



SANDUSKY  
CENTRAL  
CATHOLIC  
SCHOOL

2021-2022  
**FAMILY HANDBOOK**

Sandusky Central Catholic School  
410 West Jefferson St. • Sandusky, Ohio 44870 [www.sanduskycc.com](http://www.sanduskycc.com)



## Contents

VISION .....	4
MISSION STATEMENT .....	4
STATEMENT OF PHILOSOPHY .....	4
CALENDAR .....	5
GOVERNANCE .....	6
PROFESSIONAL EXPECTATIONS.....	6
ADMISSIONS .....	6
ENOLLMENT, TUITION AND FINANCIAL POLICIES.....	7
TUITION AND FINANCIAL POLICIES .....	8
STUDENT RECORDS .....	9
WITHDRAWAL AND TRANSFER OF RECORDS .....	10
ATTENDANCE .....	11
SCHOOL CLOSINGS AND EARLY DISMISSALS .....	13
STUDENT SAFETY .....	14
ACADEMICS .....	14
PROMOTION/RETENTION/PLACEMENT .....	20
FAITH AND WORSHIP .....	21
HEALTH .....	22
TRANSPORTATION.....	25
CODE OF CONDUCT.....	25
DRESS CODE .....	38
REQUEST FOR FAMILY VACATION .....	50
TUITION PAYMENT POLICY .....	51
TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS.....	52
WELLNESS POLICY .....	58
Physician’s Request for the Administration of Medication in School.....	60
Guidelines for Partial Enrollment Status.....	64



SANDUSKY  
CENTRAL  
CATHOLIC  
SCHOOL

## **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.

# Sandusky Central Catholic School

## 2021-2022 School Calendar

July '21							August '21							September '21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		

  

October '21							November '21							December '21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

  

January '22							February '22							March '22						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					27	28	29	30	31			
30	31																			

  

April '22							May '22							June '22						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- Offices Closed
- First and Last Day of School
- 2-Hr. Delay
- Parent-Teacher Conferences

**End of Quarter: Oct. 15, Dec. 17, Mar. 4, May 26**

## 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 30<sup>th</sup> 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 4 student will be admitted without proper immunization or its substitute.
- D. Students in 7<sup>th</sup> and 12<sup>th</sup> 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.

G. Academic and Behavior records will be reviewed before new students are accepted. Students in grades 6-12 may be asked to participate in an admission interview as part of the admission process.

I. New students in grades 1-12 will enter under a probationary status for his/her first semester of attendance. Academic and behavioral data will be monitored and reviewed throughout the probationary period. Communication will be sent home prior to the end of the probationary period on his/her enrollment status.

### **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 in order to participate in school-sponsored sports in Grades 7 through 12.

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. The school will not discriminate on the basis of race, color, religion, sex, gender, national origin, 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.

## **ENROLLMENT, TUITION AND FINANCIAL POLICIES**

### **Enrollment Status**

**Fully Enrolled Status** -- Students enrolled and attending SCCS classes for the entire school day are considered

“Fully Enrolled” students. Also considered in this category are SMCC students actively participating in partner programs such as EHOVE or College Credit Plus. These programs involve attendance at SMCC transcribed classes outside of the building, but still lead to the receipt of an SMCC diploma upon successful completion of those partner and SMCC graduation requirements.

**Partially Enrolled Status**--Sandusky Central Catholic School does offer “Partial Enrollment” status for homeschooled students in Grades 6-12. Families electing this option must be in a homeschool program approved by their public school of residence. These “Partially Enrolled” individuals are not eligible for an SMCC diploma upon completion of 12<sup>th</sup> Grade.

For more information on “Partially Enrolled Status” please refer to Appendix XX at the back of this handbook.

## **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 Education Foundation and individual donors provide 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 may be forwarded to a collection agency and 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 prorated based on the number of remaining months, following the month of withdrawal divided by 9.

### **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](http://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 at least 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.

## **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).

## **WITHDRAWAL AND TRANSFER OF RECORDS**

### **Withdrawal Process**

Any student who leaves Sandusky Central Catholic School before the completion of 12<sup>th</sup> 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.

The student is responsible to return all SCCS owned property including electronic devices, books, etc. and complete the student checkout form.

### **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.

### **Transfer of Records of 8th Grade Graduates**

Transfer of records is automatic for 8<sup>th</sup> 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 8<sup>th</sup> 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.

## **ATTENDANCE**

Students are permitted in the building from 7:20 a.m. to 3:00 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.

### **Tardy/Absence**

**All students arriving after 7:40 a.m. must 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 2 ½ hrs in a day = ½ day absence (including lunch); 4 hrs in a day = full day

### **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. Regular school attendance is required by Ohio Law and is a key factor for student success in school. It is important to establish good attendance patterns early in a child's school experience. If a child is habitually tardy or absent from school, a letter will go home explaining consequences and attendance plans for continued absences. 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 is absent::

- 30 consecutive hours without a legitimate excuse
- 42 hours in a month without a legitimate excuse
- or 72 hours in a year without a legitimate excuse

A student with excessive absences may be charged in Juvenile Court. A child has excessive absences if he/she is absent: As a Chronic Truant, a student may be charged in Juvenile Court.

- 38 hours per month with or without legitimate excuse
- 65 hours per year with or without legitimate excuse

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 - Students who become ill throughout the day must go to the nurse or school office. Parent or guardian must be contacted before a child is 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.
4. Parents' request for children to leave school in grades PreK-5 **MUST** be in writing or a phone call to the main office. . Grades 6-7 students should give communications to the main entrance receptionist and Grades 8-12 should give communications to their 1st period teacher. 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. We understand emergencies and last minute change of plans arise and a call to the office may be accepted. However, this will not be accepted on a daily basis.
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 Request for Family Vacation Form - 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](http://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.

## **Planned 2-Hour Delay Days**

The school calendar reflects 2-Hour Delay days for students. Bus transportation is provided. SCCS receives busing through multiple 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, which will be factored as an “F” in the GPA and no credit will be given.

## **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 the fourth quarter. Parent and student access to PowerSchool may be disabled for delinquent tuition and fees. PowerSchool access will be reinstated with full payment or by establishing an approved payment plan. 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

P/F: Pass/Fail

I – Incomplete: Work is incomplete.

Work not made up within two school weeks will be averaged as a zero.

Grades at SCCS are not automatically rounded in PowerSchool.

## **Kindergarten-Grade 2**

Kindergarten through grade 2 grades are based on performance levels. Performance levels are meant to represent how a student is doing in relation with the year-end goals. These are based on academic achievement and students are provided multiple opportunities throughout the year to show growth and development. The teachers use multiple forms of evidence to monitor mastery of the standards. Evidence could come from observations, one-on-one work, small group work, classroom assignments and tests.

**4- Advanced-** Independently and consistently meeting grade level expectations

**3- Proficient--** Meets grade level standards

**2- Progressing--** Does not meet grade level standards, but is showing continued progress with support

**1- Below Grade Level--** Difficulty meeting grade level standards

**Blank spaces** indicate that the standard was not assessed this quarter.

## **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. 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:

- DIBELS Reading – Kindergarten-2<sup>nd</sup> Grade
- DIBELS Math-Kindergarten through Grade 5
- ARK, Religion Competency-Grades 2-12
- NWEA MAP – Grades K-5, given in Fall, Winter and Spring
- NWEA MAP- Grades 6- 9 ELA given in Fall, Winter and Spring; Math given Fall and Spring
- Ohio State Tests (OST) are administered starting in Grade 3 to any student on Jon Peterson, Autism or EdChoice Scholarship. The school may administer the OST to an entire grade.
- End of Course Exams
- Optional PSAT – Grade 11, given in October
- ACT-Grade 11, given at SMCC

## **Class Standings**

- All incoming students who have completed 8<sup>th</sup> 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 3.6 for a Sophomore, 3.4 for a Junior, and 3.2 for a Senior. This is awarded after the completion of the first semester each year a student qualifies.

## **Graduation Honors**

A student must be fully enrolled at SMCC three out of four years to qualify for top graduation honors.

The selection of the Valedictorian and Salutatorian will be made after the 7<sup>th</sup> semester at SMCC. Valedictorian and Salutatorian are based on grade point average calculated to 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 8<sup>th</sup> semester (after the 15<sup>th</sup> quarter) and at the end of the 8<sup>th</sup> semester. In an extreme case, the title of Valedictorian and Salutatorian may be stripped from that student and given to the next qualified student.

## **Scholarships**

Current fully enrolled students in grades 8 through 12 are eligible for scholarships through the SCCS Education Foundation. Information for these scholarships can be obtained in the Guidance Office. There are also several outside scholarships which are available for 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 weighted GPA credit to all Honors Classes. Weighted GPA 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 weighted GPA 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.

### **Weighted Class:**

.025 will be applied to AP classes, CC+ classes, and Honors classes per semester.

### **College Credit Plus**

Overview: Ohio’s 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 open to all qualifying students.
  - o Students have two structures to choose from within the College Credit Plus program. Under Option A (courses count for college credit only) or Option B (courses count for college and high school credit). Students will declare their path once, and must stick to that path.
  - o Option A: Permits eligible students to enroll in college courses for college credit. Students electing this option will be required to pay all costs incurred; including tuition, books, materials, and fees. Under this option, students can elect if the college coursework completed is part of the high school transcript to count as credit toward graduation.
  - o Option B: Permits eligible students to enroll in college courses for college and high school credit. Students electing this option will not be required to pay for tuition, materials, or fees if student submits the state funding form for the program by the state posted deadline. Sandusky Central Catholic School will cover the cost of tuition for fall and spring classes if the student has petitioned the state for funding. If the student does not submit the state funding form, the family will be responsible for all tuition costs associated with College Credit Plus classes. Sandusky Central Catholic School will be responsible for the cost of books related to any courses taken at a public institution(s) of higher education. If students elect to take courses under Option B at a participating private institution(s) of higher education they may be held partially responsible for a portion of the cost.
  - o 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.

- o 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:
  - o January/February: Annual information night for students and parents. This meeting fulfills the mandatory counseling session required by the College Credit Plus program.
  - o April 1<sup>st</sup>: Intent to Participate form and the College Credit Plus Counseling Form and 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.
- SMCC is currently partnered with BGSU Firelands.
- Application procedure for BGSU Firelands
  - o Applicants must submit a copy of the high school transcript
  - o 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 a student is college-ready.
  - o Students applying for the fall term should apply prior to the April 1 form deadline. o Students will use instructions sent in acceptance letters to create their BGSU account that will be used for registering classes.
  - o Students will also be informed in the acceptance letter about orientation meeting requirements. o Students will make advising appointments to register for classes on-campus or Guidance Counselor will send a list of students to be registered for courses held at satellite high school sites by late May/early June.
  - o Students will also need to show Competency and Readiness per Ohio Department of Education Graduation Requirements. The full list of graduation requirements is available in the Guidance Office.

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.

### **Students with Disabilities and Individual Education Plans**

Students with Disabilities and Individual Education Plans (IEPs) are served by a licensed Intervention Specialist in a regular education classroom or in a Resource Room setting based on the needs identified in the student's IEP.

The Intervention Specialist will meet to review goals/objectives and develop new ones. They ensure all staff members who work with a student on an IEP understand the content of the child's IEP and implement the accommodations/modifications stipulated on the IEP. The Intervention Specialist will also collect data used to report progress towards annual goals. Progress reports will be sent home quarterly to the parents of IEP students.

## **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

Elective Credit 5 units (one must be Fine Arts and two must be Foreign Language) **Total**

**24 units**

Students will also need to show Competency and Readiness per Ohio Department of Education Graduation Requirements. The full list of graduation requirements is available in the Guidance Office.

### **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.

### **Third Grade Reading Guarantee**

Any third grade student who attends a chartered nonpublic school with a scholarship awarded under either the EdChoice Scholarship or Jon Peterson Scholarship is 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](http://www.sanduskycc.com)).

## **Visitors**

Anyone visiting SCCS must enter at the Main Entrance and check in with the receptionist. Visitors must sign in using the LobbyGuard system and must wear a visitor badge. Upon departure, all visitors must sign out at the receptionist area.

## **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. All high school retreats 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 through 2nd grade classes 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**

Children will receive their sacraments through their individual parishes which includes registration for the sacraments as well as a retreat. Additional catechesis will take place in their classroom at SCCS. Second grade formation will include preparation for First Reconciliation and First Communion. Children will receive the sacraments of First Reconciliation and First Eucharist in their parish. Formation for those to receive the Sacrament of Confirmation will occur in grades 8 and 9. The sacrament of Confirmation is received at Our Lady, Queen of the Most Holy Rosary Cathedral in Toledo. Since Catechetical instruction begins with parents as the first educators of their children. Parents will participate in parent sacramental preparation through their parish as well. Parents will receive notification of parent meetings, important dates, etc from the Catholic Parishes of Sandusky. Sandusky Central Catholic will assist in helping students become initiated into the Church or to catch up with any missing sacraments. Please contact the Director of Campus Ministry or the Priest Leader if interested in learning more about becoming Catholic or catching up on 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 Freshmen and Sophomore students are required to complete 10 hours of community service per semester (20 hours total for the year). If not completed they will receive an incomplete in Theology class until the service hours are completed. All Juniors and Seniors will complete their Service Seals requirements as issued by the Guidance and Campus Ministry departments. Please speak with the Campus Minister for more information regarding high school service requirements.

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**

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

The school nurse conducts vision screening, hearing tests, updates health records, and arranges for numerous other diagnostic and informational services. While on duty the school nurse or trained staff member 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 parent/guardian will be contacted 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.

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.

In the case of testing positive for COVID-19, the school must be notified by ECHD that the child is cleared to return.

## **Communicable Diseases**

**Chicken Pox:** Children may return to school after 7 days if blisters 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 eyes 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:** Head lice is contagious and students should be excluded from school until proper treatment is complete. Children will be allowed to return to school only after being examined by a school employee and corrective action is taken at home. There will be no exceptions to this policy.

**COVID-19:** Symptoms of COVID-19 (fever, new congestion, new cough, nausea, vomiting, diarrhea, sore throat, muscle weakness, body aches, difficulty breathing, chest pain, change of or loss of taste and/or smell) In the case of testing positive for COVID-19, the school must be notified by ECHD that the child is cleared to return.

### **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 office or school nurse. Parents will be notified if it is deemed necessary for a child to go home. The child will wait in the office until picked up by the 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 and returned to school. 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.

## 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 Edison, 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.

## 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**

**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, Chromebooks, 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.

**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 not allowed to sleep, use headphones, or cell phones. Any student absence or tardiness will be considered unexcused, and will result in an out of 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 Assignment:** Students 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 assignment, 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 assignment, he/she must remain in the designated ISAS 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 assignment, Out of School Suspension, or expulsion is ordered, an administrator will give written notice to the student and parent/guardian, which states the length of the assignment or expulsion, the reason for it, and the necessary steps to process the student's return if re-entry 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.

### **Grades K through 3 -- Code of Conduct Policies and Procedures**

Sandusky Central Catholic strives to make sure each child performs at his/her level by strengthening the body, challenging the mind, and enriching the spirit. During a child's early years at SCCS it is important to build a strong foundation of high expectations. Teachers, parents and students are expected to work together to help a student grow and this communication is imperative to help a student to be successful. Students in grades K through 3 will have a Positive Punch Card issued that they will receive positive reinforcement on when striving to reach these high expectations. If a child is not reaching the set expectations a Think Sheet may be sent home as a tool to help with communication between the teacher and parent/guardian. This form should be reviewed by the parent and student and sent back to the teacher. In extreme circumstances other disciplinary actions may be taken including but not limited to getting administration involved, parent/guardian meetings, etc.

## Grades 4 and 5 -- Code of Conduct Policies and Procedures

### 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
  
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. Inappropriate behavior
13. Unauthorized movement in building
14. Throwing objects
15. Disrespect for another student, his/her property, or school property
16. Inappropriate use of technology (i.e. gaming)
17. Chronic or repeated Level I infractions
18. Inappropriate gestures or language (Includes: foul, profane, or obscene speech and racial or ethnic slurs.)

#### **Level III Infractions:**

20. Use of cell phone or unauthorized device or ringing of cell phone or device during class hours. (Item will be confiscated by school administration Please see additional notes below.)
21. Behavior/physical contact with discernible intent to harm
22. Disrespect to faculty, staff, or volunteers
23. Damage to school/Church/community property (Payment for clean-up and/or repair will also be required.)
24. Refusal to follow reasonable requests of faculty, staff, volunteers
25. Skipping class or school, leaving school property/function without permission, or missing an assigned detention
26. Lying

27. Cheating/Plagiarism (The student will be awarded a zero and other consequences are outlined below.)
28. Causing disruption on a school bus
29. Offensive, hurtful, harassing, insulting, inappropriate or unethical use of the internet or related technologies
30. Inappropriate use of social media

**Level IV Infractions:**

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

**Policies and Procedures for Level I Infractions**

Level I infractions will be recorded using PowerSchool. When an infraction is recorded an email notification will be sent to the parent, student and administrator.

If a student receives five (5) Level I infractions,

- When a student has accumulated five (5) Level I infractions, he/she will be issued a 30 minute detention. A call and/or email will be sent to the principal as notification of the detention. The parent/guardian will also be notified via email/phone call.

The Detention Notice (DN) requires a parental signature and must be returned to the homeroom teacher 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. If a student receives ten (10) Level I infractions:

- The student will serve a 60-minute detention.
- When a student has accumulated a total of ten (10) Level I infractions, he/she will be sent to the administrator 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 administrator .

- The Detention Notice (DN) requires a parental signature and must be returned to the homeroom teacher 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.

If a student receives fifteen (15) Level I infractions:

- The student will serve a 90-minute detention .
- When a student has accumulated a total of fifteen (15) Level I infractions, he/she will be sent to the administrator 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 homeroom teacher 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.
- The principal will contact the parents/guardian explaining the nature of the behavioral problem and the next series of consequences.

If a student receives twenty (20) Level I infractions:

- When a student has accumulated a total of twenty (20) Level I infractions, he/she will be sent to the administrator 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 assignment that will last the remainder of the day the infraction occurred and the entire following day.
- The student and his/her parents may enter a Behavioral/Enrollment Contract.

**Amnesty Opportunities:** If, at the conclusion of the Quarter, the student has received four (4) or less infractions, the student will start again at zero (0) infractions. At the conclusion of the Semester, all students will start again at zero (0).

### **Policies and Procedures for Level II infractions**

Level II infractions will be recorded on Powerschool and will result in a mandatory 60-minute detention assigned by the faculty, staff, or volunteer.

- 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 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 Saturday School.
  - The fifth and sixth Level II infractions also result in a Saturday School session.
  - For the seventh Level II infraction, a period of ISA will be assigned; the student and his/her parents may enter into a Behavioral/Enrollment Contract.

### **Policies and Procedures for Level III and IV Infractions**

Level III infractions will be recorded in Powerschool. 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 Saturday School, may require:

- A student call home
- Principal conference with student and parents
- Behavior/Enrollment Contract
- Restitution for any damages to school property
- Community service
- Suspension
- In-school Assignment (ISA): Students will be detained in an ISA room for the entire day. Additional consequences for students are outlined in “In School Assignment.”
- 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:** Cheating and lying in our school are incompatible 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.

- 1<sup>st</sup> 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**.
- 2<sup>nd</sup> 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 ISA**. 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 ISA**.
- 3<sup>rd</sup> 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**.
- 4<sup>th</sup> 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.

### **Grades 6-12 -- Code of Conduct Policies and Procedures**

Students in grades 6-12 will receive infractions for violating the Code of Conduct.. 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.

### **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. Unauthorized eating outside the cafeteria
7. Talking during announcements
8. Interrupting learning/instruction
9. 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. Inappropriate use of technology (i.e. gaming)
18. Chronic or repeated Level I infractions
19. Inappropriate gestures or language (Includes: foul, profane, or obscene speech and racial or ethnic slurs.)

## **Level III Infractions:**

21. Detected possession/usage 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, tobacco or vape devices
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 by staff members in Powerschool.

If a student receives three (3) Level I infractions,

- The student will serve a 60 minute detention.
- When a student has 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.

If a student receives six (6) Level I infractions:

- The student will serve a 90 minute detention.
- When a student has 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.

If a student receives nine (9) Level I infractions:

- The student will serve a Saturday School.
  - When a student has 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 Saturday School will be scheduled, and a Notice will be issued by the main office.
  - The Notice requires a parental signature and must be returned to the office one day after the issue date. No student will be permitted to serve an assigned Saturday School without a signed Notice.
- When the green card is filled, the student will be issued a red card.
- An administrator will contact parents/guardian explaining the nature of the behavioral problem and the next series consequences.

If a student receives twelve (12) Level I infractions:

- When a student has 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 ISA 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 into a Behavioral Contract.

**Amnesty Opportunities:** If, at the conclusion of the Quarter, the student has received two (2) or less infractions, the student will start again at 0 infractions. At the conclusion of the Semester, all students will start at 0 infractions 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 three (3) Level II detentions, he/she will be assigned to Saturday School.
  - Level II infractions beyond 3 will result in ISAS; 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
- (ISAS): Students will be detained in an ISAS room for the entire day.
- 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 35 Principal.
- Expulsion: Complete removal from the school for one semester or permanently.

## Level III/IV Notes

### **Cell phone infractions:**

- 1<sup>st</sup> Offense- 60 Minute Detention
- 2<sup>nd</sup> Offense- 90 Minute Detention
- 3<sup>rd</sup> Offense- Saturday School
- 4<sup>th</sup> Offense- ISA

**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.

1<sup>st</sup> 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**.

2<sup>nd</sup> 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 ISA**. 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 ISA**.

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**.

4<sup>th</sup> 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.

## **DRESS CODE**

### **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. All decisions of the dress code are at the discretion of the building principal.

#### **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 uncuffed. 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.
- Students in grades K and 1 may wear pants with an elastic waist.
- 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 for students in grades 4 and 5. 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 grades 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.”

- 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.
- 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.

- 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.

## Shirt/Blouse

- All students will wear a white dress shirt/blouse with a full-button placket (buttons from collar to shirttail), or a white, light blue or navy polo-style shirt with a collar 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 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.

## Sweater vests and Quarter zip pullovers

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. Quarter-zipped pullovers purchased through the School Spirit Shop are also permitted.

- 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 a closed back and heel. The following specific guidance applies to shoes:

- Athletic shoes of any style are only acceptable when the warm weather dress code is in effect. Light up athletic shoes are prohibited .
- 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, tights, and nylons must be worn at all times. They must be fully visible outside the shoe, covering the ankle and be in good taste.

## **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 midpoint of the ear. Hair must not exceed 2 inches of body from the scalp.
- Sideburns must not extend beyond the earlobes.
- 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, ponytail ties, and bows are acceptable for female students.
- Combs or picks may not be worn in the hair.
- 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 October 1<sup>st</sup> and after May 1<sup>st</sup>. During those times, all students in grades K-5 may wear navy blue or khaki colored shorts. The shorts will be:

- appropriately sized and in good repair (free of tears, holes, frayed cuffs, and stains).
- The style and fit should allow shorts 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.

All students in grades K-5 may wear athletic shoes with shorts. This is the only circumstance where athletic shoes are permitted. Light up athletic shoes are prohibited.

## **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. All decisions of the dress code are at the discretion of the building principal

### **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**

- Students in grades 9-12 will wear a white dress shirt or blouse with a full-button placket (buttons from collar to shirttail) with approved pants or skirts.
- Students in grades 6-8 have the option of wearing a dress shirt/blouse or a school approved monogrammed polo-style shirt.
- 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. The top button must be fastened. 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, Sweater vests and Quarter zip pullovers**

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. Quarter-zipped pullovers purchased through the school Spirit Shop are also permitted.

- 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 a 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, tights, and nylons must be worn at all times. They must be fully visible outside the shoe, covering the ankle and be in good taste.

### **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.

### **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 midpoint of the ear. Hair must not exceed 2 inches of body from the scalp.

- 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, feathers, or other extensions of the headband are prohibited.
- Barrettes, ponytail 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 October 1<sup>st</sup> and after May 1<sup>st</sup>. 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 or quarter zipped pullover 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.

### **EHOVE Students**

EHOVE students are expected to comply with SMCC Dress Code requirements unless their EHOVE program has specific dress/safety requirements. In those cases, EHOVE students may attend SMCC classes in their EHOVE attire as long as they wear an SCCS/SMCC dress code polo or EHOVE program polo. Hoodies are not permitted while at SMCC.

## **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. Please be aware that it is the policy of SCCS that student lunches must be paid in advance or at the time of purchase. However, charging meals for a short period of time is allowed as an accommodation, but their accounts must be brought current by the end of the school year. Accounts owing \$20.00 or more will result in your child's purchased privileges being suspended. We will continue to provide the state guideline meal of a peanut butter sandwich and milk until the account is current.

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 PreK-12 are posted on the monthly menu on the website. The school lunch includes milk as part of the lunch as defined by the State of Ohio.

Grades PreK-3 may have the Type A lunch which is the meal on the menu with milk included. A PBJ uncrustable may replace the main entree if you choose.

Grades 4-6 may have the Type A lunch or Salad Bar with milk included. Every Wednesday, 6th grade may purchase a la carte if they like.

Grades 7-12 may have the Type A lunch or Salad Bar with milk included. They may also purchase a la carte items if they like. A la carte is never free with lunch.

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 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 [K12paymentcenter.com](https://www.k12paymentcenter.com).

Each student will be biometrically enrolled into the lunch system to ensure accuracy at the register. Parents or guardians may choose to link multiple students into one pooled family account to simplify payments. Please contact the cafeteria if you would like to have a family account created.

*Details on depositing funds online as well as checking balances and spending are located at <https://www.k12paymentcenter.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.

## **Birthday's Grade K-5**

**Students in grades K-5 may dress up on or near their birthday if they choose. Pants must be school appropriate with no holes or rips. Sweatpants/pajamas are prohibited. Shoulders must be covered.**

**If a child wishes to bring something in to share with the class, it must be a non-perishable item. Food items will not be permitted. Having a student bring their favorite book in to share with the class would be an excellent alternative.**

## **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.

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 3 -12) may be 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, 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. Students are required to bring back proof of attendance letters upon their return to school. Letters should be given to the Guidance Counselor.

### **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.

## **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.

### **Married Students**

Married students are not permitted to attend SCCS.

## **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. Students in grades 6 through 8, 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.

### **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 and must be approved by the building principal. 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 and fill out a facility request form that can be obtained in the main office. 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.

## REQUEST FOR FAMILY VACATION

**Please note:** The below absences count as part of the 38 hours per month and/or 65 hours per school year allowed by the State of Ohio, House Bill 410. Once the 38 hours per month and/or 65 hours per school year threshold(s) have been met, a student is considered to have "Excessive Absences". Please refer to the Student Handbook on the state law concerning student attendance.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Dates of Absence:** \_\_\_\_\_

**Total Number of School Days Missed:** \_\_\_\_\_

**Reason for Request:**

---

---

---

*I understand that my child is responsible for completing all school work missed during this family vacation within one week from return. The principal will contact me prior to vacation if there are any concerns.*

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Signature of Principal Date

## Appendix B

### 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 Sallie Mae 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 Sallie Mae.

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 Sallie Mae. 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, games, 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 on or around school grounds. A wireless system has significant impacts on security and network operations. Only wireless systems installed and operated by the Technology Coordinator are permitted to be used while at school.

School owned devices must be connected to the school's wireless network while at school. 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.

## **1:1 Device Acceptable Use Policy**

### **Device ownership**

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

Upon withdrawal from the school, devices are to be returned on the student's last day of classes. Failure to return a device will result in the full cost of a replacement billed to the student's guardian.

All devices 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 device yearly.

This device is issued as an academic tool and should be treated as such. Students are not to attempt to gain additional access or modify their device in any way. Including but not limited to accessing developer tools or modifying the intended settings of the operating system.

### **Possession**

Students are not permitted to loan their device 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 device. If the device 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 many cases the device can be quickly tracked and recovered.

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.

Any loss of school issued chargers will also be billed to the student/family.

### **Unattended device**

Devices 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 device, 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.

### **Vandalization**

Students are not to deface their school-issued device in any way. This includes adding stickers, coloring on, or any decorating of the device or protective case.

### **Damage Policy**

Any damage to a school-issued chromebook that necessitates repairs or replacement of parts will require payment from the student or parent. Charges will usually range from \$40-\$90 depending on the parts needed. If the damage has been determined to be negligent or reckless, the full cost of the device will be assessed and charged.

Any damage to the device will be individually assessed by the administration and fees will be determined if necessary. In the event of repeated damage, a new device may not be issued to a student. Upon request, when repair charges are necessary, a letter with the estimated cost may be sent home with photos of the damage. Once the letter is signed and returned, the device will be repaired and returned to the student.

Any damage of a device 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 a device 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 device so long as it does not require removal or modification to the school-issued case. For example, a wireless mouse is permitted for use.

Students are issued a charging cable and or wall adapter with their device. In the event of loss or damage, the student will need to pay for a replacement charger purchased through the school. Only official device chargers should be used. Do not use a third party or "generic" charger with your device.

### **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 and can be requested through SCCS.
- If an accident occurs the night before, the student should complete any work needed and shutdown the device 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.
- 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.

### **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 from 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 at businesses and at home.

All traffic involving school-issued devices or school-issued accounts will be monitored and recorded. Students should only use their devices for appropriate school reasons regardless of location or time of day.

### **Social Networking**

Social networking apps and websites are prohibited from use on your device 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 devices. 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 devices out in the cafeteria during lunch period, in restrooms or locker rooms. 6th-8th grade students' devices are also prohibited from being stored in their lockers at any time. Grades 6-8 will store their devices in the approved location outside of the cafeteria during lunch.

Students are always prohibited from using their school-issued or personal devices during a detention, regardless of its necessity for school work.

### **Games and Non-school Related Apps.**

Students are not permitted to play any games during school hours (including lunch) on their school-issued device or any other personal device. Doing so will result in a Level II infraction #18.

### **Classroom Policy**

The devices are intended for academic use in class. If during class a student is not using their device solely for the academic purpose of the class they are in, the teacher will issue a Level I infraction #10, "Off task during class", recorded on the student's 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". This will result in a 60-minute detention.

### **Privacy**

All data stored or accessible through a student's SCCS-issued device 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. All websites visited and emails sent/received using an SCCS device or account will be logged.

### **Charging**

Students are to arrive at school each morning with a fully charged device. 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 or possibly Level IV #33 resulting in an ISS.

### **Proper Care Tips**

- Do not leave the device in direct sunlight or in a hot or extremely cold car.
- Do not consume food or drink while using the device.
- Do not take the device out of the protective case.
- Do not use the device 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 interests in mind.

## Appendix D

# 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. Physical Education teachers will monitor progress of students through checklists/goals developed per age level.
2. Food services personnel will monitor food consumption, food environments and provide ongoing evaluation of success of the school nutrition program.
3. 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.

Appendix E

**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 \_\_\_\_\_

<b>Medication</b>	<b>Route</b>
<b>Dose</b>	<b>Time of Administration</b>

\_\_\_\_\_  
\_\_\_\_\_

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

contacted

Emergency phone where physician can be

.....

### **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.

**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.

<b>Parent/Guardian's signature</b>	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 known)	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 <b>not</b> prescribed who receives a dose

Special instructions
_____
_____

<b>Physician's signature</b>	Date
Physician's name	Physician's emergency telephone number (                      )

Adapted from the Ohio Association of School Nurses

HEA 4223 3/07

## Ohio Department of Health Authorization for Student Possession and Use of an Epinephrine Autoinjector

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 autoinjector 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 autoinjector, 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.

<b>Parent/Guardian's signature</b>	Date
Parent/Guardian's name number	Parent/Guardian's emergency telephone (                      )

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

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

Circumstances for use of the epinephrine autoinjector  _____
Procedures for school employees if the student is unable to administer the medication or if it does not produce the expected relief  _____

**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 <b>not</b> prescribed who receives a dose

Special instructions  _____
-----------------------------------

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

<b>Prescriber's signature</b>	Date
Prescriber's name	Prescriber's emergency telephone number (                      )

Appendix F

## Guidelines for Partial Enrollment Status

In our diocese, Catholic education is comprised of the faith formation provided by our Catholic schools, our parish catechetical programs, and our homeschooling families. We all know well the importance that these arenas of Catholic education play in the upbringing of our young people. Moreover, in an effort to partner with parents, the primary educators of children, we must ever seek additional ways we assist all families in sharing the good news of the Gospel-by revealing the truth, beauty, and goodness of Christ Jesus's presence in all subjects to the adolescents entrusted to our care.

*Bishop Daniel Thomas May 10, 2021*

The following guidelines have been established in effort to encourage these partnerships with families choosing to homeschool their children.

1. To be considered for Partial Enrollment Status, the child must be able to verify they are currently in a properly approved homeschool program in Grades 6 through 12 (approval from their public school of residence).
2. Partial Enrollment Status includes enrollment in a minimum of one (1) and a maximum of three (3) SCCS/SMCC classes. Fully Enrolled Students will not be displaced by someone on Partial Enrollment Status.
  - a. If enrolling in multiple classes, the classes must be able to be scheduled consecutively, without any “unscheduled” class periods between.
  - b. Partially Enrolled individuals **MUST** complete all classroom requirements for academic classes, such as retreats, field trips, etc., or complete an alternative requirement assigned by the school. Those not enrolled in SCCS Religion/Theology classes are eligible to request participation in grade level/class retreats.
3. Tuition costs for Partial Enrollment Status is 50% of the grade level tuition.
  - a. If eligible, individuals on Partial Enrollment Status may receive Parish Member Discounts, but are **NOT** eligible for any other discounts or local scholarship monies.
4. Partially Enrolled individuals are eligible to participate in extra- and co-curricular activities as long as:
  - a. All OHSAA requirements are met for participation in athletic activities.
    - i. Parent(s) must submit grades to the SMCC Athletic Director at the same time SMCC grading periods end. These will be communicated to the parent(s) in advance.
  - b. Band/Choral participation also requires enrollment in those SCCS academic classes during the school day
5. Partially Enrolled individuals are eligible to receive awards and honors related to their extracurricular participation, but are not eligible for school-based awards including, but not limited to, valedictorian/salutatorian, HS Department Awards, Zierolf Award, Lococo Award, Bishop's Cross, etc.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School Official Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_