



SANDUSKY
CENTRAL
CATHOLIC
SCHOOL

**2016-2017
FAMILY HANDBOOK**

Sandusky Central Catholic School
410 West Jefferson St. • Sandusky, Ohio 44870
www.sanduskycc.com

TABLE OF CONTENTS

Vision	4
Mission Statement	4
Statement of Philosophy	4
Calendar	5
Governance	6
Professional Expectations	6
Admissions	6
Tuition and Financial Policies	7
Student Records	9
Withdrawal and Transfer of Records	9
Attendance	10
School Closings and Early Dismissals	13
Student Safety	14
Academics	14
Promotion/Retention/Placement	19
Communication	19
SCCS Code of Conduct	20
Faith and Worship	28
Health	29
Transportation	32
Dress Code	
Grades K-5	32
Grades 6-12	35
Miscellaneous	39

Sexual Issues	41
Co-Curricular Concerns	42
Appendices	44



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VISION:

“As those who came before us recognized the importance and strength of Catholic school education among our parishes, so do we affirm that need in our ever-changing world. We embrace the challenges of providing the best quality Catholic school education to the greatest number of students at the most just financial investment.”

MISSION STATEMENT

**A faith community committed to:
Following Jesus
Living the Gospel by
Strengthening the body
Challenging the mind
Enriching the spirit
Forming future leaders for the Church and community**

STATEMENT OF PHILOSOPHY

**We believe that Jesus is at the center of our community.
We believe in educating the whole child – strengthening the body,
challenging the mind, enriching the spirit.
We believe in a culture of life that promotes respect of self, others and for the community.
We believe that we must not only learn but also live our faith.
We believe that we are blessed with gifts to be used in the service of others.
We believe that the school is an important force in strengthening families, parishes and communities.
We believe in continued academic and religious excellence.
We believe that we are charged by the people of God
with the important role of developing future leaders.**



**2016-2017 CALENDAR
(PRESCHOOL – GRADE 12)**

Classes start at:	7:40 a.m. for Grades K-12
Dismissal time is:	2:40 p.m. for Elementary 2:46 p.m. for Middle School and High School
Preschool:	8:00 a.m. - 2:30 p.m.

GOVERNANCE

Sandusky Central Catholic School is under the jurisdiction of the Diocese of Toledo. The Bishop of Toledo delegates the authority to operate the school to the Board of Directors subject to the particular laws, policies, and the procedures of the Diocese of Toledo and those set forth in the universal law of the Church as expressed in the Code of Canon Law. The diocesan bishop's immediate representative at Sandusky Central Catholic School is the Board of Directors.

PROFESSIONAL EXPECTATIONS

Parents can expect that Administrators/Teachers are:

- Certified/licensed through the State of Ohio
- Knowledgeable about the laws pertaining to education
- Supportive of parents and students
- Able to communicate effectively with each other and with parents and students
- Committed to strengthening the body, challenging the mind and enriching the spirit
- Support and follow the laws of the Catholic Church

Teachers will expect parents to:

- Send their children to school prepared to learn, by providing a nourishing breakfast and being sure they have the needed supplies and homework necessary to function successfully throughout the day.
- Assist students in the faith formation by attending Mass regularly and helping children learn prayers and church traditions.
- Consult with them personally on matters of concern and not resort to gossip or hearsay.
- Show an active interest in their child by participating in various activities that enhance education.
- Set an example of strong character.

Teachers and parents can expect students to:

- Have a vested interest in learning by participating fully in their education.
- Use study time wisely.
- Show respect and reverence for the Catholic faith.
- Demonstrate qualities of good character.
- Come prepared with books, supplies, and homework.

ADMISSIONS

Entrance Requirements

- A. A child must be five years old on or before September 30th of the year of entry into Kindergarten. After registration, a Kindergarten screening process is scheduled. This process not only helps us to see if your child is ready for school, but it also helps us prescribe ways you can work with your child at home to create a more comfortable adjustment to school.
- B. A child must have completed Kindergarten prior to entry to first grade.
- C. State Health forms must be filled out and filed at the school before formal classes begin. No student will be admitted without proper immunization or its substitute.
- D. Starting 2015-2016 students in 7th and 12th grade are required to have a meningococcal vaccine prior to entry. (See Appendix H- Immunization Summary)
- E. Successful completion of grade 8 to be eligible for enrollment in SMCC grade 9.

- F. Families eligible for State of Ohio Ed Choice Scholarship, contact the Admissions Office at 419-626-1892.

Registration

In late winter/early spring of each year, families are asked to declare their intent to attend Sandusky Central Catholic School the following academic year. This registration is confirmed with the submission of a completed registration form and fee. This deposit, which is subject to change annually, is non-refundable. Students transferring in from other schools may be subject to probationary admission, pending a smooth and satisfactory transition to Sandusky Central Catholic School.

Transfer students to St. Mary Central Catholic High School must abide by OHSAA regulations.

New families indicate their desire to have their children attend Sandusky Central Catholic School by completing the registration form and submitting the registration fee.

Non-Discriminatory Policy

Sandusky Central Catholic School recruits and admits students of any race, color, or national origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, ethnicity, religion, gender, disability, age, or ancestry, in the administration of its educational policies, scholarships, athletics, loans, fees, waivers, educational programs and extra-curricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public district initiated, desegregation.

All students participate in the Religious education program of Sandusky Central Catholic School.

Tuition

Private Catholic schools are funded and supported through tuition, fundraising, endowment and grants. The school is responsible for the total cost of education. Each family who chooses Catholic education should make the cost of the education a priority. Tuition is essential to the sound financial operation of our school; therefore, it is critical that parents are faithful in meeting their financial obligations and paying tuition promptly.

Residency

SMCC is a family-oriented high school and all students, including those eighteen years of age and over, are expected to reside with their parents or legal guardians. Independent students living in apartments, etc., are not admissible. They may not remain at SMCC as long as such living arrangements continue.

Also, those students eighteen years of age and older may not sign their own absentee excuses, field trip permission forms, or any other form that requires a parent/guardian's signature. A parent/guardian's signature is required until graduation.

TUITION AND FINANCIAL POLICIES

Registration

The Board of Directors determines the amount of tuition after consultation with the Sandusky Central Catholic School's Finance Committee as one of the factors needed to balance the budget. Information regarding the tuition schedule, billing and payment is sent home at the time of registration in the spring. The options for

payment of tuition are to pre-pay by July 31 for the coming academic year, a monthly payment plan with FACTS, a tuition management service, or a combination of both. Families who enter Sandusky Central Catholic School during the year are given a pro-rated tuition and must remit payment of tuition or complete a FACTS form at the time of registration.

Tuition Assistance Plan

Sandusky Central Catholic School Endowment Fund and individual donors provide some funds each year to assist those parents who would otherwise not be able to enroll their child (ren) at Sandusky Central Catholic School. Awarding of grants is based solely on financial need as is evidenced on the basis of a written application filed through the finance office. Applications for assistance should be received at the time of registration generally, but no later than April 15. However, it is possible to apply at any time during the school year if there has been an adverse change in the family financial situation. Grants are made to the extent that money is available. Families receiving tuition assistance are encouraged to support the school with their time and talents whenever possible, in the various programs that are offered. Every effort will be made to work out a solution to a family's desire to continue education at Sandusky Central Catholic School. Gifts may be made to this fund at any time to enable others to continue at Sandusky Central Catholic School. Consider this fund when giving memorial contributions in honor of family or friends.

Delinquent Tuition

Past due tuition will be forwarded to a collection agency and may result in removal from SCCS.

Please note: No diploma or student records (including transcripts) will be forwarded to another school, college or university until all financial obligations are met.

Sandusky Central Catholic School's Board of Directors understands that there are family circumstances such as an illness or loss of income. It will be the family's responsibility to bring this to the attention of the school administration for consideration. Every effort will be made so your child may continue to be enrolled at Sandusky Central Catholic School.

Financial Obligations

Repeated failure to meet one's financial obligations or to discuss the necessary arrangements with the administration may result in the school's refusal to register a student.

Tuition Refund

In the event a family needs to withdraw from Sandusky Central Catholic School before the completion of the school year, the balance of the tuition minus the tuition fee, which is non-refundable, will be returned. Tuition refunds will be pro-rated based on the number of remaining months, following the month of withdrawal divided by 9.

SCCS Education Foundation

SCCS Education Foundation accepts donations that contribute to the growth of the principal and provide financial support for student aid, scholarship, teacher technology support from the interest. The Foundation is governed through its constitution, by-laws and Board of Directors. For information, contact the Development Office.

Shop with Scrip

Shop with Scrip is a voluntary fundraising opportunity for families to help defray the cost of tuition. Simply use scrip gift cards for your everyday purchases, and earn a rebate on each one at no additional cost. A percentage of each rebate is applied to the following year's tuition. Visit shopwithscrip.com or contact the main office with any questions about the Scrip program.

STUDENT RECORDS

Privacy Statement

In accordance with the Family Educational Rights and Privacy Act of 1974 (929 U.S.C. 1232g; 34CFR Part 99), Sandusky Central Catholic School will provide the following parent/guardian privacy rights:

- The right to inspect and review the student's educational record
- The right to request that the school correct records that the parent feels are inaccurate or misleading
- These rights transfer to the student at the age of 18.

Parental Access

Parents have the right to review their child's records. Please give the school 24 hours' notice to do so. The student's file contains academic records, usually the report card, academic testing reports, family information sheet, baptismal certificate, birth certificate, social security number, and a health record which is usually filed in the health room.

WITHDRAWAL AND TRANSFER OF RECORDS

Rights of Custodial and Non-Custodial Parents To Student Information

Parents, as natural guardians of their children, are presumed to have full authority with regard to custody, enrollment, grade cards, receiving information from the school, tuition payments, and release of records. A non-custodial parent is entitled to have access to records that pertain to the child to the same extent that such access is provided to the custodial parent unless otherwise provided in the separation agreement, divorce decree, or other court order. The burden is on the custodial parent to provide the school with an official copy of a document specifying any such limitations (Ohio Revised Code, Sec. 3319.321).

Transfer of Student Records

The transfer of the records of a Sandusky Central Catholic School student to another school is conditional based upon the successful completion of academic requirements and fulfillment of all obligations. Student records include cumulative academic file, health file, and additional assessments if applicable. Student records are forwarded to the new school once our school receives a request from the new school with the parent's signature declaring that the records may be sent. Sandusky Central Catholic School then mails the child's records once the child no longer attends Sandusky Central Catholic School.

Withdrawal Process

Any student who leaves Sandusky Central Catholic School before the completion of 12th grade is considered a student who has withdrawn. Once parents notify the admissions office that a student is leaving for whatever reason, the process of transfer of student records begins.

Transfer of Records of 8th Grade Graduates

Transfer of records is automatic for 8th graders within SCCS registered at St. Mary Central Catholic High School when all requirements are in place. If the transfer is outside SCCS, a written request from the school is sent to SCCS.

Transfer of Records Delayed

The following procedure is followed by Sandusky Central Catholic School when 8th grade graduates, or student transfers, have not completed all the necessary requirements:

1. By June 15 (or earlier) notice is sent to the receiving school by the campus principal that the cumulative file will be withheld for one of the following reasons: delinquent tuition, non-payment of outstanding fees, incomplete course requirement, or retention.
2. Obligation of the high school: In Spring, a letter is sent from the high school to the parents indicating that academic or financial responsibility must be met at Sandusky Central Catholic School before scheduling can be complete.
3. Sandusky Central Catholic School notifies the receiving school when responsibilities have been satisfied. This is done by the forwarding of cumulative records.
4. Sandusky Central Catholic School will use a collection agency for collection of delinquent tuition.

ATTENDANCE

Students are permitted in the building from 7:15 a.m. to 4:00 p.m. unless they are participating in another school or co-curricular activity with adult supervision. Students who arrive early are asked to wait in the designated room, where an adult is assigned. Students are dismissed to their rooms. Class begins at the 7:40 a.m. bell. Dismissal time is 2:40 p.m. for grades K-5, 2:46 p.m. for grades 6-12.

Students who attend the Extended Day Program will be dismissed to the Extended Day room by the classroom teacher at the end of the day.

Students must be signed out at the reception office if they leave before dismissal. Students must be signed in when coming to school after the bell.

Tardy/Absence

All students arriving after 7:40 a.m. should use the main entrance.

Attendance record is as follows:

A student is tardy from 7:40 a.m. to 9:00 a.m.

A student leaving between 1:30 p.m. and dismissal time for an appointment, etc. is recorded as ED (early dismissal).

All of the above will be recorded as absent or tardy.

Any time a student is missing for 2 ½ hours in a day it is ½ day absence (including lunch time); 4 hours in a day - it is a full day absence.

Any time a student leaves for less than 2 ½ hours, the student's daily attendance will not be affected.

Truancy

Prompt and regular attendance helps develop good character and intellectual growth. Because of the changes in our society, new laws, and the protection of each student the whole area of attendance needs stricter and more complete recording. It is also a fact that most of our students are not in charge of their attendance.

Some of our students have a difficult time getting to school on time or are leaving for appointments throughout the day. The school year for attendance for students is 178 days out of 365 days. Please give consideration in making appointments on the off days or after school hours. The State of Ohio has a law effective August 31, 2000 from Senate Bill 181. The law states that children who are absent from school without a valid excuse may be charged in Juvenile Court as a Habitual Truant if the child has:

5 or more consecutive days in a month or
7 in a month or
12 or more days in a year.

As a Chronic Truant, a student may be charged in Juvenile Court.

- 7 or more consecutive days or
- 10 in a month or
- 15 in a year

All students up to 18 years of age are required to attend school. We are required by law to report absences and tardiness to the court that fall under the above definition. Per state law, a parent could be fined up to \$500 if a child habitually skips school, and judges could order parents to perform up to 70 hours of community service.

Reasons for student truancy vary with the student and we all need to work together to help create good attendance behaviors. These behaviors will have life-long effects on our children.

Attendance Procedure

1. When a child is absent, we require that the parent or guardian call the school's office before 8:15 a.m. on the day of absence. If this call does not come into the school, the school secretary will contact the parent/guardian to be sure that the child is home. This is a state law. If a student is late (after 9:00 a.m.):
 - Unexcused absences (truancy) may result in full make-up outside of the regular school times.
 - Students will be held accountable for all academic work.

2. Tardy is defined as not present and ready in the classroom when class begins at the 7:40 a.m. bell.
 - Children arriving late must report to the reception office.
 - Excessive tardiness will result in communication with parents for grades K-5.
 - For students in grades 6-12:
 - If a student is tardy for a fourth time during the school year, a letter will be sent home to the student's parent/guardian informing the parent of the situation and of the consequences forthcoming.
 - If a student is tardy a fifth and sixth time during the school year, that student will be assigned a morning detention which meets from 7:10-7:35 a.m. each time. Any tardy after 6 results in an afterschool detention of 60 minutes.
 - A student is tardy from the 7:40 a.m. bell until 9:00 a.m. A student must be present in school no later than 9:00 a.m. or bring a note from a doctor to participate in extracurricular activities. A note from an official source (doctor, court, etc.) is also appropriate.

- If a student arrives between 9:01 a.m. and 12:00 noon, it is considered ½ day absent. If a student leaves between 12:00 noon and 1:30 p.m., it is considered ½ day absent. Students who continually are ½ day absent will be dealt with on an individual basis and consequences are up to the discretion of the principal.
 - Excused tardy is used for bus and weather situations-marked ET on the record. (A student is either present or not present at the bell (Absent or tardy). There is an excused tardy marking when a student is tardy because of extenuating circumstances (i.e. late bus, weather). The tardy is also considered excused when a note is brought from an official source (i.e. doctor note on doctor's pad, court stationary, etc.).
3. Student illness during the day - Parent or guardian must be contacted before a child is ever allowed to leave school. No child may leave the school premises without permission of the school principal or designated person. All students will come and go through the reception office, signing in and out. For grades K-8, the signature of the person picking up the child must be on the daily office attendance record.
 4. Parents' request for children to leave school **MUST** be in writing. (Only in an emergency situation, a phone call may be acceptable.) This communication is presented to the teacher to be passed to the reception area for grades K-5. Grades 6-12 students should give communications to the main entrance receptionist. Students will be released from the reception office. This is recorded as a partial absence.
 5. If there is any change in transportation procedures (bus, car, walk, extended day, etc.) for any elementary student, a note **MUST** be sent to the homeroom teacher.
 6. A student must be present in school by 9:00 a.m. in order to participate in a sport or other activity on a given day. A note from an official source (doctor, court, etc.) is also appropriate.
 7. Any student enrolled in high school classes missing 10 days of school or 10 classes in a single subject per semester may be denied credit for that semester.

Appointments during School

All appointments should be made outside school hours whenever possible. Students leaving before dismissal for such appointments need to have a note in writing from a parent/guardian. The parent/guardian of an elementary student needs to meet the child at the reception office. The parent/guardian will be required to sign the student out at the office. If someone other than the parent/guardian is picking up the student he/she must be listed on the emergency card or have a signed note from the parent. You may also be required to show an ID. Students coming to school from a morning appointment need an admit slip from the office. All students need to sign in and out of the campus at the reception office.

Vacations

Daily school attendance is a high priority at SCCS. Please schedule your family vacations outside of school time. (See Student Personal Convenience Absence Policy - Appendix A).

School Calendar

Sandusky Central Catholic School follows a general school calendar to include local and diocesan dates. The calendar is provided for each family, and is also available to view/print on the school website. (www.sanduskycc.com)

SCHOOL CLOSINGS AND EARLY DISMISSALS

At times throughout the school year, it may become necessary to close school due to inclement weather, road conditions or other closing necessities. Please do not call the school, as it is necessary for the phone lines to remain open for emergency purposes. Check your local media and the school's social media outlets for updates about closings and delays. Families will be contacted by the Phone Notification System using information from student enrollment forms. Please make sure your information is current throughout the school year. In case of inclement weather, please listen to the radio stations WLEC – AM 1450 or WCPZ – FM MIX 102.7 for the listing of closed schools. If a student's district of residence is closed or delayed, a student may follow the decision made by their district of residence. It will count as an excused absence, but students are responsible for all missed work and parents should inform the office.

Emergency During School Hours Regarding Weather Conditions

In the event it becomes necessary to close school after the school day has begun, the following will be observed:

1. A general announcement concerning the school closing will be broadcast over the local radio stations and a phone notification message will be sent.
2. Parents will be encouraged to pick up their student/students if possible.
3. Walkers will be dismissed if supervision at their homes can be verified.
4. Bus transportation to regularly scheduled bus stops will be provided for those children who normally ride the bus.
5. Students for whom no home supervision has been confirmed will remain at school until picked up by their parents.
6. Continuance of co-curricular activities is determined by the principal or the policy of the league.

Delay of School

When fog or other hazardous conditions exist and a two hour delay is called, classes begin at 9:40 a.m. Please listen to school closings due to poor weather conditions. Please listen for delay announcements as you would announcements for inclement weather. (See above.)

Sandusky Central Catholic School's events scheduled during the day or evening of the school cancellation will be provided in the same manner as a closing or delay.

Student Early Dismissal

The school calendar reflects early dismissal days for students. Bus transportation is provided. SCCS receives busing through four districts. Certain districts do not bus if their district is out for weather or other district functions. This is communicated through the terms of each home district.

STUDENT SAFETY

Fire and Tornado Drills

Fire and tornado drills are conducted on a regular basis. Exiting procedures and waiting locations are posted in a prominent location in each room. Absolute silence is to be maintained during fire and tornado drills.

Safety of Students - School Lockdown

In the event that a critical situation regarding student safety arises, listen to the radio for instructions or you will be contacted. Do not come to the school or call the school. Sandusky Central Catholic School is involved in a safety planning process with the Sandusky Police Department, Fire Department and EMS Department and under the Erie County Sheriff Department.

ACADEMICS

Curriculum

Sandusky Central Catholic School follows the State of Ohio Common Core curriculum K-12 integrating the approved Toledo Diocesan aligned curriculum in Religion, Integrated Language Arts, Social Studies, Science, Health, Mathematics, Music, Art, and Physical Education to guide its instruction for students in grades K-8. Our school is chartered and accredited by the State of Ohio and the Ohio Catholic School Accreditation Association.

Textbooks

Students are expected to care for all texts. They are responsible for the replacement cost of any text lost or damaged. If books are damaged or lost, the student will be expected to pay the price of the book needed to replace it. All school property should be handled carefully. Should an accident occur and property be damaged, this should be reported immediately to the teacher in charge or the main office.

School Equipment

Students are expected to care for all equipment issued to them. They are responsible for the cost of repair or replacement in the event of damage. All school property should be handled carefully and respectfully. Should damage or theft occur, it should be reported immediately to the main office.

Middle School and High School Scheduling

Students will make class requests in spring of the previous year. Once the master schedule is complete, requests will be filled based on completion of enrollment paperwork. Specific class prerequisite requirements may be found on PowerSchool. No schedule changes will be made after the first week of a new semester. Only under unusual circumstances and with permission of the principal will changes be made. 9-12 Students who withdraw from a class after the 5th week of the semester will receive a "Withdraw Fail" (WF) for the class.

Student Academic Responsibilities

Students who have not met the academic requirements of two or more core subjects for the academic year may not be permitted to re-enroll for the next year of school at SCCS unless they make up their failures by enrolling and successfully completing those courses in summer school or a correspondence course. The Guidance Office has information available for these courses.

Report Cards and Grading

K-12 report cards are issued quarterly to each student.. The cards need to be reviewed and envelopes signed by a parent/guardian and returned within a week, excluding fourth quarter. Outstanding fees will result in withholding the final report card until payments are made.

Dates for report cards are given and published on school calendars.

1. Report cards are issued every nine weeks.
2. When computing semester grades for high school students and those taking high school courses, the following formula is used.
Quarter 1 percentage grade = $\frac{2}{5}$ of semester grade
Quarter 2 percentage grade = $\frac{2}{5}$ of semester grade
Semester exam percentage = $\frac{1}{5}$ of semester grade
3. A semester exam or alternative assessment is required for all high school courses. This academic exercise counts $\frac{1}{5}$ of the semester average.
4. Credit is awarded per semester even in year-long classes.

Grades 3-12 Grading Scale

A+	100-98
A	97-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

I – Incomplete: Work is incomplete. Work not made up within two school weeks will be averaged as a zero.

P/F: Pass/Fail

Grades at SCCS are not automatically rounded in PowerSchool.

Kindergarten-Grade 2

Academic Objectives/Report Card: Marking Key is indicated on the quarterly report card.

PowerSchool

Our school uses PowerSchool to store and communicate grades with parents and students. With this system, parents are able to keep track of their child(ren)'s assignments and grades from any computer, smartphone or tablet. The parents are able to see the grades the student has received on his/her homework, quizzes, tests and projects for which they have been assigned. PowerSchool has the ability to show missing assignments as well as current homework.

Parents can access PowerSchool through the Sandusky Central Catholic School website. Parents will be mailed a letter containing the access information and instructions at the beginning of the school year. Students will be issued their usernames and passwords to PowerSchool via email. Students will be able to use the information assigned to them from school. Parents will need to create an account using the information that was provided to them via mail at the beginning of the school year. Do not share your parent account information with your child(ren). PowerSchool is used as a communication tool to allow parents and teachers to exchange information about student progress. This cannot be performed effectively without the assumption that the parent is the only person receiving the information.

Assessment/Testing

The formal testing program at Sandusky Central Catholic School is designed to provide a systematic means of assessing student mastery of basic skills, as well as evaluating the academic program. Each test is one part of the overall assessment conducted for each student. (Testing requirements may change based on Diocesan decisions and ODE requirements.)

The following tests are administered:

- DRA and DIBELS – Kindergarten-2nd Grade
- A.C.R.E., Religion Competency – Grades 5, 8 and 12, given in January
- NWEA MAP – Grades 3-10, given in Fall and Spring
- End of Course Exams*- Starting with the Class of 2018
- OGT** – Students in the Class of 2017 who have not successfully completed the requirements for graduation
- PSAT – Grade 11, given in October

* All students take end of course exams in place of the OGT: Algebra I and Geometry, Physical science, American History and American Government, English I and English II

**House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. As a result, the Class of 2017 will be the last students to take the current Ohio Graduation Tests.

Class Standings

- All incoming students who have completed 8th grade will have freshman status.
- Students with 6 or more credits will have sophomore status.
- Students with 12 or more credits will have junior status.
- Students with 18 or more credits will have senior status.
- Students need 24 or more credits to graduate.

Academic Letters

Academic letters are awarded to students who maintain a cumulative GPA of 3.5. Calculations are made following the completion of the first semester each year.

Graduation Honors

A student must be enrolled at SMCC for his/her junior and senior years or three out of four years to qualify for top graduation honors.

The selection of the Valedictorian and Salutatorian will be made after the 7th semester at SMCC. Valedictorian and Salutatorian are based on grade point average calculated 3 decimal places. If a student selected for the Valedictorian or Salutatorian declines drastically either academically or in their conduct, that student may be subject for review by the Principal. An additional review of the Valedictorian and Salutatorian will be made in the middle of the 8th semester (after the 15th quarter) and at the end of the 8th semester. In an extreme case, the title of Valedictorian and Salutatorian may be stripped from that student and given to the next qualified student. There are several scholarships which are available for the seniors. The guidance office should be consulted for a complete list and qualifications.

High School Honor Roll Selection

To be listed on the Honor Roll, a student must have at least a 4.0 with no grade lower than an A- for First Honors. Students must have at least a 3.5 for Second Honors. The honor roll calculations will always be made based on quarter (not semester) grades.

Description and Definition of an Honors Class

SMCCHS will offer Add-on credit to all Honors Classes. Add-on credit will also be offered to CC+ and any AP Course offered at SMCC. In order for a class to be considered Honors and therefore qualify for Add-on credit, it must be approved by the SMCC administration. To gain this approval, an Honors Class must clearly demonstrate that the students taking this class are being challenged above and beyond what would be taught in a “regular” or non-Honors section of the same course.

Honors classes should emphasize a deeper understanding of the course material and will be taught at an accelerated pace. Students will be challenged to think critically and work independently. Course work in an Honors Class should include an extended workload that includes outside reading, writing, daily homework, and research assignments.

Add-on Class:

An Add –on credit of .025 credits will be applied to AP classes, CC+ classes, and Honors classes per semester.

College Credit Plus

Overview: Ohio's new College Credit Plus can help residents of Ohio earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students.

- College Credit Plus is open to any student in grades 7-12 who meet the admissions standards of the university in which they will be enrolled and are deemed college ready per university standards.
- Students are eligible to apply to any institution in the State of Ohio that is offering College Credit Plus courses.
- The College Credit Plus program is free* to all qualifying students.
 - Pursuant to Ohio Revised Code 3365.09(A), a district may seek reimbursement from a student or parent if the student fails to attain a passing final grade.
 - Current interpretation of this statute shall allow, but not require, a school district or nonpublic school as appropriate to seek reimbursement under the following two circumstances: 1) If the student receives a failing grade at the end of the college course; or 2) If the student withdraws from or drops the college course subsequent to the 14th calendar day after the particular course began. Pursuant to Section 3365.09(C), neither a school district nor a nonpublic school shall seek reimbursement if the student is identified as being economically disadvantaged in accordance with Ohio Administrative Code 3333-1-65.6(B)(2).
- Timeline for the program:
 - January/February: Annual information night for students and parents. This meeting fulfills the mandatory counseling session required by the College Credit Plus program.
 - April 1st: Intent to Participate forms are due (with appropriate signatures) to the Guidance office.
 - April 15th: Funding form due through the parent's ODE SAFE account. Students must be accepted by their institution by this date. Student's acceptance letter from the institution of higher education is due with this form.
 - All forms must be filled out in pen. All forms must have the appropriate signatures by the due date. Forms can be found in the Guidance office.
- SMCC is currently partnered with BGSU Firelands.
- Application procedure for BGSU Firelands
 - Applicants must submit a copy of the high school transcript (guidance counselor usually sends it to the college access office)
 - Applicants must take and score college-ready on a placement test administered by the college or submit most recent ACT scores (they may also be listed on the high school transcript). ACT scores are then used to determine if student is college-ready.
 - Students applying for the fall term should apply by the Friday of the national tax deadline closest to April 15. Those applying for the spring term should apply by Friday following Veteran's Day.
 - Students will use instructions sent in acceptance letters to create their BGSU account that will be used for registering classes.
 - Students will also be informed in the acceptance letter about orientation meeting requirements.
 - Students will make advising appointments to register for classes on-campus or Guidance Counselor will send list of students to be registered for courses held at satellite high school sites by late May/early June.

Students will be responsible for checking e-mail and logging onto their MyBGSU account during the break period to check for important announcements or updates.

PROMOTION/RETENTION/PLACEMENT

Promotion

At the end of the academic year, upon satisfactory completion of all subject levels, students are promoted to the next grade level.

St. Mary Central Catholic High School's students must adhere to the state regulations in order to be eligible for graduation.

Minimum Requirements for Graduation

Religion	½ unit for each semester enrolled at SMCC
English	4 units
Social Studies	3 units (must include ½ unit of US History, ½ unit of Government, ½ unit of Economics)
Science	3 units (must include 1 unit of physical science and 1 unit of life science)
Mathematics	4 units (must take through Algebra 2)
Health and Physical Education	1 unit
Fine Arts	1 unit
Foreign Language	2 units
Total	24 units

Retention (K-8)

At the end of the academic year, a student may need to be retained in the current grade. Parents and teachers WILL be in consultation by the end of the first semester. The child's progress will be monitored and parents and school will be in regular contact with one another should this critical step be taken. Usually failing grades in two major subjects will signal that this step is needed. The following factors are considered: readiness, academic achievement, emotional and social maturity, assessments, attendance record (90% or more) and age.

Third Grade Reading Guarantee

Beginning in the 2015-2016 school year, any third grade student who attends a chartered nonpublic school with a scholarship awarded under either the EdChoice Scholarship or Jon Peterson Scholarship will be subject to the Third Grade Reading Guarantee retention provision, including the exemptions prescribed by that law. Ohio's Third Grade Reading Guarantee is a program to identify students from kindergarten through grade 3 that are behind in reading. Schools will provide help and support to make sure students are on track for reading success by the end of third grade.

COMMUNICATION

Communication from School to Home

Panther Connect is an electronic newsletter sent once a week throughout the year. This newsletter includes important school news, dates, and school happenings. This newsletter is a parents' need-to-know resource. Paper copies may be obtained by request through the Development Office.

Parent-Teacher Conferences

We offer K-12 parent-teacher conferences to review the report card of each child twice a year, in the fall and spring. Additional conferences can be scheduled at the request of the parent or teacher throughout the school year.

Contacting a Teacher

Throughout the year, parents are encouraged to confer with their child's teacher(s). Please call the office to arrange an appointment or e-mail the teacher(s). (E-mail addresses are posted on the SCCS website at www.sanduskycc.com).

P.A. Announcements

Announcements for grades 6-12 are made at the beginning and end of the day. They should be submitted to the main office on the forms prescribed at least ten minutes before time. All announcements must be signed by a staff member.

Visitors

Anyone visiting SCCS should make his/her presence known at the reception office.

SANDUSKY CENTRAL CATHOLIC SCHOOL CODE OF CONDUCT (GRADES K-12)

The root of the word "discipline" is disciple. Our school extends this definition to mean a shared spirit of cooperation, community, respect and responsibility, where individual freedom does not limit the freedom of another. Accordingly, members of the community of learners and leaders at Sandusky Central Catholic School are encouraged to consider and make the following promise:

As a student at Sandusky Central Catholic School, I pledge to live according to Gospel principles by strengthening the body, challenging the mind, and enriching the spirit. As such, I will serve as a role model both in our school and in the community. In keeping with the ministry of Jesus Christ, who dwells among us, I pledge myself to fulfill the Sandusky Central Catholic School Code of Conduct by:

- *consistently reflecting my school's mission, vision, and philosophy*
- *acting respectfully toward all people and accepting their diversity*
- *conducting myself in a mature manner, not disrupting others' lives and learning*
- *pursuing involvement in school, church, and community activities*
- *having appropriate pride in myself, my family, and my school*
- *living a drug and alcohol-free lifestyle*
- *respectfully participating in religious ceremonies*
- *practicing the basic rules of courtesy and common decency*
- *routinely dressing appropriately and abiding by the school's policies and regulations*
- *always being responsible and accountable for my own actions and behavior*

Disciplinary principles and assumptions

Families who choose Sandusky Central Catholic School freely choose the school's Gospel values, our Catholic Identity, and our particular style of life. Before choosing Sandusky Central Catholic School, parents and children should carefully consider the school's standards and its expectations of students and their families.

Due to their decision to become members of the Sandusky Central Catholic family, the school assumes that parents and students embrace the school's mission, vision, and philosophy. Accordingly, the school concludes that families understand our expectations and intend to be cooperative and positively supportive.

Thus, we confidently express the following principles and assumptions regarding the Code of Conduct and associated discipline at Sandusky Central Catholic School:

Discipline must be an expression of justice and compassion. Without either, discipline lacks vision, constructive purpose, and balance. Discipline must not be a product of a parent's anger or a teacher's frustration. It must respond to a child's need for correction and direction. Discipline should not be vindictive.

Discipline has a responsibility to both the Sandusky Central Catholic School community and its individual members. Discipline cannot be lenient toward an individual at the expense of the community standards.

Individuals whose values and behavior conflict with or negatively influence the values and behavior of the Sandusky Central Catholic School community may be subject to expulsion for the good of the community.

Parents must trust that school faculty, staff, and administration are fair and well-intentioned. They can expect prudence, competence, and professionalism. Parents are likewise expected to instill in their children a respect for authority and an understanding of the hierarchies that exist within all effective organizations.

Parents must not misrepresent the reasons for a student's misbehavior or otherwise try to circumvent the Code of Conduct in order for their child to avoid the consequences of his/her choices and actions.

Parents depend upon parents. Families support families. The school's families fit together like the interdependent links of a chain. Parents may expect values and discipline taught at home to be reinforced at school. An alliance of strong, mutually supportive families and a school with a similar vision create an environment characterized by consistency, clarity, and stability.

Young people need guidelines, boundaries, and a framework that, with direction from parents and teachers, help them grow and develop into mature, young adults. The most rewarding step is when the student accepts and internalizes the values taught and begins to live them.

It is the responsibility of the school administration, faculty, and staff to provide and maintain an atmosphere of excellence in education and in Catholic moral values. When a student, by attitude or action, disrupts this atmosphere, he/she will be subject to disciplinary action up to and including dismissal. Parents will be kept informed as appropriate. Our Sandusky Central Catholic School philosophy states "*We believe in a culture that promotes respect of self, others and for the community.*" With this in mind, we recognize and promote behaviors that demonstrate our Catholic Identity and build character. Students will be recognized throughout the year for knowing their Catholic faith and also for living it.

Disciplinary terms

PAN (Parent Action Notice): This is a form of communication between teacher/administration and parent addressing student behavior, generally in the classroom. It asks the parents to address the student regarding notable behavior and to respond to the teacher. The purpose of a PAN is to involve parents immediately after any inappropriate behavior.

Infraction: A noted and recorded incident of misbehavior, e.g., disrespect, disobedience, class cuts, failure to follow reasonable requests, etc. A complete list of infractions and the related policies and procedures are contained in this document.

Detention: A consequence served outside the normal hours of the school day. The schedule and location for detentions will vary based on grade level, the severity of the infraction, or the circumstances.

Some aspects of detentions that will remain constant, irrespective of schedule and location, are:

- No cellphones or other personal electronic devices are permitted.
- No sleeping.
- Students may be assigned academic enrichment assignments (to be completed during the detention session).
- Students may be given the opportunity to help with school-based service projects.
- Students will be allowed to do schoolwork.
- No verbal or non-verbal communication.
- When students choose not to follow the rules of a detention session, they will be dismissed from the scheduled detention, receive a “failure to serve” infraction, and be required to serve both the original detention and a second detention as a consequence.
- The SCCS Standardized Dress Code applies during all detention sessions.
- Students are only allowed to reschedule 1 detention. Any further rescheduling will result in a “failure to serve” infraction, which earns a second detention.
- Rescheduling for athletic or other school-related events will also require a double detention.

Friday School: A 180-minute detention on Friday afternoons (2:50-5:50p.m.) has been established for specific infractions, for students who fail to serve or misbehave in regular detention sessions, or for students who need to serve accumulated detention sessions. Students may do schoolwork, but must work silently. Students are neither allowed to sleep, nor use headsets, cell phones, or other personal electronic devices. Any student absent or tardy will receive a “failure to serve” and will be assigned to a session of Saturday school.

Saturday School: A 180-minute detention on Saturday mornings (8:00- 11:00 a.m.) has been established for specific infractions, for students who fail to serve or misbehave in regular detention sessions, or for students who need to serve accumulated detention sessions. A charge of \$10 must be paid upon entering Saturday School. Students may do schoolwork, but must work silently. Students are allowed to neither sleep, nor use headsets or cell phones. Any student absence or tardiness will be considered unexcused, and will result in in-school suspension, as well as parental contact. Students must follow the dress code rules.

Behavior Contract: A written document describing specific behaviors and consequences that will allow a student to demonstrate his/her ability to behave appropriately and prove his/her suitability to continue as an effective member of the SCCS student body. This contract will be entered into by the student, his/her parents/guardian, and the SCCS administration.

In-School Suspension: Students (grades 6-12) are required to attend school from 7:40 a.m. to 2:46 p.m.; however, they will be isolated from the rest of their classmates. The students will be under the direct supervision of the administrator, a teacher, or the principal's designee. While serving in-school suspension, students are required to complete all classroom assignments. This suspension will not count toward the students' absences from class. In an effort to minimize loss of class time, Saturday school may be assigned at the discretion of the principal or designated administrator. While the student is serving an in-school suspension, he/she must remain in the designated ISS location and may not participate in clubs, activities, and sports.

Out of School Suspension: The removal of a student from all school affairs for no longer than 10 school days. The principal has the authority to suspend a student when the student's behavior presents a clear danger to the student, other students, or school personnel; specific Level III and Level IV infractions may result in suspension as well. While the student is serving out of school suspension, he/she may not be on any SCCS school property or attend any SCCS sponsored event until he/she has been reinstated by the principal. The student is also suspended from clubs, activities, sports, and the bus.

Emergency Removal: The removal of a student from a situation where that student's presence poses a continued danger to persons or property, or due to ongoing disruptions of the academic progress. Emergency removal is not a disciplinary tool and shall not be used as a substitute for out of school suspension. While the student is absent from school, they will be permitted to make up all work for credit, and the days missed will not count toward the student's absences from school. A student will not be removed for a period that exceeds 2 days.

Expulsion: After consultation with the principal and parents, if it is deemed necessary to safeguard the respective student and/or the rest of the student body, a student may be expelled. Before expulsion, the student will be given the opportunity to withdraw from the school. Expulsion may be temporary or permanent.

Due process: If in-school suspension or expulsion is ordered, the principal will give written notice to the student and parent/guardian, which states the length of the suspension or expulsion, the reason for it, and the necessary steps to process the student's return if reentry is allowed. If the student is expelled, the Superintendent of the Diocese is notified.

Procedure for Inquiry about Disciplinary Action

Conversations about disciplinary action should begin with your child. The first person to contact about a disciplinary action is the faculty, staff, or volunteer who reported your child's Code of Conduct infraction. The administration may be contacted after a conversation or meeting with the infraction issuing authority. In all cases, the incident should be handled with the student's growth and development in mind and with the people—your child and the infraction issuing authority—who are closest to the incident. Parents are always welcome to request the intervention of the Principal; however, they are encouraged to reserve such requests for only the most serious situations or in the event that a reasonable resolution cannot be reached with those most familiar with the circumstances of the infraction. The policies, procedures, and consequences detailed in this handbook should help our entire community of learners understand the expectations.

Policies and Procedures for Grades 6-12

Students in grades 6-12 will be issued color-coded conduct cards to record their Code of Conduct infractions. Based on the severity of the infraction, a Detention Notice may also be used to record/note infractions. In either case, the recording of the infraction should help the students establish and understand the relationship between misbehavior/non-compliance and subsequent adverse consequences. Compliance

with the Code of Conduct reflects a deepening Catholic Identity, a developing self-discipline, and an increasing maturity.

Code of Conduct Infractions

Infractions are categorized by their severity and the associated consequence that they warrant. Although most inappropriate behavior can be classified under one of these numbered infractions, this should not be considered a definitive list.

Level I Infractions:

1. Arriving late to class
2. Dress code violations
3. Lack of class materials
4. Required office materials not turned in on time
5. Passing or writing notes
6. Chewing gum
7. Unauthorized eating outside the cafeteria
8. Talking during announcements
9. Interrupting learning/instruction
10. Off task during class

Level II Infractions:

11. Disobedience to teacher's directives or disregard for assigned activity
12. Missed appointment
13. Inappropriate behavior
14. Unauthorized movement in building
15. Throwing objects
16. Disrespect for another student, his/her property, or school property
17. Inability to produce infraction card
18. Inappropriate use of technology (i.e. gaming)
19. Chronic or repeated Level I infractions
20. Inappropriate gestures or language (Includes: foul, profane, or obscene speech and racial or ethnic slurs.)

Level III Infractions:

21. Detected possession of cell phone or unauthorized device (Item will be confiscated by school administration and returned only to parent. Please see additional notes below.)
22. Behavior/physical contact with discernible intent to harm
23. Disrespect to faculty, staff, or volunteers
24. Damage to school/Church/community property (Payment for clean-up and/or repair will also be required.)
25. Refusal to follow reasonable requests of faculty, staff, volunteers
26. Skipping class or school, leaving school property/function without permission, or missing an assigned detention
27. Lying
28. Cheating/Plagiarism (The student will be awarded a zero and other consequences are outlined below.)
29. Causing disruption on a school bus
30. Offensive, hurtful, harassing, insulting, inappropriate or unethical use of the internet or related technologies

31. Inappropriate use of social media

Level IV Infractions:

32. Theft
33. Possession of drugs, alcohol or tobacco
34. Possession of pornographic material
35. Possession of dangerous materials or instruments
36. Repeated bullying, harassment, abusive behavior, or taunting
37. Verbal or physical threat to another student, faculty, staff, or volunteer
38. Injury or harm to another student, faculty, staff, or volunteer
39. Arson
40. False fire alarm
41. Breaking and entering
42. Tampering with school records or property including school computer network

Policies and Procedures for Level I Infractions: Conduct Cards/Infraction Cards

Level I infractions will be recorded using a series of color-coded Conduct Cards. At the beginning of the year, students will be issued a blue Conduct Card/Infraction Card. These cards will be used to record and report **Level I infractions** only.

If a student receives three (3) Level I infractions on the *blue card*,

- The student will serve a 60 minute detention.
- When a student “fills” the blue card, having accumulated three (3) Level I infractions, he/she will be sent immediately to the main office by the authority issuing the infraction. A call will be made to the office to inform them of the action, a detention will be scheduled, and a Detention Notice (DN) will be issued by the main office.
- The Detention Notice (DN) requires a parental signature and must be returned to the office one day after the issue date. For each day the DN is not signed and returned, another 30 minutes will be added to the original detention time. No student will be permitted to serve an assigned detention without a signed DN.
- When the blue card is filled, the student will be issued a yellow card.

If a student receives three (3) Level I infractions on the *yellow card*:

- The student will serve a 90 minute detention.
- When a student “fills” the yellow card, having accumulated a total of six (6) Level I infractions, he/she will be sent immediately to the main office by the authority issuing the infraction. A call will be made to the office to inform them of the action, a detention will be scheduled, and a Detention Notice (DN) will be issued by the main office.
- The Detention Notice (DN) requires a parental signature and must be returned to the office one day after the issue date. For each day the DN is not signed and returned, another 30 minutes will be added to the original detention time. No student will be permitted to serve an assigned detention without a signed DN.
- When the yellow card is filled, the student will be issued a green card.

If a student receives three (3) Level I infractions on the *green card*:

- The student will serve a serve two 90 minute detentions.
- When a student “fills” the green card, having accumulated a total of nine (9) Level I infractions, he/she will be sent immediately to the main office by the authority issuing the infraction. A call will be made to the office to inform them of the action, a detention will be scheduled, and a Detention Notice (DN) will be issued by the main office.
- The Detention Notice (DN) requires a parental signature and must be returned to the office one day after the issue date. For each day the DN is not signed and returned, another 30 minutes will be added to the original detention time. No student will be permitted to serve an assigned detention without a signed DN.
- When the green card is filled, the student will be issued a red card.
- The principal will contact parents/guardian explaining the nature of the behavioral problem and the next series consequences.

If a student receives three (3) Level I infractions on the *red card*:

- When a student “fills” the red card, having accumulated a total of twelve (12) Level I infractions, he/she will be sent immediately to the main office by the authority issuing the infraction. A call will be made to the office to inform them of the action, and the student will be scheduled for a Behavioral Counseling session with a designated administrator.
- The parent or guardian will be notified and the student will immediately begin an in-school suspension that will last the remainder of the day the infraction occurred and the entire following day.
- The student and his/her parents will enter a Behavioral Contract.

Amnesty Opportunities: If, at the conclusion of the Quarter, the student has received two (2) or less infractions, the student will be issued a new blue infraction card. At the conclusion of the Semester, all students will be issued a new blue infraction card to begin the next semester.

Policies and Procedures for Level II infractions

Level II infractions will be recorded and reported using the triplicate Detention Notice Form and will result in a mandatory 60-minute detention assigned by the faculty, staff, or volunteer.

- All Level II Detention Notices will be delivered to the main office by 3:15 p.m. every day.
- The Detention Notice (DN) requires a parental signature. It must be returned to the office one day after the issue date. For each day the DN is not signed and returned, another 30 minutes will be added to the original detention time. No student will be permitted to serve an assigned detention without a signed DN.
- To the maximum extent possible, detentions for Level II infractions will be scheduled and served on the day after the infraction occurred.
- Parents will be notified 24 hours in advance that their child committed a Level II infraction and must serve a 60-minute detention.
- *The* accumulation of Level II detentions leads to an escalation of consequences:
 - If a student accumulates four (4) Level II detentions, he/she will be assigned to Friday School.
 - The fifth and sixth Level II infractions also result in a Friday School session.

- For the seventh Level II infraction, a period of ISS will be assigned; the student and his/her parents will enter into a Behavioral Contract.

Policies and Procedures for Level III and IV infractions

Level III infractions will be recorded using the triplicate Detention Notice Form. After the immediately required faculty, staff, or volunteer intervention, incidents involving Level III and IV infractions will be referred to a designated administrator. Corrective actions, in addition to any assigned detentions, including Friday or Saturday School, may require:

- A student call home
- Principal conference with student and parents
- Behavior Contract
- Restitution for any damages to school property
- Community service
- Suspension
 - In-school Suspension (ISS): Students will be detained in an ISS room for the entire day. Additional consequences for students are outlined in “In School Suspension.”
 - Out-of-school Suspension (OSS): Students are temporarily removed from school for a length of time as prescribed by the disciplinary system or for a time to be determined by the Assistant Principal or Principal.
- Expulsion: Complete removal from the school for one semester or permanently.

Level III/IV Notes

Cell phone infractions: Recent experience with cell phone infractions requires they receive special mention. If there is a second infraction, the student will be assigned a 90-minute detention and be required to turn the cell phone into the main office every day when he/she arrives for the duration of the Quarter. The only exception to this procedure would be if a parent/guardian provides a letter indicating that the cell phone has been taken from the student. If the student is under this restriction and fails to register the cellphone in the office, he/she will be assigned a 60 minute detention.

If the student is subsequently found to be in possession of a cell phone, a third infraction, the student will be assigned a Saturday School session.

If the student is yet again found to be in possession of a cell phone, this insubordination represents a behavior trend that is incompatible with our mission, vision, and philosophy. Through due process, the student will be considered for withdrawal or expulsion.

Cheating: Incidents of cheating and lying in our school are becoming more common than is compatible with our mission, vision, philosophy, and Catholic Identity. There is no “minor” cheating offense; this type of violation speaks directly to the quality of one’s character and integrity. The message to be sent is that *any* cheating is very serious. Consequences for cheating on a five-point homework assignment are the same for cheating on a major exam or a larger assignment.

1st Offense – If the student acknowledges the cheating incident, i.e. admits guilt, he/she will **receive a zero for the graded event and a 90 minute detention**. If the student does not acknowledge the cheating incident, i.e. denies any wrongdoing, and yet is determined to have cheated by the Administration, he/she will **receive a zero for the graded event, a 90 minute detention for cheating, and a second 90 minute detention for failing to acknowledge the offense**.

2nd Offense – If the student acknowledges the cheating incident, i.e. admits guilt, he/she will **receive a zero for the graded event and one day of ISS**. If the student does not acknowledge the cheating incident, i.e. denies any wrongdoing, and is determined to have cheated by the Administration, he/she will **receive a zero for the graded event and two days of ISS**.

3rd Offense – If the student acknowledges the cheating incident, i.e. admits guilt, he/she will **receive a zero for the graded event and three days of OSS**. If the student does not acknowledge the cheating incident, i.e. denies any wrongdoing, and is determined to have cheated by the Administration, **he/she will receive a zero for the graded event and five days of OSS**.

4th Offense – This represents a behavioral trend that is incompatible with our mission, vision, philosophy, and Catholic Identity. Through due process, the student will be considered for withdrawal or expulsion.

FAITH AND WORSHIP

Goals of Lifelong Faith Formation:

- to encourage a living profession of faith
- to be in communion and intimacy with Jesus Christ
- to be a disciple of Christ and continue conversion throughout life
- developing Catholic Identity; personal and communal
- formation in the Catholic way of life

Sandusky Catholic Parishes including SCCS are challenging our families to allow our faith to be awakened and formed in the call of Jesus Christ. We challenge families to participate in any activity sponsored by the school and/or parish. Of great importance is attendance at weekend liturgies on a regular basis. Families of non-Catholic students are encouraged to attend a service at a church of their choice.

Religion Class K-12

All students participate in daily religious instruction and all aspects of the curriculum, which is based on Catholic doctrine and tradition. This instruction in Catholic beliefs and values permeates all aspects of the school program. Students, Catholic and otherwise, are assessed in their knowledge of the Catholic faith and issued a grade every quarter along with other subjects. Students in grades 5, 8, and 12 take part in the annual ACRE tests, given in January, to determine growth and knowledge in the Catholic faith.

All retreats are part of the SCCS religion curriculum and students are expected to be in attendance. High school retreats/Kairos are mandatory for graduation. If unavailable to attend, the student is to work with campus ministry to schedule a make-up retreat. Fees for specific retreats will be charged.

Good Shepherd Program

Preschool 4 year old classes and Kindergarten through 2nd grade use the Catechesis of the Good Shepherd religion program during the school year. This is a Montessori-based religion formation program whose purpose is to facilitate meditation upon biblical and liturgical themes centering around our celebration of the Mass.

Liturgy

School liturgies will be celebrated in our parish churches, school, and chapel. All of the priests are involved. Watch your monthly calendar for grade grouping, place, day and time. Join us whenever you can.

Sacraments

Catechetical instruction begins with parents as the first educators of their children. Parents will participate in individual parent sacramental preparation through the individual parishes. Classroom Religion will include sacramental preparation in grade two for First Reconciliation and First Eucharist, and grade eight for Confirmation. The children will receive the sacraments of First Reconciliation and First Eucharist in their parish. The sacrament of Confirmation is received at Our Lady, Queen of the Most Holy Rosary Cathedral in Toledo. Parents will receive notification of parent meetings, important dates, etc. Sandusky Central Catholic will assist in helping students become initiated into the Church or to catch up with any missing sacraments.

Service-Time/Talent/Treasure

As we read in the letter of James, "For just as a body without a spirit is dead, so also faith without works is dead." (James 2:26). As a response to their baptismal call, our students engage in service both in and out of school. All grade levels participate in a service plan. At Thanksgiving and Christmas, many classes choose to sponsor needy families with gifts or choose to participate in other service activities. Sandusky Central Catholic School's students may be found rendering other kinds of outreach and service throughout the year.

All high school students will be required to do 10 hours of Christian Service each semester.

Six hours of each student's Christian Service can be geared to the individual's interests and concerns. Four hours of each student's Christian Service is to be associated with our local churches. Students who do not complete the service requirements at the end of the semester will receive an Incomplete Theology grade until the service hours are completed.

HEALTH

Nurse (See also Medications, Immunizations, and Medical Forms.)

Five days a week, the school nurse is on duty to respond to school needs. The nurse conducts vision screening, hearing tests, updates health records, and arranges for numerous other diagnostic and informational services. While on duty the nurse administers student medications and provides professional care in case of illness or injury. In the event that a child needs medical treatment or has an illness that requires home care, the nurse notifies a parent/guardian immediately by phone.

See Appendix D for Wellness Policy.

Required Immunizations

According to the mandates in Ohio Revised Code Sec. 3313.671, immunizations are required before a child can enter school. Proof of such immunizations must be provided to the school before admission. This becomes part of the child's permanent record.

Starting 2015-2016 students in 7th and 12th grade are required to have a meningococcal vaccine prior to entry. (See Appendix H- Immunization Summary)

No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than **14 days** unless he/she presents written evidence that he/she has been immunized or is in the process of compliance; or he/she presents a physician's statement that immunization may be detrimental to the student's health or a parental/guardian statement that immunization is objected to for good cause (e.g., religious convictions.)

Students previously admitted under the "in process of being immunized" provision or a student who has not presented a written statement by his/her physician **shall be excluded from school on the fifteenth day.** Any student excluded shall be readmitted upon written evidence of compliance.

Student Return Following Illness

If a teacher is in doubt as to the advisability of admitting the student, the student may be sent to the nurse to be checked before admittance. Following a severe illness, it may be necessary for a child to remain indoors during recess. Should this occur, the parent should send an explanatory note to the teacher. If the request is for longer than three days, the school should have a note from the family physician explaining why the child is allowed to attend school but unable to go outside for recess. It is felt that outdoor recreation/recess is a valuable part of the school day.

Communicable Diseases

Chicken Pox: Children may return to school after 7 days if crusts are dry.

Scarlet Fever (Scarletina): Children may return upon recovery, but no sooner than one week from onset.

Streptococci Sore Throat: Children may return after 24 hours if they are under treatment of a physician and have no fever.

Eyes: Any child with reddened or inflamed eye may be excluded until the eye has completely recovered or has a doctor's statement allowing his/her return.

Skin: Any child with a skin rash or sores such as scabies or impetigo, may be excluded until skin is clear or has a doctor's statement allowing his/her return.

Head Lice: Children with such will be excluded and may return only after proper treatment is complete. Children are expected to return to school NIT-FREE within three days or they will be considered truant. Prompt and thorough treatment of head lice is required in order that your child will not miss more than the allotted few days from school. Children must be checked by the school nurse before readmission to class.

Emergency Medical Authorization Form

As required by Ohio State law, an emergency authorization form is to be completed by the parents for each student enrolled in the school at the beginning of each school year. The completed forms are kept within easy access of the administrator to be used in case of an emergency and the parents of the involved student cannot be reached. Therefore, it is very important that the school be informed immediately of a change of address, phone number, email address, or persons to be notified.

Vision, Hearing and Scoliosis Screenings

Vision, hearing and scoliosis screenings are conducted at various grade levels through the school. Parents will be contacted concerning any abnormal results and be assisted in planning further examination.

Illness During the Day

Children who become ill during the school day will be sent to the health room. Parents will be notified if it is deemed necessary for a child to go home. The child waits in the health room or the office until picked up by parent or other designated person.

Administering Medication

The policy of Sandusky Central Catholic School is that no medication is to be administered to students by school employees, and students are not to be in possession of medication in school. There are, however, some exceptions made (i.e. asthma inhaler). The management of medication in specific situations is arranged cooperatively by the parent, physician, principal, school nurse, teacher, and student. (See Appendix E-G)

In those specific situations where a student regularly needs medication at school, the parents shall be given a form to complete so that school personnel may carry out the procedure outlined in the policy governing administering medication.

The important points to remember if you want school personnel to administer any medication to your son/daughter are:

- In order for medication to be administered in school, a physician's request form must be completed and signed by both the physician and parent. This must be done before the medication can be given. (See Appendix E-G)
- Medication must be received in the original container, appropriately labeled and dispensed by a pharmacist or physician.
- Medication will be stored by school personnel in a locked area.
- The medication will be administered by the school nurse, principal, or qualified person designated by the principal.
- Non-prescription medications will not be dispensed by school personnel unless the above requirements are met.
- Copies of the form for administering prescription medication are available from the school and on the school website.
- If medicine is to be given over a long period of time, the parent should send in a one-week supply each Monday. More than one week's supply will not be accepted.

Cough Drops

Students in grades K-5 who need cough drops in extreme situations must have them dropped off at the health room, labeled with their name. They will be dispensed from there. Grades 6-12 may carry cough drops to use when needed but they may not be shared with other students.

The following over-the-counter products may be used by the school nurse as approved by the President:

- Antibiotic Ointment
- Bactine

- Benzakonium chloride cleansing towelettes
- Burngel – topical analgesic
- Calaclear, Caladryl Clear
- Carmex (cold sores)
- Hand Lotion
- Oragel/Anbesol
- Sting relief/antiseptic and pain reliever wipes
- Vaseline
- Cortisone cream

TRANSPORTATION

Transportation by Bus

Students may travel to and from school on buses. Local school systems providing bus service to Sandusky Central Catholic School’s students include Danbury, Huron, Margareta, Perkins and Sandusky. Questions regarding bus scheduling should be referred to the respective bus coordinator in your local district.

Misbehavior On Bus Consequences

Sandusky Central Catholic School’s students are expected to behave well on buses and to follow the public school district’s established rules. Misconduct referrals from bus drivers are forwarded to the parents/guardians of the student as well as to the principal, who deals with the referral. According to Ohio Revised Code Sec. 3327.014, public school boards are authorized to suspend students for a period of time for inappropriate behavior on the bus. Bus drivers are not authorized to administer corporal punishment. Each local school district has a policy on bus behavior, which is available on request.

DRESS CODE FOR GRADES K-5

All students will dress in accordance with the guidelines listed below. Gender-based specifications and exceptions based on grade level are noted within the applicable section. All clothing should be in good repair. No tears, cuts or similar type modifications to clothing are permitted. This includes notching/slitting the bottom of pant legs and/or frayed cuffs.

Pants

All students may wear navy blue or khaki chino-style trousers with belt loops. Pants should be of a traditional, conservative cut and may be pleated or flat front, cuffed or un-cuffed. Cargo pants, low-rise, hip-huggers, jeggings, skinny style, capri’s or bell-bottoms are prohibited.

- If pants are khaki color, choose true khaki, a darker tan, and avoid lighter shades.
- Belt-less style pants are prohibited.
- The style and fit should allow pants to ride near the “natural waist;” low-rise and hip-hugger styles are prohibited.
- **Note of exception:** Students in grade K and 1 may wear pants with an elastic waist. No belt, even for pants with belt loops, is required.

Belts

A belt must be worn at all times. Belts will be made from leather or a leather-like material, be black or brown in color, and have a plain finish with no decoration. The belt must have a standard buckle that is no larger than a student ID card. **Note of exception:** Students in grade K through 3 are not required to wear a belt.

Skirts/Skorts

Female students in grades K-5 may wear school approved skirts or “skorts.” Both are available for purchase through Schoolbelles. The SCCS school code is S0490 and must be used to shop for approved items. Approved skirts and skorts are also available for purchase through French Toast, styles 1302N, 1302X, and 1286G.

- Skirts/skorts will be appropriately sized, appropriately colored, in good repair (free of tears, holes, and stains), and appropriately styled and worn. The skirts may not be rolled at the waist and must be no shorter than 1-2” above the knee.
- There are two approved styles of navy skirts; style #1518 and 1521.
- Only the school approved skorts may be worn by female students in grades K-5.

Jumpers

Female students in grades K-3 may wear the school approved jumper(s) available for purchase through Schoolbelles or French Toast. The SCCS school code is S0490 and must be used to shop for approved items.

- Jumpers will be appropriately sized, appropriately colored, in good repair (free of tears, holes, and stains), and appropriately styled and worn. The jumpers must be no shorter than 1” above the knee.
- There are two approved styles of navy blue jumpers; style #1418 and 1421.
- The approved jumper style is also available through French Toast; style # 046G.

Shirt/Blouse

- All students will wear a white dress shirt or blouse with a full-button placket (buttons from collar to shirttail) with approved pants or skirts.
- Shirts/blouses may be made of oxford or broadcloth weave.
- Shirts/blouses may have long or short sleeves.
- The collar may be of any standard dress style such as point, spread, or button down.
- Shirts/blouses must fit properly to:
 - Be worn long enough to prevent exposed skin
 - Be tucked in at all times.
 - Allow the collar to be comfortably buttoned to properly wear a necktie.
 - Allow all buttons on the front of the shirt to be properly buttoned.
 - Shirts/blouses may be tailored to achieve a proper fit.
- A solid white undershirt/undergarment may be worn under the dress shirt. If an undershirt/camisole is worn, it must be white, free of any visible printing or logos, and not extend beyond the dress shirt sleeve.
- Female students in grades K-5 have the option of wearing the school approved monogrammed sweater or sweater vest over the dress blouse.

Note of exception: The dress shirt/blouse is optional for grades K-5. Instead of a dress shirt/blouse students in grades K-5 may also wear a navy blue, light blue, or white polo-style shirt with a collar.

Sweaters or sweater vests

A solid navy blue colored sweater—crew-neck cardigan, V-neck pullover, V-neck vest, or V-neck cardigan (Schoolbelles style #1970, 1993, 1994, 5912, or similar)—is an optional item for all students in grades K-5. In grades K-5, all sweaters must have an approved school monogram. Approved school logo apparel is available at Shirt Shack on Milan Road.

- Sweaters and vests should be appropriately sized and worn long enough to prevent exposure of the dress shirt or skin.
- Sweaters or sweater vests must cover the beltline when arms are at rest or raised to shoulder height.

Shoes

All students must wear sturdy, sensible shoes. The shoes must be a shade of brown or black, they cannot have a heel that exceeds 1", and they must have closed back and heel. The following specific guidance applies to shoes:

- Athletic shoes of any style are unacceptable.
- Sketchers and "boat shoes" of the "dress style" are permitted. Any variation of a Topsider-style boat shoe that is made from brown or black leather or leather-like material is acceptable. The majority of the shoe must be a shade of brown or black leather/leather-like material. Boat shoes made entirely of canvas or other cloth are prohibited.
- Boots for wet or snowy weather can be worn to school **with** a change of shoes. Boots of any style—work boots, hiking boots, riding boots (horse or motorcycle), cowboy boots, combat boots, etc.—are prohibited for daily wear.
- Several examples of other shoe styles that are unacceptable include moccasins, flip-flops, crocs, galoshes, platform shoes, sandals, slides, mules, ballerina flats, or slippers. These are all prohibited.
- **Note of exception:** Students in grades K-5 are required to wear dress-style shoes except when the warm weather dress code is in effect. During this time, prior to Oct. 1st and after May 1st, students in grades K-5 may wear any style and color of athletic shoe with the clothing permitted by the warm weather dress code.

Socks/Tights/Nylons

Socks, nylons, or tights must be worn at all times. They must be fully visible outside the shoe, and must be a solid color of navy, white, gray, brown, black, or khaki.

Outside coats, jackets, and sweatshirts

Outside coats, jackets, and sweatshirts are not permitted during class time.

Accessories

Any apparel accessories must be limited and in good taste.

- Male students may not have exposed body piercing or wear any jewelry related to piercing.
- Female students may have exposed body piercings, but will be limited to wearing only one earring in the lower lobe of each ear. When worn, earrings will fit tightly against, and will not extend more than ½" below the earlobe.
- Students may not have exposed tattoos.
- Male students may not wear nail polish or make-up.
- Females may wear nail polish or make-up, but these must be properly and conservatively applied.
- Students in grades K-5 are not permitted to wear make-up.

General Grooming

The hair on the head must be neatly trimmed and styled. No unusual hairstyles or colors are allowed. Any hair color or highlighting must represent a natural hair color recognized by the school administration.

- Male students' hair must be off the collar, above the eyebrow, and not extend below the mid-point of the ear.
- Sideburns must not extend beyond the earlobes.
- Combs or picks may not be worn in the hair.
- Unnatural hair colors including primary colors, secondary colors, and/or metallic colors are prohibited.
- Hair pieces or extensions of any kind are prohibited.
- No unusual hairstyles or colors are acceptable. Extreme styles such as Mohawks, faux hawks, carvings (designs, symbols, a part that zigzags or curves, etc.), spikes, and unnatural hairstyles are prohibited. The administration reserves the right to identify styles and colors as unusual, deem them unacceptable, and direct that style and color be changed.
- No scarves, designs, or accessories are permitted in the hair.
- Modest headbands in any color/pattern are acceptable. Flowers, feather, or other extensions of the headband are prohibited.
- Barrettes, pony tail ties, and bows are acceptable.
- Feathers, flowers, beads, or any other yet-to-emerge fashion fads that are attached or applied to the hair are prohibited.

Team/Club Attire

In season team/club attire may only be worn on Fridays during the school year. Students should wear the normal dress code under any team/club attire. Hoodies are not acceptable.

Warm weather dress code

A warm weather dress code will be in effect prior to Oct. 1st and after May 1st. During those times, all students in grades K-5 may wear navy blue or khaki colored shorts when the warm weather dress code is in effect. The shorts will be appropriately sized, appropriately colored, in good repair (free of tears, holes, frayed cuffs, and stains), and appropriately styled and worn. The style and fit should allow shirts to ride near the "natural waist." Low-rise, hip-hugger, and extremely short styles are prohibited. The shorts must be no shorter than 2" above the knee. When the warm weather code is in effect, prior to Oct. 1st and after May 1st, all students in grades K-5 may wear athletic shoes with shorts. This is the only circumstance where athletic shoes are permitted.

DRESS CODE FOR GRADES 6-12

All students will dress in accordance with the guidelines listed below. Gender-based specifications and exceptions based on grade level are noted within the applicable section. All clothing should be in good repair. No tears, cuts or similar type modifications to clothing are permitted. This includes notching/slitting the bottom of pant legs and/or frayed cuffs.

Pants

All students may wear navy blue or khaki chino-style trousers with belt loops. Pants should be of a traditional, conservative cut and may be pleated or flat front, cuffed or un-cuffed. Cargo pants, low-rise, hip-huggers, jeggings, skinny style, capri's or bell-bottoms are prohibited.

- If pants are khaki color, choose true khaki, a darker tan, and avoid lighter shades.
- Belt-less style pants are prohibited.
- The style and fit should allow pants to ride near the “natural waist;” low-rise and hip-hugger styles are prohibited.

Belts

A belt must be worn at all times. Belts will be made from leather or a leather-like material, be black or brown in color, and have a plain finish with no decoration. The belt must have a standard buckle that is no larger than a student ID card.

Skirts

Female students in grades 6-12 may wear the school approved skirt(s) available for purchase through Schoolbelles (school code is S0490) or French Toast.

- Length no shorter than two inches above the front and back of the knee. Students will forfeit this option (wearing a skirt) if length is repeatedly shorter than two inches above the knee.
- There is one approved style for grades 6-12; style #1525. The skirt for grades 6-12 comes in two types of fabrics and two approved colors; navy blue and khaki.
- French Toast approved styles for grades 6-12 are 1302N or 1302X.

Shirt/Blouse

- All students will wear a white dress shirt or blouse with a full-button placket (buttons from collar to shirttail) with approved pants or skirts.
- Shirts/blouses may be made of oxford or broadcloth weave.
- Shirts/blouses may have long or short sleeves.
- The collar may be of any standard dress style such as point, spread, or button down.
- Shirts/blouses must fit properly to:
 - Be worn long enough to prevent exposed skin
 - Be tucked in at all times
 - Allow the collar to be comfortably buttoned to properly wear a necktie.
- Allow all buttons on the front of the shirt to be properly buttoned.
- Shirts/blouses may be tailored to achieve a proper fit.
- A solid white undershirt/undergarment may be worn under the dress shirt. If an undershirt/camisole is worn, it must be white, free of any visible printing or logos, and not extend beyond the dress shirt sleeve.
- Female students in grades 6-12 must wear the school approved monogrammed sweater or sweater vest over the dress blouse. Any company or vendor that can create/replicate the approved logos can be used for monogramming.

Necktie

A dress necktie (traditional long tie) or bowtie (traditional size) in good taste must be worn by male students in grades 9-12 at all times. They are to be neatly tied and covering the top button of the shirt. Any of the various neckwear alternatives— scarves, ascots, etc.—are prohibited. The dress shirt/necktie combination is optional for male students in grades 6-8.

Sweaters or sweater vests

Female students in grades 6-12 must wear a navy blue V-neck style sweater or vest that has the approved school monogram design, SCCS or SMCC, over the dress blouse. A solid navy blue colored sweater—crew-neck cardigan, V-neck pullover, V-neck vest, or V-neck cardigan (Schoolbelles style #1970, 1993, 1994, 5912, or similar)—is an optional item for all students. In grades 6-12, all sweaters must have an approved school monogram, either SCCS or SMCC. Approved school logo apparel is available at Shirt Shack on Milan Road.

- Sweaters and vests should be appropriately sized and worn long enough to prevent exposure of the dress shirt or skin.
- Sweaters or sweater vests must cover the beltline when arms are at rest or raised to shoulder height.

Blazers

All students in grades 7-12 may wear a navy blue blazer over any authorized shirt/blouse/sweater combination. The approved Schoolbelles style #5820 or similar is acceptable.

Shoes

All students must wear sturdy, sensible shoes. The shoes must be a shade of brown or black, they cannot have a heel that exceeds 1", and they must have closed back and heel. The following specific guidance applies to shoes:

- Athletic shoes of any style are unacceptable.
- Sketchers and "boat shoes" of the "dress style" are permitted. Any variation of a Topsider-style boat shoe that is made from brown or black leather or leather-like material is acceptable. The majority of the shoe must be a shade of brown or black leather/leather-like material. Boat shoes made entirely of canvas or other cloth are prohibited.
- Boots for wet or snowy weather can be worn to school **with** a change of shoes. Boots of any style—work boots, hiking boots, riding boots (horse or motorcycle), cowboy boots, combat boots, etc.—are prohibited for daily wear.
- Several examples of other shoe styles that are unacceptable include moccasins, flip-flops, crocs, galoshes, platform shoes, sandals, slides, mules, ballerina flats, or slippers. These are all prohibited.

Socks/Tights/Nylons

Socks, nylons, or tights must be worn at all times. They must be fully visible outside the shoe, and must be a solid color of navy, white, gray, brown, black, or khaki.

Outside coats, jackets, and sweatshirts

Outside coats, jackets, and sweatshirts are not permitted during class time. Students in grades 9-12 may only wear the navy blue crewneck sweatshirt with the school approved monogram when the warm weather dress code is in effect. An approved shirt must be worn under the sweatshirt at all times.

Accessories

Any apparel accessories must be limited and in good taste.

- Male students may not have exposed body piercing or wear any jewelry related to piercing.
- Female students may have exposed body piercings but will be limited to wearing only one earring in the lower lobe of each ear. When worn, earrings will fit tightly against, and will not extend more than ½” below the earlobe.
- Students may not have exposed tattoos.
- Male students may not wear nail polish or make-up.
- Females may wear nail polish or make-up but these must be properly and conservatively applied.

General Grooming

The hair on the head must be neatly trimmed and styled. No unusual hairstyles or colors are allowed. Any hair color or highlighting must represent a natural hair color recognized by the school administration.

- Male students' hair must be off the collar, above the eyebrow, and not extend below the mid-point of the ear.
- Sideburns must not extend beyond the earlobes.
- With the exception of sideburns, all facial hair is prohibited. Male students that have started shaving must be cleanly shaven every day.
- Combs or picks may not be worn in the hair.
- Unnatural hair colors including primary colors, secondary colors, and/or metallic colors are prohibited.
- Hair pieces or extensions of any kind are prohibited.
- No unusual hairstyles or colors are acceptable. Extreme styles such as Mohawks, faux hawks, carvings (designs, symbols, a part that zigzags or curves, etc.), spikes, and unnatural hairstyles are prohibited. The administration reserves the right to identify styles and colors as unusual, deem them unacceptable, and direct that style and color be changed.
- No scarves, designs, or accessories are permitted in the hair.
- Modest headbands in any color/pattern are acceptable. Flowers, feather, or other extensions of the headband are prohibited.
- Barrettes, pony tail ties, and bows are acceptable.
- Feathers, flowers, beads, or any other yet-to-emerge fashion fads that are attached or applied to the hair are prohibited.

Team/Club Attire

In season team/club attire may only be worn on Fridays during the school year. Students should wear the normal dress code under any team/club attire. Hoodies are not acceptable.

Warm Weather Dress Code

A warm weather dress code will be in effect prior to Oct. 1st and after May 1st. During those times, all students, including grades 9-12, may wear a navy blue or white polo-style shirt. The shirt must have the approved school monogram design, SCCS or SMCC. Students in grades 9-12 may only wear the approved crewneck sweatshirt when the warm weather code is in effect. Shirts/blouse must be tucked in at all times. All other aspects of the regular dress code apply. The regular dress code apparel is also permissible on these days. Shorts and athletic shoes are not permitted for students in grades 6-12 at any time.

MISCELLANEOUS

Cafeteria Service and Rules

Sandusky Central Catholic School provides daily cafeteria service. Menus and prices for lunches are available monthly on the school website (sanduskycc.com). Paper copies can be sent home upon request. The lunch money is best handled if it is placed in a sealed envelope. Charging of lunches or milk is not allowed.

Sandusky Central Catholic School has a Federal subsidized lunch program. Therefore, depending on income and the number in the family, families may qualify for free or reduced lunch. Check with the school office at any time during the year. Initial applications are sent to each family in August. Family status can change from month to month. Applications can be requested at any time.

Lunch prices for grades K-12 are posted on the website. The school lunch includes milk as part of the lunch as defined by the State of Ohio and must be put on the tray. Grades K-3 Type A and milk; Grades 4-6 Type A and/or salad bar and milk; Grades 7-12 Type A, salad bar and/or ala carte and milk. Milk is a part of a type A lunch. An extra carton of milk can be purchased separately. An extra entree portion of a type "A" lunch can be purchased for an additional cost by students in grades 4-12.

Sandusky Central Catholic School has a closed lunch period. Students may purchase a lunch or bring a packed lunch. Students who pack their lunches are asked not to bring pop, or anything carbonated, or anything in a glass container. No outside restaurant food (fast food by any person) may be brought into the cafeteria.

Students are expected to take a reasonable time to eat lunch. An adult supervisor is always on duty in the lunch room to help monitor behavior, to oversee the cleaning of tables, and to assist in emergencies.

Students are expected to honor rules of courtesy, respect, and etiquette during lunch periods. Such practices include staying seated at their table, talking in a conversational tone, making sure their eating area is clean of paper and food garbage, etc., when they are finished eating. Throwing of food is never allowed.

Cafeteria Register System

The purpose of the electronic register system is to allow funds to be stored in a student or family account which can then be accessed by the student at the point of sale. Funds may be deposited onto the accounts at the register by check or cash or parents can deposit funds online via Lunchprepay.com.

Each student will be issued a student ID with their beginning of the year photos. Students' from K-5 will be stored in the cafeteria to be handed out prior to their trip through the lunch line. Students in 6 – 12 will be issued to the student and are to remain in their possession. Students scan their card at the register to access their accounts.

Parents or guardians may choose to link multiple students into one pooled family account to simplify payments.

Details on depositing funds online as well as checking balances and spending are located at <http://www.Lunchprepay.com>

Field Trips

Field trips are arranged by classroom teachers in consultation with the principal in order to enrich the curriculum. Field trips are privileges afforded to students, and not absolute rights. Students may be denied participation if they fail to meet academic or behavioral requirements. Cost of the field trip is the responsibility of the student. School discipline code must be followed.

If students wish to participate in an extensive, multi-day trip, they must abide by additional requirements. The student must be up-to-date on his/her tuition and any other school-related expenses in order to participate in the activity. On official school sponsored trips, it is expected that all will attend Sunday worship.

Permission Forms and Rules

Written permission forms, issued by the school, must be signed by a parent for each trip. Forms used have been pre-approved by the diocesan lawyer and the Toledo Diocesan Schools Office. A fee is assessed depending on the nature of the trip. Transportation by bus or parent drivers is used depending on the nature and distance of the trip. Parent drivers need to have auto and liability insurance. Children may not ride in the front seat of a vehicle with passenger side air bags. All children must wear seat belts. Supervision is provided by the classroom teacher and parents who drive or otherwise accompany the group. Buses may be leased at cost from a local school district or our own. The fee for the bus is included in the field trip cost.

A new booster seat law was signed into law in April, 2009 by Ohio Gov. Ted Strickland. It requires children ages 4-7 and shorter than 4 feet, 9 inches tall to be in federally-approved booster seats. A seat is to be provided by the parent.

Walking field trip – a visit within walking distance of campus; permission is granted on registration form. Parents will receive prior notification of any walking trip.

In consultation with the school, a parent may refuse to allow his/her child to participate in a field trip. The student will remain in school with assignments to complete that reflect the goals of the field trip.

Lost and Found

Please mark your child's name clearly on clothing, boots, lunch boxes, art supplies, etc. Lost articles are kept in the building's lost and found station. Check the office for location. Periodically, unclaimed articles will be cleaned/washed and forwarded to the needy.

Locks and Lockers

Each student (grades 5-12) is assigned a locker. Students may not change lockers without permission from the main office. Even though the school is concerned with the instances of items missing from any unlocked lockers, SCCS will take no responsibility. If the student would like a lock for their locker one must be obtained from the main office. Only school issued locks may be used, others will be removed by maintenance and not returned.

All lockers are the property of the school. Damage to lockers is considered a costly offense, subject to discipline, monetary reimbursement, and/or repair. Lockers may be searched by a member of the administration with another member of the staff present at any time.

Phone Calls

Phone calls made by students are permitted only in the office.

Toys, Games, Skateboard, Electronic devices, etc. (Not issued by the school.)

Children should not bring toys or games to school, including electronic devices and roller blades, to be used during the school day. If items are brought for an after school activity they must remain in their backpack or locker.

Any items, including electronics, are the sole responsibility of the student and not the responsibility of the school.

College Visitation

Juniors and Seniors are permitted two days for college visitation. To request a college visit, come to the guidance office to obtain a college visit form.

Other Non-State Policies

Our school accepts, approves, and adopts the local school policies established in the most recent edition of the Diocesan Principals' Handbook except as specifically modified or extended in this handbook, based on local needs and circumstances. Such policies include statements on persons with AIDS, abortion, hazing, pregnancy, etc. Copies of these policies/statements are available for review in the Principal's Office.

SEXUAL ISSUES

We are mindful that Catholic school education endeavors are complementary to the efforts of the family. We understand the role of the Catholic school is integral to the Church's mission of proclaiming the Gospel. Dedicated administrators, faculty, and staff seek to assist in the spiritual, academic, social and physical development of students through a program and an environment which is marked by distinctly Catholic Christian values. We offer knowledge of the teaching of the Catholic Church, as well as experience of Christian community and an opportunity to develop skills for promoting a just and peace-filled society. We strive for excellence in all areas.

The SMCC pregnancy and abortion policy is in conformity with the teachings and example of Jesus Christ, the teaching of the Catholic Church, and the policy of the Diocese of Toledo. A complete policy statement can be obtained at the main office. A brief summary follows:

Pregnancy

A student may disclose to any SMCC staff member of any level that she or another student is pregnant. If possible, the school personnel member should encourage the students involved in the pregnancy to speak to her/his parent(s) or guardian and seek out their support.

A pregnant student would be referred to an appropriate diocesan or local counselor who could provide individual/couple and family counseling. The pregnant adolescent, the father of the baby, and their families should be encouraged to participate in counseling which is offered in an effort to assist the individual(s) in the decisions surrounding the pregnancy. Healing, reconciliation, and hope are stressed throughout this approach.

Once a pregnancy is confirmed, a letter from a physician must be given to the principal. This letter should contain the following information:

1. Physician's name and telephone number
2. Statement of expected date of delivery
3. Statement that the student may continue to remain in school until some future appropriate date

The pregnant student should be encouraged to remain in school but may decide to continue her high school education through alternative methods (i.e. home instruction, after-school tutoring, independent study).

Participation in sports, extra-curricular, and school presentations may be curtailed. The principal will make the final decisions in collaboration with his/her advisors and after having met with the students and their parents.

Abortion

If the principal is informed that a student has undergone an abortion as a means to terminate pregnancy, he/she should meet with the girl and her parent/guardian. It will be strongly recommended that the girl and her parent meet with a priest/pastor. If a student persists in publicly promoting abortion or repeatedly acts against church teaching regarding abortion, the principal/minister has the right to exercise appropriate discipline, including expulsion.

The same course of action is followed for a student who is the father of a child who has been aborted.

Married Students

Married students are not permitted in attendance at SMCC.

Homosexual Activity

If the principal is informed that a student is involved in homosexual activity, he/she should meet with the student and his/her parents/guardian, and should strongly recommend that the student meet with a priest or professional counselor.

CO-CURRICULAR CONCERNS

Dances and Other Club or Class Sponsored Activities/Events

For a dance, it is required to have the group moderator present at the set-up as well as at the dance itself. Adult chaperones, preferably four, will supervise. A request for any equipment needed (such as, microphones, set-up, chairs), as well as any requests for keys, must be submitted to the Maintenance Director at the time of the event's approval so that there will be proper security.

If an SMCC student wishes to bring a guest, he/she must obtain a guest pass from the main office, which needs to be signed by the principal. No student may bring more than one guest.

Once a student leaves the dance/event, the student may not return. A student leaving a dance/event early must call his/her parent/guardian. If a student is sent home from a dance/event, the student's parent/guardian will be informed. Any contracts for the dance/event must be signed by the principal.

Student ID

All students will be issued an identification card, which is to be carried at all times and presented to any faculty or staff member upon request. ID cards must be presented to enter all athletic events. Students without ID cards will be charged admission.

Signs

Neatly made signs and attractive decorations that are appropriate may be used to encourage student participation and school spirit. Signs may be put up using blue painters tape only. Painted surfaces should be avoided at all times. Lockers may be decorated neatly and tastefully, with prompt removal. Athletic signs must be removed as soon as possible. Other signs and decorations should be taken down by the given deadlines, usually by the morning after the scheduled event. Signs may be removed at the discretion of the administration.

Student Parking

All students should park at the Sts. Peter and Paul School parking lot when spaces are available or on the streets. Students are not permitted to park in the St. Mary's Church parking lot, the main parking lot or the diagonal areas on Jefferson Street.

Transcripts

Transcripts may be requested from the Guidance Department. Requests should include the recipient's name and address.

Use of School Building

Anyone wishing to use the school building for any reason must secure permission through the school office. No student group may be in the building unsupervised. All groups are responsible for cleaning up the area they used as well as restrooms used, and securely locking the building.

Non-SMCC groups who wish to use the school's facilities will be charged a nominal fee for utilities and maintenance. All organizations using the school's facilities must obtain and present a million dollar insurance rider. All decisions are to be made in the spirit of Christian stewardship. Groups are responsible to leave the space as they found it.

Appendix A

APPLICATION FOR A STUDENT PERSONAL CONVENIENCE ABSENCE

Parents have received a school calendar, which indicates school holidays and vacation periods. Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, the proposed absence will be considered "UNEXCUSED" and parents are asked to complete this form to relieve the school of responsibility.

STUDENT'S NAME _____ GRADE _____

ADDRESS _____ PHONE _____

DATE LEAVING _____ DATE RETURNING TO SCHOOL _____

State clearly the nature of this absence and the reason(s) the leave must be taken during the school year:

STATEMENT OF STUDENT AND PARENT

We understand that absence from school for the reason(s) listed above is not provided for under the school attendance laws of the State of Ohio; that this absence will be "UNEXCUSED" but that by completing this form and fulfilling the requirements that student will be permitted to make up tests missed and will not be considered truant.

K-5: Work will be made up within one week of the student's return to school. Work will not be assigned prior to convenience absence. Arrangements to make up tests and daily work/assignments must be made by the student, by the second day of his/her return to school after a personal convenience absence.

Middle School/High School: The student must take these tests after school or at the convenience of the teacher, within a week of his/her return, or receive a zero for the work.

Teachers, at their own discretion, may assign work that is appropriate or convenient to the teacher. In most cases work cannot and will not be assigned ahead of time.

We further understand that when a student returns from a personal convenience absence, teachers are not required to grade, examine or correct any work done by the student during the absence. The school can assume no responsibility for a drop in grades suffered by a student who is absent due to personal convenience.

It is the responsibility of the parent to inform the principal and each teacher of this personal convenience absence at least two weeks in advance.

All of the above regulations concerning personal convenience absences are applicable only to trips in which students accompany their parents.

DATE _____ STUDENT'S SIGNATURE _____

PARENT/GUARDIAN'S SIGNATURE _____

NO. DAYS ABSENT _____

It must be understood that the principal's signature does not indicate approval of the statement of absence, only that he/she is aware of such.

PRINCIPAL'S SIGNATURE _____

***THIS FORM IS DUE 2 WEEKS PRIOR TO THE REQUESTED ABSENCE.**

****THIS FORM IS NOT REQUIRED FOR 1 DAY FAMILY REQUESTS.**

(Approved by the Board of Directors – February 20, 2008)

SANDUSKY CENTRAL CATHOLIC SCHOOL
TUITION PAYMENT POLICY

Tuition for grades K-12 is paid according to the following policy.

Tuition Plan:

1. Tuition is paid in full by July 27.
2. Tuition is paid monthly through the FACTS plan.
3. Tuition is paid through a combination of pre-pay and monthly FACTS payments.
4. A loan may be applied for through SallieMae process.
5. Tuition is paid through a combination of #2, #3, and #4 above.

Tuition aid is available if you qualify through the FACTS grant and SCCS process.

Payments may be made in cash, check or credit card (MC, Visa, Discover or AMEX. A 3% processing fee will be applied to all credit card transactions.)

Unpaid pre-paid tuition or broken FACTS agreements will receive a 30 day statement reminder with the suggestion to go on FACTS if on pre-pay or get a loan through SallieMae.

Pre-paid tuition unpaid or a broken FACTS agreement at 60 days will be mandated to go on FACTS if on pre-pay or get a loan through SallieMae. These families will be assessed a \$25.00 late fee paid to SCCS.

Accounts reflecting a lack of response for 90 days will receive an additional \$25.00 late fee. The parent will receive a phone call/letter from the Business Office stating that the student will not be able to come back to school until the balance is paid.

If an account is delinquent it must be made current and the balance reinstated on an active FACTS account or a loan to pay off the balance.

If no response is received from the parent after the dismissal of the student, the account will be forwarded to collection services. All student records, excluding health records, will be held until the account balance is paid in full.

The process of discussion with the parent is open throughout the policy. If there is some difficulty or concern, the parent/guardian is invited to call the school to discuss their concern and reach a solution.

Revised Board Policy

Technology Acceptable Use Policy for students

It is the intention of Sandusky Central Catholic School to protect the students who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the school. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of this School are intended for educational uses and work-related communications. Access to web sites that do not serve an educational purpose is prohibited. An “educational purpose” is an assigned activity that assists students in mastering objectives specified in our adopted courses of study or an activity that supports teachers in preparation for such lessons. If the web activity does not directly fit into the course of study, it is not acceptable. Use of the e-mail and voice mail systems by students for personal communications is **NOT** permitted under any circumstances.

The following are uses which are unacceptable under any circumstances:

- if e-mail accounts are issued it is for the purpose of class assignments only and only Sandusky Central Catholic issued accounts will be used.
- the transmission of any language or images which are of a graphic sexual nature
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- uses that constitute defamation (libel or slander)
- uses that violate copyright laws
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- any commercial or profit-making activities
- any fundraising activities, unless specifically authorized by an administrator

Web Site Access

Access to web sites is restricted solely to sites that serve an academic purpose. In addition, academic purpose is limited to introduction, development, or mastery of objectives stated in the Diocesan Courses of Study or the Ohio Department of Education Content Standards. Visitation for the purpose of entertainment, personal interests, shopping, travel plans, hobbies, etc. is strictly prohibited. Violation of such will result in revocation of privileges. The following types of sites, related sites, or designated sites are **banned access** from any computer within any Sandusky Central Catholic School facility.

- Shopping – any online shopping or browsing is prohibited unless it is an administrative authorized purchase of necessary building or curriculum supplies.

- Entertainment – any site summarizing, endorsing, critiquing, reviewing, or promoting motion pictures, television or cable programming, concerts, events, etc.
- Any site containing: objectionable language, graphic violence, unacceptable attire, matter of an immoral nature, or material of personal interest only.
- Streaming audio or video from any sources other than those approved by the curriculum committee.

A general summation would state: If access to a site is not part of classroom study, is not in alignment with the subject course of study, or is not for the purpose of pursuing development or mastery of a subject objective – then that access is unauthorized, in violation of the agreement, and subject to consequence.

Wireless Network

Users are not permitted to set up their own wireless systems. A wireless system has significant impacts on security and network operations. Only wireless systems installed and operated by the Technology Coordinator are permitted.

School owned and students' personal devices must be connected to the school's wireless access if they are to be used during the day. Students are prohibited from connecting to any wireless network not owned and operated by Sandusky Central Catholic School while school is in session.

Users are also prohibited from using cellular hotspots, both standalone or by placing a phone into hotspot mode.

Security and Integrity

Students shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Students shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer.

Students may not install any hardware, software, or download items that have not been authorized by the System Administrator.

Staff, faculty and students shall report to the System Administrator or Building Administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for the person or persons reporting the incident of the computer-related misconduct.

School Issued Devices

Any device issued to a student by Sandusky Central Catholic School is for the purpose of education. Devices remain the sole property of Sandusky Central Catholic as well as all data and information on the device. As school property, damage to these devices is covered under the Code of Conduct as a Level III or Level IV infraction depending on the nature of the damage. Any damage to a school issued device will result in

billing for the repair/replacement. The only exception to this will be a single screen replacement for students who have been issued an iPad. This exception exist only because of the amount that these devices are transported outside of school. All damage to Chromebook screens will be billed.

iPad 1:1 Acceptable Use Policy

Device ownership

iPads issued for student use are the sole property of Sandusky Central Catholic School. iPads are permitted to be removed from the school ground for home use. Student assumes responsibility for loss, theft, or damage at all times, whether home or at school.

Upon unenrollment from the school iPads are to be returned on the students last day of classes. Failure to return an iPad will result in the full cost of a replacement billed to the student's guardian.

All iPads will be returned to the school at the completion of each school year for summer storage. Unless circumstances prevent it, students will be reissued the same iPad yearly.

This device is issued as an academic tool and should be treated as such. Students are not to jailbreak or modify their device in any way.

Possession

Students are not permitted to loan their iPad to anyone for their use. This includes family members, friends and classmates.

Loss or Theft

Students are responsible for the loss of their school issued iPad. If the iPad is lost students will be assessed the cost of a replacement. Any loss must be immediately reported to either the Main Office or the Technology Department.

In the event of theft a police report must be filed and a copy submitted to the main office before a replacement will be issued.

Loss or thefts must be reported immediately to the Technology Department. In many cases the device can be quickly tracked and recovered. Students are also encouraged to enable the "Find my iPad" feature in the device settings. This will allow them to track the location of the device through icloud.com.

Unattended iPad

iPads are not to be left unattended. When not in use they are to be stored either in a backpack or locked in the student's locker. If any faculty or staff finds an unattended iPad they have been instructed to take it to the Main Office. Students will be able to recover it there. Disciplinary action may occur after 3 or more recoveries.

Damage Policy

Each student issued an iPad will be allotted 1 screen replacement per iPad. Any damage to the iPad beyond this will be individually assessed by the administration and reparations will be determined if necessary.

Any damage of an iPad of a malicious or reckless nature will be treated as a Level III infraction #24, Damage to school/Church/community property.

Cases and Accessories

Students are not permitted to change the case on their school issued device. These devices should be kept in the school issued case at all times. If at any time an iPad is observed without the case disciplinary action will be taken. The offense will be treated as Inappropriate use of technology, Level II infraction #18, resulting in a mandatory 60 minute detention.

Students are permitted to use accessories with their iPad so long as it does not require removal or modification to the school issued case. For example a standalone bluetooth keyboard is permitted for use, but a keyboard with a built in case is not.

Students are issued a charging cable and wall adapter with their iPad. If lost or damaged the student will need to purchase their own replacement. No disciplinary action will be taken for the loss of charging equipment. The student will however still be expected to have the device charged enough for their school day.

- Tips to stay prepared
 - If the student has a history of loss or damage to cords purchase of a backup charger and cable is suggested.
 - If an accident occurs the night before the student should complete any work needed and shutdown the iPad completely for the night to preserve the remaining charge.
 - If necessary the student should make arrangements with a classmate to arrive early for school and charge. (Tip: iPads charge faster in airplane mode.)
 - Loaner cables will be available for use at school if needed. These cables cannot be taken home.
 - The student should immediately communicate with their first period teacher and coordinate time to charge during class. This should be done the night before.

Storage

Students are responsible to maintain enough storage on their iPads for school issued books, apps, and class materials. Students are permitted to store personal materials on their device until a time that storage becomes scarce. In the event that a student is instructed to download class materials (app, book document etc) and that student cannot quickly comply with that request due to personal materials using storage space, the student will face disciplinary action. Failure to comply may result in a Level I infraction #3 “Lack of class materials” as available storage is a class material.

Recording Policy

Students are not to use the audio video or still picture recording features of this device without expressed permission of the subject being recorded. For example, if you would like to take audio recordings of class lectures you would first have to obtain permission for the teacher. This rule also applies to other students and staff as well. Failure to comply with the recording policy will be treated as inappropriate use of technology (Level II infraction #18) resulting in a mandatory 60 minute detention.

Internet Access

While on school grounds students are not permitted to connect to any wireless access point not owned by the school. This includes access points of neighboring houses and cellular hotspots. Any violation of this policy can be treated as a Level II infraction #18) resulting in a mandatory 60 minute detention.

Students are permitted to connect to any wireless connection available while off school grounds such as businesses and home. The school will not employ filtering on the devices outside of the schools network, however we reserve the right to implement filtering at any time that the administration deems suitable.

Social Networking

Social networking apps and websites are prohibited from use in the school at any time. This includes photo sharing and 3rd party messaging apps.

Media Playback Policy

Students are required to use headphones when listening to music or watching videos on the iPads. Playback of media in classrooms, hallways, or any other locations throughout school property without direct permission to do so by faculty or staff is prohibited. This includes before and after school.

Students are also to be aware that they are responsible for screening for inappropriate content. If a teacher gives permission to play media through the speakers the student may receive disciplinary action for any content deemed inappropriate by any faculty and staff.

Restricted Areas

Students are not permitted to have their iPads out in the cafeteria during lunch period, restrooms or locker rooms.

Games and Non-school related Apps

Students are permitted to install games and other apps onto their iPads so long as they adhere to the storage policy outlined in this document.

Students are not permitted to play any games during school hours (including lunch) on their school issued iPad or any other personal device. Doing so will result in a Level II infraction #18. Students may only choose to use their iPads for non academic purposes before and after school.

Classroom Policy

The iPads are intended for academic use in class. At the beginning of each class every student is required, without being instructed by the teacher, to close all running apps on their iPad. A student must comply immediately with a request from a faculty member to view their running apps. If there is any app running which the current classes teacher did not instruct the student to use the teacher will issue a Level I infraction #10, "Off task during class", recorded on the students infraction card.

If a student does not immediately comply with the faculty members request, the student will be issued a Level II infraction #11, "Disobedience to teacher's directives or disregard for assigned activity". Resulting in a 60 minute detention.

Privacy

All data stored or accessible through a student's SCCS issued iPad is permitted to be searched by SCCS staff at any time. This includes but is not limited to videos, photos, web history and GPS location data. Certain data can be obtained and logged remotely without student knowledge or consent.

Data Backup

Students are encouraged to backup their iPads regularly. Backing up an iPad can be done through iTunes on any PC or Mac computer for free or students can choose to purchase storage space through iCloud to use Apple's automatic backup service. It is highly recommended that students backup all data on their iPads before returning it for summer storage. SCCS will not be retaining any backup data from the student iPads.

Charging

Students are to arrive at school each morning with a fully charged iPad. If a student does not have sufficient battery to perform a task when instructed to by a teacher that student will be issued a Level I infraction #3 "Lack of class materials". The teacher may choose to allow the student access to a charger during class to complete the lesson.

If a student is consistently not prepared for class it is within the teacher's right to issue a Level II infraction #19 for chronic or repeated Level I infraction, resulting in a 60 minute detention.

The loss or damage of a charging cable or adapter will not be an acceptable excuse.

Appropriate Materials

Downloading, transmitting or viewing any inappropriate materials will result in disciplinary action.

Inappropriate materials include, but are not limited to, illegal, discriminatory, racist, pornographic, sexually explicit, crude or obscene apps pictures websites etc. Violating any of these will result in the student receiving a Level III infraction #30 which carries a mandatory 90 minute detention.

Proper Care Tips

- Do not leave the iPad in direct sunlight or in a hot or extremely cold car.
- Do not consume food or drink while using the iPad.
- Do not take the iPad out of the protective case.
- Do not use the iPad near bodies of water.

Policy Changes

The school reserves the right to modify the acceptable use policy as it sees fit with the school and students' best interest in mind.

Right of Access

Although the aforementioned Agencies respect the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the School's computer network and messaging systems require that full access be available at all times. The Agencies therefore reserve the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such

data, information, and messages are the property of the School and staff members should have no expectation that any messages sent or received on the School's systems will always remain private.

AGREEMENT

I have read the “Network Privacy and Acceptable Use Policy for Students” relating to use of the computers, computer networks, and electronic messaging systems of the School District.

I would like to be given access to the School District’s computer network and any electronic messaging system, which is a privilege that may be withdrawn in the event of non-compliance with the above Policy.

I agree to comply with the “Network Privacy and Acceptable Use Policy for Students” and understand that access to the network and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy.

Student’s Signature

Parent/Guardian’s Signature

PLEASE PRINT: _____

Date above signed: _____

WELLNESS POLICY
For Sandusky Central Catholic School

Setting Nutrition Education Goals

1. To teach both students and staff the right foods to eat based on the food pyramid.
2. To promote healthy food choices in school.
3. To insure the development and teaching of strategies for nutrition education at every grade level.
4. To promote the concept that all foods available at school should be nutritious; low in fat, sodium and empty calories.
5. To teach students and parents the importance of starting each day with a healthy breakfast.

Setting Physical Activity Goals

1. To adopt the National Standards for Physical Education for grades K-8.
2. To promote physical activity outside of school.
3. To integrate physical activity across the curriculum throughout the school day.
4. To provide state mandated physical education courses and electives for grades 9-12.

Establishing Nutrition Standards for All Foods Available on School Campus during the School Day

1. To promote healthy snacks in the classroom.
2. To promote alternative rewards other than food in the classroom.
3. To promote the concept that all foods available on campus will comply with the current USDA Dietary Guidelines for Americans.
 - a. vending machines
 - b. a la carte
 - c. beverage contracts
 - d. fundraisers
 - e. concession stands
 - f. student stores
 - g. school parties/celebrations

Setting Goals for Other School-Based Activities Designed to Promote Student Wellness

1. To look at times and changes that could lengthen the actual eating time for all students.
2. To enhance the cafeteria with colorful promotions of healthy eating activities and a calming atmosphere.
3. To provide after school participants with physical activity and nutritious snacks.
4. To continue to promote school wide community involvement in wellness program.

Setting Goals for Measurement and Evaluation

1. School nurses will monitor heights, weights, and BMI of certain grade levels and offer suggestions and support to the families.
2. Physical Education teachers will monitor progress of students through checklists/goals developed per age level.
3. Food services personnel will monitor food consumption, food environments and provide ongoing evaluation of success of the school nutrition program.
4. School Wellness Committee will meet regularly to discuss the policy and monitor effects on students and the school environment, and report status to administrators, parents and the community.

Physician's Request for the Administration of Medication in School

(Physician's order for medication in accord with 3313.713 and 3313.716 Ohio Revised Code)

Student's Name _____ Date _____

Student's Address _____ Phone _____

Campus _____ Grade or Class _____ Date of Birth _____

Medication	Dose	Route
Time of Administration		

Starting date of this request _____ Termination date for medication _____

Special instructions (if any)

MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL (unless otherwise stated).

Adverse reactions that should be reported to the physician:

Adverse reactions school personnel should look for in an unauthorized user:

Physician's Signature _____ Date _____ Emergency phone where physician can be reached _____

FOR ASTHMATICS: STUDENT IS ALLOWED TO CARRY THEIR INHALER AND SELF ADMINISTER PER PHYSICIAN'S ORDER: YES [] NO []

Procedure to follow in the event the asthma medication does not produce the expected relief:

Any adverse reactions to student or unauthorized user that should be reported to physician:

Physician's Signature _____ Date _____

Emergency phone where physician can be contacted.

Parent's Request for the Administration of Medication in School

I request the school staff to administer the medicine to my child as ordered above by the attending physician. I will submit to the school a revised "Request" form signed by the physician and myself if there is any change in the above orders. I understand that I am required by Ohio law to provide the school with the medication in the original container as dispensed by the physician or pharmacist.

Parent's/Guardian/s Signature _____ Date _____

Home Phone _____ Work Phone _____ Cell _____

Parents: Please read the reverse side for guidelines for administering medication.

Administering Medication

The general policy of Sandusky Central Catholic School is that no medication is to be administered to students by school employees, and students are not to be in possession of medication in school. There are, however, some exceptions made. The management of medication in specific situations is arranged cooperatively by the parent, physician, principal, school nurse, teacher, and student.

In those specific situations where a student regularly needs medication at school, the parents shall be given a form to complete so that school personnel may carry out the procedure outlined in the policy governing administering medication.

The important points to remember if you want school personnel to administer prescription medication to your son/daughter are:

- In order for medication to be administered in school, a physician's request form must be completed and signed by both the physician and parent. This must be done before the medication can be given.
- Medication must be received in the original container, appropriately labeled and dispensed by a pharmacist or physician. Please ask pharmacist for one extra labeled container for school.
- Medication will be stored by school personnel in a locked area.
- The medication will be administered by the school nurse, principal, or qualified person designated by the principal.
- Non-prescription medications will not be dispensed by school personnel unless the above requirements are met.
- Copies of the form for administering prescription medication are available from the school.

Sandusky Central Catholic School
Ohio Department of Health
Authorization for Student Possession and Use of an Asthma Inhaler
In accordance with ORC 3313.716/3313.14

A completed form must be provided to the school principal and/or nurse before the student may possess and use an asthma inhaler in school to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms.

Student's name
Student's address

This section must be completed and signed by the student's parent or guardian.

As the Parent/Guardian of this student, I authorize my child to possess and use an asthma inhaler, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant.

Parent/Guardian's signature
Date:
Parent/Guardian's name:
Parent/Guardian's emergency telephone number:

This section must be completed and signed by the student's physician.

Name and dosage of medication:
Date medication administration begins :
Date medication administration ends (if known):

Procedures for school employees if the medication does not produce the expected relief:

Possible severe adverse reactions:

To the student for which it is prescribed (that should be reported to the physician) :

To a student for which it is **not** prescribed who receives a dose:

Physician's signature:
Date :

Physician's name:
Physician's emergency telephone number:

Adapted from the Ohio Association of School Nurses
HEA 4223 3/07

Sandusky Central Catholic School
Ohio Department of Health
Authorization for Student Possession and Use of an Epinephrine Auto-injector
In accordance with ORC 3313.718/3313.141

A completed form must be provided to the school principal and/or nurse before the student may possess and use an epinephrine auto-injector to treat anaphylaxis in school.

Student's name
Student's address

This section must be completed and signed by the student's parent or guardian.

As the Parent/Guardian of this student, I authorize my child to possess and use an epinephrine auto-injector, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered.

I will provide a backup dose of the medication to the school principal or nurse as required by law.

Parent/Guardian's signature
Date
Parent/Guardian's name:
Parent/Guardian's emergency telephone number:

This section must be completed and signed by the medication prescriber.

Name and dosage of medication
Date medication administration begins:
Date medication administration ends (if known):

--

Possible severe adverse reactions:

To the student for which it is prescribed (that should be reported to the prescriber)

To a student for which it is not prescribed who receives a dose
--

As the prescriber, I have determined that this student is capable of possessing and using this auto-injector appropriately and have provided the student with training in the proper use of the auto-injector.

Prescriber's signature
Date :
Prescriber's name:
Prescriber's emergency telephone number:

Developed in collaboration with the Ohio Association of School Nurses
HEA 4222 307

PLEASE USE INK

SANDUSKY CENTRAL CATHOLIC SCHOOL
Emergency Medical Authorization Form

Student's Name _____ D.O.B. _____ Grade _____ Room _____
Address _____ City _____ Zip _____
Phone _____

Note: It is the responsibility of parents and guardians to notify the school if changes to this form are to be made

Parent/Custodial Guardian _____

Mother's Name _____ Email _____

Mother's home address _____ City _____ Phone _____

Mother's daytime phone/ext. _____ Cell _____

Workplace _____

Father's Name _____ Email _____

Father's home address _____ City _____ Phone _____

Father's daytime phone/ext. _____ Cell _____

Workplace _____

Please list three additional people we might contact if unable to reach parent/guardian.

1. Name _____ Relationship _____ Phone _____

2. Name _____ Relationship _____ Phone _____

3. Name _____ Relationship _____ Phone _____

Purpose: To enable, parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

COMPLETE EITHER PART ONE OR PART TWO

PART ONE-TO GRANT CONSENT

In the event reasonable attempts to contact me or other parent/guardian have been unsuccessful, I hereby give consent for 1) the administration of any treatment deemed necessary by Dr. _____ (preferred physician) or by Dr. _____ (preferred dentist) or, in the event above mentioned physician is not available, by another licensed physician or dentist: and 2) the transfer of the child to Firelands Regional Medical Center/ any hospital within reasonable distance.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Facts concerning the child's medical history, including ALLERGIES, current MEDICATIONS being taken, and any physical or emotional health problems to which a physician should be alerted are: _____

Any immunization updates, please include date administered _____

I also grant permission to the school nurse to share medical information with school personnel who have a need to know such details in order to best serve my child.

Date _____ Signature of Parent / Guardian _____

PART TWO - REFUSAL TO GRANT CONSENT

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take no action or to: _____

Date _____ Signature of Parent / Guardian _____

Reference information for Emergency Medical Authorization: Ohio Revised Code ORC § 3313.71.2) § 3313.712

Emergency Medical Authorization:

As used in this section, "parent" means parent as defined in section 3321.01 of the Revised Code.

A) .Annually the board of education of each city, exempted village, local, and joint vocational school district . shall, before the first day of October, provide to the parent of every pupil enrolled in schools under the board's jurisdiction, an emergency medical authorization form that is an identical copy of the form contained in division of this section. Thereafter, the board shall, within thirty days after the entry of any pupil into a public school in this state for the first time, provide his parent, either as part of any registration form which is in use in the district, or as a separate form, an identical copy of the form contained in division (B) of this section. When the form is returned to the school with Part I or Part II completed, the school shall keep the form on file, and shall send the form to any school of a city, exempted village, local, or joint vocational school district to which the pupil is transferred. Upon request of his parent, authorities of the school in which the pupil is enrolled may permit the parent to make changes in a previously filed form, or to file a new form.

If a parent does not wish to give such written permission, he shall indicate in the proper place on the form the procedure he wishes school authorities to follow in the event of a medical emergency involving his child.

Even if a parent gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of his school shall make reasonable attempts to contact the parent before treatment is given. The school shall present the pupil's emergency medical authorization form or copy thereof to/the hospital or practitioner rendering treatment.

Nothing in this section shall be construed to impose liability on any school official or school employee who in good faith, attempts to comply with this section.

(B) The emergency medical authorization form provided for in division (A) of this section is as follows: (see reverse side of this sheet),

**SANDUSKY CENTRAL CATHOLIC SCHOOL
FAMILY HANDBOOK COMMITMENT**

I HAVE READ THE FAMILY HANDBOOK AND I AM AWARE OF THE POLICIES AND PROCEDURES THAT ARE PRINTED.

I AM ALSO AWARE OF THE “ACCEPTABLE USE OF THE INTERNET” SECTION IN THE HANDBOOK.

I HAVE SHARED APPROPRIATE INFORMATION WITH MY SON/DAUGHTER.

Parent/Guardian’s Signature _____

Student(s) Signature(s) _____

