



SANDUSKY  
CENTRAL  
CATHOLIC  
SCHOOL

**Family Handbook**

**2025-2026**

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

# Sandusky Central Catholic School

## 2025-2026 School Calendar

| July 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| August 2025 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | S  |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24/31       | 25 | 26 | 27 | 28 | 29 | 30 |

| September 2025 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | S  |
|                | 1  | 2  | 3  | 4  | 5  | 6  |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |

| October 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| November 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23/30         | 24 | 25 | 26 | 27 | 28 | 29 |

| December 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |

| January 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| February 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    |

| March 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

| April 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

| May 2026 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24/31    | 25 | 26 | 27 | 28 | 29 | 30 |

| June 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |



School Closed/Holidays



Teacher In-Service/Workday (no school for students)



Offices Closed



First and Last Day of School



Parent Teacher Conferences (Early Release Nov. 6, No School for students Nov. 7, Full Day of school Feb. 12)

### Sports Shutdown – June 29 – July 5

#### End of Quarter Dates:

Friday, October 17

Friday, December 19

Friday, March 13

Thursday, May 21

Approved: 02/19/2025

## 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.

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## 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.
- Teachers expect parents to ensure students arrive on time, in dress code, and prepared to learn.
- 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 on time in dress code with their Chromebook charged, 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 student will be admitted without proper immunization or its substitute.
- D. Students in 7th and 12th grade are required to have a meningococcal vaccine prior to entry. (See Appendix H- Immunization Summary)
- E. Successful completion of grade 8 to be eligible for enrollment in SMCC grade 9. F. Families eligible for State of Ohio EdChoice Scholarship, contact the Admissions Office at 419-626-1892.
- F. 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.

- G. New students in grades 1-12 will enter under a probationary status for his/her first year 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. Potential new families indicate their desire to have their children attend Sandusky Central Catholic School by completing the registration form and submitting the registration fee.

Potential new students are encouraged to schedule a student shadowing day ("Panther for a Day") to get an inside look at being a Sandusky Central Catholic School student! As a Panther for Day, you will be our guest and attend a regular school day with one of our students. You will witness the spirit that makes SCCS special and have a chance to meet our teachers, students and learn more about our academics and programs. Potential new students entering grades 6-12 will have a "Student-Family Interview" with the middle/high school Principal to review past academics, attendance, discipline, and a great opportunity to get to know the family. All new students attending SCCS will have a first quarter (45 day) review with SCCS administrative staff members to ensure the student(s) enrollment has been a strong addition for all parties involved.

## 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 extracurricular 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 if 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 12th Grade.

For more information on "Partially Enrolled Status" please refer to Appendix F.

## 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 prorated 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.

## RaiseRight

RaiseRight is a voluntary fundraising opportunity for families to help defray the cost of tuition. Simply use 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 [raiseright.com](http://raiseright.com) or contact the main office with any questions about the 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 12th grade is considered a student who has withdrawn. Once parents notify the admissions office that a student is leaving for whatever reason, the process of transfer of student records begins.

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

## Transfer of Records Delayed

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

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

## 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:

- Parents are required to contact the school for a student's absence. After the first 30 hours of absence (5 days), the student must bring in documentation from the doctor, court, etc. for the absence to be excused. Any further absences without documentation will count as unexcused.
- Absences will be considered "excused" if the absence meets one of the following criteria:
  - Illness of child; after 30 hours (5 days) of absence, requires a written statement from physician or medical health professional
  - Illness in the family requiring presence of the child; a written statement from physician with explanation as to why the child's absence was necessary
  - Quarantine of the home; reasonable cause is shown
  - Death of a relative; appropriate documentation must be provided
  - Medical or dental appointment; requires written statement from physician or dentist
  - Observance of religious holiday; for purpose of observing a religious holiday consistent with the child's truly held religious beliefs
  - Vacation absence forms must be filled out 3 days ahead of time. Approval for all vacations will be made on a case-by-case basis by a building administrator. If a vacation is not approved, it will be an unexcused absence.

## 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:

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

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

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 notifications will be distributed to student families at the following absence hours:

- 30 absent hours (email)
- 36 unexcused absent hours (letter)
- 54 unexcused absent hours (letter)
- 72 unexcused absent hours (letter) and initiates an Attendance Intervention Team (AIT) meeting with the school attendance officer and/or SCCS administrators

## 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 during an excused absence. Students who are unexcused may not be given credit for work missed.
  - Excused absence notes obtained within 72 hours of the missed day(s) will be allowed to do makeup work. After 72 hours the work may not be made up.
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, the student's parent/guardian will be notified by an SCCS administrative staff member of the situation and the consequences forthcoming.
    - If a student is tardy a fifth time, that student will be assigned a 60-minute detention. Every fifth tardy following, the student will be assigned an additional 60-minute detention (Ex: tardy #5, #10, #15, etc.). Tardies are tracked and reset every semester.

- 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.
  - Excused tardy is used for bus and weather situations-marked L-TB 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. The 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. Any student leaving with a fever must be 24 hours fever free before returning to school.
  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 6-12 students should give communications to the main entrance receptionist. Students will be released from the reception office. This is recorded as a partial absence.
  5. If there is any change in transportation procedures (bus, car, walk, extended day, etc.) for any elementary student, a note MUST be sent to the homeroom teacher. 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 any other school-related extracurricular activities 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.
  8. Home school district delays and/or cancellations - Student families must notify attendance personnel if their student(s) will be tardy and/or absent due to their home school district of residency's delay or cancellation. Please note, this only applies if SCCS is in session and the home school district of residency is not.

### 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.

Students should bring a note from a parent/guardian explaining the reason for the appointment and give it to the receptionist BEFORE the start of the school day. Parents may also email [attendance@sanduskycc.org](mailto:attendance@sanduskycc.org) to inform the office. All absences will be marked "Unexcused" until a note is brought in.

### 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.org](http://www.sanduskycc.org))

## School Events

Students attending school functions (during school hours) that are not participating/qualify must have an excusal note from parent/guardian, be in good academic standing, and have no previous attendance or disciplinary issues (deemed appropriate by a school administrator). If the student meets all of the mentioned requirements, the student will be marked as an “Excused-Other” absence. Students that do not meet all of the mentioned requirements will be marked as an “Unexcused” absence.

## 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. Messages will also be disseminated on Social Media. If a student’s district of residence is closed or delayed, a student may follow the decision made by their district of residence. It will count as an excused absence, but students are responsible for all missed work and parents should inform the office.

## Emergency During School Hours Regarding Weather Conditions

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

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

## Delay of School

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

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

## STUDENT 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

High School 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 for 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.
- 3) 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
- 4) A semester exam or alternative assessment is required for all high school courses. This academic exercise counts  $\frac{1}{5}$  of the semester average.
- 5) 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.

## GPA Calculations

High School students will earn a Grade Point Average (GPA) for all high school credited classes. GPA is calculated by adding up the GPA points earned and dividing it by the total number of credits earned. Letter grades are converted into numbers based on one full credit earned, A=4 points, B=3 points, C=2 points, D=1 point, F=0 points. Each semester students can earn .5 credits for regular, honors and AP coursework. College Credit Plus (CCP) classes earn credits based on the Carnegie Units, 3 CCP units=1 high school credit. GPA is calculated by semester for the student's permanent record. Quarterly GPA is only used for Honor Roll and athletic eligibility. Cumulative GPA is based on all high school credited coursework, including high school classes taken in middle school.

## 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.

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- 3rd 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) may be given starting in Grade 3 to any student. 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 8th grade will have freshman status.
- Students with 6 or more credits will have sophomore status.
- Students with 12 or more credits will have junior status.
- Students with 18 or more credits will have senior status.
- Students need 24 or more credits to graduate.

## Academic Letters

Academic letters are awarded to students who maintain a cumulative GPA of 3.6 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 7th 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 8th semester (after the 15th quarter) and at the end of the 8th semester. In an extreme case, the title of Valedictorian and Salutatorian may be stripped from that student and given to the next qualified student.

## 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 with no grade lower than a C- 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.
- 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.



- 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.
- 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.

Pursuant to Ohio Revised Code 3365.09(A), a district may seek reimbursement from a student or parent if the student fails to attain a passing final grade.

Current interpretation of this statute shall allow, but not require, a school district or nonpublic school as appropriate to seek reimbursement under the following two circumstances: 1) If the student receives a failing grade at the end of the college course; or 2) If the student withdraws from or drops the college course subsequent to the 14th calendar day after the particular course began. Pursuant to Section 3365.09(C), neither a school district nor a nonpublic school shall seek reimbursement if the student is identified as being economically disadvantaged in accordance with Ohio Administrative Code 3333-1-65.6(B)(2).

#### Timeline for the program:

- January/February: Annual information night for students and parents. This meeting fulfills the mandatory counseling session required by the College Credit Plus program.
- April 1st: Intent to Participate 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. A 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

- Applicants must submit a copy of the high school transcript
- 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.
- 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.
- 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.
- 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.

## College Credit Plus Underperforming student policy

An underperforming student is defined as a student who meets at least one of these conditions:

- Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP program.
- Withdraws from, or receives no credit for, two or more courses in the same term. (Withdrawing from a course occurs when the student dis-enrolls from a course after the census date and the secondary school is financially responsible for the tuition associated with the course.)
- An ineligible student is defined as a student who meets the definition of an underperforming student for two consecutive terms of enrollment.

### CCP Probation

- A secondary school must place an underperforming student on CCP Probation. The school must promptly notify the student, the student's parent, and each college in which the student is enrolled. The school must advise the student and the student's parent on requirements for continuing in the program.
- A student on CCP Probation may enroll in no more than one college course and the student may not enroll in a college course in the same subject in which the student earned a grade of D or F or for which the student received no credit.
- If the student had already registered for more than one course prior to being placed on CCP Probation, the student must request each college or university to dis-enroll the student from courses as necessary. The student, as noted above, may continue to be enrolled in one course. The student must notify that college of which course the student would like to remain enrolled.
- The college will confirm the course enrollment and all course dis-enrollments in the Pre-Term Notice of Admission (14 days prior to the semester start).
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. That student is also then considered an ineligible student and is dismissed from the CCP program in the next term.
- If the student on CCP Probation takes one course and the grade raises the student's cumulative GPA to a 2.0 or higher, the student is removed from CCP Probation and may participate in the program without restrictions.
- If the grade does not raise the cumulative GPA to a 2.0 or higher, the secondary school is responsible for dismissing the student from the program.

### CCP Dismissal

A secondary school is responsible for dismissing an ineligible student from the CCP program. The school must promptly notify the student, the student's parent, and each college or university in which the student is enrolled.

Any student on CCP Dismissal may not take any college courses through the program. If the student had already registered for college courses prior to being dismissed, the student will request each college to dis-enroll the student from the courses.

The college will confirm all course dis-enrollments in the Pre-Term Notice of Admission (14 days prior to the semester start).

If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. The student will continue to be on CCP Dismissal for an additional term.

### Appeals Process Summary

A student may appeal to the district superintendent or school governing entity the CCP Dismissal or prohibition from taking a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received no credit.

The governing entity or superintendent will consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:

- A. Allow the student to participate in the program without restrictions.
- B. Allow the student to take a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received no credit.
- C. Allow the student to participate in the program on CCP Probation.
- D. Maintain the student's status on CCP Dismissal from the program.
- E. The student must request an appeal within five business days after being notified of the CCP Dismissal or the CCP Probation that prohibits the student from taking a course in the same subject.
- F. The secondary school will promptly notify any college or university in which the student is enrolled that the student has requested an appeal.
- G. The district superintendent or school governing entity will issue a decision on the student's appeal within ten business days after the date the appeal is made.
- H. The decision of the superintendent or governing entity is final.
- I. The secondary school will promptly notify any college or university in which the student is enrolled of the decision.

If the decision is to continue the CCP Dismissal, the college or university will permit the student to withdraw from all courses without penalty and the secondary school will not be required to pay for those courses.

If the superintendent or governing entity fails to issue a decision within ten business days, the college or university will permit the student to withdraw from all courses for which the student is not eligible without penalty. If the decision on the appeal is made after the college/university's no-fault withdrawal date, the secondary school will pay for those courses.

Secondary schools must include information about CCP Probation and CCP Dismissal including procedures for appeals in the Information Session and counseling services.

### Credit Flexibility for St. Mary Central Catholic students

**PHILOSOPHY:** Credit flexibility is based on competence. Research confirms that varying time and instructional methodology, while maintaining quality, can cultivate the kind of self-directed learning that is essential for success in post-secondary education and careers -- and throughout life.

**ELIGIBILITY:** Any student entering grades 9-12 who: (1) meets the course's established prerequisites, (2) demonstrates competency in the content area of chosen study, (3) possesses sufficient skills to work independently, and (4) completes learning activities on time.

**CREDIT:** All credit will have equitable value regardless of how it is earned. Student records and other documentation will not differentiate credit based on how it is earned. A Credit Flexibility Panel at St. Mary Central Catholic High School will review applications and proposals and will determine Carnegie Unit\*\* equivalency. Students must meet course prerequisites for course level advancements.

**What is a Carnegie Unit?** Established in 1906, the Carnegie Unit is a time-based measurement of educational coursework. 120 hours of "seat time" in a course is equal to 1 Carnegie Unit of high school credit.

**STUDENT PROPOSALS:** Students must submit proposals for all options offered. Upon approval of the Credit Flexibility Panel (Principal, School Counselor, and Department Chair), the student will be notified of his/her acceptance into the Credit Flexibility Program.

**SUBMISSION DATES:** Requests for all options need to be submitted to the School Counselor by June 1st for 1st semester and October 15th for 2nd semester. Students will be notified by July 1st for first semester options and November 1st for second semester options. These deadlines are firm and will be strictly enforced.

**COST:** There are potential fees for Credit Flexibility Participation, if a student chooses an option not provided by Sandusky Central Catholic School. Additional costs associated with the student proposed independent studies, testing out, and virtual learning are the sole responsibility of the student.

### Credit Flexibility Procedure:

Students must complete an Application to Test Out of a Course for first semester by June 1st or by October 15th for second semester test out of a course. Testing out requirements must be met in June grading and by December 1st for first semester/summer for second semester grading.

Students must receive a grade of 80% or above to pass a course through testing out procedures. Students have the option of accepting the grade for credit. These grades are reflected on high school transcripts and impact class rank. Students also have a pass/fail option, meaning they can take the test for a grade of "P" only. This will not affect their grade point average or class rank. Students will receive an "F" on the transcript if they fail, and they will not receive course credit. Weights, grading, and Carnegie Unit scales will be the same as if the student attended the course. Students can also receive credits for AP course tests in this manner. The grading scale of AP tests shall be as follows: A score of 5 on the AP test will receive a weighted "A." A score of 4 on the AP test will receive a weighted "B." A score of 3 will receive a "P." Students may take this as a pass/fail option, as well. Test Out Fee -All course fees will be paid by the student including AP test costs. AP test costs are \$96.

### 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.

### Early Graduation Policy

Students seeking early graduation from SCCS for the sole purpose of enlisting in the United States Armed Forces must meet all state and district graduation requirements, including completion of the Kairos retreat, Senior Project, and 40 hours of community service by the end of their third year of high school. A minimum GPA of 3.0 is required. A formal written request must be submitted to the principal with parental consent if the student is under the age of 18. The application must also include a written education and career plan, developed in consultation with the school counselor.

Requests must be submitted no later than the end of the student's sophomore year. A meeting with the school counselor is required to review graduation progress and post-secondary plans. Once all requirements and documentation are submitted, including the official signed commitment/enlistment letter with the U.S. Armed Forces (to be provided once the student becomes eligible to sign), the final decision will be made by the principal. Parents must also sign an acknowledgment form as part of the application process.

Early graduates will not be eligible to participate in 4th-year high school athletics and may only take part in school-sponsored events that are open to the general public. However, they will be permitted to participate in graduation ceremonies and senior year activities during their third year.

### Artificial Intelligence "AI" Usage Policy

At SCCS, we recognize that artificial intelligence (AI) tools can be valuable resources for enhancing learning, fostering creativity, and supporting academic success. When used appropriately, AI can help students brainstorm ideas, check grammar, and explore topics more deeply.

However, AI should support—not replace—student learning. Students are expected to complete assignments using their own thinking, effort, and voice. Relying on AI-generated content without understanding or personal engagement undermines the learning process and is considered academic dishonesty. Using AI inappropriately—such as copying and submitting AI-generated work as your own—is considered cheating and plagiarism. All work turned in should reflect your personal understanding, voice, and effort. Violations will be addressed according to the school's academic integrity policy.

Teachers may guide and encourage the use of AI tools as part of the learning experience, but students should always seek clarity if unsure of proper use. The goal is to grow as critical thinkers, writers, and problem-solvers—skills that AI cannot replace.

## 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. Students and parent(s)/guardian(s) in grades 6-12 who are receiving a D or F in any subject will be required to have a parent-teacher conference.

### 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.org](http://www.sanduskycc.org)).

### 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 2-12 will take part in the annual ARK test, given in the Spring, to determine growth and knowledge in the Catholic faith.

### Retreat Policy

All retreats are part of the SCCS religion curriculum and students are expected to be in attendance. We believe our faith is the most important part of our school. Because of that, every grade level participates in a yearly retreat. Several older grade levels participate in an overnight retreat:

8th Grade: Two Night Damascus Retreat

10th Grade: One Night Beulah Beach Retreat

11th Grade: Two Night Damascus Retreat

12th Grade: Three Night Kairos Retreat

All retreats are mandatory and required for graduation. If an extenuating circumstance prevents a student from attending, a meeting must be scheduled prior to the retreat with both the principal and the priest leader to discuss the situation. If an exception is granted, the student will not be permitted to participate in other overnight events offered for that grade level (e.g., the 8th Grade Washington, D.C. trip or the Senior Trip).

### 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

Weekly 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. 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 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. Contact the school if you have any questions.

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. Students should not text or call home using personal devices.

### 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, Margaretta, Perkins, Sandusky and possibly other area schools. Questions regarding bus scheduling should be referred to the respective bus coordinator in your local district.

### Behavior 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
- 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 or other personal electronic devices are permitted.
- Students must remain in dress code.
- 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. 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 Suspension:** 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 suspension, students are required to complete all classroom assignments. This suspension will not count toward the students’ absences from class. In an effort to minimize loss of class time, Saturday school may be assigned at the discretion of the principal or designated administrator. While the student is serving an in-school suspension, he/she must remain in the designated ISS location and may not participate in clubs, activities, and sports.

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

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

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

**Due process:** If in-school 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.

**Law Enforcement Involvement:** In the event that a student is involved in a matter with law enforcement or other external authorities, families should understand that the school does not have jurisdiction or control over the decisions made by those outside agencies. Students may be subject to both external consequences (e.g., legal action) and internal school consequences as outlined in the SCCS Handbook. Internal consequences will be determined based on the nature of the student’s actions and their alignment with the school’s code of conduct and disciplinary policies.

## 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 2 -- 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 3 through 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 point)

1. Disobedience to teacher's directives or disregard for assigned activity.
2. Dress code violations
3. Lack of class materials
4. Disrespect for another student, his/her property, or school property.
5. Passing or writing notes
6. Unauthorized eating outside the cafeteria
7. Talking during announcements /prayer
8. Interrupting learning/instruction
9. Off task during class

#### Level II Infractions: (3 points)

10. Disobedience to teacher's directives or disregard for assigned activity
11. Inappropriate behavior (including but not limited to: offensive, hurtful, harassing, and/or insulting behaviors)
12. Unauthorized movement in building
13. Throwing objects
15. Inappropriate use of technology (i.e. earbuds/airpods, gaming)
16. Chronic or repeated Level I infractions

#### Level III Infractions: (5 points)

17. Inappropriate gestures or language (Includes: foul, profane, or obscene speech and racial or ethnic slurs.)
18. Lying/Forgery

20. Use of cell phone or unauthorized device (smartwatches, airpods/earbuds) 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. Cheating/Plagiarism (The student will be awarded a zero and other consequences are outlined below.)
27. Causing disruption on a school bus
28. Offensive, hurtful, harassing, insulting, inappropriate or unethical use of the internet or related technologies including the use of tools with the intent to circumvent restrictions.
29. Inappropriate use of social media

#### Level IV Infractions: (5 points)

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

#### Policies and Procedures for Level I Infractions

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

Level I = 1 Point

Level II = 3 Points

Level III/IV = 5 Points

5 Points will result in a 30 minute detention.

10 Points will result in a 60 minute detention.

15 Points will result in a 90 minute detention.

Points are cleared at the end of each semester.

Over 15 Points will result in mandatory a meeting between administration and parent/guardian and a success plan will be established. Failure to meet the goals in place by the date on the success plan will result in disciplinary action and/or placed on an enrollment contract at SCCS.

#### 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
- Detention
- In-school Suspension (ISS): Students will be detained in an ISS room for the entire day. Additional consequences for students are outlined in "In School Suspension."
- Out-of-school Suspension (OSS): Students are temporarily removed from school for a length of time as prescribed by the disciplinary system or for a time to be determined by the Assistant Principal or Principal.
- Expulsion: Complete removal from the school for one semester or permanently.

### **Level III/IV Notes**

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

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

**Cheating:** 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.

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

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

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

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

## 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 notice may be issued to the student and/or parent as a reminder of any assigned consequence. 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. Please note that for all students in grades 6–12, infractions and behavioral points remain active throughout each semester (August–December and January–May). These records reset at the conclusion of each semester.

### Level I - IV 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 Infraction = One Point

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

#### Level II Infraction = Two Points

9. Disobedience to teacher's directives or disregard for assigned activity
10. Missed appointment
11. Inappropriate behavior
12. Unauthorized movement in building
13. Throwing objects
14. Disrespect for another student, his/her property, or school property
15. Inappropriate use of technology (i.e. gaming or videos)
16. Chronic or repeated Level I infractions

#### Level III Infraction = Three Points

17. Inappropriate gestures or language (Includes: foul, profane, or obscene speech and racial or ethnic slurs)
18. Detected possession/usage of cell phone or unauthorized device (Items such as smart watches, earbuds, phones will be confiscated by school administration and returned only to parents)
19. Behavior/physical contact with discernible intent to harm
20. Disrespect to faculty, staff, or volunteers
21. Damage to school/Church/community property (Payment for clean-up and/or repair will also be required)
22. Refusal to follow reasonable requests of faculty, staff, volunteers
23. Skipping class or school, leaving school property/function without permission, or missing an assigned detention
24. Lying
25. Cheating/Plagiarism (The student will be assigned a zero on the assignment and will follow the cheating/plagiarism section of the code of conduct on page 32)



26. Causing disruption on a school bus
27. Offensive, hurtful, harassing, insulting, inappropriate or unethical use of the internet or related technologies including the use of tools with the intent to circumvent restrictions.
28. Inappropriate use of social media

#### Level IV Infraction = Four Points

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

#### Level III/IV Notes

Cell phone infractions: If a student violates the cell phone policy a second time, they will receive a 90-minute detention and must turn in their phone to the main office each morning for the rest of the quarter. If a student under this restriction fails to check in their phone, they will receive a 60-minute detention. A violation for the third time (or more), where the student is found in possession of a phone, will result in a Saturday School session.

#### Policies and Procedures for Infractions

Infractions will be recorded by staff members in PowerSchool and are based on a point system. Consequences for discipline begins when a student accumulates three points and continues every three points after that. The consequence for accumulating infraction points becomes more severe with every level a student reaches (see discipline levels chart). The principal or dean of students will notify a student when they receive a consequence in order to assign the required disciplinary action. Students will be required to serve the consequence when assigned or they will receive another consequence in addition to the original one. Infraction points are cleared at the conclusion of each semester.

Corrective actions for infractions/accumulation of infraction points (see discipline levels chart) may require any of the following consequences:

- Phone call with student and/or parents
- Principal and/or Dean of Students conference with student and/or parents
- Detention(s)
- Saturday School
- Success Plan
- Behavior Contract
- Restitution for any damages to school property
- Community service
- Suspension
- In-School Suspension (ISS): Students will be detained in an ISS room for the entire day
- 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 Principal and/or Dean of Students
- Expulsion: Complete removal from the school for one semester or permanently

Disciplinary and/or corrective action may also be assigned at the discretion of the principal, dean of students, or designated administrator.

Point Value Determination

3 Points = 60 Minute Detention

6 Points = 90 Minute Detention

9 Points = Saturday School

12 Points = In School Suspension (ISS)

18 Points = Out of School Suspension (OSS)

Cheating Notes

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.

A student will automatically receive a zero for any assignment, quiz, and/or test.

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

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

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

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

## SCCS DRESS CODE

|    |            |                           |       |  |
|--|------------|---------------------------|-------|--|
| APPAREL/GRADE  | K-5        | 6-8                       | 9-12  |  |
| LIGHT BLUE POLO   | ✓ ✓        | —                         | —     |  |
| NAVY BLUE POLO    | ✓ ✓        | ✓ ✱ ✓                     | ✓ ✱ ✓ |  |
| WHITE POLO    | ✓ ✓        | ✓ ✱ ✓                     | ✓ ✱ ✓ |  |
| WHITE OXFORD    | ✓ ✓        | ✓ ✓                       | ✓ ✓   |  |
| KHAKI PANTS   | ✓ ✓        | ✓ ✓                       | ✓ ✓   |  |
| NAVY PANTS    | ✓ ✓        | ✓ ✓                       | ✓ ✓   |  |
| AUG-OCT 1, MAY 1-23 SHORTS    | ✓ ✱ ✓      | —                         | —     |  |
| NAVY/KHAKI/PLAID SKORT    | ✓          | ✓                         | ✓     |  |
| NAVY/KHAKI/PLAID JUMPER   | ✓ K-3 ONLY | —                         | —     |  |
| NATURAL MAKEUP   | —          | ✓                         | ✓     |  |
| CREW NECK SWEATSHIRT    | ✓ ✓        | ✓ ✱ ✓                     | ✓ ✱ ✓ |  |
| V-NECK SWEATER    | ✓ ✓        | ✓ ✱ ✓                     | ✓ ✱ ✓ |  |
| NAVY CARDIGAN   | ✓ ✓        | ✓ ✱ ✓                     | ✓ ✱ ✓ |  |
| NAVY VEST   | ✓ ✓        | ✓ ✱ ✓                     | ✓ ✱ ✓ |  |
| 1/4 ZIP PULLOVER    | ✓ ✓        | ✓ ✱ ✓                     | ✓ ✱ ✓ |  |
| LEATHER/LEATHER-LIKE BELT   | ✓ ✓        | ✓ ✓                       | ✓ ✓   |  |
| TIE/BOWTIE    | ✓ ✓        | ✓ ✓                       | ✓ ✓ ✱ |  |
| TOMMY HILFIER BLAZER    | ✓ ✓        | ✓ ✱ ✓                     | ✓ ✱ ✓ |  |
| NEUTRAL SOCKS   | ✓ ✓        | COLORED SOCKS ALLOWED ✓ ✓ | ✓ ✓   |  |
| NEUTRAL/WHITE/TAN TIGHTS    | ✓          | ✓                         | ✓     |  |
| *NONEON, NO LIGHT UP GYM SHOES    | ✓ ✓        | —                         | —     |  |
| LEATHER/LEATHER-LIKE DRESS SHOE   | ✓ ✓        | ✓ ✓                       | ✓ ✓   |  |
| <div> <div>  FEMALE<br/>  MALE         </div> <div>  MONOGRAM MANDATORY<br/>  AUG - OCT 1, MAY 1 - MAY 23 ONLY<br/>  MANDATORY FOR MALES OCT 1 - MAY 1         </div> <div>           NOT PERMITTED:<br/>           - HOODED SWEATSHIRTS<br/>           - COLORFUL TIGHTS<br/>           - COLORED HAIR         </div> </div> |            |                           |       |  |
| VISIT OUR OFFICIAL TOMMY HILFIER UNIFORM STORE ONLINE<br><div>             ATHLETIC AND SPIRIT WEAR: BSN SPORTS ONLINE             </div> MONOGRAM APPAREL: PELZ LETTERING 419-625-3567  |            |                           |       |  |

## DRESS CODE DETAILS 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. Students not in compliance with dress code must correct it the day of or be sent home.

Our official online school uniform store can be accessed here: <https://www.globalschoolwear.com/school/SAND04>

### 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, capris 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

Belts are optional for Grades K-5. If worn, belts must 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/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, crew-neck sweatshirt, 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

- Shoes: Students are required to wear shoes that are safe, non-distracting, and appropriate for school: solid, dark colored shoes are the expectation. These may be tennis shoes. Understanding the difficulty of finding solid colored shoes, shoes may be a non-distracting, two-tone color, sturdy, fully enclosed, and non-skid.
  - No neon and/or bright colors or sequin.
  - No boots, sandals, or light-up shoes.
  - No raised heels or platforms.
- 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. Neon and bright colored socks/tights/nylons are prohibited

### Injury/Surgery dress code expectations

The administration understands injuries/surgeries may result in a change of dress code. A student should work with the building principal to accommodate the injury/surgery with an appropriate dress code.

### 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.
- Students in grades K-5 are not permitted to wear make-up.

- Students should limit the amount of jewelry worn to school to limit distractions in the classroom. School staff members have the right to ask a student to remove jewelry and place it in a bookbag if it becomes distracting during class.

### Jeans Day Dress Code

On designated jeans day students may wear jeans and a school appropriate shirt. Jeans must be in good repair with no rips and/or holes.

### 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. Buns and ponytails are prohibited for male students.
- Sideburns must not extend beyond the earlobes.
- Unnatural hair colors including primary colors, secondary colors, and/or metallic colors 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 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

Team 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 1st, 2025 and after April 10th, 2026. 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.

### DRESS CODE DETAILS 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.

Students not in compliance with dress code must correct it the day of or be sent home.

Our official online school uniform store can be accessed here: <https://www.globalschoolwear.com/school/SAND04>



## 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, capris 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), Tommy Hilfiger 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.
- Tommy Hilfiger approved plaid skirt styles for grades 6-12

## 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, 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. The navy crew neck sweatshirt is an optional item for all students in grades 6-12 with an approved SCCS/SMCC polo shirt (during warm weather dress code) or a white oxford shirt (during cold weather dress code) underneath. In grades 6-12, all sweaters, quarter zips, and vests must have an approved school monogram, either SCCS, SMCC, or the athletic panther head logo. Approved school logo apparel is available at [Pelz Lettering](#). Sweaters, pull overs, and vests should be appropriately sized (worn long enough to prevent exposure of the dress shirt or skin). and 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. Students in grades 9-12 are issued a school-owned blazer that they are given at the beginning of the school year and return at the end of the school year.

### 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, "HEY DUDE" original-styled shoes, or slippers. These are all prohibited.
- Students required to wear any other style of shoe due to medical purposes, must provide a signed doctor's note to the main office - preferably with a start and end date.

### Socks/Tights/Nylons

Socks (white, black, gray, brown, tan), tights, and/or nylons must be worn at all times. They must be fully visible outside the shoe, covering the ankle and be in good taste.

### Injury/Surgery dress code expectations

The administration understands injuries/surgeries may result in a change of dress code. A student should work with the building principal to accommodate the injury/surgery with an appropriate dress code.

### 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 (or openly covered) 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. Buns and ponytails are prohibited for male students.
- 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.
- 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 or designated days declared by the administration team during the school year. Students should wear the normal dress code under any team/club attire. Hoodies are not acceptable and all students should be matching other students on their team/club.

## Warm Weather Dress Code

A warm weather dress code will be in effect prior to October 1st and after May 1st. During those times, all students, including grades 9-12, may wear a navy blue or white polo-style shirt. The shirt must have the approved school monogram design, SCCS or SMCC. Shirts/blouses 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.

## Physical Education: Dress Code Expectations

Students in grades 6-12 are required to follow the physical education dress code requirements for each class.

- athletic shoes
- SCCS/SMCC t-shirt (blue, gray, or white)
- athletic shorts or sweatpants (black, blue, or gray)

All clothing in physical education class must be appropriately sized, deemed by the physical education teacher. If the above requirements are not followed for class, a student's grade could be affected and/or infractions could be issued. Students may store their clothing and change in/out of their uniform in the junior high and high school locker rooms.

### EHOVE Students

EHOVE students attending a single class at SMCC may wear their EHOVE program-specific attire. However, EHOVE students attending multiple classes at SMCC are expected to follow the SMCC dress code requirements. Hoodies and sweatpants 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.org](http://sanduskycc.org)). 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. attend

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 lunchroom 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 LinqConnect.

Each student will be biometrically enrolled into the lunch system to ensure accuracy at the register.

Details on depositing funds online as well as checking balances and spending are located at <https://linqconnect.com/main?identifier=NJZ5NH>

Free and reduced lunch applications can be found at <https://linqconnect.com/public/meal-application/new?identifier=NJZ5NH>

### Field Trips and Reward Days

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

Students are permitted to bring in a store bought, pre-packaged, treat to share with the class. Items such as cakes, cupcakes, cookie cakes and donuts will not be permitted. Having a student bring their favorite book in to share with the class would be an excellent alternative.

Students will only be permitted to send home invitations if they go to the whole class or all of the boys or all of the girls in the class. Individual invitations will have to be sent home outside of school.

### 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 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).
4. 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.

## Policy Statement on Gender-Related Matters

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever. With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - a. What is the specific request of the adult, student and/or parent(s)/guardian?
  - b. Is the request in keeping with the teaching of the Catholic Church?
  - c. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.

4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

## 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

Senior students are permitted to park in the stone parking lot on the corner of Jefferson St. and Decatur St. Students may park in the two northernmost rows.

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.

## Extracurricular Activities Policy

Sunday should be prioritized for faith, family, and rest. In an effort to do that, there has been an update to the Sunday sports and extracurricular activities policy.

- No sports or extracurricular activities should take place on Sunday.
- If an extracurricular activity must take place, it can only take place between the hours of 12:00 pm - 4:00 pm. A student may not be penalized for missing any Sunday extracurricular activity.
- This enables leaders, coaches, families, and students to attend any Sunday Mass, have dinner with their families, do homework, attend youth ministry events, and rest before the start of the week.
  - This includes all extracurricular-related activities: games, concerts, mandatory practices, optional practices, team outings, team meetings, film study, weight training, etc.

Holy Week is the most sacred time in the Catholic Church. In order to allow students to fully participate in the liturgies and spiritual reflection of this important week, the following policy regarding sports and extracurricular activities will be observed:

- *Holy Thursday*: All sports and extracurricular activities must conclude by 5:00 PM to allow attendance at the evening Holy Thursday Mass.
- *Good Friday*: No sports or extracurricular activities will be held at any time to allow for participation in Good Friday services.
- *Holy Saturday*: All sports and extracurricular activities must conclude by 5:00 PM to allow attendance at the Easter Vigil Mass.
- *Easter Sunday*: No sports or extracurricular activities will take place to allow families to attend Easter Sunday Masses.

This policy supports our mission to help students grow in faith and fully experience the significance of Holy Week.



## 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.

- ☐ Over the allotted excused absences/hour for the year. Currently at \_\_\_\_\_
- ☐ Vacation form not turned in 2 weeks prior to requested time off.
- ☐ No notice was given for time off.

- Due to the above-mentioned reason this time off will be counted as an unexcused vacation. During this time off your student may not be given credit for work missed and/or not allowed to make up work. This will be up to the teachers'/Dean of student's discretion.

☐ Requested time off approved.

\*\*\*Office Use Only\*\*\*

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

**Grade:** \_\_\_\_\_

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

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

**Reason for Request:**

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*I understand that my child is responsible for completing all schoolwork missed during this family vacation within one week from return. The Dean of Students 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 email 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 computer-related misconduct.

## Google Workspace Accounts

Sandusky Central Catholic School utilizes Google Workspace for staff and students. These accounts are necessary for use and management of our Chromebooks, email, documents and classroom shells. Google requires that we inform parents of the services in use for students under the age of 13 as part of our usage agreement.

| <u>Core Services</u>  | <u>Additional Google Services</u>  |
|---|--|
| Google Assignments<br>Google Calendar<br>Google Classroom<br>Cloud Search<br>Drive and Docs<br>Gmail (K-5 Can only receive email internally)<br>Google Chat and Hangouts<br>Chrome Sync<br>Meet<br>Groups<br>Jamboard<br>Keep<br>Sites<br>Tasks | Applied Digital Skills<br>Chrome Web Store<br>Google Arts and Culture<br>Google Bookmarks<br>Google Books<br>Google Cloud Platform<br>Google Cloud Print<br>Google Data Studio<br>Google Earth<br>Google Maps<br>Google News<br>Google Photos<br>Google Play<br>Google Public Data<br>Google Takeout<br>Google Translate<br>Managed Google Play<br>Youtube |

## Additional Online Services Requiring Login

(List updated yearly)

Throughout the school year additional services may be utilized that will appear in the following year's handbook.

\* Indicates Google Workspace accounts are used for logins

|  |  |   |
|--|--|---|
| NoRedInk*<br>Geogebra*<br>Khan Academy*<br>Khan Academy Kids*<br>GoGuardian*<br>Epic*<br>Quizlet*<br>SketchUp*<br>Sophia Institute*<br>Microsoft Entra/Office365<br>CommonLit*<br>ReadingA-Z<br>Bookcreator.com*<br>Varsity Tutors<br>Autodesk*<br>Readworks*<br>Lalili<br>Boddle*<br>Zearn* | MonkeyType*<br>Prodigy*<br>Duolingo*<br>Desmos*<br>ReadTheory*<br>Blooket*<br>EBSCO*<br>Adobe Creative Cloud*<br>Edcite*<br>Draw.io*<br>RefReps<br>College Board - AP Classroom<br>Delta Math*<br>EdPuzzle*<br>99math*<br>GenerationGenius<br>Scholastic<br>YouScience*<br>Capstone* | PaperCut*<br>Grammarly*<br>BrainPop*<br>Classroom Dojo*<br>Splashlearn*<br>NitroType*<br>PortfoliOH*<br>Typetastic*<br>Peardeck*<br>Newsela*<br>Anton<br>Xtra Math<br>Cloudstopmotion.com*<br>Legends of Learning*<br>Canva*<br>TypingClub*<br>Happy Numbers<br>Amplify |
|--|--|---|

## 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.

### 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 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.



## 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 ensure 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 programs.

#### 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. The 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 \_\_\_\_\_

**Medication**

**Dose**

**Route**

**Time of Administration**

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

Starting date of this request \_\_\_\_\_ Termination date for medication \_\_\_\_\_

Special instructions (if any) \_\_\_\_\_

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

Adverse reactions that should be reported to the physician:

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

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

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

Physician's Signature \_\_\_\_\_

Date \_\_\_\_\_

Emergency phone where physician can be reached \_\_\_\_\_

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

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Physician's Signature \_\_\_\_\_

Date \_\_\_\_\_

Emergency phone where physician can be

contacted \_\_\_\_\_

### Parent's Request for the Administration of Medication in School

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

Parent's/Guardian/s Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

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

### Administering Medication

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

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

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

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

**Ohio Department of Health**  
**Authorization for Student Possession and Use of an Asthma Inhaler**

In accordance with ORC 3313.716/3313.14

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

|                   |
|-------------------|
| Student's name    |
| Student's address |

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

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

|                             |  |
|-----------------------------|--|
| Parent/Guardian's signature | Date   |
| Parent/Guardian's name      | Parent/Guardian's emergency telephone number<br>(                      ) |
|                             |  |

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

|  |  |
|--|--|
| Name and dosage of medication                    |  |
| Date medication administration begins<br>(known) | Date medication administration ends (if known) |

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

|             |
|-------------|
| <hr/> <hr/> |
|-------------|

**Possible severe adverse reactions:**

|  |
|--|
| To the student for which it is prescribed (that should be reported to the physician) |
| To a student for which it is not prescribed who receives a dose                      |

Special instructions

|             |
|-------------|
| <hr/> <hr/> |
|-------------|

|                       |  |
|-----------------------|--|
| Physician's signature | Date   |
| Physician's name      | Physician's emergency telephone number<br>(                      ) |

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.

|                                  |   |
|----------------------------------|---|
| Parent/Guardian's signature      | Date  |
| Parent/Guardian's name<br>number | Parent/Guardian's emergency telephone<br>(                      ) |

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

|   |   |
|---|---|
| Name and dosage of medication                   |   |
| Date medication administration begins<br>known) | Date medication administration ends (if<br>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 not 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.

|                        |   |
|------------------------|---|
| Prescriber's signature | Date  |
| Prescriber's name      | Prescriber's emergency telephone number<br>(                      ) |

## 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: \_\_\_\_\_



### 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.

- ☐ Over the allotted excused absences/hour for the year. Currently at \_\_\_\_\_
- ☐ Vacation form not turned in 2 weeks prior to requested time off.
- ☐ No notice was given for time off.
- Due to the above-mentioned reason this time off will be counted as an unexcused vacation. During this time off your student may not be given credit for work missed and/or not allowed to make up work. This will be up to the teachers'/Dean of student's discretion.
- ☐ Requested time off approved. Currently at \_\_\_\_\_

\*\*\*Office Use Only\*\*\*

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

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

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

**Reason for Request:**

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## 2025-2026 Executive Summary

Changes made from the 2024-2025 handbook are tracked here. These do not include grammatical changes but do include rewordings or clarification.

- Elementary School (PK-5)
  - Attendance
    - Student Family notice for vacation forms changed to 3 days prior (page 9)
  - Academics
    - Artificial Intelligence Usage Policy (page 23)
  - Birthday Treats
    - Removed “individually wrapped” but keep store bought and pre-packaged (page 47)
  - Code of Conduct
    - If a student is involved with law enforcement, the school does not have jurisdiction over external decisions, and the student may be subject to both legal consequences and disciplinary actions in accordance with the school's code of conduct (page 29)
  - Miscellaneous
    - The school limits sports and extracurricular activities on Sundays and during Holy Week to prioritize faith, family, rest, and participation in key Catholic liturgies (page 48)
  
- Middle/High School (6-12)
  - Attendance
    - Student Family notice for vacation forms changed to 3 days prior (page 9)
  - Academics
    - Artificial Intelligence Usage Policy (page 23)
    - Early Graduation Policy (page 23)
  - Code of Conduct
    - If a student is involved with law enforcement, the school does not have jurisdiction over external decisions, and the student may be subject to both legal consequences and disciplinary actions in accordance with the school's code of conduct (page 29)
  - Faith and Worship
    - All retreats are mandatory for graduation, and if an exception is granted due to extenuating circumstances, the student will forfeit participation in other overnight grade-level events (page 24)
  - Miscellaneous
    - The school limits sports and extracurricular activities on Sundays and during Holy Week to prioritize faith, family, rest, and participation in key Catholic liturgies (page 48)