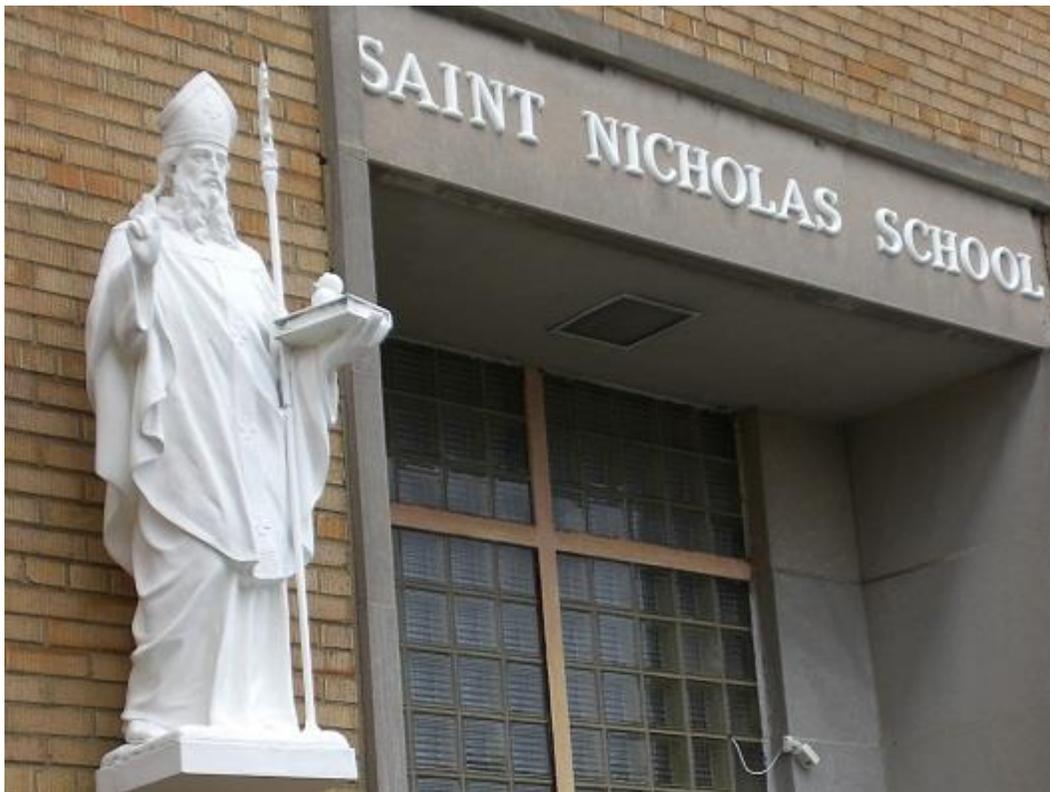


Diocese of Youngstown
Elementary School Parent/Student Handbook
Saint Nicholas Roman Catholic School

2019-2020



St. Nicholas
Roman Catholic School

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I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

SCHOOL MISSION STATEMENT

As part of the ministry of education in the Diocese of Youngstown, St. Nicholas School is a Catholic elementary school, founded in 1928 and serving families with students in grades kindergarten through eight. The school exists to provide an academically excellent Catholic education and to promote high standards in behavior and respect.

St. Nicholas School serves the church and Struthers communities as well as the Mahoning Valley bonded together as a family in faith. We are deeply committed to nurturing our students through the teaching of the scriptures and promoting and modeling of service in accordance to the Gospel values.

PHILOSOPHY

Saint Nicholas Roman Catholic School is an educational Institution in which Catholic teaching, worship, and social concern are integrated into the experience of the community, thus forming a complete educational background. This educational process at Saint Nicholas School strives to develop each student's spiritual, social, intellectual, and moral growth to its greatest potential.

GOALS:

- To develop our life of faith through the active preparation of students, faculty, and parents in prayer and liturgy;
- To foster our Catholic tradition through well structured and planned religion classes, which bring students to an understanding and appreciation of the teachings of the Catholic Church;
- To provide an atmosphere of respect in which students experience the witness of committed adults who share a common faith and a common value system;
- To provide opportunities for students to help those who are in spiritual and material need;
- To help students develop an inner sense of discipline based on an understanding and appreciation Gospel values and a respect for the rights of others;
- To provide for the developmental needs of each child; intellectual, spiritual, personal, moral, physical, emotional and social;
- To insure relevant and quality education by continuously evaluating programs and teaching methods and by staff involvement in programs of professional and personal growth;
- To help students develop skills necessary for success in their academic endeavors; skills in listening, reading, oral and written communication, and mathematics;
- To enable students to appreciate and enjoy the fine arts;
- To provide for consistency in the educational program through the unified efforts of parents and teachers working together for the development of the total child.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

SAINT NICHOLAS STATEMENT OF PARENTAL SUPPORT:

- Acceptance of the Catholic-Christian value system as the basis of family life;
- Participation in the life of the parish faith community, including *Regular Participation in Sunday Mass*;
- Participation in the parish programs for parents in preparation for their children's reception of the sacraments of Eucharist and Confirmation;
- Fulfillment of the Parent Tuition Agreement, support of School Policies, especially those regarding conduct and discipline;
- Supervision of students homework assignments and assistance in practice or study when requested by a classroom teacher;
- Participation in Parent-Teacher conferences when requested, and willingness to keep the communication open between home and school;
- Meeting financial responsibilities as outlined in the Parent Handbook, support of school fund raising and Moms' and Dads' fund raising activities;
- Being "actively involved," sharing time, talent, and stewardship in the life of the school.
- As a parent/guardian will support the rules and policies as written in the School Handbook and enforce them as pertaining to my child(ren): Dress Code, Personal Hygiene: hair, make-up, Electronic Devices, Cell Phones, Bullying.
- NonDiscrimination Clause

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of

race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC STUDENTS

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

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

GUIDELINES AND IMPLEMENTATIONS

In light of the unique situations, which may arise in the educational process, and

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

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

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

II. SPIRITUAL DEVELOPMENT

All pupils take part in daily religious education classes, following the Diocesan religion course of study. Instruction is by the Saint Nicholas Roman Catholic School staff that participates in a religious education preparation program that provides in service training to support the faith life and experience of the teacher. Pupils participate in liturgy preparation, all- school liturgy services, individual grade liturgies at regular morning Mass, and a variety of Prayer Services, Penance Services, and Stations of the Cross during the season of Lent, Mime Passion, and retreats. In line with parish policy, sacramental preparation programs are conducted by the parish staff. Parents of Catholic students take an active role and are required to participate in preparation meetings to work in preparing their child(ren) to receive the sacraments.

III. ACADEMICS

CURRICULUM

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

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

In addition to the regular curriculum, the auxiliary Service Program, funded through state tax monies, and administered in cooperation with the Struthers Local Schools, provides the following services for students: guidance counseling, remedial reading, speech and language therapy. Licensed employee's staff the program and work closely with classroom teachers to support student progress.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

In the fourth and fifth grades, the school nurse coordinates an education program on becoming a young lady/young man, assisting the student in understanding the changes in body and mind that occur with the onset of adolescence. Parents are invited to become a part of the program through sharing of the reading material sent home and attending the class instructional video component.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Textbooks (secular) are provided on loan to pupils as part of the Auxiliary Services state funded program. The School provides religion textbooks. All books are to be covered and cared for. Damage or misuse of books as directed will result in financial obligation for families.

TECHNOLOGY

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

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

1. No student may use the Internet unless the school has on file an Internet Access/Educational Use Agreement which is signed by the student, the student’s parent, and the teacher sponsor. This agreement must be

completed annually.

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

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

TESTING

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

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

TESTING PROGRAMS

Students in grades five and eight will take the Assessment of Catechesis/Religious Education (ACRE).

Students in grades two, four and seven will take the Iowa Tests of Basic Skills (ITBS) and Cognitive Abilities Test (CogAT).

Students in grades Kindergarten through seventh will take the Iowa Tests of Basic Skills (ITBS).

Students in grade eight will take the ACT aspire Tests.

Students in grades third through eighth that are attending Saint Nicholas School on the EdChoice Scholarship Program will take the American Institute of Research Testing (AIR Testing). If there is over 65% of students attending Saint Nicholas School

on the EdChoice Program, all students in grades third through eighth will take the AIR testing.

HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

When a student is absent, homework must be requested by 10:00 AM and can be picked up at 2:00 PM at the Homework Station located in the Main Hall near the Nurse's Station.

Although not encouraged, sometimes vacations fall within the School Year. All schoolwork must be made up. Assignments will be given when student returns to school from vacation, not before.

PARENT-TEACHER COMMUNICATION

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

SCHEDULING AND OTHER CONFERENCE INFORMATION

- Open Book Night – Parent/Guardians meet with teacher to discuss classroom policies and expectations for new school year;
- Opening General Meeting – Evening for Faculty, Staff, and Parents to meet and introduce new school year;
- Open House – (November) scheduled appointments sent for every student

- Parent/Teacher – (February) by appointments ~ requested by teacher or parent
- Any time there is a concern as to students progress ~ make contact.

GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.

The purpose of report cards is to alert the parents and present to them an assessment of their child’s achievement in his/her academic studies.

An asterisk on the report card indicates an accommodation and/or modification has been made according to documentation outlined in the student’s confidential file.

Grades Kindergarten through third grade receive Standard Based Report Cards.

GRADING SYSTEM

- a. The grading scale is as follows:

A	93-100	O	Outstanding
B	85-92	S	Satisfactory
C	75-84	P	Progressing
D	67-74	N	Needs Improvement
F	Below 67		

Study skills needing improvement are indicated for the appropriate subject area(s)

Interim progress reports will be sent to parents of any student doing unsatisfactory work or who is in danger of failing a subject(s).

Honor Roll:

- Honor Roll – At least 2 A’s, nothing lower than a B
- Honorable Mention – Nothing lower than a B
- Most Improved
- Service
- Student of the Month

- Effort
- Penmanship
- Yearly Perfect Attendance
- Highest Average for Year

Promotion/Failure Policy

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

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement a Minor Adjustment Plan for the student as a condition of placement.

GUIDANCE COUNSELORS

The guidance counselor is available to the school community (students, parents, staff,

and administration) for their advice/insight into academic, social, personal and or behavioral concerns in regard to students. The counselor is paid through state auxiliary service funds, administered by the Struthers Local Schools.

IV. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

Registrants for school will be accepted in the following order:

- a. students of registered participating parishioners whose parish(es) provide the elementary school;
- b. students of parishioners whose parish does not provide a Catholic elementary school will be accepted in the nearest Catholic school; and
- c. non-parishioner students on a space available basis, after a conference regarding the reason for registration in a Catholic school is held with the parents by the pastor and principal.

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

AGE FOR ADMISSION TO KINDERGARTEN

Children who reach the age of five years by September 30 may be admitted to a kindergarten program.

GENERAL REQUIREMENTS FOR ADMISSION

A Kindergarten assesment is conducted early fall by members of the school staff for students registered for Kindergarten. Results are reviewed by scheduled appointments between the Kindergarten Teacher and Parents which give a general indication of the student's readiness for full-time school attendance. An orientation for parents is presented in the fall.

Admission is contingent upon receipt of the following:

1. Completion of the application form
2. Presentation of an original birth certificate
3. Baptismal certificate for Catholic students (if applicable)
4. Proof of adequate immunization as required by the Ohio Revised Code
5. Completion of Emergency Authorization Form
6. Proof of custody for students not living with either or both natural parents
7. Social Security number (if U.S. citizen)

ADDITIONAL REQUIREMENTS FOR ADMISSION TO GRADES 1-8

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

General Conditions of Admission

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

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

FOREIGN STUDENTS

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons.

Since January 30, 2003 all schools in the United States wishing to enroll Nonimmigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS.) Information on whether or not a school has been chosen to register with SEVIS and is qualified to enroll an F-1 student is available through the particular school office.

Also required of the incoming student is:

- a. I-20 Form (if applicable)
- b. Diocesan Emergency Care Form
- c. State Immunization Form
- d. Local Admissions Forms
- e. VISA

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

1. The parent(s) should phone the school giving the reason and the approximate length of absence by 10:00 AM.
2. A written excuse, explaining the reason for absence, signed and dated by the parent, must be presented upon a student's return to school.
3. Persistent absences may cause serious academic problems (including but not limited to course failure.) The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action:
 1. In school detentions
 2. Attendance contract
 3. Juvenile court referral

Persistent absence is defined as absence without a legitimate excuse for six (6) or more days in a semester or twelve (12) school days in a school year. A doctor excuse will be required for days missed beyond six (6) or three (3) consecutive days.

4. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

Tardiness

A student is considered tardy if he/she arrives at school after the 7:35a.m. bell. Students who arrive at school at or after 7:35a.m. must report to the school office for a Tardy Slip. This slip must be presented to the homeroom teacher when the child goes to class. A warning letter will be sent to parents after the 5th unexcused tardy in a semester. In addition, those same students who reach ten (10) tardies will serve a detention the day they reach ten (10) tardies. A detention will be given for every tardy after ten (10) in a semester. The consistently tardy student will be subject to appropriate disciplinary action by the school administrator. Students attending breakfast must be seated in class by 7:35am or will be marked tardy.

Absences for Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. When the student returns, make up work will be given and time limits set. The responsibility for such make up work belongs to the parent(s) and student.

ATTENDANCE/REPORTING PROCEDURES

Absence

Parents are required to call the school office before 10:00AM to report a student absent. If your child will be absent for more than one day, please indicate this when calling. If a call is not made by 10:00AM, the school must attempt to contact the parent and keep a written record of the phone calls. Upon returning to school, your child must present a written excuse from you to his/her teacher. The note must include the dates, of his/her absence, the reason for absence, and parent signature. All excuses must be kept on file for the present school year. If upon returning to school, the student does not present the required written excuse, a detention will be given.

Extended Vacations

Vacations during school time are discouraged. If it is unavoidable, prior to going on vacation, the office must be notified and students must bring a letter from their parents stating the days of absence. This letter must be presented to and signed by each subject teacher. The parental letter with teacher signatures must then be brought to the office and filed in the student's file. Students must make arrangements with the subject teacher regarding make-up assignments upon students return – not before.

Medical excuses

Excuses from a medical doctor are required when a student is habitually absent due to health purposes. When a student has been sent home by the School Nurse due to a rash or communicable illness, it is required the child see the School Nurse before returning to school and has a note from a medical doctor.

Anticipated absence

If a parent is aware of a medical appointment during school hours, the school must be notified in advance of the scheduled trip. If the appointment is early in the morning and the student is not in his/her seat by 7:35AM the student is considered tardy. It is not a punishment, but a matter of record. Students should bring a note from the doctor upon returning to school. Students need to make up work missed promptly.

Release of students

It is the responsibility of the principal to permit pupils to be released during the regular school day, whether it is for illness, medical appointments, or personal. The person taking the student from school needs to pick the student up in the school office and sign the student out.

TRANSFERRING TO ANOTHER SCHOOL

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

LUNCH/MILK PROGRAM

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

A parent/guardian is required to complete an application for free or reduced lunches based upon the current government income scale. Students order lunch by the month – due dates are posted on the monthly food calendar that is sent home. Lunch money

or check should be sent in an envelope along with the monthly food calendar. Please write the students name and grade on the envelope. Price of the lunch includes milk. Students may also purchase milk on a daily basis. “All Students” expecting a lunch “must” turn in a monthly order form. Free, reduced, paying does not matter. An order form must be turned in to be included in the count for ordering.

ARRIVAL AND DISMISSAL

Please do not send students before 7:00AM unless arrangements have been made with the Principal. Students must be in their seats and ready to begin the day by 7:35AM or they are considered tardy. School dismisses at 2:10PM.

When dropping students off in the morning, enter on the auxiliary (gravel side) of the school building and continue with caution around the building in a single file lane of traffic dropping students off at the main school entrance with the Saint Nicholas Statue. Do not pull around cars or buses to get out quicker. Do not enter the Church Parking Lot from Fifth Street, the buses and flow of traffic exit at this location. Please use caution, our children’s safety comes first!

Parents should park behind the Church and are welcome to walk to the exit doors by kindergarten and Applewood Academy where walkers and riders are dismissed. There is no parking between the garage and the school.

DAILY CLASS SCHEDULE

Opening Exercises	7:35 A.M.
Classes	7:40 A. M.
Lunch 1 (K-3 rd)	10:45 A.M. – 11:15 A.M.
Lunch 2 (4 & 5)	11:18 A.M. – 11:48 A.M.
Lunch 3 (6, 7 & 8)	11:51 A.M. – 12:21 P.M.
Classes	12:21 P.M. - 2:10 P.M.
Dismissal	2:10 P.M.

V. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

ACCESS TO RECORDS

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

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

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

TRANSFER OF RECORDS

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

Only copies of student records may be released.

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

As a general rule, each school, at the discretion of its principal, shall have the right not

to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.) However, health records and testing results which have been obtained through state or federally funded programs will be forwarded.

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds.

It is recommended that you not park in the church parking lot, due to funeral processions and getting blocked in. We also request the parking lot be free of cars during lunch and recess time 11:15-12:21PM. Once students are outside, it is extremely dangerous for cars to be moving among students playing.

SCHOOL COMMUNICATIONS

Principal's Communication

Call the school office (330) 755-2128 or stop by to schedule an appointment to see the principal. It is suggested that any concerns with individual staff members be first addressed with them before being addressed with the principal.

Take-Home Communication

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee.

Opening school packets with vital information for the school year are prepared and scheduled for pick up by mid August. Monthly detailed information is sent the beginning of each month with each student in a labeled envelope requiring parent's signature which must be returned immediately to assure parents received the information and is sent home each month thereafter.

TELEPHONE USE/MESSAGES FOR STUDENTS

Please know calls will only be permitted in case of necessity or an emergency. Forgotten homework, physical education clothes, lunches are not considered emergencies. We will see that they are fed. Other than that, we are trying to teach responsibility and saving parents unnecessary trips to school. No students may have a cell phone on their person. All cell phones must be turned off and kept in locker or back pack. The school will not be liable for any lost, stolen, missing or misuse of cell phones.

INCLEMENT WEATHER/SCHOOL CLOSINGS

There are a minimum of 178 student attendance days. . The school has built into its calendar three possible make up days to be used if the school exceeds its five calamity days.

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

When weather conditions make transportation extremely difficult and there is reasonable doubt as to whether school will be in session, please watch the local television stations for closing announcements, a phone call by the principal will be made to all families, and a closing announcement will be posted on FACTS Mgt. and our website at www.StNicholasSchool.com.

RELEASE OF DIRECTORY INFORMATION

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

parents, except where other state or federal law may require disclosure to legitimate authorities.

Schools are required to use the *Waiver/Right to Object* form when students are participating in videotaping, audio recording, school pictures, other photography, or Internet. Any student or parental publications are subject to review and approval of the school administration prior to publication.

FIELD TRIPS

- It is recommended that buses always be the first choice for transporting students on Field Trips.
- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.
- If a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:
 - a) The driver must be 21 years of age or older.
 - b) The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
 - c) The vehicle must have a valid registration.
 - d) The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance, which should be kept on file. (The insurance follows the car.)
 - e) No driver should take more children than the number of seat belts in a car.

- f) Each driver should be given directions to the site and rules and procedures for student behavior in cars.
- g) Each driver must follow the schedule and not deviate from it. (i.e., taking a side trip to an ice-cream stand or fast food restaurant.)

The driver needs to complete the Volunteer Driver Information supplied to the driver by the principal.

- Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- SAINT NICHOLAS ROMAN CATHOLIC SCHOOL USE BUSES FOR ALL FIELD TRIPS (rarely if ever do we use private cars). If private cars are used all Diocesan rules stated above are implemented. Letters of notification as to date, time, place and purpose of field trip are sent home with students prior to the scheduled activity. Students without written permission may not attend activity. No student is ever left out because of fee. All school policies remain in effect during field trips.

OVERNIGHT TRIPS

Any overnight trips must be approved by the principal.

GRADUATION REQUIREMENTS/CEREMONIES

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

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, or

to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.)

- Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.
- Students are given detailed instructions regarding acceptable attire:

Boys - dress jacket, dress pants, shirt and tie, dress shoes

Girls – dress, skirt, reasonable length, nothing sleeveless or backless,
(Cap sleeves and slit sleeves are unacceptable), no hats,
Dress shoes,(no flip-flops), hose, reasonable make-up

Saint Nicholas Roman Catholic School recognizes our 8th Grade Graduates with family and staff joining in celebration of Mass. Diplomas are distributed following the Liturgy.

PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. **The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.**

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop

with their children at home;

6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

Saint Nicholas Moms' and Dads' Club welcomes and encourages all parents to join and become actively involved in this organization that works to the benefit of all our children.

FUND-RAISING

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

We encourage everybody to do their share in supporting the fund raising activities – since everybody benefits from the profits.

TRANSPORTATION/PARKING

It is the responsibility of the Parents to notify the transportation departments in the area of residency to request busing. Students are to be dropped off at their homes. Any arrangements different from this must be made through the transportation department not the school. Busing is not to be used as a transportation convenience. Only students from their residential districts are covered by insurance. Students are not permitted to ride buses to homes of other students.

Bus Discipline Policy:

The following Bus discipline policy is maintained:

- Each student is expected to be responsible for safe and considerate conduct on the bus by observing the safety rules prescribed.

- Should a student's behavior violate safety regulations and show a lack of consideration for others, he/she will be reported to the principal. The parents will be notified.
- If the student's misbehavior continues, parents will be notified again and the student will be suspended from bus transportation for a period to be decided by the school.
- Further incidents will warrant permanent suspension from bus transportation.
- No use of cell phones or electronic devices permitted on the bus.
- No eating or drinking permitted on the bus.

Car Transportation:

All cars are to park between the Church and Purple Cat Building. Students will be dismissed from the doors near Kindergarten and The Pre-School hall. In the event that a student's transportation is not there, the student will wait in the school until their transportation arrives.

Busing:

Only children eligible for bus service are permitted to ride the bus. Students who reside outside of the Struthers and Youngstown Local Schools must make transportation arrangements with the public school district of residence including eligibility for a stipend at the end of the year.

VI. FINANCES

Diocese of Youngstown Tuition Assistance Program & Lumen Christi Catholic Schools Financial Assistance Programs

Application Process & Requirements

- a. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application from the school (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school.
- b. To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.
- c. The deadline for submitting applications to the scholarship/assistance service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.
- d. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

SCHOOL TUITION POLICIES

The requirements for Parishioner Status (tuition rate) for families with children at Saint Nicholas Roman Catholic Elementary School are as follows:

1. Adherence to all of the school regulations as printed in the handbook.
2. Supporting all of the parent and guardian activities of the school through active participation.
3. If Catholic:
 - a. Regular attendance at Sunday Mass at my parish. (Nothing done at Saint Nicholas School can be of lasting value unless it is affirmed and upheld at home).

- b. Regular use of offertory envelopes is expected with contributions proportionate to your means.
 - c. If from another parish, return of the form affirming your parish's financial scholarship subsidy.
4. Making tuition and other payment according to the published scale and schedule (see over) and/or particular arrangements established in and by the Parish Office.
 - a. If EdChoice, authorized adult must sign the state checks received by the school.
5. Unless you are paying full tuition of \$4950 or are an EdChoice Voucher recipient, the following:
 - Helping with all school fund-raising activities.
6. Supporting, to the fullest extent possible, parish activities that help support the the school, such as Bingo and the annual Parish Festival. Understanding the demands placed upon families today and the fact that this education is kept affordable to families only through parish scholarships, we want and need your presence and active involvement.

IF THESE REQUIREMENTS ARE NOT MET, YOU ARE CONSIDERED A NON-PARISHIONER AND MUST PAY THE PER PUPIL COST ESTABLISHED EACH YEAR.

Tuition payments are divided in to ten or twelve monthly payments.
Tuition must be current in order to receive report cards.

No records will be transferred unless all fees are current.

2019-2020 School Year:

Active Contributing Members of Saint Nicholas Parish:

One Child	\$3150.00
Two Children	\$4950.00
Three Children	\$6430.00
Four or more (+511)	\$7530.00

Non Members or Non Contributing Members of Saint Nicholas Parish:

\$4950.00 monthly payments available

Book Fee for All:

\$40.00 per student.

Registration/Re-Registration Fee:

\$25.00 per student.

VII. COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

PARTICIPATION

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

Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance. While catastrophic health insurance is available through the Ohio High School Athletic Association (OHSAA), this coverage begins after the first \$25,000 of expenses. All 7-12 athletic programs of the Diocese are to be members of the OHSAA.

TRANSPORTATION OF ATHLETES

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

SPORTS POLICY:

We recognize the value that the sports program has as a means of developing leadership qualities, responsibility, self-discipline, and physical fitness for students. We are also proud of the accomplishments and honors brought to the school by the students participating in the sports program. Because we expect that all extracurricular activities of the school program should only serve to enhance the academic and social areas of the school, the student will be expected to:

1. exercise positive leadership qualities with his/her classmates and demonstrate school spirit not only during athletic events but throughout the year;
2. maintain a 75% or better average in each of his/her subjects;
3. keep all of the existing school rules and policies;
4. actively participate in his/her classes;
5. display good sportsmanship both on and off the field;
6. cooperate with the coaches and/or moderators of the sports program;

7. be in regular attendance, at practice sessions and games;
8. remain in the areas of supervision both at practice sessions and games;
9. a sports physical and proof of insurance must be on file in the School Office before a student can participate in a sports activity.

If the student is not meeting the expectations of the Sports Policy, the coach will be notified and the student may be suspended from practice or one game. If the problem continues, the student will be suspended from the team.

VIII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic morals values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a catholic school environment. These basic components include:

Teachers have the right to teach. No student will stop the teacher from teaching.

Students have the right to learn. No student will stop another student from learning.

The school observes this Code of Conduct because it is built on fundamental Catholic School Teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

Saint Nicholas School is a school with a strong sense of values and standards. Discipline is essential for the moral development and growth of a person. Discipline is also a factor in establishing a climate for learning and for bringing about good relationships among the students and staff.

Bullying of any nature, physical or verbal, is against our code of conduct and will be addressed accordingly. Students need the lived experience of

accepting responsibility for their actions. They need to be held accountable for their actions, to understand there are consequences for their choices, and to understand the rules are for everybody and they must adhere to them.

The following procedure will be used in matters of discipline:

1. Teacher handles in an appropriate way
2. Student receives a detention
3. Teacher makes contact with parents (via phone or Option C)
4. Conference with teacher/parent/student
5. Discipline Report mailed
6. Conference extended to principal
7. Performance Contract established

WEAPONS

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

- A. A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.

- B. Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

SUBSTANCE ABUSE

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.
2. The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school-sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

GANGS

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

Detentions may be given for the following reasons but not limited to:

Bullying (verbal or physical)	Uniform Violation
Cell Phone Violation	Incomplete Assignment
Chewing Gum	Inappropriate Language
Destruction of Property	Unacceptable Behavior
Disrespect, poor attitude	Absent without note
Disruptiveness	Tardy and/or habitual tardiness without acceptable excuse
Failure to do Homework	Not having necessary supplies
Fighting	Violation of School Policies
Bus Violation	Electronic Devices in desk or on person

Detentions:

Detentions will be served AFTER eating lunch unless other arrangements have been made with school authorities and parents. A Detention Violation will be issued and the Student will complete the task during that time. After three detentions, the Parents will be notified and a conference will be scheduled, so that improvements can be made. The total purpose for Detentions is to make student aware that a “wrong choice” was made.

Performance Contract:

When regular disciplinary procedures have failed to correct a student's behavior, a Performance Contract will be written. This contract is a binding agreement between the school, the student, and the parents. This contract is a commitment made by the student to adhere to specific behavior while attending Saint Nicholas Roman Catholic School and school related functions. Failure to live up to the agreement made in the contract will be cause for expulsion.

In-School Suspension:

An in-school suspension requires that the student work in a private area of the building under the supervision of the principal or a designee. The student is to report to the office each morning by 7:35 AM and remain in the area of supervision the entire school day. All work must be completed satisfactorily before leaving at the end of the day. During the time of suspension all extracurricular privileges are forfeited.

Out of School Suspension:

An out of school suspension requires that the student work in his/her home under the supervision of said student's parent or legal guardian. The student will receive assignments from the teacher according to the number of days suspended. All work must be completed and turned in to the teacher who assigned work upon student's return. During the time of suspension all extracurricular privileges are forfeited.

Immediate Suspension – Expulsion:

Reasons for immediate suspension include:

- Use of, under the influence of, or possession of drugs, alcohol, or tobacco
- Possession of any dangerous article or weapon (e.g. knives, sticks, guns, slingshots, firecrackers, matches, etc. or any endangering threat messages of any kind.)

SUSPENSION

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

1) Suspendable Offenses are:

- a) A serious offense involving the use of violence, force, threat, coercion or other conduct which violates the safety of others. Police should be informed of these incidents.
- b) Use/possession of a weapon. Police must be informed.
- c) Vandalism, destruction or theft of school property.
- d) First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (counseling may be required where necessary).
- e) Repeated disregard for school rules and regulations.
- f) Other offenses serious enough to warrant a student's removal from school.

EXPULSION

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

that.

Unless directed otherwise by the Superintendent of Diocesan Schools, no principal shall admit to his or her school a student who has been expelled from another Diocesan or Public school.

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY

Searches

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

Students and Student Property

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

School Lockers and Desks

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has

vis a vis other students' exclusive use of the locker or desk but has no proprietary rights versus the school.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

LOST AND FOUND

Lost and found is located in the School Office. We announce daily items turned in. If they are not claimed in a reasonable amount of time, items are donated to charitable organizations or discarded. It is suggested that all materials and clothing be labeled with student names.

DRESS CODE

The dress code provides a standard for our students' that fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

Uniform Objective: Be simple, affordable, neat and practical

Long or short sleeve white or navy polo shirts with waistband for tailored appearance are available through SCHOOLBELLES only. These shirts can be purchased plain or for an added fee with St. Nicholas School Logo. These shirts have a tailored bottom and therefore do not get tucked in. **ALL REGULAR POLOS ARE TO BE BUTTONED ALL THE WAY UP AND TUCKED IN AT ALL TIMES**
BOY'S AND GIRL'S STANDARD UNIFORM POLO SHIRTS (SHORT OR

LONG SLEEVE):

Think of the American Flag for Uniform Colors: Red, White & Navy Blue

- Navy Blue
- Red
- White

GIRLS-NO LACE TRIM OR VISIBLE COLORED UNDERGARMENTS ARE PERMITTED TO SHOW. No pins or jewelry of any kind may be worn on the polo. BOYS-NO COLOR UNDERSHIRTS PERMITTED SHOWING AT NECK OR SHORT SLEEVE.

LONG SLEEVE UNDERARMOUR or similar style MAY BE WORN IN COLD WEATHER UNDER SHORT SLEEVE POLO SHIRTS:

- Navy Blue
- Red
- White
- Gray

“PLAIN” SWEATERS AND TOPS- NO LETTERING OR LOGOS, NO HOODIES ON SWEATERS

- Solid white, navy blue, red or gray
- Long sleeve, pullover, button down, cardigan
- Sweater vest, either pullover or button down
- A “polo shirt” must be worn under sweaters/tops
- Designated approved SNS Sweatshirts with SNS Logo may be worn with a “polo shirt” underneath (Special Order)
- Designated Black or Gray Zip Pull Over with SNS Logo-zipped all the way up (Special Order)

BOY’S AND GIRLS UNIFORM PANTS AND SHORTS:

- Navy Blue
- Gray

“BLACK PANTS, CARGO PANTS/SHORTS, YOGA PANTS, LEGGINGS, PANTS WITH ELASTIC ANKLE, SKINNY LEGS, AND CAPRIS ARE NOT DRESS CODE. “Jeans” – back pockets on outside or “cargo”/style with outside pockets on legs, stitching, labels, rivets, or tags are not permitted.

BOY’S AND GIRL’S BELTS:

- Solid Color-Black or Brown

BOY’S AND GIRL’S SHOES:

- **SOLID COLOR SCHOOL SHOES:** Black or brown-NO COLORED LOGO’S, MARKINGS, SOLES ARE PERMITTED

- **ONLY SOLID BLACK (INCLUDING SOLE) TENNIS SHOES (NO COLORED LOGOS) ARE PERMITTED**

Students are to wear durable slip on or tie, loafer or oxford, dress shoes with normal heels. **NO** clogs, crocks, track shoes, sports shoes, moccasin-type shoes, slippers, boots, open toe, pump heels, or designer shoes with words or designs all over them may be worn.

BOY'S AND GIRL'S SOCKS:

- SOCKS ARE REQUIRED AND MUST BE ABOVE THE ANKLE
- SOCKS BELOW THE ANKLE, PEDS, OR ANY ILLUSION OF NO SOCK ARE NOT PERMITTED
- SOCKS are to be plain white, navy, red or gray
- Girls socks are to be plain with NO LACE OR RUFFLES

GIRL'S UNIFORM SKIRT OR JUMPERS:

Should be purchased through Schoolbelles or conforming to the Schoolbelles code. Uniform jumpers and skirts are to be appropriate length.

GIRL'S IN K THROUGH 5TH GRADE ARE TO WEAR:

- SNS plaid uniform jumper or plain Navy Blue jumper with polo shirt underneath-no turtlenecks
- SNS plaid skirt or kilt, Navy Blue skirt or kilt, NO COULOUTTES
- Leggings are not permitted to be worn during the day under skirt/jumper

GIRL'S IN 6TH THROUGH 8TH ARE TO WEAR:

- SNS plaid uniform skirt or kilt Navy Blue skirt or kilt, NO COULOUTTES

DRESS DOWN

Clothes are to be appropriate. Tops: No sleeveless, form fitting, mid-riff, inappropriate sayings or pictures. Shorts and Pants are to be appropriate in size and LENGTH. NO SHORT SHORTS-SHORTS MUST BE NO HIGHER THAN TWO INCHES ABOVE THE KNEE. Leggings are not to worn as pants: Yoga pants- which are form fitting are not to be worn. Hair, make-up, jewelry, follow school guidelines.

PHYSICAL EDUCATION DRESS CODE:

- Kindergarten just changes into tennis shoes
- K-8th – tennis shoes
- 1st-8th – any solid color running shorts or jogging pants
- 1st-8th-NO SHORT SHORTS-length must be no more than three inches above the knee

- 1st-7th-Wear SNS t-shirt (Special Order)
- 8th Wear plain t-shirt or team shirt of their choice

MAKE-UP

- Girls are not permitted to wear any make-up
- Finger nail polish must be clear or light pink

JEWELRY

- Girls are permitted one pair of small earrings worn in the earlobe-Nothing hanging from earrings
- Boys are not permitted to wear earrings at school or at school functions
- No tattoos
- No visible chains or necklaces
- No pins (only guardian angel pin and lenten badge)

HAIR STYLES FOR GIRLS AND BOYS

- Hair styles should be neat, trimmed, and clean-length tailored to natural hair line
- No fad styles-style should not be a distraction to others
- Pulled back free from hanging in face
- No shavings, carvings, stencils, shaved sides or steps, mohawks-hanging twisted hair-no fad-hair styles
- Hair accessories: (beads/free from hanging in eyes), all hair accessories are to be uniform colors: red, white, navy blue. Bows and accessories are to be small and non-distracting.
- Head bands are to be worn on head; not forehead, and are to be uniform colors, red, white, blue-no wording, studs, decorations on head bands

Uniform Designed Sweat Tops:

Navy blue or red Uniform Sweat Shirts designed by the school may be worn by all students. Shirts, Blouses, or RED OR NAVY TURTLE NECKS may be worn under these uniform sweat tops. TURTLE NECKS ARE NOT PERMITTED AS TOPS ALONE, OR UNDER ANYTHING EXCEPT THE SWEAT SHIRT TOPS.

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions:

No students may have a cell phone on their person. All cell phones must be turned off and kept in locker or back pack. The school will not be liable for any lost, stolen, missing or misuse of cell phones.

PLAYGROUND REGULATIONS

The following playground discipline policy is maintained:

1. Each student is asked to be responsible for safe and considerate behavior on the playground observing the safety rules prescribed.
2. Should a student's behavior violate safety regulations and show a lack of consideration for others, student will be reported to the principal who will discipline accordingly (i.e. discuss behavior and better choices, detention, or contact parent if warranted).

LUNCHROOM REGULATIONS

- Teachers bring their classes to the Lunch Room in silence;
- Students are seated in assigned seats;
- Say "Grace Before Meals";
- Principal monitors Lunch;
- Line up for food when class is called;
- Clean your own space;
- Throw trash in bin when class is called;
- Leave the lunch room with your teacher;
- Put your lunch box in your bin;
- Prepare for going outside, weather permitting.

IX. HEALTH AND SAFETY

STUDENT HEALTH & SAFETY

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

ACCIDENTS AND FIRST AID

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents should be informed as quickly as possible. Either a parent, a

staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student.

ILLNESS

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

The following medication policy will be observed by Saint Nicholas School for the administration of any type of medication (prescribed or over-the-counter) during school hours:

1. A written request must be presented from the doctor and the parent. (Forms are available in the clinic).
2. The written request must include the name of the medication, the dosage, route, time to be given, along with any possible side effects, length of time medicine is to be given, the student's name and address will also be included.
3. Medications will be brought into the school by the parent or responsible adult and turned into the office.
4. The medication will be sent in the original container labeled with the child's name, doctor's name, name of drug, dosage and time of administration as well as any storage requirements.

ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

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

- A. Authorization to Administer Medication

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

B. Transportation of Medication To and From School

1. The parent assumes the responsibility of getting medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication.

At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.

2. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
 - a. Unused medication will be returned **ONLY** to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing, by the parent.
 - b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.

- c. Empty containers may be returned home with students.
3. If any of the information stated on the permission form (FORM Med-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

C. Labels on Medication

1. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

- a. on prescription bottle:
 - 1) full name of the student;
 - 2) name of the medication;
 - 3) dosage and time intervals for administration; and
 - 4) name of the physician (required for prescription drugs only).
- b. on the permission form:
 - 1) possible side effects, any severe reactions; and
 - 2) any special instructions for administering the drug such as storage or sterile conditions.
2. Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.

3. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

CHRONIC MEDICAL CONDITIONS OF STUDENTS

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

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

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

1. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.
2. The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for

children found having a communicable disease.

LICE

1. Head Lice Procedure

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

FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS

Saint Nicholas Roman Catholic School adheres to recommended dismissal drills for fire, emergencies, and tornados throughout the year. Instructions are posted in each classroom indicating how to leave the building in case of fire. Staff and students practice walking quickly and quietly to a designated area.

SEXUAL HARASSMENT--STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavors to provide for its students an atmosphere free from sexual harassment.

For the purposes of this policy, sexual harassment includes the following specific

instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

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

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

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

- verbal warning/reprimand and apology to the victim;
- a parent/student/principal conference;
- written warning/reprimand and parent notification entered in the student's file;
- detention or removal from selected school activities and/or extracurricular activities;
- behavior/probation contracts, possibly requiring professional intervention;
- suspension; and/or
- expulsion.

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

X. STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as apply to chartered nonpublic schools in the State of Ohio.

Students with disabilities are expected to follow the school's policies and honor code.

XI. EXTENDED DAY

PRE-SCHOOL:

Applewood Academy, LLC pre-school and after school programs will be housed in Saint Nicholas School. Contact Nancy Jacubec at 330-707-0699 for details.

APPENDICES

DIOCESAN FORMS:

1. Registration Form
2. Emergency Medical Form
3. Sports
 - a. Physical
 - b. Proof of Insurance

SAINT NICHOLAS ROMAN CATHOLIC SCHOOL FORMS:

1. Parental Support
2. Student Data Form
3. Tuition Contract
4. Volunteer Sheet
5. Bus/Transportation Data Form
6. Reunification Form

STATE / GOVERNMENT FORMS:

- A. Free Lunch Application
- B. Income Report
- C. Insurance

SAINT NICHOLAS ROMAN CATHOLIC SCHOOL

Parent/Student Handbook Agreement Letter 2019-2020

I have been advised the Parent/Student Handbook in on the school website at www.StNicholasSchool.com. A copy of the said handbook will be provided if I do not have access to the internet and personally request a hard copy

I further acknowledge that I have received a copy of the Hornet Parent/Student Handbook, that I have read it and understand its contents and agree to abide by the policies and procedures contained in the handbook.

Print Name _____

Signature _____

Date _____

