permitted.
- Stud earrings (1 per ear) are allowed for students with pierced ears.
- Watches and simple religious necklaces are permitted.

Outerwear:

Winter coats are expected when temperatures are below 40 degrees. Light jackets/sweaters should be worn outside during recess when temperature is less than 55 degrees at time of recess. Coats and jackets are not permitted to be worn in the classroom.

Out of Uniform Days:

On those days designated as dress down days, students are permitted to wear jeans (no denim with holes or fringe), athletic pants/shorts or leggings. Leggings or tight denim 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 inappropriate language. All clothing must be appropriate and modest (no bare midriff, no holes or distressed clothing). Shoes and socks are required for all dress down days, no sandals or flip-flops.

DRESS CODE FOR BOYS

All students should be in uniform on the first day of school.

Any uniform violation will be determined at the discretion of the principal or teacher.

School colors are white, maroon, black and gray.

<i>Monday- Regular Uniform</i>	<i>Tuesday- Gym Uniform</i> Boys are to wear a gym shirt, black gym shorts or black sweatpants, and athletic shoes that do not scuff the gym floor.	<i>Wednesday- Mass Uniform</i> Boys are to wear long black pants with a belt, a white dress shirt with a tie, and black dress shoes.	<i>Thursday- Regular Uniform</i>	<i>Friday- Gym Uniform</i> Boys are to wear a gym shirt, black gym shorts or black sweatpants, and athletic shoes that do not scuff the gym floor.
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Boys Regular Uniform

Shirts:

- Solid colored polo and button-up shirts in white, gray, or maroon, made from a polyester, cotton blend, or knit material.
- Shirts are to only have the St. Barbara approved logos.

Sweaters:

- Solid, plain cardigans or pullover cardigans in maroon, white, or gray.
- V-neck or crew neck sweaters are acceptable in the colors of maroon, white, or gray.
- Sweaters should only bear appropriate St. Barbara logos or be plain.
- **Sweater should fit appropriately and not be too tight or bulky.**

Pants/Shorts:

- Solid colored cotton blend or corduroy in solid maroon, gray or black.
- Pants and shorts with belt loops must be worn with a belt in black that fits the belt loops.
- Walking shorts may be worn from August to October 15 and then April 15 until the close of school. (Must be fingertip length) NOT ON MASS DAY.

Shoes:

- Shoes must be a solid color, no print, and have backs.
- Sandals, slippers, flip/flops, cowboy boots, moccasins, backless shoes, soccer or track shoes, clogs, deep treaded soles, boots with stacked heels **are not permitted**.
- If in doubt, check with the principal or office before purchasing.
- Shoes must be worn with socks.

Sweatshirts:

- Only approved St. Barbara logo sweatshirts in the colors of maroon, white, or gray.
- Zip up sweatshirt in gray, white, black, or maroon. (Only logo allowed is St. Barbara's)
- Hoodies are only permitted for 7th and 8th grade students and limited to St. Barbara logos and Central Catholic.

Hair:

- Students are to keep hair neat and combed.
- Hair must not exceed collar length.
- Coloring of hair, bleaching or highlighting is prohibited. Any student who colors their hair will be required to return it to its original color.
- Boys are not permitted to have "tails".
- Hairstyles that are disruptive to the school atmosphere such as, but not limited to, unnatural colors, spikes, mohawks, or razor steps, drawings or lines, are not permitted.

Accessories:

- Large ornate jewelry, earrings of any kind or extreme fads in hairstyle are NOT PERMITTED.

Outerwear:

Winter coats are expected when temperatures are below 40 degrees. Light jackets/sweaters should be worn outside during recess when temperature is less than 55 degrees at time of recess. Coats and jackets are not permitted to be worn in the classroom.

Out of Uniform Days:

On those days designated as dress down days, students are permitted to wear jeans (no denim with holes or fringe) or athletic pants/shorts. Students may not wear t-shirts advertising drugs, alcohol, tobacco or with inappropriate language. All clothing must be appropriate and modest (no holes or distressed clothing). Shoes and socks are required for all dress down days, no sandals or flip-flops.

COVID-19 Acknowledgement of Risks & Alternate Educational Instruction Option

We, the parent(s) and student who are signing this student handbook for St. Barbara School, acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, namely of student and/or parent(s) acquiring a communicable disease, including without limitation COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with the healthcare professional(s) of our choosing, we knowingly and voluntarily accept those risks and acknowledge that returning to in-person classes and other in-person School/parish functions is the choice of each family, including ours. If student or parent(s) who visit the School/parish have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we have been afforded the opportunity to consult with a health care professional before student or parent(s) return to the School/parish, attend any School/parish function, or visit the School/parish. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains.

We further acknowledge, understand, and agree that we have obligations to the School/parish, their employees/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) student or parent(s) has had prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the School/parish if any of the foregoing access/use restrictions are applicable to student and/or parent(s). The aforementioned restrictions do not apply to any parent who is employed in health care settings and wears medically protective equipment regarding possible contact with a person with a positive or confirmed case of COVID-19.

Furthermore, we the parent(s) and student acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to remote learning.

Revised: August 2, 2021

Additional Sick Policy 2021-2022 School Year

The presence of COVID-19 in our communities brings particular concern to our school community. Students who are ill should be kept home to help control the spread of infection. Sick children expose other students and staff members they encounter. This is disruptive to the educational process and to other children and their families.

Please follow the guidelines below to help keep our school safe and healthy:

1. Please call in and report to the school office if your child has a communicable disease. Children are expected to remain home during the communicable period of the disease as indicated by your healthcare provider. Please provide a note from the healthcare provider upon return or a parent note that includes diagnosis, date of diagnosis, date of first symptoms, date of expected return, and best contact number for parent or guardian.
2. If your child shows these signs of illness, they must remain home (or will be sent home from school):
 - **Fever** - Fever is defined as having a temperature of 100.4 F. A child needs to be fever-free for a minimum of 24 hours without the help of fever reducing medication before returning to school.
 - **Diarrhea, stomachache and/or vomiting** - The student must remain home for 24-48 hours after stomachache, diarrhea, or vomiting has stopped. The child should be feeling better and food intake should have returned to normal before returning to school.
 - **Difficulty breathing** - Student should stay home until he or she is feeling better and his or her activity level has returned to normal.
 - **Sore Throat** - Student should stay home if he or she has a red throat, swollen glands, and/or difficulty swallowing.
 - **Loss of Taste and Smell** - Student should seek medical evaluation.
 - **Uncontrolled cold symptoms interfering with the student's ability to learn (i.e., persistent coughing and/or persistent/active runny nose)** - Student should stay home until symptoms are improving and he or she can participate in class.
 - **Other symptoms** - Students exhibiting symptoms such as extreme fatigue, body aches and/or headache, and/or are not able to participate in class should stay home until recovered and/or see their healthcare provider.

In the event a child becomes ill during the school day, the parents will be called. If the parent(s) cannot be reached, the emergency contact will be called. Students should be picked up within 30 minutes of notification.

If a child or family member is exposed to or contracts COVID-19, please notify the principal at the school. The local health department will be consulted for the required action on the part of the school.

