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Student/Parent Handbook  
"A LEARNING ENVIRONMENT.... A FAMILY OF GOD"  
Revised 2020

Dear Students and Parents/Guardians,

Welcome to St. Christine School. We appreciate the opportunity to work as partners with you as parents, the primary educators, for the academic, spiritual, and moral growth of your child.

The goal of Saint Christine School is to lead students to know Jesus Christ and His Gospel message of love and service. Our school is committed to integrating Catholic faith as we help our students develop their spiritual, intellectual, emotional, social and physical gifts. This handbook was designed to help you and, in turn, enable Saint Christine School to reach its goal.

Please read this handbook carefully and keep it for reference. It will provide you with some important information about Saint Christine School. Parents are to sign and return to school the ***Statement of Acceptance***. Parents should keep this handbook for future reference, to ensure an enjoyable and informed school year. If at any time you have any questions, please feel free to contact the school office.

The entire staff is dedicated to providing every child with the best education possible. We all realize that parents are our partners in the important task of educating the children of Saint Christine School. We are delighted to have you join us as a member of our school family.

Sincerely,

Walter J. Carpenter

(2020-2021)

## **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 interfere 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.

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.

St. Christine School Administration reserves the right to alter, amend, modify, change, or terminate any of the policies in the handbook after providing students and parents sufficient notification of change.

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

**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 the Student/Parent Handbook. Policies in the 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.**

Once you have chosen to enter into partnership with St. Christine School, we trust you will be loyal to this commitment. During formative years your child needs constant support from both parents and faculty in order to enhance his/her moral, intellectual, social, cultural and physical development. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest to challenge, yet nourish, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never lead to positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is ever an incident at school, you as parents should make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits, which provides a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be held accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absences.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

### **Diocesan Philosophy and Statements of Belief**

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

- Strong Catholic schools are a ministry of the Catholic Church and strengthen all other programs of evangelization, service, catechesis, and sanctification.
- Catholic schools are to be communities of faith in which the Christian message, the experience of community, worship, and concern for social justice are proclaimed, practiced, and integrated into the total experience of students, their parents, and members of the faculty.
- The Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children.
- The educational mission of the Catholic Church finds its center in the life and the teachings of Jesus, who reveals God's design for all creation.
- Catholic schools are committed to integrating Catholic faith and culture as they help students develop into mature Christian persons whose lives are modeled on Christ and His Gospel, enabling students to hear, live, and proclaim the good news of the Gospel.
- Catholic education sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness and beauty.
- Catholic schools aspire to excellence in all educational programs in order to meet the needs of the whole child.
- Catholic education involves the active participation of the learner in studying and interpreting human experience in the light of faith, so as to advance God's glory and dignity of all people
- Catholic education encourages service learning with service projects that are acts of kindness and charity as well as education for global awareness and justice issues.
- The Catholic educator - teacher, administrator, pastor- is preeminent in creating the unique climate in which a Catholic philosophy and purpose can be realized.
- The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership and the community of faith that supports the educational mission of the Church.
- Catholic schools admit students because we are Catholic. Non-Catholic families who desire an educational experience founded on the Catholic philosophy of education are welcome in the school community.

### **Mission Statement**

As a mission of the Diocesan Church and the local parish communities, and in partnership with the family, Diocese of Youngstown Catholic Schools provide an education through which the rich tradition and truth of the Catholic Church are handed on, lived, and fostered. Children and young people are, in a unique way, prepared to participate in the life of the Church and society through a commitment to faith, self, lifelong learning, social justice, and service to the local and global church and community.

### **Vision Statement**

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

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.

### **Profile of a Catholic School Graduate in the Diocese of Youngstown**

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

- Enjoys a meaningful prayer life and understanding of Catholic beliefs;
- Makes decisions with a formed Christian conscience based on Gospel values and the moral teachings of the Catholic Church;
- Appreciates and respects the beauty, value and goodness of all creation;
- Exhibits attitudes of justice, compassion, forgiveness, concern and respect for others;
- Chooses to be involved in Christian service, particularly to the poor and vulnerable.

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

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

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

- Exhibits a work ethic, self-discipline and persistence to pursue goals;
- Uses logical reasoning to draw conclusions;
- Applies critical thinking and problem-solving skills;
- Uses imagination freely to generate new ideas and to anticipate and plan for the future;
- Acts as a respectful, contributing, flexible, effective member of a collaborative team;
- Demonstrates proficiency and clarity in oral and written communication;
- Demonstrates skills of scientific inquiry, math competency, information, media and technology literacy;
- Appreciates aesthetic value in art, music, and literature.

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

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

### **Office of Catholic Schools Mission Statement**

The Office of Catholic Schools provides leadership, support, and supervision 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 schools of the Diocese of Youngstown.

### **Saint Christine School Mission (Revised 2019)**

As part of the ministry of education in the Diocese of Youngstown, Saint Christine School serving the faithful of the Cornersburg area of Mahoning County, strives to develop faith-filled, academically prepared children from pre-school to eighth grade. In collaboration with families, the parish, and the diocese, we guide children to know God and to live the Gospel message of Jesus Christ. We nurture the students' talents, encourage them to embrace diversity, and prepare them to be life-long learners working for a better world. We are committed to our long-standing tradition of academic excellence and providing service to those in our community.

### **Saint Christine Belief Statement**

Students develop the deeply rooted traditions and beliefs of the Catholic Church.

- Students strengthen and develop their personal relationship with Christ and His church.
- Based on Gospel values, students form a Christian conscience and develop decision-making skills.
- Each student acquires a sense of responsibility for self, family, school, parish and community.

All students can learn.

- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A safe and nurturing environment promotes student learning.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Students' learning needs should be the primary focus of all decisions impacting the work of the school.

Students learn in different ways and with a variety of instructional approaches to support their learning.

- Curriculum and instructional practices incorporate a variety of learning activities to accommodate differences in learning styles.
- Students learn because they are actively engaged in the learning process.
- Challenging expectations increase individual student performance.

- Students need to demonstrate their understanding of essential knowledge and skills and need to be actively involved in solving problems and producing quality work.
- Students need to apply their learning in meaningful contexts and need to integrate their knowledge and skills across the curriculum.

Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement.

### **Saint Christine School – Four Great Things**

#### Catholic Identity and Faith Infused with Learning

St. Christine School is proud of its Catholic identity and the integration of faith into every aspect of learning and extra-curricular activities. By example, our eighth graders learn that service to others is an essential part of living the Gospel as they pair up with first graders during faith formation activities.

#### Academic Quality

St. Christine School has a tradition of academic quality. The school is progressive in its use of educational technologies such as ActivPanels, Chromebooks, iPads, Laptops and Virtual Learning Kits (cameras, microphones, headsets) to not only enhance the students’ learning experience, but also to accommodate 21<sup>st</sup> Century learning and remote learning when needed. We are a Showcase School for G&G, Inc., our technology vendor, due to our innovative use of educational technologies in all the classrooms.

#### Safety, Structure & Discipline

St. Christine School provides students a safe environment where behavior is directed by a Code of Conduct based on Gospel values. By consistent reinforcement, students learn appropriate Christian behavior that is adhered to both in and out of the building.

#### Activities, Leadership, Value-Added

St. Christine School provides a multitude of activities and leadership opportunities to help mold a well-balanced student. In addition to our art and music programs, the school is well-known for its high-quality theater production each spring. There is also a wide array of athletics available to our students enhanced by top-notch facilities and enthusiastic community support.

### **St. Christine School – Graduate at Graduation Profile**

#### **Christ Centered:**

*A Graduate of Saint Christine School will...*

- Model Gospel values throughout daily life
- Recognize individual strengths and talents as gifts from God
- Have general knowledge of Catholicism in scripture, Doctrine and traditions
- Strive for a deepened sense of spirituality and a moral conscience
- Have fostered a personal relationship with Christ through prayer and participation in Catholic traditions and worship, as well as, knowledge of the sacraments.

#### **Academic Achievement:**

*A Graduate of Saint Christine School will...*

- Utilize technology in the learning process
- Possess time management skills to create a balance of academics and extracurricular activities
- Convey information in an effective manner
- Realize learning is a life-long formation process and the key to academic and professional success
- Be well prepared for high school and beyond

### **Service to Others:**

*A Graduate of Saint Christine School will...*

- Demonstrate compassion for the local community by being active in community outreach
- Acknowledge and respond to the needs of others in accordance with the Gospel message
- Works collaboratively with persons of different faiths, interests and backgrounds to promote social justice

### **Christian Leadership:**

*A Graduate of Saint Christine School will...*

- Take responsibility and assume leadership roles when called upon
- Demonstrate cooperative, respectful, and supportive attitudes toward others
- Set a positive example and serve as a role model in the community
- Appreciate diversity and individual differences while sharing faith and values

### **Responsible Citizenship:**

*A Graduate of Saint Christine School will...*

- Use the strength of the Holy Spirit to spread and defend the faith by word and action as true witnesses of Christ
- Exemplify respect, compassion, empathy, understanding, and acceptance of self and society
- Use technology responsibly, morally and ethically

### **PARENTAL ROLE**

The Catholic Church recognizes parents as the primary educators of their children. Saint Christine 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 adoptive parent, but also to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

#### **Parent/Guardian Responsibilities**

The primary responsibility for the education of the children belongs to parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, moral, and spiritual attitude is the **EXAMPLE** you provide in your home.

#### **Parents/Guardians are responsible for:**

- \*modeling and supporting your child's practice of the Catholic Faith
- \*supporting school policy and the authority of the administration and teachers
- \*encouraging your child to complete all assignments
- \*insisting that your children obey the regulations and principles of good behavior
- \*discussing problems with the persons concerned and avoiding any criticism of teacher and school policy
- \*following the policies and procedures stated in the handbook
- \*paying all fees (tuition, supply fee, registration fee, after school care fees, etc.) on time
- \*reimbursing any property destroyed (accidentally or intentionally)
- \*Supporting School Fundraisers and meeting financial responsibilities as outlined in this school handbook
- \*Being "actively involved", sharing time, talent and stewardship in the life of the school
- \*participating in the life of the parish faith community, including regular participation in SUNDAY MASS

## **Role of the Parents**

The school/parent partnership is dependent upon support by parents of school policies and actions. The work of the school is quickly weakened when a child feels that his/her parents lack confidence in the school's policies or decisions. In contrast, life's lessons become even stronger when children know that both parents and school communicate and agree about what is best for them.

## **Parent Groups**

### Saint Christine Home and School Association

This advisory group provides the financial and volunteer support for extracurricular activities, materials, and programs at Saint Christine School. The membership of the Home and School consists of the parents or guardians of the children in pre-school through eighth grade and any staff member of our school. The specific purpose of this association is to coordinate the spiritual and educational forces of the Home and School in a program of quality Catholic education. This association will assist the pastor, principal, and teachers in providing the necessary moral and financial support for the betterment of Saint Christine School. Through a variety of fund-raisers, this organization provides the backbone for the social life for the parents and the students. Membership of parents/guardians and family members is strongly encouraged. Meetings are held every other month.

### Crusader Booster Club

The Crusader Booster Club is a dedicated group of parents who, along with the administration, strive to provide a quality athletic program for all interested students. The club meets monthly to plan fund-raisers and discuss the athletic program. The total athletic program of our school is a complex and diverse one indeed. We endeavor to see to it that our children have the needed training and equipment to succeed in each sport. Membership of parents/guardians is strongly encouraged.

### Parent Volunteers and Visitors

There are many opportunities for parents/guardians to become involved in activities at Saint Christine School. Parents/Guardians assist the teachers and the staff in the following capacities: library, room mothers and fathers, coaching, committee membership, chaperoning field trips and school functions, as well as school events and cafeteria/playground supervision. **All volunteers and visitors must check in at the school office.**

In accordance with Diocesan Policy, volunteers are required to provide fingerprints in order to conduct a criminal records background check. The background check will be made with the Ohio Bureau of Criminal Identification and Investigation; or the Federal Bureau of Investigation (for volunteers who have not resided in Ohio for at least five years.) In addition, the "TREASURED GIFTS FROM GOD" CHILD PROTECTION IN-SERVICE (Virtus.org) is required of all volunteers.

## II. SPIRITUAL DEVELOPMENT

### Religious Instruction and Faith Formation

The religion program is built upon the firm belief that it is within the family that the child's faith-life must be nurtured if it is to grow.

Every effort is made to make the teaching of religion meaningful in daily living and something that teachers, parents/guardians, pastor, and children work at together. Parents are to take an active part in the religious development of their children through:

- daily family prayer
- Sunday worship
- sacramental meetings
- reception of the sacraments
- personal example

Sacramental preparation is offered in cooperation with Saint Christine Parish. Attendance at parent education programs is required for those whose children will be receiving the following sacraments:

### Eucharist and Penance (Reconciliation):

Grade 2 students will bring home necessary schedules and procedures.

### Confirmation:

Grade 8 students will receive instruction in preparation for Confirmation. Appropriate materials will be sent home regarding Confirmation so that parents are fully informed of the process of preparation, requirements, and policies.

The celebration of the Liturgy is an important part of the religious education program of Saint Christine School. On holy days and other significant occasions, all students attend Mass, Advent services, Stations of the Cross, prayer services, etc. When attending all services in church, appropriate behavior and dress required (See Dress Code). Parents/Guardians are invited to join the students and faculty for these celebrations. Notices of date and time will be sent to parents/guardians through the monthly calendar. This information will also be published in the weekly church bulletin.

Saint Christine School is a Catholic School. We are happy to share our religious faith with all interested families. All students will attend all scheduled religious programs, services and classes and are required to do class assignments in religion. Non-Catholic children fully participate in the religion program and receive a grade, since it is considered a core subject at Saint Christine School.

## III. ACADEMICS

### **CURRICULUM**

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

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

### **Instructional Program**

Saint Christine School implements the Courses of Study that are in accordance with the directives of the Department of Education of the Diocese of Youngstown and the State of Ohio.

#### Kindergarten

Students in kindergarten receive instruction in religion, readiness activities in handwriting, mathematics, and reading, as well as art, English language arts, health, music, physical education, science, and social studies.

#### Grades One through Six

Students at each grade level receive instruction in religion, English language arts, health, mathematics, reading and/or literature, science, and social studies. Fourth graders by state law are required to study Ohio history. In addition, instruction in art, music, and physical education are given weekly. Classes are both self-contained by homeroom groups and departmental.

#### Grades Seven and Eight

Students in the junior high receive instruction in religion, English language arts, mathematics, literature, science, health, and social studies including American history. Instruction in art, health, music, and physical education are given weekly. Classes are taught on a departmental basis.

#### Religion

Religion classes are taught daily for at least 30 minutes in all grades. Students celebrate the Liturgy as a school community. Parents are encouraged to attend school liturgies. When attending all services in church, appropriate behavior and dress required. (See Dress Code.) Students have additional opportunities for worship through prayer, prayer services, Stations of the Cross, Rosary, Reconciliation and Holy Days of Obligation. Service to others is an integral part of our faith community. Students participate in service projects through individual classroom projects and whole school projects. Parents are urged to exercise their responsibility by participating with their child at Sunday Mass and in the Sacraments.

#### Reading

In grades 1-8 the children work in heterogeneous classes. All students in grades 3-8 take part in the Accelerated Reader Program. This is a system in which students read a book (which is chosen from a lengthy list) and then take a computerized test on that book. Points are earned and accumulated each quarter.

### Physical Education

All students are required to participate in physical education classes weekly. Students will be excused from gym classes only if they have a written request from their physician. Appropriate gym clothes must be worn.

### Competency Based Education

In compliance with the Minimum Standards of the State of Ohio, instruction in all subjects is given in terms of pupil performance objectives. Assessment and intervention in reading, mathematics, and English composition are implemented according to the directives and provisions of the Diocesan Education Office.

### Homework

A reasonable amount of homework will be given daily. The assignments will be an outgrowth of class work to supplement learning, to review independently what was taught in class, and to provide opportunity to use research skills. Time allotments for homework depend on the type of assignment and the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. If parents have questions concerning homework assignments, please discuss this with the teacher. It is a parental responsibility to monitor homework. Refer to "Reporting Absence" in this handbook regarding make up assignments following an absence.

When a student is absent, it is his/her responsibility to see the teacher for work that was missed. In this way the teacher can explain the work to be completed and give instruction as to details.

**Teachers may give homework over the weekends.** This may be in addition to long-range assignments.

### **Parent-Teacher Communication**

All teachers are available to parents throughout the school year via diocesan E-Mail. Parent-teacher conferences can be scheduled throughout the school year if necessary and permissible. Parents should first privately contact the specific teacher through the diocesan E-Mail with any concerns about a student or any class concerns before seeking intervention by the school administration. The most effective way to communicate with your child's teacher is through the specific teacher's diocesan E-Mail.

Parent Conferences: In order to promote a greater understanding of the needs of the student and to strengthen home-school communication, two parent-teacher conference days are scheduled during the school year. Parent-teacher conferences are held mid-November and mid-February. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. A parent(s) wishing to contact a teacher should E-Mail the teacher via the teacher's diocesan E-Mail. Please give teachers a twenty-four-hour notice for a conference. Teachers are at school 15 minutes before school and 15 minutes after school. Teachers may also call to request a conference with the parent(s). The most effective way to communicate with your child's teacher is through the specific teacher's diocesan E-Mail.

### **Student Evaluation**

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 lesson plan for daily instruction. Procedures for evaluating student achievement include the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussion, projects, oral and written reports, assignments and written class work, as well as other appropriate means to measure achievement in the particular subject on a given grade level.

Interim Reports: Interim reports are issued to parents/guardians at the mid-point of each grading period if the student is not performing satisfactorily. They are to be signed and returned by the parent/guardian.

Report Cards: Report cards provide parents/guardians with substantial evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school. Report cards are issued four times a year, for grades 1-8, kindergarten 3 times a year, and are distributed the week following the end of the quarter. Report cards are to be signed by the parent/guardian and returned to school. Parents will also be able to access student's grades through an Electronic Grading System. Report cards will not be issued if tuition is not paid-to-date quarterly.

Please note the following grade percentages that appear on the report cards. They are used to determine the letter grade that your child has earned for the various subjects. Kindly remember that this applies to grades 3th through 8th only. In grades K thru 2<sup>nd</sup> students will receive numbers 1, 2, and 3 in determining progress. 3 means mastered, 2 means progressing and 1 means needs improvement.

**Grading Scale:**

A	93-100	D	67-74
B	85-92	F	66 and below
C	75-84		

Grading Scale for Grades K – 3.

- 3- Mastery-Consistently demonstrates understanding
- 2- Developing- Not yet consistent of understanding
- 1- Needs Improvement- Shows limited understanding and requires more time.

Honor Roll

Students who earn the honor of being on the Honor Roll receive a certificate for each quarter that they are on the Honor Roll. Grades 4 through 8 are eligible for the Honor Roll. The following are the requirements to be on the Honor Roll.

HIGH HONORS: 4 A's in academic (core) subjects

At least a B in nonacademic (minor) areas

HONORS: 1 A in academic (core) subjects. At least a B in nonacademic (minor) areas.

**END OF THE YEAR AWARDS**

Students receiving all A's for each of the grading periods will be recognized at the End of the Year Awards Assembly. Students receiving a final grade of an "A" in all subjects will also be recognized at the Awards Assembly.

### Perfect Attendance/Exemplary Attendance

Students with perfect attendance or exemplary attendance are recognized at the end of the year. Attendance is perfect if a student has not been absent, tardy, or checked out. Attendance is exemplary if the student has been present every day but was tardy or checked out part of the day.

## **PROMOTION/FAILURE POLICY**

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

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- Retention is considered in individual cases after thorough discussion between the teacher, principal and parents. If a student fails in three core (major) subjects (e.g. religion, reading, mathematics, English, social studies, science) the student must attend summer school before being promoted to the next grade. At the eighth-grade level, participation in the ceremony of graduation is at the discretion of the principal.
- If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however, the school must prepare and implement a Minor Adjustment Plan for the student as a condition of placement.

As soon as a student is identified as having academic difficulties, the teacher will begin intervention procedures to enable the student to succeed (e.g. parent conferences, individual educational programs, testing, tutoring, interim reports, etc.).

When all intervention procedures have been employed and the student still does not meet the criteria used for promotion, the teachers will schedule a conference with the principal, and parents to discuss the student's educational progress and program. All data will be discussed and plans for the next year will be made.

If, however, the parent(s) does not agree with the educational decision for retention, the parent(s) may have the child promoted to the next grade but must provide a notarized waiver. This waiver will release the school from responsibility if learning difficulties or failure would occur in the future. The parent(s) accepts responsibility for the promotion of the students to the next grade.

### Graduation Requirements/Ceremonies

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

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

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

### **Testing**

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

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

#### Testing Programs

grades 3-8 will take the Ohio AIR Tests.

grades 5 and 7 will take the Assessment of Catechesis/Religious Education (ACRE).

grades 2, 4 and 7 will take the Cognitive Abilities Test (CogAT).

grades Kindergarten – 7<sup>th</sup> will take the Iowa Tests of Basic Skills (ITBS).

grades 3 and 5 will take the Off-Grade Writing Proficiency Tests.

grade 8 will take ACT Aspire Test.

## TECHNOLOGY

**\*Signature page must be signed at beginning of the year with other important documents\***

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

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

1. No student may use the Internet unless the school has on file an Internet Access/Educational Use Agreement which is signed by the student, the student’s parent, and the teacher sponsor. This agreement must be completed annually.
2. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
3. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
4. Users are reminded that e-mail is not private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
5. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
6. Any attempt to log onto the Internet or the school’s network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school’s computers, networks and/or systems.
7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - a. Messages to others shall be polite and shall not be abusive.
  - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
  - c. Use of the network shall not disrupt use of the network by others.
8. There shall be no links from the school home page to a student’s personal home page or social media site.

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

Student use of technology in school, particularly the Internet, is restricted by the teacher and school administration. Misuse or abuse may result in denial of usage privileges. It must be restricted according to current policies of the Internet provider, for student accounts. Additional restrictions may be added as deemed appropriate by the principal and/or the Office of Catholic Schools.

### **Internet**

While monitoring a student's home use of the Internet is the responsibility of the parents, teachers reserve the right to access all internet usage associated with each student's email address and Diocesan log on. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

## **SCHOOL PERSONNEL**

Saint Christine School is made up of many persons who are dedicated to the vital role of contributing positively to each child's education.

All members of the faculty have either a Bachelor's or Master's degree and proper certification from the State of Ohio to fulfill their roles as educators. In addition, all religion teachers have appropriate Religious Education Certification. All staff members continually update themselves through workshops, seminars, and formal classes.

## **Educational Resources**

### Auxiliary Services

The services of a school psychologist, speech and language pathologist, a remedial reading/math teacher, and a nurse are available through Auxiliary Services Funding.

### Speech, Language, and Hearing Services

All children new to Saint Christine School (Grades K-8) are screened for language/speech problems. Children referred by the staff, parents or physicians are given a threshold-hearing test.

For students identified with speech or language problems, the therapist plans an individualized program and maintains on-going parent and teacher contact.

### Remedial Programs

If sufficient Auxiliary funding is available remedial instruction in reading and math will be offered to students who qualify based on testing results and/or teacher recommendation.

### School Nurse

A school nurse is available five days a week for medical services as well as medical screenings as determined by the school.

The following screening procedures are performed during the school year:

Vision screening: students in grades K-8.

Hearing screening: Grades K, 1, 3, 5; all new students in other grades.

Scoliosis screening: Grades 6, 7, and 8.

Examination of suspected contacts following an incidence of communicable infection or infestation (head lice, etc.)

### **Library**

The school library has a variety of books to serve the needs of students from grades K-8.

All classes participate in a weekly library period. Students in the intermediate grades are instructed to develop, maintain and expand their basic library skills and apply them to a variety of learning tasks. All students are encouraged to develop their leisure reading experiences. The teacher for classes involved in independent study or library research activities may arrange additional library periods.

Fines of five cents per school day are charged for overdue books unless a student is absent. The students cannot check out additional books until overdue books are returned.

Books that are damaged or lost are replaced at the expense of the student.

### **Computer Center**

Saint Christine School has a fully equipped computer lab and the services of a full-time computer instructor. This allows for weekly computer classes for all grades. Our extensive software collection enables our students to use computer technology in all areas of the curriculum.

## **IV. ADMINISTRATIVE PROCEDURES**

### Diocesan Initial Admission Requirements

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

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

Registrants for school will be accepted in the following order:

1. Registered parishioners with children already attending our school. (Beginning in January)
2. Registered parishioners \*\*\*by registered parishioners we mean those who are already registered and are participating in the parish. (Beginning January 6<sup>th</sup>)
3. Registered parishioners of parishes without schools. (Beginning January 26<sup>th</sup>)
4. Non-parishioner students (non-Catholics) on a space available basis. Application will be accepted in March and will be accepted on basis of availability. A conference regarding the reason for registration in a Catholic school will be held with a parent and the principal.

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

### **Admissions**

All Catholic children living within the parish boundaries are eligible for admission to Saint Christine School. Catholic children who are not members of the parish may be admitted with the mutual consent of the pastors and principals concerned. Non-Catholic students may be admitted at the consent of the administration after a conference with parents and/or guardians. At this conference the child's report card(s) and testing information must be presented.

All new students registering for grades 1-8 must present the last report card from the previous school and standardized test results. Additional assessment tests may be required. Once all materials have been properly completed, received and examined, the principal will notify parents as to whether the child has been accepted.

### **Registration Process**

#### Student Registration

Completing the registration forms is only the first step in the registration process. Below you will find information on the registration process and materials needed.

Registration for Saint Christine School will be accepted in the following order:

1. students of registered parishioners
2. students of parishioners whose parish does not provide a Catholic elementary school (Students will be accepted in the nearest Catholic school.)
3. students of non-parishioners on a space available basis (A conference regarding the reason for registration in a Catholic school will be held with the parents and principal.)

### **Registration Materials**

The following materials are **required** before registration is considered complete:

1. Statement from parish office verifying parishioner status. Parishioners from St. Christine and parishioners from all other parishes **must submit** this information.
2. Baptismal certificate
3. Immunization records
4. Social security number
5. All registration forms found in packet
6. Copy of Birth certificate
7. \$25.00 registration fee (non-refundable)
8. Proof of custody (if applicable)
9. Copy of the student's emergency medical authorization
10. Copies of records from the school the student most recently attended
11. Copies of report cards from previous school and Standardized Test results

#### Additional Requirements for Admission to Grades 1-8

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

### General Conditions of Admission

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

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

### **NON-DISCRIMINATION 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.

Saint Christine School will admit students of any race, color, gender, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate in the administration of its educational policies, scholarships, fee waivers, educational programs, and athletic/extra-curricular activities. Saint Christine School is not intended to be an alternative to court or agency orders, or public school district initiated, desegregation; nor is it available to students during contract disputes within public school districts.

### **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.

### 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. Over the years, parents have requested that a child be placed in a particular classroom. This is extremely unfair to the students and to the teachers. Each child interacts with each teacher in a special and individual manner. We will not accept special requests for teachers. If there is a particular problem or concern, this must be discussed with the principal.

### Re-registration of students already attending Saint Christine School

Families whose children already attend Saint Christine School will be required to re-register for the following academic year. This re-registration will take place during the second semester.

### Registration of New Students

Formal registration of new students (students of registered parishioners) begins during National Catholic Schools Week (late January/early February). Please refer to the Registration Process as to the order of registration. Also refer to the list of Registration Materials for the appropriate documents needed at the time of registration. Notices will be put into the parish bulletin to announce registration dates. Registration of non-parishioners will be accepted on basis of availability. All other late registration will also be on a space available basis.

### Waiting List Procedure

When classes are full, students will be placed on the waiting list. Appropriate forms will be kept on file. Parents/Guardians will be contacted when openings arise.

### Kindergarten

According to Ohio State Law, students who are five years old by September 30 may qualify for kindergarten.

All incoming kindergarten children will be given the KDI Screening to determine readiness and to prevent early failure.

Preference for admissions is given to students who meet age requirements and are parishioners. Early admission to school is inadvisable except in special cases. Reference to policy as described in Diocesan Administrator Handbook will be followed.

### First Grade

According to Ohio State Law, students who are six years old by September 30, and who have completed kindergarten in a developmentally appropriate program, qualify for first grade.

### Seventh and Eighth Grade Students

Students wishing to attend a Catholic school in seventh grade or eighth grade, who have never attended a Catholic school are considered for admission on a case-by-case basis. Students new to our school are admitted as "probationary". Continued enrollment is contingent on maintaining acceptable behavior and grades.

## **Attendance Policies**

### Diocesan Policy for Attendance Requirements

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

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

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

### Absence/Tardiness/Leaving School

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

1. The parent(s) are required to phone the school giving the reason and the approximate length of absence before 9:00 a.m.
2. A written excuse, explaining the reason for absence, signed and dated by the parent, must be presented upon a student's return to school.
3. Persistent absences may cause serious academic problems (including but not limited to course failure.) The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
4. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

### Attendance

Saint Christine School recognizes that regular attendance and promptness are marks of a good student and a good citizen. In school, as in other facets of life, punctuality and regular attendance are necessary for success. Regular attendance is a serious parental obligation.

### School Hours

**Students must be in their classrooms by 7:50 A.M.** when the tardy bell rings. The dismissal bell rings at 2:20 P.M.

The building is open at 7:15A.M. **Unless arriving by bus,** children should not be in the building before 7:15 A.M. Children arriving by bus must wait quietly in the school lobby. Students are not permitted in the classroom without a teacher present. All children are to leave the building by 2:20 P.M. unless under adult supervision (i.e., teacher, coach).

### Tardiness

The importance of children arriving at school on time cannot be stressed strongly enough. Tardiness interferes with the child's progress in school and disrupts the classroom teaching. Parents are encouraged to see that their children develop the habit of punctuality. Students who arrive after 7:50 A.M. are considered tardy. The student must obtain an admission slip from the school office before entering the classroom. If a child arrives 9:50 a.m. the child will be considered a 1/2 day absent.

Students are permitted three excused tardies each grading period. A written note must be given to the secretary in order for the tardy to be marked excused. After that, no excuses, other than from a doctor or dentist will be accepted and each tardy will be marked as unexcused.

If a child has three unexcused tardies during a grading period, on the 4<sup>th</sup> tardy and any additional tardies, a morning detention will be issued. Morning detention will be held on Wednesday mornings from 7:00 to 7:40 a.m. If the student does not serve their detention the parent will then be required to come in for a conference with the Principal. If tardiness is habitual, the principal will request the involvement of the Pupil Personnel Office of the local public school.

### Reporting Absence

Parents/Guardians are required to call the school office before 9:00 A.M. if their child is absent. If parents fail to report an absence, the secretary or principal will contact the parent or guardian by phone. By law, we must verify each absence.

According to Diocesan policy, reasons for excused absence have been defined as: personal illness, illness in the family, quarantine in the home, death of a relative, family emergency. Other types of absences must be discussed with the principal.

In accordance with state mandated procedure, Saint Christine School shall require, from the parent/guardian of each student who has been absent from school or from class for any reason, a written statement of the cause for such absence. A WRITTEN NOTE FOR THE FILES MUST BE GIVEN TO THE TEACHER WHEN A CHILD RETURNS TO CLASS AFTER AN ILLNESS OR ABSENCE, EVEN THOUGH THE PARENT/GUARDIAN HAS CALLED THE SCHOOL. The school reserves the right to verify such statements and to investigate the cause of each single absence and repeated unexplained absences or tardiness. In the event of absence, the student is responsible for obtaining and completing assignments and tests missed. The student is allowed one day for each day absent to submit assignments. Homework for an ill child must be requested by 10:00 A.M. on the day that the child is absent. Homework may be picked up in the school office at 2:20 P.M.

Students who are absent more than two days must contact the teacher to determine the appropriate time to make up work missed. Students absent for a test must confer with the teacher immediately upon return. Any consistent absences on test day will be referred to the principal.

Please notify the school office immediately if the illness is of a contagious nature. School books and assignments cannot be sent home in cases of communicable diseases. Assignments can be completed at a later time.

### Family Vacations

If a child is going on vacation, it will be the responsibility of the child to make up the work missed upon return to school. Only MINIMAL WORK WILL BE ASSIGNED BEFORE VACATION. After the vacation the student should contact the teacher to get missed work. While we do not condone the absence from school for vacation, we realize that there are exceptions to the rule. It is very difficult for students to make up the work missed while out for several days. Please contact the principal in these cases of absence for vacation.

### Truancy

In cases of truancy, the principal will notify the Pupil Personnel Office of the local public school. If necessary, the case will be referred to Juvenile Court and/or Children's Services.

### Early Excusals

No student may leave the school grounds during the school day without **the written permission of the parents or guardians** and the approval of the principal. **A note from the parents/guardians is required if the student is to leave the school.** When medical or dental appointments are necessary during school hours, please make them as close to dismissal time as possible. **A written note must be sent to school with the student stating the time the child will be leaving and whether the student will return.** If however, a student has a doctor/dental appointment during the school day and is absent for **more than two hours** he/she will be marked ½ day absent. If an appointment is scheduled before school begins or if a student leaves school for an appointment and is out **less than two hours** he/she will not be marked absent or tardy. Parents/Guardians are to report to the school office to sign out and pick up the student. No student is permitted to wait outside of the school building. If the student returns to school after the appointment, they are to report to the office before returning to their classrooms.

The principal or designee is the only person allowed to send a student home after the parents have been notified.

### **Transferring to Another School**

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

### Transfers

Parents who wish to transfer a student to another Catholic school without geographic relocation of the family must contact the principal of both schools. All transfers between Catholic schools are handled through the administration.

### Withdrawal from School

When a student transfers to another school, a copy of the permanent record, standardized test results, and health records are sent to the new school when the new school requests it and the appropriate signed release of records is received. Psychological testing records are not released without the appropriate, signed release. Psychological records originating from a private psychologist should be requested by the parents from the psychologist to be sent directly to the new school. It is Diocesan policy that **no** academic records will be released until **all** tuition and fees are paid in full.

## V. GENERAL SCHOOL POLICIES

### **Administrative**

#### Student Custody and Guardianship

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

#### Access to Records

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

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

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

#### Records

Records include official transcripts, report cards, health records, referrals for special services, standardized test results, communications regarding major disciplinary actions, and family custody forms. Records do not include daily work, papers or routine communications sent through the children to the home residence. Unless specifically denied by court order, parents/guardians have the right to inspect and review any and all official records and files about their children. This is to be done in the presence of the principal. **Parents/Guardians who wish to inspect their child's permanent record must make a written request 24 hours prior to the scheduled conference with the principal.** If the parent/guardian challenges educational data, a signed copy of the challenge is to be included in the student's folder.

Educational data may be provided to the following persons or institutions without specific parental consent:

- \*All certified members of the staff may use educational data for the welfare of the student.
- \*In case of emergency where it is necessary to protect the health or safety of a student in which no parental consent is possible.
- \*Records and data named by a court subpoena.

#### Transfer of Records

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

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

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

All requests for school records from parent(s)/guardian(s) and students 18 years or older must be signed by the person making the request.

The school has the right to withhold student records until all outstanding school bills are paid (e.g. tuition, book fee, library fees and after school care fees).

#### Residential/Nonresidential Parent Information

Parents, as natural guardians of their children, are presumed to have full authority with regard to tuition, records release and enrollment. When there is a question regarding the adults' authority, the adult will be required to provide the source of his/her authority, i.e. guardianship letter or a custody or temporary placement order.

Residential/nonresidential parent information is part of the student's permanent record. This information is to be updated annually. It is the residential parent's responsibility to submit this information and any related court documents to the principal and to keep the school informed of any subsequent changes.

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

In families experiencing separation or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. Again, it is assumed that this information is shared by and between the parents.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the residential parent. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school and the final page bearing the judge's signature are to be submitted to the principal.

Custodial parents should understand that unless the divorce decree specifically limits a parent's rights to access to records, the non-residential parent has the same access as the residential parent. Saint Christine School will, unless restricted by court order, release such records, upon request, to the non-residential parent. "Records" include official transcripts, report cards, health records, referral for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers or routine communications sent through the children to the home of residence. In these cases, the residential parent is asked to cooperate with the school and share this information directly with the non-residential parent.

Further, unless restricted by court order, any non-residential parent has the right to attend any school activity. Parents should keep each other informed of these activities to avoid the need for the school to duplicate communications and to allow the school to better attend to the duty of teaching your children.

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

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

In cases where joint conferences are clearly not possible, alternate arrangements may be discussed with the principal, subject to the approval of both parents and further review by Saint Christine School’s legal counsel.

#### After School Care

An After-School Care program is available each day from 2:20 – 5:20 P.M. for a separate fee. Any child who is present in the school building or on the grounds **after 2:30 P.M. will be placed in the after-school program** and the parents will be billed for the service. Payment is due each week!

#### Inclement Weather/School Closings

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

#### Emergency Closing Procedures

When weather conditions make transportation extremely difficult and there is reasonable doubt as to whether school will be in session, parents/guardians and students should listen for announcements of school closings on the local radio or television stations. Usually these announcements are made beginning at 5:30 a.m. and St. Christine School will be mentioned specifically. If Saint Christine is to be closed for other emergencies, the principal will call radio and TV stations and give the reason for closing (i.e. broken water pipes, boiler problems).

On days when school is cancelled, parents will also receive a message from the principal via the parent broadcast system. We refer to our broadcast system as a One Call.

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

#### School Communications

Each month a newsletter and calendar will be sent home with the oldest/only child attending Saint Christine School. Parents/Guardians are encouraged to ask the student and to check book bags so that no family is without this important information.

#### Take-Home Communication

The Principal or his/her designee must approve all materials prepared by parents for release to the Parish or school community.

### Office Hours

Phone messages for teachers will be accepted from 7:45 A.M. to 3:00 P.M. Teachers will return your call during the day or after school.

### Emergency Messages

**In a true EMERGENCY** a message may be given to a child through the office. Parents/Guardians are not to call a student from the classroom or interrupt the teacher during school hours.

### Use of Telephone

Please know that calls will be permitted **only** in the case of a necessity or an emergency. **The office phone is not to be used for forgotten books, homework assignments or gym clothes.** Students are not permitted to **use** cellular phones or pagers during the school day. However, students may have cell phones for after school use only. During school hours the phone must be turned off and placed in the student's book bag. Any infraction of this rule will result in the confiscation of the phone and parents will be notified. (Also refer to page 49).

### Lost and Found

Articles found on school premises are to be brought to the office. To eliminate the losing of articles, parents are required to see that the student's name is placed on his/her possessions, such as articles of clothing and books. At the end of the school year, all unclaimed articles will be donated to charity.

### Parents and Visitors

Parents/Guardians and visitors to the school are to **report to the office immediately** upon entering the building. All visitors will be asked to sign in when entering the building and wear an identifying name badge.

### Release of Directory Information

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

### Field Trips

Field trips are part of the educational experience; however, no student has an absolute right to a field trip. Because field trips are privileges, students can be denied participation if they fail to meet academic or behavioral requirements. Letters of notification as to the date, time, place, and purpose of a field trip are sent home with students in advance of the scheduled activity. Ordinarily bus transportation will be provided for field trips. However, in exceptional cases when private cars are used, parents/guardians must complete the Volunteer Driver Information Form and comply with the stipulations stated. Signed permission forms are required before a student will be permitted to participate in a field trip. A copy of the permission form is listed in the appendix. All school policies remain in effect during field trips.

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

- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.
- If a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:
  - a) The driver must be 21 years of age or older.
  - b) The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
  - c) The vehicle must have a valid registration.
  - d) The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance, which should be kept on file. (The insurance follows the car.)
  - e) No driver should take more children than the number of seat belts in a car.
  - f) Each driver should be given directions to the site and rules and procedures for student behavior in cars.
  - g) Each driver must follow the schedule and not deviate from it. (i.e., taking a side trip to an ice-cream stand or fast food restaurant.)
  - h) The driver needs to complete the Volunteer Driver Information supplied to the driver by the principal.
- Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on the field trips.

### Overnight Trips

Grade 6 students participate in an outdoor educational program at Camp Fitch as part of the sixth grade curriculum.

### Lunch/Milk Program

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

### School Lunch Program

Saint Christine School serves nutritious meals on school days. Lunches with milk included, are ordered during the week prior to their being served. All lunch money and orders must be in the school office by 9:00 A.M. on Wednesday of the preceding week. The price of the lunch is announced in August. Menus for the entire month are sent home with each child. Lunch menus are also located on our Web page. **Milk is available the first day of school.**

LUNCHES WILL **NOT** BE SERVED DURING THE FIRST TWO WEEKS OF SCHOOL. Saint Christine School will participate in the government lunch program. Information concerning this program will be available to parents who wish to apply for reduced or free meals for their children.

Efficient and capable personnel, together with volunteers, serve the children quickly so that they may have sufficient time to eat their lunches. Children are encouraged to take advantage of the lunch program. ***Parents ARE NOT PERMITTED to bring fast food lunches to their children at the lunch hour (ex: Arby's, McDonalds, Chick-Fil-A, etc.)***

### Lunchroom Regulations

Children should remain seated at their table while eating, and are responsible for cleaning their area. Noise should be kept to a minimum. Aides/teachers will dismiss students at appropriate times

## VI. FINANCES

### **Diocese of Youngstown Tuition Assistance Program**

#### **Application Process & Requirements**

- a. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application from (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.

## **Tuition and fees**

The tuition must be paid according to the rules and regulations of the tuition policy. Each year a Tuition Policy with pertinent information is sent home to each student. The tuition payment contract is of particular importance and provides families with tuition payment options. The payment options are:

- One annual payment due on August 15<sup>th</sup>. (Payable to St. Christine School)  
(If payment is received at the St Christine office on or before July 25<sup>th</sup>, you may deduct a 1% early pay discount).
- MasterCard / Visa now accepted (Recurring monthly payments can be set-up)
- Ten monthly payments beginning August 15<sup>th</sup>. Students will not receive quarterly report cards unless tuition payments are up to date.
- DOY Credit Union Checks: Must be received on or before August 25<sup>th</sup>.

Tuition covers about 47% of the total cost of education at St. Christine School. The remainder of the cost of educating each student is provided by the generous support of the parish and additional resources, such as fundraising and development.

### Parishioner Tuition Rate

The parishioner rate will be available to all registered, active parishioners of St. Christine, and other parishes or another Roman Catholic Parish. The following area guidelines are used to determine active parishioner status.

- Be registered members of St. Christine Parish or other Youngstown / Mahoning Roman Catholic Parishes.
- Attend liturgy on a weekly basis
- Use weekly contribution envelopes
- Contribute time, talent and treasure in support of the school and the parish

### Multi-Child Families

For families with multiple children in school, the tuition discount will apply to the oldest child.

### Parish Scholarship

In cases of genuine need, no child of a parishioner is to be denied a Catholic school education because of inability to pay. In cases of genuine need, parents can receive tuition assistance from the parish. To receive such help, parents **must** submit an application online documenting the need. The name of the Financial/Aid Grant online application will be sent home in January along with information of how to apply and the deadline to apply.

## **Fees**

### Registration Fee

\$25.00 nonrefundable fee for students (K-8) due upon registration or re-registration.

### Supplemental Fee

The Service fee is \$40.00 per student and must be paid by August 15. Please make checks payable to St. Christine School. The service fee helps to cover the state-of-the-art computer equipment and technologies that provides support for the students' academic experiences. This includes copies used by students for assessments, class work and many miscellaneous items provided for the students.

### Special Fees

There may be special fees collected for different activities. The specific fees for the band program and any other special activity will be explained in a note from the teacher, band director, or principal.

### Non-Payment Policy

**If there is a balance due on the past year's tuition, the child will not be admitted for the new school year unless all past tuition is paid.** Requests for records should not be made until all financial obligations have been met. Students may not take part in graduation ceremonies if tuition is not paid in full. A student will not receive a report card if tuition is not paid-to-date for each quarter. A student may be excluded from school for non-payment of tuition and fees.

### NSF Checks

It is the policy of Saint Christine School that checks returned from the bank identified, as NSF will be treated as follows:

- First Offense: NSF check writer will be fined an amount currently charged by the bank for handling such NSF checks.
- Second Offense: NSF check writer will be fined an amount currently charged by the bank for handling such NSF checks, plus a \$10.00 service charge to the school.
- Third Offense: NSF check writer will be fined an amount currently charged by the bank for handling such NSF checks, charged the \$10.00 service charge, and required to pay tuition and other fees only by cash or certified check.

## VII. HEALTH AND SAFETY

### **STUDENT HEALTH AND SAFETY**

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

### **Water Bottles**

Students are **not** permitted to have water bottles or any other open containers to drink out of during school hours.

### **Accidents and First Aid**

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

The school has a Health Clinic where minor school related injuries are treated. In the case of more serious injuries, the parents/guardians are immediately notified. If they are not at home, the persons listed on the emergency card are contacted. The school will furnish each student with an emergency card, which directs the school's course of action in each individual case. This card will be included in the information packet distributed in August. Parents/Guardians are strongly urged to keep the school informed of any changes in information on these cards. Changes in any telephone numbers (job, home, or neighbor) should always be reported. It is very important that a designated person be available to pick up children in case of emergency or illness. A Health Policy form will also be contained in the information packet. Please sign and return the bottom of the form to the school nurse the first week of school.

#### 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.

#### Immunizations

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

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

Immunizations reports are due on or before the first day of school for all new students. Children who are not properly immunized will be excluded from school.

#### Contagious Diseases/Exclusions

Parents/Guardians are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, head lice, and any undiagnosed rashes. When a child has been home with an illness, the child should not return to school until free of symptoms and/or temperature has been normal for at least 24 hours.

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.

### Strep Throat Cultures

If a child has had a throat culture one day, he/she should be kept home until the results of the culture are known.

### Head Lice

A child with head lice cannot be permitted to attend school until the head is cleaned of lice. Since lice can spread rapidly to other children, the condition must be cleared up at once. Readmission to school is permitted ONLY after examination by a school nurse reveals the head to be clear of lice.

Head Lice Procedure:

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

### Medication

If it is necessary for a child to take a prescription medication, parents/guardians should try to administer this medication before or after school hours. If this is not possible, school personnel can administer medications only when a specific procedure is followed. Forms must be obtained from the school to be signed by the parent/guardian and the physician requesting medication to be given. Medication must be delivered by the parent/guardian to the school in a properly labeled container from the pharmacy. Students are not to have any type of medication in their possession at any time. Unused medication will be returned only to a parent/guardian or other responsible adult. Non-prescription (over the counter) medication **will not** be administered at school **without a signed authorization** from the **child's physician** stating that such medication should be given on a regular basis.

## **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 to self-administer medication in the presence of the school nurse, the principal or designee.

2. 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.
3. 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.

**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.**

#### Inhalers

If your child uses an inhaler for any reason, please have a medication form filled out by your doctor. Make sure it is clearly marked if the child can self-administer the inhaler, if the student should have the inhaler on his/her person or if it should be left in the nurse's office until needed.

#### Bee Stings

If your child is allergic to bee stings please give the nurse specific directions. If the child needs Benadryl and/or Epi-pen make sure the student's physician fills out a medical form and the medication is available the first day of school. If your child is highly allergic to any other products, please let the school know immediately.

#### 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.

#### AIDS Policy Regarding Students (Diocese of Youngstown)

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 12 shall be permitted to attend school or parish religious education programs in regular classroom settings provided:

1. The health of the 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/ 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 Immune Deficiency Virus that causes AIDS, also known as HLTVII or LAV).

In order to protect the 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.

Any decisions regarding HIV/AIDS-HBV shall follow the directives, policy and procedures as outlined in the Diocesan Administrator Handbook.

### **FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS**

State law requires a fire drill at least once a month. Lockdown drills are required annually. Tornado and rapid dismissal drills are also held periodically. Strict silence is enforced during these drills.

### **SCHOOL CRISIS MANAGEMENT PLAN**

This Crisis Management Plan is intended to provide the school administration and staff an opportunity to prepare responses to a wide variety of emergencies. The plan gives specific attention to: issues of violence, threats upon persons or property, natural disasters, civil unrest, intruders, environmental disasters, contraband, and utilities failure. The Crisis Management Plan relies heavily upon the local school staff for implementation.

The primary members of the Crisis Management Team are the Pastor, school Principal, Secretaries, Custodian, and Teachers. Parents, local law enforcement and emergency service agencies may assist them. Each team member has a specific role and will have a written description of their duties as the plan is called into action.

If you would like to see the entire Crisis Management Plan, copies will be available in the school office.

## **VIII. EXTRACURRICULAR ACTIVITIES**

### **Participation**

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

### **Altar Servers**

Please contact the school office for information regarding servers for parish and school liturgies (330-792-4544). This opportunity for ministry is open to boys and girls beginning in grade 5.

## **Athletics**

Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance.

The objectives of the Saint Christine Athletic Program are:

- to enable the students to participate in wholesome activities that will contribute to the physical, mental and social needs of the students.
- to promote character development, emphasizing the qualities of loyalty cooperation, citizenship, leadership, good sportsmanship, and teamwork.
- to encourage a worthy use of leisure time.
- to learn the skills and rules required to participate in various sports.

In order to continue their participation in any phase of the sports program, students are expected to maintain satisfactory academic grades and give evidence of good conduct. Disloyalty or harassment among team members constitutes misconduct and non-eligibility issuance by the school authorities.

Absence from school on the day of a game will result in the student's ineligibility to play that day. The coach and the principal will decide eligibility for weekend games.

## **Junior High Athletic Program**

Students in grades 7 and 8 can participate in sports, which involve interschool competition. For boys this includes football, soccer, basketball and track. For girls this includes volleyball, soccer, basketball and track. **Physical examinations and parental permission are necessary to participate in the above sports. All students wishing to participate must have insurance coverage.** This is a Diocesan policy and applies to all schools in the Diocese of Youngstown. The seventh and eighth grade girls may participate in tryouts for cheerleading. Again, these girls must be covered by insurance.

## Eligibility Requirements

Students are eligible to participate in a sport if he/she has received passing grades in a minimum of five (5) subjects that receive a grade in the immediately preceding grading period. The eligibility or ineligibility of a student continues until the start of the fifth day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

## Additional Guidelines for Athletic Participation:

A student in grades 7 and 8 may be declared ineligible to participate in athletics if he/she receives:

1. Two or more "F" averages in the major academic areas during each week of play.
2. Two or more U's (unsatisfactory) in conduct. If two or more U's are given, the student and parents/guardians will be given sufficient verbal and/or written warning. Students must be in compliance with the Saint Christine School Code of Conduct. See Code of Conduct policy regarding extracurricular activities

On a weekly report, teachers will inform the principal of students who are doing unsatisfactory work. Students who are doing unsatisfactory academic work as indicated in the guidelines above will meet with the principal to plan a course of action. If no improvement is made and the student continues doing unsatisfactory work he/she will be declared ineligible by the principal to participate in any practices, games, tournaments or other competition. This restriction is effective beginning on Monday and remains in effect for one week which includes five school days. If insufficient improvement is shown, the restriction continues into the next week.

In the event a student is declared ineligible the principal will inform the coaches of the ineligible player(s). Parents/Guardians will be notified in writing if their child is ineligible for participation during any week. All decisions are final.

### **Transportation of Athletes**

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

### **Student Government**

The students in grades four through eight are given an opportunity to learn responsibility and leadership by participation in a student government program. A student council consisting of four officers and a representative from each homeroom, grades four through eight, will be elected. At their meetings, the students will plan service projects and educational activities as well as social opportunities for the entire student body. Officers are elected in September from the junior high classes.

### **Junior Beta Club**

This organization is affiliated with the National Beta Club. It is an honor association for grades 7-8 and works to promote qualities of character that make for good citizenship.

## **IX. STUDENT RESPONSIBILITIES AND BEHAVIOR**

### **CODE OF CONDUCT**

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic 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.

To discipline means literally to educate and to train for a specific goal. In order to do this effectively, the goals of disciplinary measures must be visible and meaningful for all.

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.

Our code of conduct is based on our philosophy. We believe that all children are expected to behave in accordance with the Gospel message. As Catholics and Christians, we are mandated by our faith to treat each other with love and respect.

**In registering at Saint Christine School, both students and parents agree to comply with and support the discipline policies and regulations.**

**Code of Conduct Policy**

Each student and staff member have the right to attend Saint Christine School in a safe and peaceful environment. Recognizing that each of us is continually striving for perfection in our daily lives, it is expected that we will help one another to achieve this goal of Christ-centered behavior in all of our daily living experiences.

Each student will begin each quarter of the school year with a conduct grade of 100 points. Failure to act according to the belief statements below will result in points being deducted from the student’s conduct grade. These grades will be recorded on the student’s report card each quarter.

In addition, when a student’s conduct grade falls **below 86 points**, he/she will become *ineligible for a period of two weeks to participate in any extracurricular activities, including athletic, where he/she represents the school. This two-week period will begin on the Monday following the day the conduct grade falls below 86.*

A student who fails conduct during two grading periods will be placed under a written disciplinary contract. This contract will spell out the terms under which the student may remain at Saint Christine School.

**POINTS**

**CONSEQUENCES**

100	points	Expected behavior at all times
100 - 95	points	Points deducted from conduct grade
94 - 86	points	Above plus school detention for each infraction below 94
85 - 80	points	Above plus detention served, conference with parent(s)
79 - 76	points	All above plus specific behavior contract and probation period
75 -	points	Above plus school suspension and conference with parent(s)

We assert the following belief statements about our Christian behavior while attending Saint Christine School. We will work together to help ourselves and each other achieve these goals:

- I. Saint Christine School students grow in their understanding of the Christian faith through their active participation in the celebration of liturgies, prayer services, as well as daily prayer. Failure to live according to this standard includes the following actions and their corresponding penalty:

Irreverence during daily prayer	5 points
Irreverence during liturgies/prayer services	10 points
Failure to fully participate in liturgies (singing etc.)	5 points

II. Saint Christine School students base their actions on the example of Jesus who accepted each person as a gift. Failure to live according to this standard includes the following actions and their corresponding penalty:

Verbal teasing/ridiculing another student	5 points
Daring a student to hurt another student by word or action	5 points
Name-calling	5 points
Vulgar, inappropriate language	5 points
Bullying another student by word or action	5 points

III. Saint Christine School students act respectfully toward others. Failure to live according to this standard includes the following actions and their corresponding penalty:

Hallway disruption (running, excessive talking)	5 points
Horseplay (poking, touching, etc.)	5 points
Fighting	10 points
Hurting another student by actions (kicking, tripping, etc.)	5 points
Unacceptable gestures to another student	5 points
Unacceptable gesture/talk to a teacher/adult	10 points
Violation of fire or tornado drill rules	10 points

IV. Saint Christine School students respect the property of others. Failure to live according to this standard includes the following actions and their corresponding penalty:

Chewing gum, eating candy	3 points
Disturbing another's property	5 points
Destroying another's property	10 points + restitution
Stealing from another	10 points + restitution
Defacing school/church property (desks, books, etc.)	10 points + restitution
Vandalism or destruction of school/church property	10 points + notification of law enforcement + restitution
Littering in the halls, playground, lunch room, parking lot	3 points

V. Saint Christine School students accept responsibility for their actions. Failure to live according to this standard includes the following actions and their corresponding penalty:

Lying	10 points
Cheating	10 points + zero grade given on assignment/test
Threatening a student or teacher	10 points + suspension
Possession or use of drugs, alcohol	25 points + notification of law enforcement
Illegal activity (possession of weapons, explosives, incendiary devices, etc.)	25 points + notification of law enforcement

Saint Christine School students gather daily at mealtime to eat and share pleasant conversation with classmates. Failure to live according to this standard includes the following actions and their corresponding penalty:

Inappropriate table manners	3 points
Throwing food	5 points + clean-up
Taking food from another	5 points
Disturbing another's food	5 points
Loud, boisterous voices	5 points
Carrying, eating food outside the lunchroom	5 points

VI.

Saint Christine students will be in compliance with the Saint Christine School dress code policy. Failure to live according to this standard includes the following actions and their corresponding penalty:

Dress code violations	3 points
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VII.

Saint Christine School students recognize the importance of being prompt for school. They recognize that tardiness not only impedes their learning but also is a disruption for the teacher and the entire class. Failure to live according to this standard includes the following actions and their corresponding penalty;

If a child has 3 unexcused tardies during a grading period, on the 4<sup>th</sup> and with any additional tardies a morning detention will be issued, (Wednesdays at 7:00am).

## Disciplinary Procedures

All disciplinary procedures will be consistent with the policies of the Diocese of Youngstown as defined in the Administrators Handbook.

**SINCE IT IS IMPOSSIBLE TO LIST ALL AREAS OF CONDUCT, THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE WHETHER A STUDENT'S BEHAVIOR IS EXCESSIVE OR INAPPROPRIATE. ADMINISTRATIVE DECISIONS ARE FINAL. THE CODE OF CONDUCT IS SUBJECT TO CHANGE AT THE DISCRETION OF THE PRINCIPAL.**

Situations with specific consequences:

- Saint Christine 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 Saint Christine School or Parish property or the property of others are financially responsible, with their parents/guardians, whether the damage is accidental or intentional. The police will be notified if the situation warrants it.
- Truancy 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'/guardians' knowledge, and being absent from class without permission.

- Students are prohibited from the use, possession, or sale of drugs, drug paraphernalia, alcohol, tobacco, explosive materials or weapons on Saint Christine property, at Saint Christine sponsored events whether held during or outside of school hours, and on public school buses. Violations warrant notifications of the police, immediate suspension, and mandatory conference with parents before the student returns to school. Intervention by trained professionals may be required as a condition for the student to remain at Saint Christine School. Lack of cooperation on the part of either the student or parents/guardians in this matter will result in the student's expulsion.
- Search: School officials will at any time search student book bags and desks if there are reasonable grounds to believe that a student is using the book bag or desk to store and/or conceal illegal substances, stolen property, or other items related to a violation of school rules.

According to the Saint Christine School philosophy, it is felt that by learning the values of responsible behavior towards oneself and others, (both at home and in school), children learn to recognize their unique and individual place in society. The realization that no matter what their gifts may be, each has something valuable to contribute to society. This positive approach is the basic philosophy of Saint Christine School.

### **Disciplinary Action**

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

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

#### Use of Disciplinary Action

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

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

#### Disciplinary Measures

The following are some approved disciplinary measures:

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

## **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) Any offense involving the use of violence, force, threat, coercion or other conduct which violates the safety of others. Police should be informed of these incidents.
- b) Use/possession of a weapon. Possession of any dangerous articles or weapons (e.g. knives, pointed sticks, guns, sling shots, firecrackers, matches, etc.). Police must be informed.
- c) Vandalism, destruction, or theft of school property.
- d) First offense involving possession, use or being under the influence of drugs, alcohol, tobacco, or other chemical substances (counseling may be required where necessary).
- e) Repeated disregard for school rules and regulations.
- f) Other offenses serious enough to warrant a student's removal from school.

### **In-school suspension**

An in-school suspension requires that the student work in a private area of the building under the supervision of the principal or designee. The student is to report to the office each morning by 8:00 A.M. and remain in the area of supervision the entire school day. All work must be completed satisfactorily before leaving at the end of the day. During the time of suspension, all extracurricular privileges are forfeited. The student does have the obligation to continue daily studies.

### **Out-of-school suspension**

An out-of-school suspension requires that the student work in his/her home under the supervision of the parents/guardians. The student is to report to the School Office each morning by 8:00 A.M. to receive assignments. All work must be satisfactorily completed at home and presented to the principal by 3:00 P.M. each day. During the time of suspension, all extracurricular privileges are forfeited and the student is responsible for making up all class work.

### **Expulsion**

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

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.

## **Classroom Discipline/Conduct**

Each teacher sets his/her own behavior expectations while in the classroom. Infractions of these specific expectations will be handled individually between teacher, student, and parent. (e.g., disruptive classroom behavior, homework, not having materials, books, etc.) Each teacher will set day and time for these individual detentions.

### **Detentions**

Detentions may be given to students violating the Saint Christine School Code of Conduct. Students are responsible for notifying their parents/guardians of the day on which they will be expected to remain after school. Grades 1-8 will require a parental verification slip to be signed. Failure to return this slip may result in further disciplinary action such as additional detentions. Detentions will last until 3:15 P.M.

## **Student Regulations and Procedures**

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

### **Students and Student Property**

#### Searches

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

#### Students and Student Property

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

#### School Lockers and Desks

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

## **Sexual Harassment and Sexual Violence Policy**

### Purpose

Saint Christine 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, Saint Christine School expressly prohibits sexual harassment and sexual violence in the school environment. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment defined:

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at

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

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

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

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

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

Generally sexual harassment should be 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. In these cases, the Department of Human Services and the police will be contacted immediately.

### **Weapons**

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises. ORC SEC. 2923.1212. A Valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

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

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, Saint Christine School expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on the school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

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

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

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

### **Gangs**

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored groups, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. If gang related activities are a concern, parents/guardians will be contacted immediately and appropriate intervention initiated to include behavior

contracts, referrals to counseling or other programs specific to the nature of the offense. Parents/Guardians will be held liable and financially responsible for all forms of vandalism.

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

### **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 take a drug test within 24 hours and that the results of the testing are shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

### **Care of Books and Property**

#### Textbooks

Students must take proper care of all books. This means they may not fold pages, turn down corners, write on or deface books. If damage to a book is irreparable, the student to whom the book was assigned must pay for the book. Books must be covered at all times.

### Desks and Equipment

Students may not mar or write on any desks or classroom equipment. Desks must be kept clean and free of food.

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

### Restrooms

Students are expected to use school restrooms in a courteous, caring manner. Lavatories must be kept clean and neat.

### **Electronic Devices/Cell Phones**

While it is considered popular for students to have electronic games, iPads, cameras or other electronic devices, they may not have them in school. They are distracting to students and are not necessary **during** school hours. These items will be confiscated. This includes all electronic games or devices. All such items are not considered educational or appropriate.

Cell phones are **ONLY** permitted in school if they are turned off and kept in the child's book bag. Cell phones may not be used anywhere or at any time during school hours. Cell phones are not to be placed in pockets, purses or desks. Violation of this policy will result in the confiscation of the cell phone and loss of cell phone privileges. The cell phone will be held in the school office for at **least 24 hours** and will only be returned to a parent after a conference has been scheduled with the principal. Violation of this policy will result in the deduction of five conduct points. Repeated violations will result in the loss of cell phone privileges for the remainder of the school year.

### Miscellaneous Items

Saint Christine School does not assume responsibility for money, toys, electronics, cameras, personal items and similar items brought to school by a student. Parents/Guardians are asked to see that these items are kept at home.

### **Birthday Celebrations/Party Invitations**

Parents who wish may send a simple treat for the class on the occasion of their child's birthday. All treats **MUST** be individually wrapped and sealed and will be sent home with each student, **NO EXCEPTIONS**.

Teachers will allow invitations to private parties to be given in school **ONLY** if everyone in the class is receiving an invitation or if all the boys or all the girls are invited to a particular party. This policy helps to avoid the hurt feelings which result from being left out, and help foster a Christian climate in the class by including, rather than excluding, children in group activities outside of school. Your cooperation is expected.

## X. TRANSPORTATION SAFETY & PARKING REGULATIONS

### **Busing**

Please contact your respective bus coordinator for specific information regarding bus routes and schedules.

AUSTINTOWN --- 330-797-3900

BOARDMAN --- 330-726-3408

CANFIELD --- 330-533-3832

YOUNGSTOWN --- 330-744-5906

Students are expected to respect the bus drivers and behave in a satisfactory manner. **Failure to do so can result in the loss of bus privileges.** The principal will deal with reported infractions.

### **Board of Education – Bus Regulations**

1. Students should remain properly seated at all times.
2. There should be no more than three persons per seat, preferably two.
3. Objects shall not be thrown on the bus or out the bus windows. (This includes spitting.)
4. The bus shall not be damaged or defaced in any way.
5. Students shall keep hands, arms, and head inside the bus for safety purposes.
6. Pushing, scuffling, or fighting while boarding, leaving or riding the bus is hazardous; therefore, it is not tolerated.
7. The students shall respect the bus driver or the designated student patrol at all times.
8. There should be no obscene or abusive language used.
9. Students shall not bother the property of other students in any manner.
10. Once a student is on the bus, he or she is not permitted to get off the bus for any reason until the correct destination is reached.

While riding a bus, students by state law fall under the supervisory responsibility of the bus driver, whose authority is that of any teacher. Reported infractions fall under the school's jurisdiction.

Although a parent may request (by writing a note to the bus driver and/or by calling the public transportation office) that a child ride the bus with a friend, it is permitted only if seating is available, and only within the school system of residence. The principal or her designee must sign notes from parents requesting a transfer of buses before a child is permitted to ride a different bus home from school.

## **ARRIVAL/DISMISSAL PROCEDURES**

### *LOWER LEVEL DROP-OFF/DISMISSAL*

Students in grades K-3 should enter the building at the center doors in the lower level of the building. Cones are set up to allow for **one lane** of traffic. There is only **ONE** lane (which is the lane closest to the building) to be used for dropping off students in the morning. Parents should pull up to the farthest end of the building allowing for a larger **drop-off area**. This lane should be kept moving. Please have your child(ren) ready to exit the car once you have reached the drop-off area. Taking time to gather up items and long goodbyes hold up the others

who are waiting in line. Please be courteous of others who may be on a limited time schedule. **DO NOT** for any reason park in the drop-off lane and get out of your car. Parents who need to get out of their cars or those who need extra time helping their youngster out of the car, must park beyond the drop off lane in the area in front of the gym.

At dismissal, there are four lanes that form. Parents are to exit their cars and wait on the sidewalk near the middle doors for their child(ren) to be released by the teacher(s) on duty. Please do not call or wave for your child to come to the car. Children crossing between cars can create a very dangerous situation. Students have been told they are not permitted to leave the area until an adult comes for them. Once you have your child, please return **IMMEDIATELY** to your car. Cars will not be permitted to move until **ALL** the children have been released to an adult and are safely in their car. For safety reasons cars are not to pull out of the lot until directed to do so. If you arrive late (once cars begin moving) your child(ren) will be taken back into the building to wait for the lot to clear. Once the lot has cleared you can pull down near the middle doors to meet your child.

Please be patient, with the large number of students exiting the building it is going to take some time. Extreme caution should be used at all times. Kindly, remember you also have the option of picking your child(ren) up in the upper lot (Canfield walkers). If you decide to change your pick-up location, be sure to write a note to your child's homeroom teacher. Please see the procedure for dismissal in the upper lot listed below.

#### *UPPER LOT DROP-OFF/DISMISSAL*

Students in grades 4-8 should enter the building through the main doors (close to the office)). Students should be dropped off near the sidewalk on Schenley. Parents are not permitted to pull into the upper parking lot in the bus drop off area. Cars are **not** permitted to drive or drop students off in the bus lane. The bus lane is the lane directly in front of the main school entrance and along the sidewalk parallel to the school. This area is used for buses dropping students off in the morning and picking them up in the afternoon. According to the Ohio Department of Transportation, cars are prohibited in this area during arrival and dismissal times. If parents wish to drop their children off in the upper lot, they may do so by dropping them off at the end of the sidewalk between the rectory and the school. Once the students are dropped off, parents should leave the parking lot using the exit on the south end of the parking lot nearest the church.

At dismissal buses are lined up along the sidewalk and along the front porch near the main entrance. Canfield walkers will be dismissed from the front porch near the main office. Students will be dismissed only after all the buses have left the lot. Parents will be directed to pull up and pick their child(ren) up, or parents may park their cars and walk down to pick up their child(ren) from the porch. Students will not be permitted off of the porch until they are released by one of the teachers on duty. Everyone will need to exercise extra caution and patience.

### **Parking and Driving Regulations**

1. **NEVER** PULL A CHILD FROM THE BUS LINE. If you need to make special arrangements to pick up a child, please call the office **before 1:00 P.M.** and the message will be given to your child.
2. Make yourself acquainted with the teacher in charge of that particular dismissal location. For example, if your child walks or gets a ride at the Kirk exit make sure you get to know the teacher who walks the children out and that the teacher gets to know you. This safeguards your child and helps us make sure

the child is in your custody. If a student is to meet at a different location or home, he/she must have a note signed by the parent or guardian.

3. Never walk out in front of a bus that is parked in the lot. There are 8 buses from 4 districts here all at one time. The children are brought out to the buses in a particular order so that they get to the appropriate bus. If for some reason you pick your child up on a particular day, please check with the school secretary and leave a message. It is dangerous and confusing to simply wait for the child and pull them from line.
4. When parking on Schenley, please take extra care when picking up children. Schenley is a major highway for traffic and many cars ignore the special speed limit in a school zone.
5. Cars are NOT permitted to drive on the upper parking lot before school or at dismissal until all buses have left the lot. Ohio Department of Transportation regulations prohibit cars from driving on the school parking lot when buses are arriving, loading, or departing. This policy is in place solely to protect the children. It must be obeyed if we are to have a safe and secure situation for our children.
6. Parents can drop off and pick up students on the lower lot. The middle doors downstairs will be open until **7:50 a.m.**
7. If you are having someone other than yourself pick up your child or you are changing the usual mode of transportation, make sure you let the school know. Calls should be made to the office to notify the school of the change no later than **1:00 p.m.** If the call comes in after 1:00 p.m. we cannot guarantee delivery of the message to the student. The person picking up your child should identify himself or herself to the teacher in charge and preferably should have a note from you.
8. All drivers are urged to use care and safety when using the lower parking lot especially when children are in the area. **Please do not pull out of the lot until all children are in their vehicles.**
9. Absolutely under **NO** circumstances are cars permitted to park in the Fire Lane. This is a direct order from the Youngstown City Fire Department and is in violation of state law. Violators will be prosecuted. **THIS IS THE LAW!**

### **Transportation Safety Issue**

The practice of sending flowers and/or balloons to students at school can be a serious problem. The children may not take them home on the bus because it is a hazard. The school will not send flowers or balloons to the classrooms. If such items are sent to school, the student will have to pick them up after school and transportation arrangement will have to be made.

### **Bullying, Harassment and Intimidation**

All people have dignity because they are created in God's image and thus are to be treated with respect. Bullying, harassment and intimidation are contrary to Gospel values and have no place in the Catholic School. All persons associated with the Diocese of Youngstown Catholic Schools, including but not limited to administration, the staff and students are entitled to be in a school environment that is Christ-centered and free of bullying, harassment and intimidation.

Bullying, harassment and intimidation behavior by any student/school personnel in the Diocese of Youngstown Schools is strictly prohibited and such conduct may result in disciplinary action.

**Bullying, harassment and intimidation are defined as** any intentional written, electronically transmitted, verbal, graphic or physical act either overt or covert, by a student or a group of students toward other students/school personnel more than once and the behavior both: 1. Causes mental or physical harm 2. is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment. **The elements of bullying are intentional aggressive behavior, an exhibited pattern over time and an imbalance of power or strength.**

**ST. CHRISTINE SCHOOL HAS A ZERO TOLERENCE POLICY FOR ANY TYPE OF BULLYING, HARASSMENT and INTIMIDATION BY ANY STUDENT AND DISCIPLINARY ACTION WILL BE TAKEN.** The school will treat complaints of bullying, harassment and intimidation seriously and will respond to such complaints in a confidential manner.

#### **Principal's Right to Amend**

The principal of Saint Christine School retains the right to amend the handbook for just cause. Parents/Guardians will be given notification if changes are made.

Parents/Guardians are asked to keep this handbook in a readily accessible location. Addenda and/or corrections will be sent home when necessary and asked to be placed within the handbook itself.

Additional copies of the handbook are available for \$2.00. Please note that the Parent/Student Handbook is posted on our website and can be downloaded.

## ACCEPTANCE OF PARENT/STUDENT HANDBOOK

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 the Handbook. Policies in the 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.

We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

I have read and discussed the Saint Christine School Handbook with my child and agree to support its provisions.

Father's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's or Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print student names and grades:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Please return this signed form promptly to the School Office. This form will be placed in the students' permanent files.

