

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

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I. 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/PHILOSOPHY

We believe that children are our most valuable gifts from God. Preparing them for a life of service is a very important and demanding responsibility. Catholic schools can assist parents in this task by providing a learning environment comprised of Christian values, excellent academics and firm, nurturing discipline.

PARENTAL ROLE

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

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

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

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

NONDISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

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

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 take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

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

II. SPIRITUAL DEVELOPMENT

RELIGIOUS PROGRAMS

As a Catholic school our primary purpose is to provide an instructional program permeated with sound Catholic beliefs. This purpose is fulfilled through a variety of ways beginning with a religious instructional program in grades K-8 using the “Christ Our Life” series (copyright 2002) published by Loyola Press. Religious instruction is a part of the daily curriculum preceded by an opening prayer broadcast to the entire school.

Biweekly liturgical celebrations carefully planned by the pastor and selected classroom teacher help all students focus on the importance of the Mass. Every class is assigned one Mass each semester and particular attention is paid to maximize individual pupil involvement. Parents are welcome and encouraged to attend when possible.

In addition to the biweekly 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 children to receive the sacraments for the first time is a regular part of the second and eighth grade curriculum. Students in grade two are prepared to receive Reconciliation and First Communion while eighth graders are prepared for Confirmation. 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. Programs in the past were coined “Following in Christ’s Footsteps” and “Yes” awards. Emphasis is placed on an individual’s demonstration of Christian virtues in the classroom, on the playground, and wherever a school function is held.

III. ACADEMICS

CURRICULUM

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

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

TEXTBOOKS/SUPPLEMENTAL MATERIALS

The following series have been adopted by St. Barbara's School and are used as the primary source of instructional material for that particular grade. In addition to the adopted series, each classroom teacher uses a variety of supplemental materials to enhance learning:

- Social Studies-MacMillan/McGraw Hill
- Phonics-"Plaid" Series-Modern Curriculum Press
- English-Houghton Mifflin
- Handwriting-Zaner Bloser
- Math-Sadlier/Oxford
- Reading-Harcourt
- Health-Harcourt
- Science-Silver Burdett
- Spelling-Harcourt
- Ohio History-Gibbs/Smith

TECHNOLOGY

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

The creation and/or uploading of "computer viruses" are expressly prohibited.

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

1. No student may use the Internet unless the school has on file an Internet Access/Educational Use Agreement which is signed by the student, the student's parent and the teacher sponsor. This agreement must be completed annually.
2. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.

3. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
4. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
6. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, network and/or systems.
7. Users shall abide by generally accepted rules of network etiquette, which includes but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.
8. There shall be no links from the school home page to a student's personal home page.
9. While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

TESTING PROGRAMS

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

Students in grades two, four and seven will take the Iowa Tests of Basic Skills (ITBS) and Cognitive Abilities Test (CogAT).

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

Students in grades three and five will take the Off-Grade Proficiency Tests in Writing, Reading, Mathematics, Science and Social Studies.

HOMEWORK

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

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

PARENT-TEACHER COMMUNICAITON

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Conferences are held in the fall of each academic year on two separate afternoon/evenings. Times and dates are publicized well in advance in the monthly newsletters. Exact dates are also published in the annual school calendar.

Two weeks prior to the conference dates, scheduling information is sent home to all parents. Parents may request a particular date and specify the best time which meets their work schedules. Once scheduling is complete, parents are notified of their exact date and time.

Again in the early spring months, an opportunity for parents to meet with the classroom teacher to discuss academic progress is made available. This opportunity is arranged between the teacher and parent at a time convenient for both parties.

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

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

Codes for Religious and Social Development

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

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

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

PROMOTION/FAILURE POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement a Minor Adjustment Plan for the student as a condition of placement.

IV. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

Registrants for school will be accepted in the following order:

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

GENERAL REQUIREMENTS FOR ADMISSION

Admission is contingent upon receipt of the following:

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

ADDITIONAL REQUIREMENTS FOR ADMISSION TO GRADES 1-8

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

GENERAL CONDITIONS OF ADMISSION

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

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

FOREIGN STUDENTS

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

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

Also required of the incoming student is:

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

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-8) is normally in session not less than 178 student attendance days per academic year or the length of time as required by the Ohio Department of Education and the Office of Catholic Schools.

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

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

Tardiness

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

EXCESSIVE TARDINESS

Being tardy more than four (4) times in a grading period will warrant an investigation by the teacher or other school personnel into the possible reasons for such tardiness. The teacher and/or principal may discuss the problem with the student and/or parent and make them aware that such tardiness may be affecting the student's progress. Continued tardiness may result in disciplinary action which will be in the form of an after school thirty (30) minute detention.

Absences for Other Reasons

When parents wish to take their students out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. When the student returns, make up work will be given and time limits set. The responsibility for such make up work belongs to the parent(s) and student.

ATTENDANCE/REPORTING PROCEDURES

Absence

When a student is going to be absent from school it is the parent's responsibility to notify the school. A phone call to the school on the morning of the expected absence works best although absences may be called in at any time and the message left on the school's answering machine. Parents may also choose to send a written note indicating such absence with a sibling. If the school does not hear from a parent on the day of absence the school will make an attempt by phone to contact the parent.

Anticipated Absences

If the dates of absence are known in advance, whether for medical or personal reasons (i.e. vacation), a written notification should be submitted to the school. It is strongly recommended that these anticipated absences be limited to those of necessity since the school time missed can not be replaced.

Medical Excuses

If an absence is going to last more than ten school days, a note from a physician may be required indicating the reason for absence. If the absence is going to be lengthy (10 or more days) arrangements should be made with the school for make-up work to be provided.

Release of Students during the School Day

Only parents or their designees may sign a student out of school. Students leaving early will be called to the office where the parent will sign out the student. The sign-out form shall include the date and time of dismissal including the signature of the person picking the student up. It is recommended that all sign-outs be preceded by a note or phone call alerting the school to the reason for the early dismissal. Students will not be released to a minor, a neighbor or friend until proper confirmation has been established with the parent.

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 and Exit Form (available through the school office).

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

ARRIVAL AND DISMISSAL

Arrival to School

In the morning, if you are driving to school and intend to drop off and remain in your vehicle, please use the south drive off of 28th street and enter from 28th and drop off along the curb side of the school. Proceed straight through the drive and exit out the west driveway of the church to Lincoln Way.

If wanting to escort your child into the building, park in the “Preschool Parking Lot” next to Father Daum Hall off of 28th street. You may also park in the west parking lot next to the church.

Children dropped off prior to 8:00a.m. are encouraged to go to the cafeteria. Students are monitored beginning at 7:45a.m. in the cafeteria. After 8:00a.m. student may go directly to their classrooms.

Dismissal

Please use the west parking lot and form a circle. Please remain in your care as the line keeps moving. We load three or four cars at a time and the entire process takes usually less than 10 minutes. If raining we will direct the line down to the SW entrance and board at the school. Please wait for these special instructions from the teacher on duty.

If you wish to come into the building, it is recommended that you park in the “Preschool Parking Lot” immediately south of the school.

Bus Arrivals

Students arriving and departing by school bus will use the 28th Street door. Upon arrival, all students will report directly to the cafeteria and remain there until the 8:00a.m. bell. Classes will be dismissed by the duty teacher in an orderly fashion.

V. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

ACCESS TO RECORDS

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

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

The School administration may elect to provide at cost photocopies of a student’s education records to parents, but documentation will be stamped “unofficial.”

TRANSFER OF RECORDS

Records are released to another school only when the parents provide a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child’s records to be released.

Only copies of student records may be released.

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

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

SCHOOL VISITORS

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

Visitors should park in the east lot adjacent to Father Daum Hall. The large church lot to the west may also be used for large events.

SCHOOL COMMUNICATIONS

Principal's Communication

A monthly newsletter is sent home on or about the first of each month, September through June. This communication features the latest happenings at the school and includes important updates on events and changes or modifications to any routines or procedures.

In addition, the school principal will use the "Parent Broadcast" system to communicate with parents using a computerized phone calling network. These calls generally scheduled for early evening hours will update parents on upcoming events. This system will also be used to announce school cancellations due to the weather. The system will also afford the school the opportunity to communicate directly with parents in the event of an emergency situation.

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 "red folder" system will be used to send home the monthly newsletters and other recognized school correspondence. These folders are clearly marked as to what contents need to be returned to school. Please return the red folders in a timely fashion so that they will be available for future use.

TELEPHONE USE/MESSAGES FOR STUDENTS

Use of Telephone

Students may use the school phone to contact a parent but must first report to the office and obtain permission from either the school principal or secretary. Frequent use of the school phone by students will be discouraged. Permission to use the phone to request forgotten homework will rarely be granted.

INCLEMENT WEATHER/SCHOOL CLOSINGS

There are a minimum of 178 student attendance days. Within these 178 days, Ohio law provides for five calamity days (inclement weather or other non-weather related emergencies) which a school does not need to make up. A school must make up any days over these five

days. The school has built into its calendar three possible make up days to be used if the school exceeds its five calamity days.

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

School Closing Information

In addition to the "ONE CALL NOW" phone system, radio station 1480AM and 94.1FM, also known as WHBC, will serve as the official school closing station.

RELEASE OF DIRECTORY INFORMATION

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

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

FIELD TRIPS

- Field trips are privileges planned by teachers and approved by the school administration with educational purpose as the primary objective and in light of financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.
- If a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:
 - a) The driver must be 21 years of age or older.
 - b) The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
 - c) The vehicle must have a valid registration.
 - d) The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof in insurance which should be kept on file (The insurance follows the car.)

- e) No driver should take more children than the number of seat belts in a car.
- f) Each driver should be given directions to the site and the rules and procedures for student behavior in cars.
- g) Each driver must follow the schedule and not deviate from it (i.e., taking a side trip to an ice-cream stand or fast food restaurant.)

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

- Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at anytime.
- Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on the field trips.

GRADUATION REQUIREMENTS/CEREMONIES

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

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

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

PARENT ORGANIZATIONS

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

The parent organization should strive:

1. To serve in an advisory capacity to support the principal/administration;
2. To 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 PTO

St. Barbara's PTO will be headed by an elected council consisting of President, Vice-President, Treasurer and Secretary. These positions will be for a two year term but officers can be elected to more than one term. The initial meeting will coincide with the August Open House and/or Meet the Teacher Night.

FUND-RAISING

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

TRANSPORTATION/PARKING

MASSILLON BUS RULES:

1. The driver is in complete charge and must be obeyed.
2. Be courteous to the driver, monitor and all other persons.
3. Fighting, yelling, cursing, obscene language or gestures, or any other actions which may distract the driver shall be prohibited.
4. Do not eat, drink, smoke or use other tobacco products on the bus.
5. Do not litter the bus or throw anything from the bus.
6. Remain properly seated until the bus comes to a complete stop at your destination.
7. After entering and until leaving the bus, keep head, hands and arms inside the bus at all times.
8. Keep books, coats and all other objects out of the aisle.
9. Do not destroy property. The cost of any damage shall be paid by the offender.
10. Students must not tamper with the bus or any of its equipment
11. In case of an emergency, the directions of the bus driver are to be followed.

TUSLAW BUS RULES:

1. Students and parents must assume that school bus transportation is a privilege to the student, not a right. This privilege will be withdrawn when conduct of the student is unacceptable. If bus privileges have been withdrawn, the student will not be permitted to ride any bus.
2. Students will be assigned a bus stop at or close to their home address. Students must board the bus and leave the bus at the assigned stop unless they have parental and administrative authorization to do otherwise.
3. Students shall arrive at the bus stop before the bus is scheduled to arrive.
4. Students must wait in a location clear of traffic and away from where the bus stops.
5. Behavior at school bus stop must not threaten life, limb or property of any individual.
6. Students must go directly to an available or assigned seat so the bus may safely resume motion.
7. Students must remain seated, facing the front, keeping aisles and exits clear.
8. Students must observe classroom conduct and obey the driver promptly and respectfully.

9. Students must not use profane language.
10. Student must refrain from eating and drinking on the bus except as required for medical purposes.
11. Students must not have tobacco, alcohol or drugs in their possession on the bus except for prescription medications required for a student.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may carry on the bus only objects that can be held on their laps.
14. Student must not put head or arms out of the bus windows.
15. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses.
16. No writing while on the bus. Keep pencils, pens and compasses in book bag.
17. Students should avoid wearing loose fitting clothing and clothing with drawstrings.
18. When the bus is stopped for any railroad track, all passengers must be silent until the crossing is completed.

VI. FINANCES

DIOCESE OF YOUNGSTOWN TUITOIN ASSISTANCE PROGRAM

Application Process & Requirements

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

SCHOOL TUITION RATES & POLICIES

PARISHIONER

| <u>1 STUDENT</u> | <u>2 STUDENTS</u> | <u>3 STUDENTS</u> | <u>ADD'L</u> |
|------------------|-------------------|-------------------|--------------|
| \$2085 | \$3315 | \$3685 | \$300 |

NON-PARTICIPATING PARISHIONER

| <u>1 STUDENT</u> | <u>2 STUDENTS</u> | <u>ADD'L</u> |
|------------------|-------------------|--------------|
| \$2540 | \$3715 | \$400 |

NON-PARISHIONER

| <u>1 STUDENT</u> | <u>2 STUDENTS</u> | <u>3 STUDENTS</u> | <u>ADD'L</u> |
|------------------|-------------------|-------------------|--------------|
| \$4055 | \$5465 | \$6755 | \$500 |

TUITION AND OTHER FEES SCHEDULES

Tuition payments are made monthly on either a ten-month or twelve month plan. Payments received in full by September 15th will receive a 5% discount.

Additional charges such as Weekly Reader fee, field trip expenses or miscellaneous expenses will be assessed when and if applicable.

All accounts need to be cleared at the end of each school year. Balances may not be carried over from one school year to the next. Students may not reenroll for a new school year if one's financial obligations have not been met from the previous year.

VII. COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

PARTICIPATION

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

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

TRANSPORTATION OF ATHLETES

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

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

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

WEAPONS

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous 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.

DISCIPLINE

Because it is impossible to foresee all problems, which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) 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.

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

1. Conference with student and/or parent
2. Appropriate verbal reprimand

3. Temporary removal from the classroom (e.g., time-out room) or isolation from the group with supervision
4. Loss of privileges
5. Supervised after-school detention
6. Referral to office
7. Disciplinary contract

SPECIFIC DISCIPLINARY POLICIES

Listed below are the common disciplinary measures employed at our school:

- a) Loss of morning or noon recess in part or full;
- b) After school detention lasting up to 45 minutes in length;
- c) Written task to explain one's actions including a description of a corrective action plan.

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.

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY

Searches

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g., automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school 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 Lockers and Desks

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

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

A drum in the main hallway located across from the east stairway is used to store items that are found at school. Items will be kept for a minimum of thirty days after which usable items are donated to the local Goodwill agency.

DRESS CODE

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

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

UNIFORM DRESS CODE

Girls:

| | |
|------------|-----------------|
| Grades 1-3 | Uniform jumpers |
| Grades 4-8 | Uniform skirts |
| Grades 1-8 | Uniform skorts |

All items made in the school plaid can be purchased through Schoolbelles.

Boys and Girls:

Slacks and walking shorts: Uniform cotton blend or corduroy in any style as offered in Land's End Uniform Catalog in solid navy, black or khaki. The walking shorts may be worn from May 1st to October 15th. Pants and shorts with belt loops must be worn with a belt in navy, black or brown that fits the belt loops.

Shirts: Long or short sleeved polo style, collared cotton blend dress-style, or turtlenecks in solid white, black, red, navy, pastel blue, and pastel yellow. Shirts may have school logo if desired.

Sweaters: V neck or crew neck, cardigan, pullover or vest in solid white, black red or navy. Sweaters may have school logo if desired.

Sweatshirts: Solid red or black (must have school logo)

Socks: (and tights for girls) solid in color in white, black, red or navy.

Shoes: Any shoe that fits securely on the foot (laces are to be tied) and that is in good condition is acceptable. This includes athletic shoes but excludes clogs and sandals. No open toe or open heels permitted.

Makeup and nail polish: 7th & 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: not permitted

Jewelry: Only girls are permitted to wear earrings. These are to be worn in the bottom lobe (limit 2). Dangling earrings are unsafe and cannot be worn to school. Excessive jewelry is not permitted. (i.e. pant chains, more than 2 rings per hand, large rope or chain necklace)

Hair: Students should keep their hair clean and combed/brushed. Hair must not exceed collar length for boys. No "tails" are permitted. Hairstyles that prove to be disruptive to the school atmosphere such as, but not limited to, unnatural colors, spikes, Mohawks or razor steps, drawings or lines, are not permitted.

Gym uniform: Kdg – 8th grades: plain black gym shorts, plain red T-shirt or red St. Barbara T-shirt, plain black sweatshirt and sweatpants, athletic shoes, and socks as described above. The T-shirt may have the student's name on the back, sleeve, or bottom of front if desired. T-shirts with the St. Barbara Bobcat can be purchased in the office.

*Catalog/Stores: Acceptable uniform attire may be purchased at (but not limited to) JC Penney, Sears, Target, Schoolbelles and Land's End Uniform Catalog. The uniform walking shorts and slacks available from the Land's End Uniform Catalog show the styles that are acceptable which can be purchased at any of the other listed stores/catalogs and elsewhere. Please note that if you order through Land's End or Schoolbelles St. Barbara School will receive a percentage of the sale.

School Logo: Items may be purchased with the school logo from Land's End and Schoolbelles.

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.

PLAYGROUND REGULATIONS

Students are expected to behave in a manner that does not cause reason to jeopardize the safety of themselves or others. Safe conduct is our key phrase when playing at recess. If a student's conduct is not safe, a playground monitor will inform the student of the unsafe behavior and give them a verbal warning. All students are expected to obey the monitors' instructions. Some unsafe behaviors includes: fighting, tackling, pushing, tripping, throwing rocks or snowballs and other acts that may cause injury.

Recess is either held on the upper playground area west of the cemetery or on the black topped area of the west parking lot. Please pay careful attention to morning announcements and/or monitors' instructions regarding the designated play area for that day. Off limits are the following areas: cemetery, rectory and church lawn areas, parking lot area north of the light post, all driveways and other areas that may be designated unsafe for a particular day.

Inside ("Rainy Day") Recess-

On days that the weather prohibits outside play, such as rain or extreme cold, the recess times will be held indoors. Generally this means that the students will remain in their classrooms with the following rules enforced:

- 1) All students are expected to be seated either at their desk or in a play center type activity;
- 2) No loud noise such as yelling will be permitted;

Each teacher will also make a list of acceptable and unacceptable behaviors for his/her classroom. These rules will vary depending on the age of the student and whether or not the teacher is in the room. Misconduct may result in time-out away from the classroom for a brief period of time.

LUNCHROOM REGULATIONS

All students will eat in the cafeteria at the time posted for their grade level. Students carry a packed lunch but milk is available for purchase. On occasion, the PTO or other support group will offer a hot lunch day where students may purchase their lunch.

Rules of conduct in the cafeteria include: no loud talking; no throwing of food; remaining seated at the assigned table for the duration of the lunch period; and behaving in such a way that demonstrates good table manners. Students are to comply with all directives given by the teacher or monitor on duty.

IX. HEALTH AND SAFETY

STUDENT HEALTH & SAFETY

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

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal's administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

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

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

ILLNESS

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

ADMINISTERING PRESCRIBED MEDICATIONS TO STUDENTS

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

A. Authorization to Administer Medication

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

B. Transportation of Medications to and from School

1. The parent assumes the responsibility of getting medication (prescription or nonprescription) to the school and furnishing the school with the adequate supply of medication.

At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.

2. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
 - a. Unused medication will be returned ONLY to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing, by the parent.
 - b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. An unclaimed medication will be destroyed.
 - c. Empty containers may be returned home with the students.
3. If any of the information stated on the permission form (FORM Med-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medication.

C. Labels on Medication

1. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by the licensed pharmacist. Medicine not in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

- a. On prescription bottle:
 - 1) full name of the student
 - 2) name of the medication;
 - 3) dosage and time intervals for administration;
 - 4) name of the physician (required for prescription drugs only)
 - b. on the permission form:
 - 1) possible side effects, any severe reactions;
 - 2) any special instructions for administering the drug such as storage or sterile conditions.
2. Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.

3. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

CHRONIC MEDICAL CONDITIONS OF STUDENTS

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

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

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

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

3.

LICE

1. Head Lice Procedure
 - a. All students infested with head lice are excluded until the head is free of lice and nits.
 - b. A form letter provided by the school office, is sent home with the student being excluded with head lice to:
 - 1) Advise parents on obtaining treatment; and
 - 2) Inform parents of conditions for readmission to school.
 - c. Readmission to school is permitted ONLY after examination by school nurse reveals head to be clear of lice and nits.
 - d. The school nurse (if available) will re-check student two weeks after readmission to school.

FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS

Fire drills, indicated by a special building alarm signal, are unannounced and occur at different times throughout the year. Students should pay close attention to their teacher's directions regarding the safe exiting from the building. Each classroom has a designated exit plan that includes where the class is to assemble once outside.

Tornado drills, announced over the public address system, are also unannounced with the exception of the first drill in the spring that corresponds with the state-wide drill. Each classroom teacher has designated a safe area where his/her students will go in the event of a drill.

Once arriving at the safe area, all students are to assume the proper kneeling position with hands covering their heads.

In case of all drills, students will be given an all clear signal indicating that it is safe to return to the building and resume normal activities.

SEXUAL HARASSMENT—STUDENTS

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

For the 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.

X. STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as apply to chartered nonpublic schools in the State of Ohio.

Students with disabilities are expected to follow the school’s policies and honor code.

XI. EXTENDED DAY

EXTENDED DAY PROGRAM

Our “Aftercare” program provides a supervised after school setting for all students Preschool through 8. The program is not operated directly by the school but is put under the direction of someone recognized by the school. The program is self-sufficient having its own rate structure (rates available upon request). This supervised care is available from school dismissal time until 5:30p.m (6:00pm by special need). All aftercare activities take place either in the school building or the adjacent playground area.