



To bring God's love to all people.

Saints Philip and James School Family Handbook 2024-2025

Ss. Philip and James School 532 High St. NE Canal Fulton, OH 44614

330-854-2823 Fax: 330-854-7081

sspandjelem@youngstowndiocese.org

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Administrative Assistant: Karlie D 'Amico
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Frequently Asked Questions

Y SPJ School office hours: 8:00 a.m. to 4:00 p.m.

Y Please call your child off by 9:00 AM if he/she is ill. You may leave a message on the answering machine if it is prior to office hours (330-854-2823).

Y If alternate arrangements for after school pick up are necessary please:

- ☎ Call the school office prior to 2:00 PM.
- ☎ Send a note to school with your child or email the school at sspandsecretary@youngstowndiocese.org

Y SPJ School building opens at 8:00 a.m. Student drop off begins at 8:00 am. Students are to be in their classroom by 8:15 a.m. or he/she will be considered tardy.

Y SPJ School before care begins at 6:30am; after care ends promptly at 6:00 p.m.

Y Students arriving between 8:00 - and 8:15 will report directly to their classrooms upon arrival.

Y Preschool children are to be escorted by a parent/guardian to the classroom and picked up from the classroom.

Y Students may dress up or dress down on their birthday. If the birthday falls On the weekend, they may dress down the following Monday. Students may **NOT** dress down on Fridays as this is the day Mass is celebrated.

Y **Mass days:** Begin at 8:30 am. Fridays (TK-8) and Holy Days (unless altered – watch the newsletter)

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

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind. All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible. 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.

Academics Curriculum Curriculum encompasses the sequentially ordered learning experiences, which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development. The school follows the diocesan course of study. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education and Library.

Instructional Program Ss. Philip and James School follows the graded course of study set forth by the Diocese of Youngstown. The diocesan standards are aligned with the standards set by the State of Ohio. Ss. Philip and James School is involved in continuous improvement by complying with the standards set by OCSAA.

Preschool: The teachers and staff members strive to provide a spiritual and creative environment for the young child. In this program, it is our aim to provide young children with a variety of developmentally appropriate experiences, which will stimulate curiosity, challenge physical and intellectual abilities, foster creativity, and encourage self-expression and a sense of self-worth.

Ss. Philip and James Preschool operates under the guidelines of the State of Ohio and in accordance with the curriculum standards set forth by the Diocese of Youngstown

Transitional Kindergarten & Kindergarten: The students in Transitional Kindergarten & Kindergarten receive instruction in Religion, Readiness Activities in Handwriting, Mathematics and Reading, as well as Art, English Language Arts, Health, Music, Physical Education, Computer, science, social studies.

Grades One through Eight: Students in each grade level receive instruction in Religion, Language Arts: English,

Reading, Phonics, & Spelling; Health, Mathematics, Science, Spanish, and Social Studies. In addition, instruction in Spanish, Music, and Physical Education is given weekly.

Spanish: Students in TK – 8 are taught Spanish throughout the year.

Physical Education: A program of directed physical education is provided to all Ss. Philip and James students.

Art: Students in TK – 8 are taught Art throughout the year.

Music: A program of directed music education is provided to all Ss. Philip and James students.

Educational Resources: Classroom instruction is supplemented with a variety of educational and audio-visual materials. Some of these include Google Chromebooks, iPads, Promethean Boards, videos, kits of different subject areas, and models. Educational videos are available and serve as enrichment to subject matter being taught at the time.

STUDENT EVALUATION & GRADING Monitoring and Evaluating Student Achievement: Student achievement is monitored on the basis of objectives stated in the Graded Course of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement are based on the following: teacher's judgment and observation of student responses, daily work, teacher directed activities, prepared tests and quizzes, participation in discussions, experiments, oral and written reports, assignments and written class work, and effort, as well as other appropriate means to measure achievement (to include but not be limited to projects, portfolios, and other tools of assessment), in the particular subject on a given grade level.

Report cards: 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

*Students in grades K-3 use a numerical standards-based evaluation system. Study skills needing improvement are indicated for the appropriate subject area(s).

Report cards at Ss. Philip and James are sent home with the child at the end of nine weeks. The parents are required to sign and return the report cards to school. **All service accounts, including before/ after care, cafeteria, and tuition must be in good standing. All academic records at the end of nine weeks and records which must be transferred to another school will be held if financial commitments are not met.**

Access to Records Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records. If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only. The school administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

Admission **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.

AGE FOR ADMISSION TO Transition Kindergarten and Kindergarten Children must be five years of age by September 30 to be admitted to SPJ's kindergarten program. Potential students will be screened for readiness, and a recommendation for entrance into Ss. Philip and James kindergarten will be discussed with the parents after the screening process is completed.

GENERAL REQUIREMENTS FOR ADMISSION

Admission is contingent upon receipt of the following:

- Completion of the application form
- Presentation of an original birth certificate
- Baptismal certificate for Catholic students
- Proof of adequate immunization as required by the Ohio Revised Code
- Completion of Emergency Authorization Form
- Proof of custody for students not living with either or both natural parents

ADDITIONAL REQUIREMENTS FOR ADMISSION TO GRADES 1-8

- Educational and health records from the previous school must be submitted.
- 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 must be submitted.

GENERAL CONDITIONS OF ADMISSION In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations.

- Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.
- School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

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.

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

After care / Before care *Grades Preschool-8* The school offers before and after school supervision for students, which runs from 3:15-6:00.

- Hours are 6:30-8:00 A.M. and 3:15 to 6:00 P.M.
- All students are expected to abide by the same rules and regulations that apply during the school day.
- Adults picking up students may be asked to show identification.
- Parents must stay current in the billing of after care services.
- Rates are set at the beginning of the school year and are subject to change.

Before & Aftercare Rates for 2023-2024

Before school 6:30-8:00 \$9.00 per day (1st Child) \$7.00 per day (each additional child)

After School 3:15-6:00 \$11.00 per day (1st Child) \$8.00 per day (each additional child)

Arrival and Dismissal *ARRIVAL* Ss. Philip and James School building opens at 6:30 a.m. for morning care services. All regular arrival students are to report to their classrooms between 8:00 a.m. - 8:15 a.m.. Those students arriving after 8:15 a.m. should report directly to their classrooms and will be marked tardy. The morning announcements and prayer will start promptly at 8:15 am.

Preschool parents must walk their child to the classroom each morning and pick them up each day.

DISMISSAL The school day concludes at 3:15 PM. Children will be dismissed according to the method of transportation. All children are supervised during dismissal procedures.

- Preschool parents are to walk up to the main preschool door and enter to receive their children.
- Car riders will be walked across the street to be picked up by waiting parents in the carline; the teacher will dismiss a couple of cars at a time. **We ask that all parents follow the carline traffic and wait for their children to be dismissed by the adult monitor. Parking cars and walking to get students is causing unnecessary potential danger.**

Basic Safety Rules:

1. Cross streets only at the crosswalks and places designated by crossing guards, teachers, or supervisors.
2. Walkers are to use the sidewalks and avoid cutting through private property.
3. Bicycle riders must dismount COMPLETELY when crossing the street at a crosswalk and walk the bicycle

across. The same applies for the schoolyard.

4. Obey the directions of crossing guards or teachers at all times. Students who do not show respectful cooperation will be given consequences.
5. Parents are responsible for transportation of students who remain after school for activities, remedial assistance, or detention.

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 (TK-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, or 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:

- The parent(s) should phone the school giving the reason and the approximate length of absence.
- Persistent absences may cause serious academic problems (including but not limited to course failure.) The administration or the class teacher will normally review the matter with parents before a decision is made by the administration regarding student status. Persistent absences may also result in the student being subject to appropriate disciplinary action.
- Students arriving after 8:15 AM need to stop by the office to pick up a late slip to take to their homeroom teacher.
- Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only
 - be released from school with the prior written authorization of the student's parent
 - leave the school grounds with the prior authorization from the principal/administration.

Reporting Absence (330) 854-2823 Regular attendance and punctuality is a serious parental obligation. Irregular attendance may cause the student to miss important lessons and may result in poor grades and lack of enthusiasm for school. Parents/guardians will be notified when absences and/or tardiness become a problem. All absence/tardiness is recorded on the student's permanent school record.

Please call the school office between 8:00 and 9:00 A.M. if your child will be absent. A note signed by the parent/guardian may be sent to the school office with a brother or sister in place of a phone call.

When a student returns to school, he/she is also required to present the teacher with a note stating the reason for the absence and signed by the parent. This is a requirement of the Ohio Department of Education with which SPJ must comply. Please notify the school office immediately if the illness is of a contagious nature.

Tardiness Since tardiness interferes with the student's progress in school, disrupts the classroom teaching, and leads to the formation of undesirable character traits, parents are requested to see that their children cultivate the habit of punctuality. Students must be in their classroom by 8:15 or they will be considered tardy. If a student is tardy, he/she must report to the office for a class admission slip to be given to the homeroom teacher upon arrival in

the classroom. All tardiness (arriving after 8:15 a.m.) that is not bus related is considered unexcused. Children who arrive late due to bus transportation will not be considered tardy.

Students who arrive more than one hour after the beginning of school will be marked as having 1/2 day absence on his/her school record. Students who miss more than two hours after 12:00 will be assessed a 1/2 day absence.

Anticipated absence Family Vacations Vacations taken during school time are discouraged. However, if vacations are taken, parents should give the principal and homeroom teacher written notification of the child's impending absence. The student should contact the teacher to get assignments (please give the teacher one week notice prior to vacationing). Students are responsible for the mastery of material presented during their absence. Assignments must be completed and returned to the respective teacher(s) within the time specified by the teacher.

Release of students Anyone taking the student from school during the school day must report to the school office to sign the student out when the student leaves AND again when the student returns. If this person is not the parent/guardian, specific written permission from the parent/guardian is required before the child may be released. We will also ask to see proof of identity for the person picking up the student. No visitor should leave the entryway unless instructed by school personnel.

Make-up work due to absence: If a child is absent several days for personal and/or medical reasons, parents may request the work that has been missed. To do so, please call the school secretary and leave your child's name, grade, teacher's name, and the time you will pick up the work. Assignments must be completed and returned to the respective teacher(s) within the time specified by the teacher. Children will be given the number of days missed + one to make up missed work.

Behavior Code of Conduct / Student Responsibilities

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.

In requesting registration at Ss. Philip and James School, both students and parents agree to comply with and support the discipline policies and regulations.

Code of Conduct Ss. Philip and James 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
- Care 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, in car lines, or walking to and from school, cooperation with bus drivers, car line supervisors, safety patrol guards, crossing guards and other safety personnel
- Self-dignity -, e.g., good grooming habits, personal appearance, neatness, self-dignity reflected through full compliance with the dress code

Students are expected to respect the rights of all students and adults in the school community.

- The right to learn shall not be violated by disruptive conduct
- The right to quiet for work and thinking shall be respected and encouraged by quiet in the classrooms and in the common areas of the school
- The right to personal space may not be invaded by pushing or hitting anyone
- The right to personal and school property is to be respected by care for one's own belongings and those of others
- The right to emotional support and dignity shall be upheld through the use of positive language and through refraining from the use of derogatory language, gossip, and name-calling
- The right of preserving one's character should be observed at school, and in regard to internet chat pages.

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
- Conferences may include teachers, student, parents, principal, and other school support personnel
- Behavior and/or learning contracts

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified. In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

Our Schoolwide Expectations

Be a Disciple

Be Respectful

Be Responsible

Be Safe

USE OF DISCIPLINARY ACTION In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation. Corporal punishment is prohibited. Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

DISCIPLINARY MEASURES The following are some approved disciplinary measures:

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

Students who abuse the rights of others in any way will be guided to improve their conduct. Some consequences that may be employed for lack of cooperation with school rules:

- Students will be reminded of their responsibility
- Students will be subject to the policy of the classroom for various infractions of class policy or school rules
- Students may receive loss of minor privileges and/or recess, detention for a period after school with parents' prior knowledge
- Parents will be asked to sign a detention slip acknowledging the detention
- A detention slip unsigned by a parent or guardian is unacceptable. The parent's signature indicates notification of the detention, not permission for the detention to be served. The absence of apparent signature will result in an additional detention
- Removal of the student from the classroom or activity to another supervised area

Neither parents nor students have the right to refuse a child's detention. Students who do not show improved conduct in spite of the above measures may be subject to the following:

- Conference with teacher and parent
- Conference with principal, teacher, and parent
- Individual daily / weekly behavior contract

- In-school suspension
- Out-of-school suspension

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

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

- 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.
- Use/possession of a weapon. Police must be informed.
- Vandalism, destruction or theft of school property.
- First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (counseling may be required where necessary).
- Repeated disregard for school rules and regulations.
- Other offenses serious enough to warrant a student's removal from school.

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

In case of incorrigible behavior or of a serious incident involving potential harm to any member of the school community, the parent may be asked to withdraw the child from Ss. Philip and James School when other attempted solutions have proved unsuccessful.

Suspension / Probation / Expulsion / and Exclusion from school: In matters which may call for the removal of a student for his/her own benefit or for the benefit of the school community, every effort will be made to first remedy the situation.

The procedure for removing a student from school follows the guidelines of the Diocesan Office of Education.

Parents, teachers, and all school personnel involved in the child's education will be informed and given the opportunity to discuss the situation. In addition, the Pastor and the Superintendent of the Diocesan Schools will be consulted before any student is expelled from the school.

In-school suspension with the right to make up class work is considered appropriate action when a student's conduct is disruptive to the learning process in the classroom.

Out-of-school suspension is only used when other methods have proved ineffective and after the parents, pastor, and student have been informed, in writing, of the apparent need for such action. All privileges, academic and extracurricular activities, are withdrawn until the expiration of the suspension period. In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate suspension from school, to be followed by expulsion.

- Examples of suspension (not inclusive):
 - Offenses involving violence, threat, or coercion
 - Possession / use of a weapon
 - Vandalism
 - Repeated disregard of the school rules

Probation permits a student to attend school under the terms of a signed contract agreed to by the school personnel involved, the student, and his/her parents. Violation of this contract could result in the expulsion of the student.

Expulsion is the last resort. Expulsion of a student is a serious matter and will be used only when public behavior affects school morale, safety, and/or when the student remains incorrigible. The procedure is specified in the Diocesan Handbook Code of Conduct. Expulsion must have the approval of the Diocesan Superintendent of Schools.

- Examples of expulsion (not inclusive):
 - Use of weapon
 - Repeated use of physical violence, threat, or coercion
 - Selling, using, or distributing drugs/alcohol
 - Criminal behavior

Exclusion: The reasons a student may be excluded from school may include but are not limited to: contagious diseases, failure to comply with the vaccination requirements of the State of Ohio, non-payment of tuition and fees, or reasons for removal which may be necessary to restore or maintain order.

Situations with specific consequences:

- Ss. Philip and James School supports and cooperates with the procedures of the local school districts regarding behavior on school buses. These procedures include parent notification, suspension for a time from transportation, and loss of transportation privileges.
- Students responsible for stealing, destroying, or vandalizing Ss. Philip and James School or Parish property or the property of others are financially responsible, with their parents, whether the damage is accidental or intentional. The police will be notified if the situation warrants it.
- Truancy & Tardiness pattern absenteeism will be referred to the Pupil Personnel Office of the public school district of residence. If necessary, the case will be referred to Juvenile Court and/or Children's Services. Truancy is understood to include leaving school without permission, being absent from school without parents' knowledge, and being absent from class without permission. ***Upon arriving at school, a student may not leave the building without parental permission and adult supervision. No student may just decide to***

walk home during the school day or leave with an adult without notifying the office.

- **Students are prohibited from the use, possession, or sale of drugs, drug paraphernalia, alcohol, tobacco, explosive materials or weapons on Ss. Philip and James School property, at Ss. Philip and James School -sponsored events whether held during or outside of school hours, and on public school buses.** Violations warrant notification of the police, immediate suspension, and mandatory conference with parents before the students return to school. If a student gives evidence of signs of chemical dependency, parents will be contacted by the Principal and teachers, and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.
- Intervention by trained professionals may be required as a condition for the student to remain at Ss. Philip and James School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

Examples of Consequences (Non-Inclusive)

- Detention
- Stay in from recess

Bullying Bullying will not be tolerated at SS. Philip and James School or on the bus to and from school. Additionally, as any parent knows, bullying can be physical, verbal, and non-verbal acts. If your student is being bullied, he/ she should inform an adult in the school immediately (all staff are required to report incidents to the principal); the matter will be handled promptly and swiftly. Students who are found to be bullying will be subject to disciplinary action, including detention, suspension, and expulsion.

If your student is experiencing cyberbullying through Internet sites, apps, et c, while it is difficult for SS. Philip and James School to intervene, you are encouraged to inform the teacher/ principal of the situation. Some additional resources you may like to reference include the following:

- Ohio Law Regarding Online Bullying: <http://codes.ohio.gov/orc/3313.666>
- Ohio Anti-Harassment, Intimidation, and Bullying Initiative: https://www.youtube.com/watch?v=_Y0h21zbcI0
- Federal Stop Bullying Information Resource: <https://www.stopbullying.gov/>
- Cyberbullying Research Center (this is very up to date with a lot of helpful information for parents): <https://cyberbullying.org/>
- Ohio Department of Education "Ohio Safer Schools" Resources: https://saferschools.ohio.gov/content/anti_harassment_intimidation_and_bullying_resources#federal-resources
- http://www.violencepreventionworks.org/public/olweus_bullying_prevention_program.page
- Stark Speaks up for Kindness: <http://www.starkspeaksupforkindness.org/>

Closing/ Inclement Weather 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.

If the NORTHWEST CITY SCHOOLS close, SS. Philip and James School is also closed. Please listen to the radio. Announcements of school closings will be made over the local radio stations, particularly WHBC/AM at 1480 OR WHBC/FM AT 94.1 on your radio dial, or on Channels 3, 5, or 8 television stations. You will also receive a robo-call and an email announcing the closing of school, as long as you have signed up for the service.

Communication Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Conference days are held twice a year.

The teachers and staff at Ss. Philip and James welcome and encourage parents to express concerns. The school website and parent newsletter are tools used to enhance the communication between parent and teacher.

Take-Home Communication All students will bring home newsletters, graded work, and other important information in the Thursday Folders.

An official form from the office is sent home at the beginning of the year for permission to have a student's name/picture published on the web site or in school publications.

Principal's Communications A weekly update and monthly newsletter will be published and available through e-mail or by paper at request. If further communication is necessary, please call to schedule an appointment, or email concerns through the school website link. If you do not have access to a computer, please let us know, and a newsletter will be sent home with your child.

TELEPHONE USE / MESSAGES FOR STUDENTS The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. Children are called to the telephone **only in the case of an emergency.**

- **Students are not permitted to use cell phones during school hours, unless specific permission is given by the teacher to use them.**
- **Cell phones must remain turned off and in book bags during school hours (8:00-4:00). This does include smartwatches with the ability to make calls.**

Because of online capabilities, chance of breakage, and loss, **electronic devices are not to be used during school time including morning care and after school care.** This includes all electronic devices such as phones, hand held games, iPods, iPads, etc. Electronic devices that a student needs after they leave school property are to be kept out of sight and left inside book bags.

As the school is now a fully 1 to 1 Chromebook/ Student school, there is no necessity for the students to have cell phones outside of their book bags during the school hours (8:00-4:00) **Students found to be using their phones during school hours will have them held in the office to be picked up only by a parent or guardian.**

Custody & 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.

Dismissal – See “Arrival and Dismissal.”

Dress Code *Transitional Kindergarten will follow the Kindergarten guidelines.*

The dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform rest with the principal/administration. School attire affects the behavior and study habits of children. Therefore, the following dress code is to be observed:

Girls:

| Grades | Pants/ Skirts | Tops | Shoes | Accessories/ hair |
|----------------------------|---|---|---|--|
| K-8 | <p>*Plaid jumper, skirt, or skort; no more than 2” above knee; shorts must be worn underneath skirts and jumpers.</p> <p>*Solid Navy blue or khaki pants. No “leggings” or yoga pants.</p> <p>*Tights or ankle covering socks (including knee highs) should be worn under jumpers.</p> <p>*Solid navy blue or khaki dress shorts may be worn August- October 31st and April 1st - End of School Year.</p> | <p>*Solid color (white, navy blue, hunter green collared shirt.</p> <p>*No logos on shirts.</p> <p>*Shirt must be tucked at all times.</p> <p>*Short or long sleeves as per weather.</p> <p>*Sweaters (plain navy or white - no labels or words) may be worn over a blouse or shirt.</p> <p>*Undergarments should be pale in color.</p> | <p>*Black, brown, or navy in color; boat style or Sperry style shoes are permitted. No heels larger than ½ inch in height and boots are not permissible. The only exception to boots is during the winter months, students may wear snow boots to school and bring acceptable uniform shoes to change into.</p> | <p>*Sweatshirts (SPJ, Western, Central Catholic, or plain navy blue) are permitted in class over a school uniform shirt. No hoodies are to be worn on regular uniform days. Hoodies are permitted on Out of Uniform days. Crew style or ¼ zip sweatshirts are permitted on regular school days.</p> <p>*No make-up.</p> <p>*Clear or light pink (subtle) nail polish is permitted.</p> <p>*A plain black, navy, or brown belt must be worn on garments with belt loops.</p> <p>*No leggings are allowed.</p> <p>*Girls may wear tights or socks (Solid white, black, navy blue, or hunter green) which are at least above the ankle and have no trim or labels.</p> <p>*One pair of button style earrings may be worn.</p> <p>*Religious necklaces may be worn.</p> <p>*Headbands, bows, and barrettes may be worn (navy blue, white, hunter green, or school plaid). No large or distracting adornments.</p> <p>*No distracting hairstyles or colors.</p> |
| Out of Uniform Days | <p>*Girls may wear nice jeans (no holes) on out of uniform days. No leggings.</p> | <p>*Girls may wear spirit tops on spirit days with jeans; on Dress up days, no sleeveless tops or jeans.</p> | <p>*Standard dress shoes, tennis shoes, and fashion boots are permitted; no sandals; no</p> | |

| | | | | |
|--------------------|---|--|---|--|
| | | | open-toed shoes should be worn. | |
| Mass | *Girls should wear plaid skirts or jumpers to Mass. *Tights or ankle covering socks (including knee highs) should be worn under jumpers. | *Girls should wear white button up oxford-style shirts with their plaids. | *Standard dress shoes (see above). | *No hooded sweatshirts are to be worn in Mass. |
| Gym Uniform | Solid navy blue sweat pants or athletic shorts are required on gym days. | Grey t- shirt with SPJ logo purchased through the school office or Gameday | Athletic shoes or sneakers should be worn on gym days. Solid white, black, navy blue, or hunter green socks which are at least above the ankle and have no trim or labels should be worn on gym days. | |

Boys:

| Grades | Pants | Tops | Shoes | Accessories |
|------------|--|---|---|---|
| K-8 | <p>*Solid navy blue or khaki pants.</p> <p>*Solid navy blue or khaki shorts may be worn August- October 31st and April 1st - End of School Year.</p> | <p>*Solid color (white, navy blue, hunter green collared shirt.</p> <p>*No logos on shirts.</p> <p>*Shirt must be tucked at all times.</p> <p>*Short or long sleeves as per weather.</p> <p>*Sweaters (plain navy or white - no labels or words) may be worn over a blouse or shirt.</p> <p>*Undershirts must be the same color as the school uniform shirt and should be tucked in at all times.</p> | <p>*Black, brown, or navy in color; boat style or Sperry style shoes are permitted. Boots are not permissible. The only exception to boots is during the winter months, students may wear snow boots to school and bring acceptable uniform shoes to change into.</p> | <p>*Sweatshirts (SPJ, Western, Central Catholic, or plain navy blue) are permitted in class over a school uniform shirt. No hoodies are to be worn on regular uniform days. Hoodies are permitted on Out of Uniform days. Crew style or ¼ zip sweatshirts are permitted on regular school days.</p> <p>*A plain black, navy, or brown belt must be worn on garments with belt loops.</p> <p>*Religious necklaces may be worn.</p> <p>*No distracting hairstyles or colors. No faux-hawks,</p> |

| | | | | |
|----------------------------|--|---|---|--|
| | | | | <p>mohawks and hair must not touch the collar.</p> <p>*Socks must be solid white, black, navy blue, or hunter green which are at least above the ankle and have no trim or labels.</p> |
| Out of Uniform Days | *Boys may wear nice jeans (no holes) on out of uniform days. | *Boys may wear spirit tops on spirit days with jeans; on Dress up days, no jeans. | *Standard dress shoes, tennis shoes, and boots are permitted. | |
| Mass | *Solid navy blue or khaki pants. | *Boys should wear white button up oxford-style shirts with a hunter green, navy blue or school plaid tie. | *Standard dress shoes (see above). | *No hooded sweatshirts are to be worn in Mass. |
| Gym Uniform | Solid navy blue sweat pants or athletic shorts are required on gym days. | Grey t- shirt with SPJ logo purchased through the school office or Gameday | Athletic shoes or sneakers should be worn on gym days. Solid white, black, navy blue, or hunter green socks which are at least above the ankle and have no trim or labels should be worn on gym days. | |
| | <p>Uniforms will be checked regularly by the school staff. Students who are not in compliance with the dress code will be reminded to correct infractions. After repeated instances, a dress code notification form will be sent home for the parents to sign & return.</p> | <p>Final decisions regarding school uniform rest with the principal/administration.</p> | | |

Extra-curricular Activities – See “Sports...”

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 an Official permission form (From the office - this means that a written note will not be accepted) signed by a student's parent(s) prior to a student participating in each activity. **PHONE PERMISSION IS GIVEN BASED ON THE RECOMMENDATION OF THE PRINCIPAL NOT THE STUDENT.**
- 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, have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
 - b) The vehicle must have a valid registration.
 - c) 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.)
 - d) No driver should take more children than the number of seat belts in a car.
 - e) Each driver should be given directions to the site and rules and procedures for student behavior in cars. 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.)
 - f) The driver must be fingerprinted and 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 any time.
- Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on field trips.

CHILDREN MUST HAVE A SIGNED (OFFICIAL) PERMISSION SLIP (FROM THE OFFICE) IN ORDER TO ATTEND A FIELD TRIP.

Finances *Diocese of Youngstown -*

Tuition Assistance 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 a 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.

Ss. Philip and James School Parishioner – Financial Assistance Ss. Philip and James School parishioners who may find it necessary to request financial aid are to obtain a Financial Assistance Form from the Principal and to submit it to the Principal on a date to be determined by the Principal. Families whose application is approved will be notified of the amount of their grant in writing. Families receiving a grant are expected to pay the student fee and the tuition balance and to submit a letter to the Principal detailing a payment schedule. FAMILIES WHO HAVE RECEIVED A GRANT IN THE PAST MUST APPLY EACH YEAR IF THERE IS A NEED. Questions regarding the procedure for financial assistance may be directed to the Principal.

Above all, if you need assistance or any specific needs arise, please reach out to the school to let us know of your situation.

SCHOOL TUITION POLICIES Tuition is determined yearly by the Ss. Philip and James School Parish Finance Committee. SS. Philip and James School Parish and neighboring Catholic parishes who have students attending Ss. Philip and James School, pay a percentage of the per pupil cost. Non-parishioners must pay the entire per pupil cost.

The 2024-2025 Tuition Schedule is:

Transitional Kindergarten: Half Day (8:15-11:45) : \$3,875

Transitional Kindergarten: additional half days(11:45-3:15)

2 days a week - \$1,010

3 days a week - \$1,410

4 days per week - \$1,820

5 days a week- \$2,225

K-8 Rate: - \$6,100

Tuition for Ss. Philip and James School is managed through FACTS, a tuition management company. Information concerning the FACTS program is given upon completed registration and acceptance.

All families must register through FACTS at the following site: <https://online.factsmgt.com/signin/3X7S8>

Non-Payment Policy If tuition payments are not met, your child's report card may be withheld. If tuition is two quarters past due, your child may not report for classes for the following quarter until tuition has been paid or other arrangements have been submitted in writing and approved by the principal. Report cards and transcripts will be withheld until all financial obligations are met.

NSF Checks Checks returned from the bank identified as NSF will be treated as follows: First Offense: NSF check writer will be fined \$15.00 (current rate), and be required to pay tuition and other fees only by cash or certified check

Fund Raising

Sometimes people ask, "Why are there so many fundraisers at Catholic Schools?" The short answer is, bluntly, our schools cannot survive without them. ***Where We Started & Where We Are***

Catholic Schools were started in the mid 1800's mainly as a response to Catholic children not being welcome in public schools. Catholic students were allowed to attend public schools, but they were encouraged to not outwardly show their Catholicism and faced negativity and ridicule for their faith. In response to this, Catholic parishes began to form their own schools, many of which still exist today (SS. Philip and James School was founded in 1885).

These parish schools were run mainly by priests and nuns for decades, and tuition was next to nothing. As the number of young men and women becoming nuns and priests declined in the 1960's and 1970's, the need to hire non-religious teachers grew throughout the 1970's and 1980's, and today, most U.S. Catholic schools are entirely made up of non-religious teachers. In other words, the teaching staff, which was once made up of religious persons receiving minimal pay, is now made up entirely of people raising families. Over the decades, this has increased the amount of money it takes to run the schools. ***Today's Need for Fundraisers***

Why fundraising is important?: It covers the cost of health care benefits, the school's utility bills, maintenance costs, educational materials costs, and so much more. All told, the school only brings in 66% of the funds it requires to operate each year [*this includes all monies raised through fundraisers, etc*]. SS. Philip and James Parish provides the additional 34% for the school to operate

The cost to educate a child at SS. Philip and James School is just over \$11,000. SPJ's Catholic rate for tuition is \$6,100. No family at SPJ is asked to cover the full total of what it costs to educate their children. So, for every student in the school, there is a "cost per pupil gap". This is where fundraisers help out tremendously.

As the year progresses, and fundraising opportunities increase, I ask that you look at them in a positive light; without them, schools like ours couldn't function. Our kids receive the Good News of the Lord each and every day; this is not possible in public schools. Our small class sizes have resulted in exceptionally high standardized test scores. SPJ is filled with incredible teachers and students, and while fundraisers may get tiresome, please know that they are one of the main ways through which we can keep tuition costs down while also meeting the needs of a growing school population and aging facilities.

Health **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.

Health and immunization records are due on or before opening day of school for all new students. During the school year vision screenings and height/weight measurements are given to all students in Grades TK, 1, 3, and 5; hearing for grades TK, 1, 3, & 5 and postural screening for Grade 5. New students receive all health screenings. Any test may be given upon parent or teacher request.

The school furnishes an **emergency authorization form** which directs the school's course of action in each individual case. It is essential that the parent notify the school of changes of phone number, address or employment throughout the school year so this data is always up-to-date.

ACCIDENTS AND FIRST AID The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student. If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents. If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents should be informed as quickly as possible. Either a parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student. For this reason it is imperative that this information be kept up-to-date in the office file.

Home & School Association The Home & School Association promotes communications between parents and teachers. All parents and faculty are members. Meetings are held several times a year and are open to all parents.

Purpose of Home & School:

- promote the welfare of the children
- bring the families into more frequent contact with the school in order to promote understanding and support of its educational mission
- develop a sense of community and commitment through participation in common spirit and fund-raising projects.
- raise funds for the needs of the school
- provide programs in keeping with the purpose of the organization

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.

We have reworked our daily class schedule to include a period of time each day during which the students in all grades will have time to complete homework and visit their teachers for assistance in each specific content area; this period is called Titan Time.

Homework assignments for grades 4-8 will be communicated from the teacher to the parents via the teacher's preferred method (e-mail, web-posting, etc).

Honor Roll Students in grades 6-8 at Ss. Philip and James School will be recognized for academic and perfect attendance achievements every nine weeks. **The guidelines for honor roll are as follows:**

Quarterly Honors will be determined by grade point average.

3.91-4.0: Honor Roll with Distinction

3.7-3.9: Honor Roll

3.4-3.69 Merit Roll

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.

- **Children who show signs of illness in the morning should be kept home.** Children with severe colds or coughs should not be sent to school where they may spread their illness to others. A child who spends the day in school ill is not able to learn and is a potential carrier of disease to others.
- In case of a contagious disease, the Ohio Department of Health requirements will determine when the child may safely return to the classroom.
- Ordinarily, a child who is well enough to participate in school is considered well enough to participate in school activities, including outdoor recess and physical education class. A doctor's excuse is needed for exemption from gym class or recess.
- **If a child is absent during the day of an athletic event, he/she will not be permitted to participate in the event.**

- Children are not to be left in the classrooms during recess without supervision, so permission to stay inside requires special provisions and is only granted for serious reasons. When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the office to wait until a parent or other responsible party can be reached.

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 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.
2. The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes **strep throat, pink eye, chicken pox, head lice** and any other communicable disease. For **pink eye** the student must be on antibiotic eye drops for 24 hours and have no discharge upon return. For **chicken pox** all lesions must have a dry crust and must be checked by a school nurse upon return. If the student has a positive **strep**, he must be on an appropriate antibiotic for 24 hours and have a normal temperature. If a child has a throat culture one day, he/she should be kept home the following day until the results are known. 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.

LICE Head Lice

Procedure:

1. All students infested with head lice are excluded until the head is free of lice and nits.
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. The prescribed shampoo must be used.
4. Readmission to school is permitted **ONLY** after examination by school nurse reveals head to be clear of lice and nits.
5. The school nurse (if available) will recheck student two weeks after readmission to school.

Lost and Found Please "name tag" all clothing. Lost and found articles will be placed in a basket in the Nurse's Office. Periodically all unclaimed articles will be sent to charity. Lost valuables (i.e., glasses, watches, keys, and jewelry) can be claimed in the office.

Lunch / Milk Program Cafeteria Lunch 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. *Under the National School Meal Program, free and reduced lunches are available to those families who qualify by reason of income or special circumstances. Applications are made available through the office.*

Lunch and milk are served in the cafeteria. You can find the menu in your students' take home folder and it will be e-mailed to you.. Choose the meals that you would like your child to receive on the form, include funds, and return in an envelope (with your child's name and grade) to the office.

Students who pack their meals may purchase milk for \$.50. Soft drinks and excessive sweets are not permitted in lunches.

Good manners are expected in the lunchroom at all times. Out of consideration for others, each student is to leave his/her place at the table cleared and clean, and anything dropped on the floor picked up and disposed of properly.

No food may be eaten anywhere outside of the cafeteria, including the playground, except for scheduled classroom snack time

- No gum is permitted in the buildings or on school grounds (unless provided by the teacher or principal).

Medications/ Medical Concerns ADMINISTERING PRESCRIBED MEDICATION TO

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

A. Authorization to Administer Medication

1. The physician must sign a form granting the school permission to administer prescription or nonprescription medication.
 - a. Forms will be supplied by the school
 - b. The medication and signed permission forms shall be brought to the school by the parent.
 - c. The physician's signature must be on the original medication permission.
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 self-administer medication in the presence of the school nurse, the principal or designee.
3. Request forms must be submitted each school year for all medication.

B. Transportation of Medication to and From School

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

C. Labels on Medication

1. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed. Medication must be clearly labeled and accompanied by the following information:

a. On prescription bottle:

1) Full name of the student; 2) Name of the medication; 3) Dosage and time intervals for administration; and 4) Name of the physician (required for prescription drugs only).

b. On the permission form:

1) Possible side effects, any severe reactions; and
2) Any special instructions for administering the drug such as storage or sterile conditions.
2. Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.
3. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

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

Missions / Projects for the Needy Mission activities help students realize there are other people in the world who live in conditions of want and fear, deprived of the necessities of life that we take for granted. We encourage our students to learn compassion for people, to pray for them, and to make generous sacrifices. We encourage parents to foster this attitude in their children. Students are periodically given the opportunity to participate in local and national projects for the benefit of specific groups:

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

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

Nondiscrimination Clause

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

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.
- 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.

Attendance at parent education programs is required for those whose children will be receiving the following Sacraments:

Eucharist Catholic children in Grade 2 receive instruction and have the opportunity to receive the Eucharist.

Reconciliation Catholic children in Grade 2 receive instruction and have the opportunity to receive the Sacrament of Reconciliation. Children in all grades are encouraged to receive this Sacrament regularly.

Confirmation Students in grade 8 make the declaration of their faith to the Lord through confirmation.

Communication with Parents Newsletters and activity calendars are posted on the SPJ School website and the Stark County Catholic Schools app. Written communications are sent home as needed. Teachers can be contacted through school email, telephone conversations, conferences, and notes.

School website: <http://www.saintsphilipandjames.org/>

Staff email: Contact staff members through the link found on the school website.

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.

Parent Organizations The parent organization is subject in all respects to the control of the school. 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 to:

2. Serve in an advisory capacity to support the principal/administration; 3. 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; 4. Support and promote quality Catholic education at the school; 5. Encourage Catholic values of family life; 6. Share with teachers the values that parents are attempting to develop with their children at home; 7. 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; 8. Unify parents in an effort to raise funds each year for Ss. Philip and James School so that the tuition rate can be kept within a reasonable range for most families.

Philosophy of Education/ Mission Statement DIOCESAN PHILOSOPHY

OF CATHOLIC EDUCATION We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum, which meets the religious, academic, personal, and social needs of children. The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

St. Philip and James Roman Catholic School works in partnership with the Diocese of Youngstown, our parish community, our state and the family, to provide a Christ-centered education.

School Colors: *Blue and Yellow* **School Mascot:** *Titans*

Promotion/ Failure Policy A major goal of the school is to assist students to complete each academic year satisfactorily. Promotion to the next grade level is based on the satisfactory completion of the respective grade level work. Students who fail a core subject may require tutoring. After an adequate time of assessment and intervention, (e.g.: parent conferences, testing, tutoring, interim reports) school personnel may determine that retention seems a possibility for a particular student. 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. In such cases, a series of notifications for retention must be initiated.

- The teacher will notify parents if their child is not progressing satisfactorily toward a passing grade in the course, and make the parents aware of the possibility of retention.
- A parent conference will be held to outline intervention strategies that will be employed.
- A second conference will be held with the parents and appropriate school personnel in attendance to evaluate progress. If a student does not meet the criteria for promotion, and 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.

- If the student does not complete the program satisfactorily, written notification of retention will be given to parents. 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.
- 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.
- The school does not guarantee the award of a certificate of satisfactory completion of any course of study to students. In order to qualify for promotion, 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 provide transcripts of the student's academic record to third parties such as other schools, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.)

Recess/Playground Policies Playground equipment is limited to balls, jump ropes, and similar movable easily stored items. Students are to exercise reasonable care in the use of these items as well as other school equipment.

In order to make recess periods enjoyable and safe for all, the playground rules include but are not limited to:

- Respect and obey the supervisors at all times.
- Treat others with kindness; share balls, jump ropes and space.
- Play in the area assigned to the specific class.
- Avoid all rough play including, but not limited to, keep-away, tackle-football, or basketball involving "hard fouls."
- Never throw or kick stones, ice, snow, or wood chips.
- Do NOT chew gum anywhere on the school premises (unless given permission by teacher or principal).
- Never leave the play area, for any reason whatsoever, without the express permission of the assigned supervisor.
- Use NO profane or vulgar language anywhere at any time.

It is our goal that all at Ss. Philip and James School understand the importance of correct behavior and proper courtesy on the playground. Parents are requested to help their children understand the need for respecting the rights of others. Violations of these rules will result in consequences, such as not being permitted to play with others, detention, Time Out, standing on the wall at recess, etc.

Safety (School) SPJ School performs necessary drills as regulated by the State of Ohio. SPJ also has a coordinated emergency intruder/ danger plan which has been coordinated with all local law enforcement and response agencies.

SPJ School has invested funds to become part of the Navigate Prepared school safety program. More can be learned about this program at <https://www.navigateprepared.com>.

FIRE / RAPID DISMISSAL / TORNADO / EMERGENCY DRILLS Ss. Philip and James School has a working safety program that promotes school safety through organized drills for shelter in place, fire, tornado and reverse evacuation. The teachers are oriented to the program each fall in order to be prepared should an emergency arise. If you would like to view the plan, please contact the school office.

Spiritual Development *Religious Education Program* Religion classes are taught daily for at least 30 minutes in all grades transitional kindergarten through grade 8. Preschool has 30 minutes each week. The teachers hold Religious Education certificates and are required to attend religious in- services. We celebrate the Word of God by receiving the Sacraments and attending the Liturgy as a school community. All classes celebrate the opportunity to participate in the liturgy on Holy Days and Mondays, as well as special occasions throughout the year. We encourage parents to celebrate the school liturgies and attend Mass. Non-Catholics participate in all religious classes and activities as permitted by the Catholic Church. Students at Ss. Philip and James School have additional opportunities for worship through confession, adoration, and para-liturgical celebrations such as Stations of the Cross and May Devotions which are held from time to time in the classrooms and in the Church to enrich the prayer life of the students. The students at Ss. Philip and James School participate in service projects in the community. They become involved through individual, classroom, and school projects.

The parish community of Ss. Philip and James School and the surrounding parishes without a host school depend upon the support of their members. Religious instruction is truly effective only to the extent to which it is reinforced by the living example of the family in the home, and by the involvement of the family in the sacramental program. Parents are urged to exercise their responsibility to fulfill their Sunday obligation by attending Mass with their children and by seeing that each child participates in the Sacraments.

Attendance at parent education programs is required for those whose children will be receiving the following Sacraments:

Eucharist Catholic children in Grade 2 receive instruction and have the opportunity to receive the Eucharist.

Reconciliation Catholic children in Grade 2 receive instruction and have the opportunity to receive the Sacrament of Reconciliation. Children in all grades are encouraged to receive this Sacrament regularly.

Confirmation Students in grade 8 make the declaration of their faith to the Lord through confirmation.

Special Education/ IEPs – See “*Students with Special Needs.*”

Sports & Extra-curricular Activities Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extracurricular activities. Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance. While catastrophic health insurance is available through the Ohio High School Athletic Association (OHSAA), this coverage begins after the first \$25,000 of expenses. All 7-12 athletic programs of the Diocese are to be members of the OHSAA.

Servers Servers are under the direction of the pastor and his appointed representative. Parents are expected to reinforce responsibility by seeing that the student arrives on time for his/her duty or provides a substitute. The privilege of serving at the altar demands a sense of reverence and responsibility.

Athletic Program We offer a wide array of athletic programs either here at SPJ or through Stark County Catholic Schools under the name “Western.”

ACADEMIC PERFORMANCE GUIDELINES FOR PARTICIPATION *Rationale:* Athletics at Ss. Philip and James School are to be supportive of the academic program of our parish. As such, priority will always remain upon schoolwork and performance. The following guidelines for athletic participation related to academic performance have been established in conjunction with the school administration, teachers, and athletic director with the approval of the pastor. All athletic offerings can be seen at the following website:
<http://saintsphilipandjames.org/athletics>

Notification At the regular progress or report card times, teachers will inform the principal of students ineligible for participation in athletics. The principal will inform the coach.

A copy of these guidelines and a written notice of ineligibility/eligibility will be included with the interim or report card at the end of each quarter.

After one week, the teacher will verify either the student’s eligibility or continued restriction. This form will be signed by the principal and sent home to the parents. The student will present this signed form to the coach.

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. SPJ cannot arrange for the transportation of student athletes by private cars, vans or other vehicles. It is the responsibility of the parents working together to arrange and provide transportation of student athletes to and from sporting events.

Standardized Testing Programs

- Students in grade 5 & 8 will take the Assessment of Religious Knowledge (ARK).
- Students in grades Transitional Kindergarten through Eight will use the Measures of Academic Progress Testing (MAP).
- Scholarship students in grades three through Eight will take required state assessments.
- Students in grade 8 will take the ACT Aspire Assessment.

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 and the individual child.

- **Since a handbook cannot cover every instance or all situations, the principal’s decision is final.**
- Students do NOT have the right to refuse to take a class or do an assignment. If there is a problem, the parent should speak to the teacher.

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. Two or more appropriate school or police personnel will be present for such a search. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

Students and Student Property Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the office or 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-à-vis other students 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. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

Since books are expensive both to purchase and for the school to maintain from year to year, parents are urged to help their children be responsible for assigned books; they are to be kept covered and clearly identified.

Children are financially responsible for the loss or damage of textbooks and other materials provided for their use during the school year. Students are responsible for any damage to property belonging to the parish, school, or to other students.

Students with Special Needs SPJ welcomes students of all abilities. Before enrolling the student, a sit down discussion with parents is required to assess the needs of the student and to look at the services that can be provided. Through a combination of various services and methods, we strive to meet the educational needs of all students:

- **Students with IEP's:** SPJ works with each child to meet requirements of a student's IEP. When a student is admitted to SPJ with an existing IEP, the IEP is changed to an ISP that will reflect how the needed services will be provided at SPJ. The school may not be able to provide the services on the IEP due to limitations of available services, but will accept a student if needs can be fairly met with available resources.

The following resources are available at SPJ.

- A. Pull out tutoring & assistance
- B. Minor Adjustment (Accommodation) Plans including modified lessons and modified requirements on assignments and assessments
- C. SPJ works in cooperation with third party providers of the Jon Peterson Scholarship to

provide additional assistance.

D. A speech therapist is available to service students with Speech ISP's.

Textbooks and Supplemental Materials Students use textbooks which are chosen by the teacher and principal. An approved list from the Diocesan Office of Catholic Education is used as a guide for selecting the students textbooks and supplemental material.

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 the Internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet.

The creation and/or uploading of "computer viruses" are expressly prohibited. Additional responsibilities for use of school facilities for the Internet and e-mail are:

- No student may use the Internet unless the school has on file an 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
- When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- 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, networks and/or systems.
- Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - Messages to others shall be polite and shall not be abusive.
 - Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - Internet bullying is NOT permitted to Use of the network shall not disrupt use of the network by others.
- There shall be no links from the school home page to a student's personal home page.

- While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder. The school will use appropriate 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.

Transferring Schools

- 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.
- ***All Fees and Tuition MUST BE PAID prior to the release of the student's records. In addition, students transferring or withdrawing are required to complete an Exit Form (available through the school office).***

TRANSFER OF RECORDS

- Scholastic information will be sent to the new school upon a "Release of Student Records" from the new school. Records are released to another school only when the parents provide a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released.
- Only copies of student records may be released. Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."
- As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations). However, health records and testing results which have been obtained through state or federally funded programs will be forwarded.

Transportation Ss. Philip and James School children are transported under the provisions of the Ohio Fair Bus Law. The law provides that elementary school pupils who live more than two miles from the school they attend must be transported to that school by the public school district in which they live. Only children eligible for bus service are permitted to ride the buses.

- Each of the public school districts determines eligibility according to its own policy.
- Each district notifies parents of routes and schedules in August. Kindergarten transportation varies according to the school district in which you live.
- Bus rules are provided to all students at the beginning of the school year.
- For the safety of all, parents must insist on proper behavior on the bus and at the bus stops. Students who are uncooperative on the bus will be warned. Further violations of rules may result in loss of the privilege of riding the school bus. Ss. Philip and James School personnel cooperate with the issuance of bus violations according to district policy.
- Although a parent may request, by writing a note to the bus driver, that a child ride the bus with a friend, it is

permitted only if seating is available. Notes from parents requesting a transfer of buses must be signed by the principal.

- **All transportation notes must be sent to the office in the morning.**
- **A student who is going home with another student or by a different form of transportation than that usually used must present a written verification of the change, signed by a parent/guardian, to the office.**

Volunteering at School There are many opportunities for parents to become involved in activities at Ss. Philip and James School. All regular volunteers must complete Virtus training and be fingerprinted. Parents assist the teachers in the following capacities:

Cafeteria Aides

Night at the Races

Book Fair

Field Trip Supervisors

Santa Shop

Playground Supervisors

Many more opportunities are available!

Catholic schools rely upon the dedication of parents in numerous ways, and the time and talent of parents is one of the key factors to the strength of our schools. Please consider giving of your time.

Various Considerations **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 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. C. Items modified to inflict pain or injury, or items used as weapons by a student in an isolated situation – ie.

Shooting rubber bands This policy shall apply to ALL students from preschool through grade 8, participants in school programs, show and tell, teachers, administrators, and other personnel in the school.

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

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

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.

INAPPROPRIATE MATERIALS Students are not permitted to possess the following items on school property or at school functions: weapons, drugs, pictures of books portraying explicit images.

AIDS POLICY REGARDING STUDENTS (Diocese of Youngstown): When a student, who is enrolled or seeking enrollment in grades Preschool-8, is identified as having HIV/AIDS/HBV, the superintendent or his designee is notified. The Diocesan handbook states: "A student identified as having HIV shall be temporarily excluded from school and will have home instruction until the medical conference and review procedures have taken place."

The superintendent will consult with the appropriate health commissioner or advisor. If the student's primary care physician feels the student, for his own health, should remain at home and be homeschooled, arrangements will be made. If the student's physician decides the student should attend school, a review team, as stated in the Diocesan Guidelines for Students, must be followed.

The student may be in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities.
2. The child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk.

3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

In Parish Elementary Schools, the Pastor and Principal will confer with the appropriate persons and consult with the Superintendent before the Pastor makes the final decision on each case in the parish school. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), or other illness caused by HIV (Human Immunodeficiency Virus that causes AIDS, also known as HLTVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from school shall be provided with an alternative means of catechetical instruction.

Work practices related to AIDS: It is the policy of Ss. Philip and James School to implement practices which minimize employee/volunteer/student exposure to bloodborne pathogens and other infectious material. Some of these controls include, but are not limited to:

- Wearing plastic/latex gloves (supplied by the school) when having contact with body secretions
 - Washing hands with soap and water after removal of gloves or contact
 - Disposing of infectious materials in the red container or the sharps container in the office
 - Proper disposal of contaminated materials
 - Proper clean-up of any contaminated areas
- All playground volunteers wear a medical, fanny pack obtained at the school office, while on duty. The pack will contain gloves. Teachers / parents wear the fanny pack while on field trips.

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

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 endeavor to provide for its students an atmosphere free from sexual harassment. For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or having such 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. **Using the words, “I was just kidding,” is not an acceptable excuse.** 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 recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.