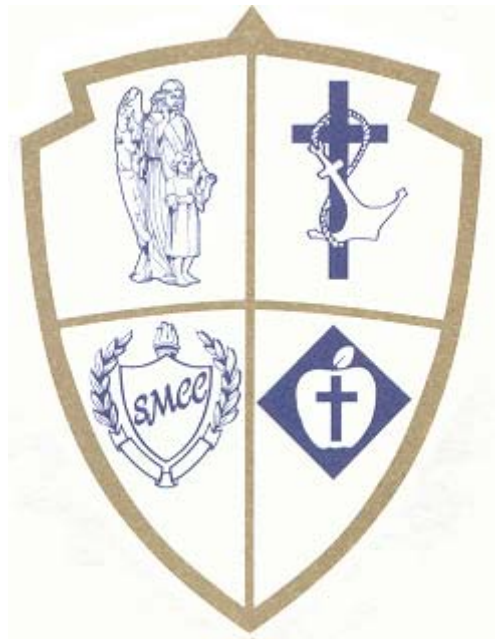


Sandusky Central Catholic School
410 W. Jefferson Street
Sandusky, OH 44870



Family Handbook
2008-2009

Updated: August 13, 2008

SANDUSKY CENTRAL CATHOLIC SCHOOL

VISION:

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

MISSION STATEMENT

A faith community committed to:

Following Jesus

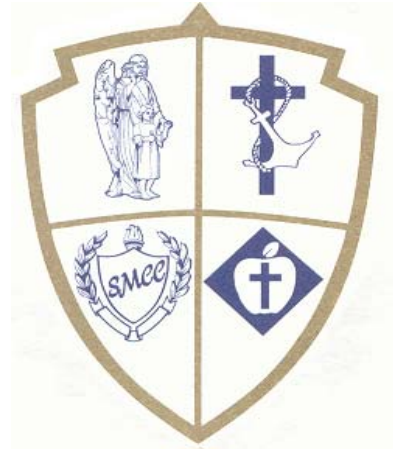
Living the Gospel by

Strengthening the body

Challenging the mind

Enriching the spirit

Forming future leaders for the Church and community



STATEMENT OF PHILOSOPHY

We believe that Jesus is at the center of our community.

We believe in educating the whole child – strengthening the body, challenging the mind, enriching the spirit.

We believe in a culture of life that promotes respect of self, others and for the community.

We believe that we must not only learn but also live our faith.

We believe that we are blessed with gifts to be used in the service of others.

We believe that the school is an important force in strengthening families, parishes and communities.

We believe in continued academic and religious excellence.

We believe that we are charged by the people of God with the important role of developing future leaders.

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ADMISSIONS

Entrance Requirements

- A. A child must be five years old on or before September 30th of the year of entry into Kindergarten. After registration, a Kindergarten screening process is scheduled. This process not only helps us to see if your child is ready for school, but it also helps us prescribe ways you can work with your child at home to create a more comfortable adjustment to school.
- B. A child must be six years old on or before September 30th of the year of 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 entering grade 7 must present validation of the MMR (Measles, Mumps, and Rubella) immunization.
- E. Successful completion of grade 8 to be eligible for enrollment in SMCC grade 9.
- F. Families eligible for State of Ohio Ed Choice Scholarship contact the Superintendent's Office at 419-627-9718.

Registration

In March/April 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 registration fee. This fee, which is subject to change annually, is non-refundable.

Students transferring in from other schools may be subject to probationary admission, pending a smooth and satisfactory transition to Sandusky Central Catholic School.

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

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

Preference in Admissions

Sandusky Central Catholic School does give preference in admission to Catholic students, siblings of children already enrolled, children of alumni, and other factors including policy on class size.

Non-Discriminatory Policy

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

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

Tuition

Private Catholic schools are funded and supported through tuition, fundraising, endowment and grants. Each school is responsible for the total cost of education. Therefore, each family who chooses Catholic education should make the cost of the education a priority.

TUITION AND FINANCIAL POLICIES (See Appendix K.)**Registration**

At the time of registration, a fee per student designated by the Board of Directors is payable. Registration forms for the upcoming year must be completed and returned with the fee by the specified date, late March or early April.

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 27 for the coming academic year, a monthly

payment plan with FACTS, a tuition management service, or a combination of both. Families who enter Sandusky Central Catholic School during the year are given a pro-rated tuition and must remit payment of tuition or complete a FACTS form at the time of registration.

Tuition Assistance Plan

Sandusky Central Catholic School Endowment Fund and individual donors provide some funds each year to assist those parents who would otherwise be unable 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 FACTS. Applications for assistance should be received at the time of registration generally, but no later than April 15. However, it is possible to apply at any time during the school year if there has been an adverse change in the family financial situation. Grants are made to the extent that money is available. Families receiving tuition assistance are encouraged to support the school with their time and talents whenever possible, in the various programs that are offered. Every effort will be made to work out a solution to a family's desire to continue education at Sandusky Central Catholic School. Gifts may be made to this fund at any time to enable others to continue at Sandusky Central Catholic School. Consider this fund when giving memorial contributions in honor of family or friends.

Delinquent Tuition

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

Please note: No diploma or student records (including transcripts) will be forwarded to another school or 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.

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 registration fee, which is non-refundable, will be returned. Tuition refunds will be pro-rated based on the number of remaining months, following the month of withdrawal divided by 9.

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 office that a student is leaving for whatever reason, the process of transfer of student records begins.

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 full payment of tuition and other fees. 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.

Financial Obligations

All financial obligations accrued through tuition fees or other fines must be paid in full before the school will release records to the high school or to any school to which a student may transfer. 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.

SCCS Education Foundation

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

Fundraising

Every year, the school budget anticipates a considerable sum to be raised toward defraying tuition costs. Attempts to raise this amount are made through fundraising projects – one in the fall and one in the spring – as well as other various projects throughout the year. Families who oppose fundraising projects can opt to participate by directly donating the given quota. Uncollected fundraising money will be added to tuition account. If you take the deduction on the Family Financial Information form that everyone has to fill out to register to deduct the amount under Fundraising/Development you MUST participate in these two fundraisers; you may either sell the amount stated for each fundraiser or pay the amount designated for non-participation for each fundraiser.

ATTENDANCE

Arrival & Dismissal Procedures

Over 800 students have their educational needs met within Sandusky Central Catholic School. Traffic is consistently very heavy. Observe the speed limit and drive defensively.

Students are asked to walk to the corners to cross the street, where crossing guards are stationed at dismissal.

Students who arrive early are asked to wait in the designated room, where an adult is assigned. Students are dismissed to their rooms. Class begins at the 7:40 a.m. bell (grades 7-12) and 7:45 a.m. bell (grades 4-6) and 7:50 a.m. (grades K-3).

Homeroom activity, student organization and the first class begins with the 7:40 a.m. bell for students in grades 7-12, the 7:45 a.m. bell for grades 4-6, and the 7:50 a.m. bell for students in grades K-3.

Dismissal time is 2:37 p.m. at SPP Campus, 2:45 p.m. at St. Mary Campus and SMCC.

Students who attend the Extended Day Program should meet in a place designated by the principal and then move to the Extended Day area.

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

The school calendar provides for 178 days of instruction plus Conference and Teacher In-Service Days. The length of the school day is 6 1/2 hours including lunch and 30-45 minutes for Religion.

Tardy/Absence

Attendance record is as follows:

A student is tardy from the 7:40 a.m. (grades 7-12), 7:45 a.m. (grades 4-6) and 7:50 a.m. (grades K-3) to 9:00 a.m.

A student leaving between 2:00 p.m. and dismissal time for an appointment, etc. is recorded as ED (early dismissal).

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

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

Any time a student leaves for less than 2 ½ hours, the student is marked (E) for excused in the school office.

Half day Kindergarten class is 7:50 a.m. – 10:50 a.m. Full day Kindergarten class is 7:50 a.m. – 2:37 p.m.

Schoolwork continues even when your student is not present. 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.

Truancy

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

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

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

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

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

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

Attendance Procedure

1. When a child is absent we require that the parent or guardian call the school nurse's office before 8:15 a.m. on the day of absence. If this call does not come into the school, the school office/nurse must 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.):
 - Students (grades 7-12) will receive an attendance note to be signed by each teacher. This is returned to the office by the student.
 - Unexcused absences (truancy) will result in full make-up outside of regular school times with no credit given.
 - Students will be held accountable for all academic work.
2. Tardy is defined as not present and ready in the classroom when class begins at the 7:40 a.m. bell for grades 7-12, the 7:45 a.m. bell for grades 4-6, and the 7:50 a.m. bell for grades K-3.
 - Children arriving late must report to the school nurse in SMCCHS/main office or the main office at Holy Angels Campus, Sts. Peter and Paul Campus and St. Mary Campus.

- Excessive tardiness (more than once a month) will result in communication with parents for grades K-6.
 - For students in grades 7-12:
 - If a student is tardy for a third time during the school year, that student will be assigned a morning detention which will be served from 7:10 a.m. – 7:40 a.m.
 - If a student is tardy a fourth time during the school year, a letter will be sent home to the parent, informing the parent of the situation and of the consequences forthcoming. That student will again be assigned a morning detention which will be served from 7:10 a.m. – 7:40 a.m.
 - If a student is tardy a fifth time during the school year, a third morning detention will be assigned.
 - If a student is tardy a sixth time during the school year, the student will be assigned an afternoon detention which meets from 2:50 p.m. – 4:30 p.m.
 - Each time the student is tardy, from the sixth time forward, that student will be assigned an afternoon detention.
 - 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. to participate in extracurricular activities.
 - If a student arrives between 9:01 a.m. and 12:00 noon, it is considered ½ day absent. If a student leaves between 12:00 noon and 2:00 p.m., it is considered ½ day absent. Students who continually are ½ day absent will be dealt with on an individual basis and consequences are up to the discretion of the principal.
 - Excused tardy is used for bus and weather situations-marked ET on the record. (A student is either present or not present at the bell (Absent or tardy). There is an excused tardy marking when a student is tardy because of extenuating circumstances (i.e. late bus, weather).
3. Student illness during the day - Parent or guardian must be contacted before a child is ever allowed to leave school. No child may leave the school premises without permission of the school principal or designated person. For grades K-8, students will be picked up at the school office or nurse's room. Signature of the person picking up the child must be on the daily office attendance record.
 4. Parents' request for children to leave school must be in writing. (On occasion, a phone call may be acceptable.) This communication is presented to the teacher after being processed by the school office. Students will be released from the school office. This is recorded as a partial absence.
 5. If there is any change in the regular after school dismissal procedure for any elementary student, a note must be sent to the homeroom teacher or a call needs to be made to the school office.
 6. A student must be present in school by 9:00 a.m. in order to participate in a sport or other activity on a given day.
 7. A student missing 10 days of school or 10 classes in a single subject per semester may be denied credit for that semester.
 - A warning letter will be issued after the fourth and eighth absences. If credit is denied, the student/parent may appeal to the principal.

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 needs to meet the child at the office. 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 in the main office.

Vacations

Vacations are discouraged when classes are in session (See Student Personal Convenience Absence Policy - Appendix F). We only have 178 days out of the 365 days in a year. Please schedule your vacations outside of school time.

School Calendar

Sandusky Central Catholic School follows a general school calendar to include local and diocesan dates. The calendar is provided for each family, contained in this handbook, Appendix E. Monthly calendars will be provided to you, and adjustments will be noted in the monthly mailing.

SCHOOL CLOSINGS AND EARLY DISMISSALS

In case of inclement weather, please listen to the radio stations WLEC – AM 1450 or WCPZ – FM MIX 102.7 for the listing of closed schools. If Sandusky Schools are closed due to bad weather, Sandusky Central Catholic School will also be closed. If Huron, Perkins or Margaretta District is closed but Sandusky is open, bus service is not provided. However, if students are brought to school by the Huron bus in the a.m., they will be picked up in the p.m. even if Huron Schools close.

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. Listen to your radio WLEC – AM 1450 or WCPZ – FM MIX 102.7 or TV Channel 5, 8, Cleveland or Channel 11, Toledo for updates about closings and delays.

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.
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 extra-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 delay is announced for an hour, then Sandusky Central Catholic School will open at 8:45 a.m. with classes starting at 9:00 a.m. A two hour delay means school will open at 9:45 a.m. and classes begin at 10:00 a.m. Please listen to school closings due to poor weather conditions. The factors considered in the closing decision are: student safety, access of staff to school, weather conditions at the time, and weather forecasts. If it becomes necessary to close the school, it will be broadcast over local radio stations – WLEC - AM 1450, WCPZ – FM MIX 102.7. Please listen for delay announcements as you would announcements for inclement weather. (See above.) Please do not contact the radio stations regarding school closing. It is necessary for their telephone lines to remain open for emergency purposes.

Sandusky Central Catholic School's events scheduled during the day or evening of the school cancellation will also be canceled.

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.

Student Early Dismissal

The school calendar reflects early dismissal days for students. The time of dismissal is 12:30 p.m. Bus transportation is provided.

SCCS receives busing through four districts. Certain districts do not bus if their district is out for weather or other district functions. This is communicated through the terms of each home district.

ACADEMICS/COMMUNICATION**Curriculum**

Sandusky Central Catholic School uses the approved Toledo Diocesan integrated and course aligned curriculum K-12 and State of Ohio courses of study in Religion, Integrated Language Arts, Social Studies, Science, Health, Mathematics (including Algebra), Music, Art, Physical Education, and Human Sexuality to guide its instruction for students in grades K-8. Students also receive weekly instruction in computer skills and applications. Our school is chartered and accredited by the State of Ohio and the Ohio Catholic School Accreditation Association.

Textbooks

Non-religious textbooks are purchased for the students to use with Auxiliary Services Program funding from the State of Ohio. Religion textbooks are purchased from tuition funds. Students are expected to care for all texts. They are responsible for the replacement cost of any text lost or damaged.

Library

SCCS students have regular access to libraries at their campus and public libraries to check out books. Prompt returns are expected out of respect for others who use library materials. Fines will be charged for overdue books and for reimbursement for lost or damaged books.

Cultural Opportunities

Students participate in various cultural opportunities such as school assemblies, concerts, drama performances, and trips to various educational centers in and around the area.

Report Cards

K-12 report cards are issued quarterly to each student, except after the fourth quarter, when they are mailed. The cards need to be reviewed and envelopes signed (grades K-3 only). Grades 4-12 are electronically prepared by a parent/guardian and returned within a week. Outstanding fees will result in withholding the final report card until payments are made. All report cards and progress reports will be issued to the students and parents need to sign the report/envelope and return it with your child.

Midway through each quarter, mid-term reports are issued. While Ohio school law states that only unsatisfactory work needs to be reported, all students in Sandusky Central Catholic School receive an update on their entire academic program.

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

Grade Scales For Report Cards And Interims:

Kindergarten never receives interims however; teachers have consistent communication with parents. Grades 1-12 receive interim reports.

Kindergarten-Grade 3

- 4 Consistently meets and exceeds the standard
- 3 Demonstrates proficiency in meeting the standard
- 2 Making progress in meeting the standard through practice and support
- 1 Experiences difficulty meeting the standard and requires consistent practice and support

Grades 4-12

- A** 93 - 100 %
- B** 85 - 92 %
- C** 77 - 84 %
- D** 70 - 76 %
- F** 0 - 69 %

An open blank box means “Not assessed at this time”

A grade of “I” is given for any missing work, projects or tests. If work is not made up by the defined period of time the “I” is changed to “F”.

Parent-Teacher Conferences

At the end of the first quarter, a mandatory parent-teacher conference to review the report card of each child is scheduled. Conferences are scheduled and published through the office. Additional conferences can be scheduled at the request of the parent or teacher throughout the school year.

Contacting a Teacher

Throughout the year, parents are encouraged to confer with their child’s teacher(s). Call the office to arrange an appointment or e-mail the teacher(s). (The schools’ e-mail address can be found on the SCCS website at www.sanduskycentralcatholicschool.org).

Progress Book

A number of our teachers are now utilizing a software program through NOECA called Progress Book. With this system, parents are now able to have “see only” privileges into their child’s grades. The parents are able to see the grades the student has received on his/her homework, quizzes, tests and projects for which they have been assigned. Progress Book displays the classes which are missing grades. It also shows assignments which are forthcoming and shares the nine week’s grades of the student.

Your first stop is the Parent Access home page:

<https://parentaccess.noeca.org>

Click on our school link.

Once in Progress Book*, you will need the following information:

Student Name <<Firstname>> <<LastName>>

Login <<LoginName>>

Password <<Loginpswd>>

Usernames and Passwords are case specific.

Everything contained within the site is encrypted as it travels across the internet to prevent ‘hackers’ from having access to your child’s information. Never share your username and password with others.

For a printable/viewable reference guide, please visit the following web page:

<http://www.noeca.org/progressbook/Documents/ParentGuide.pdf>

Library/Media Center

The library's main purpose is to provide materials to assist students with their studies in an atmosphere conducive to study. The technological advances and automated referencing make for a facility that will both help the students at the present time and train them for future research. Junior high students and interested adults are welcome to use SMCC library.

Students should receive a pass from their subject teachers to use the library during study halls. A complete list of library regulations may be obtained from the library or main office. Students need their ID cards to check out materials. Students need to remember that the use of the library is a privilege and that privilege may be forfeited if quiet and materials are not respected.

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.

P.A. Announcements

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

Yearly and Weekly Calendars

All activities at SCCS must be put on the school calendar, which is maintained in the main office. No one should schedule any school related event or any event that involves the use of the school building without checking the yearly calendar. The weekly calendar, based on the yearly calendar, is issued every Friday. Therefore, all items must be on the yearly calendar one week in advance.

Use of School Building

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

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

Visitors

Anyone visiting SCCS should make his/her presence known at the main office. Those interested in attending SMCC may also obtain a visitor's pass from the main office 48 hours in advance of the visit. The guidance department will arrange for a student guide.

School Items

Each student attends class with proper supplies and equipment. 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.

Locks and Lockers

Each student (grades 7-12) is assigned a locker. Students may not change lockers without permission from the main office. Even though the school is concerned with the instances of items missing from any unlocked lockers, SCCS will take no responsibility.

Maintaining a locked locker is the responsibility of the student.

All lockers are the property of the school. Damage to lockers is considered a costly offense, subject to demerits, 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.

Tuition/Financial Grants

Those interested in financial assistance grants are advised to apply for these grants in late winter for the following year.

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.

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 highly monitored and parents and school will be in regular contact with one another should this critical step be taken. Usually failing grades in two major subjects will signal that this step is needed. The following factors are considered: readiness, academic achievement, emotional and social maturity, assessments, attendance record (90% or more) and age.

Placement or Transfer

Sometimes at the end of the school year, a student may be placed in the next grade level for a 6-week trial period to determine readiness. Consultation with the parents, teacher and administration is necessary, and begins at the end of the first semester. The following factors are considered: readiness, academic achievement, emotional and social maturity, assessments, attendance record (90% or more) and age. Should a parent insist on placement over the recommendation of the professional staff, parents will need to sign a statement to that effect. It will become part of the child's records.

POLICIES/PROCEDURES

Homework Policy

Homework extends the learning begun in school; promotes independent study, encourages individual initiative, provides for extra practice needed to perfect fundamental skills, makes use of outside resources, recognizes individual differences and enriches learning. The amount of homework is geared to the age and grade level of each child. Study, as well as written work, is considered homework. Students do have homework and need home encouragement and supervision. Students will be detained if they are not responsible for completing assignments or turning them in on time. (See [specific building procedure](#).) Most homework can be found on the website; just look for the specific teacher (Progress Book/Assign-A-Day).

Acceptable Use of The Internet

Parents and students agree to the following by signing the annual Acceptable Use of the Internet Policy form included with this handbook. The form acknowledges that parents and students will adhere to the following policy. The policy must be signed and returned to the homeroom teacher who will forward them to the office. (See Appendix L.)

Sandusky Central Catholic School Internet Use

The information superhighway, the Internet, is a very useful tool, linking Sandusky Central Catholic School with places all over the world. Students and staff now have the ability to travel electronically to gather information. With this privilege comes a set of rules for acceptable behavior:

- Computers are to be used in an appropriate way: for research, to communicate with others, to complete school assignments.
- It is against the law to send certain things over school networks: copyrighted, threatening or obscene material may not be sent.
- In addition, damage to computer hardware, software or related materials will not be tolerated.

The user is expected to abide by the following rules of network etiquette:

- Be polite: Do not send or write abusive messages.
- Use appropriate language: Do not swear, use other inappropriate language, threaten or humiliate others.
- Respect privacy: Do not reveal any personal information, address or phone number, credit card number of yourself or others.
- Proper use of network:
 - Do not use another person's password, trespass in their folders, work or files.
 - Do not send chain letters.
 - Unauthorized use of software other than what is installed on the computer and/or network is NOT allowed.

Follow the directions of the adult in charge where computers and networks are in use.

Violating the Acceptable Use Policy may result in one of the following:

- Restricted network access
- Loss of network access
- Disciplinary or legal action

It is our intent to make Internet access available to further the educational goals and objectives of the curriculum of Sandusky Central Catholic School. Along with access to computers and people all over the world comes the availability of adult materials that may not be considered appropriate in the classroom. NOECA (Northern Ohio Educational Computer Association) does have a feature that checks for and prevents inappropriate site viewing. We support and respect each family's decision to allow/not allow their child access to the Internet. The school is not responsible for the accuracy or quality of information obtained through its Internet accounts. For parents: My child may post his/her art work or other work on a school web page or an approved website with it labeled only with first name and grade or age, and school name. No last name or other personal information will be permitted.

Terry, Sandusky Central Catholic School
Terry, Grade 2
Terry, Age 8

Photographs of students engaged in school activities may be used on the web page or print without names.

Technology Misuse/Abuse

Abuse or misuse of computers, telephones or other technology will be considered severe and will result in severe penalties. Students who misuse this equipment may be subject to suspension and students who intentionally abuse or misuse this equipment may be subject to expulsion. In addition, financial responsibility for damages will be incurred by all individuals who abuse or misuse technology. (See Usage Policy – Appendix L.)

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.

The following tests are administered:

- Scholastic Readiness – First Grade, given in September
- A.C.R.E., Religion Competency – Grades 5, 8 and 12, given in October
- Scantron Testing – Ability and Achievement
- OGT – Grade 10
- PSAT – Grade 11
- PLAN – Grade 10

Field Trips

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

Permission Forms and Rules

Written permission forms, issued by the school, must be signed by a parent for each trip. No other form or a phone call will be accepted. 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.

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.

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 educating the mind, body and soul
- Catholic and support and follow the laws of the Catholic Church
- If non-Catholic, uphold the doctrines of the faith

Teachers will expect parents to:

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

Teachers and parents can expect students to:

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

DISCIPLINE PROCEDURES AND POLICIES

Code of Conduct/Discipline

Students of SCCS are expected to behave responsibly both in and out of school. They are expected to obey civil law and respect community norms of civil behavior.

The responsibility for students outside of school rests primarily with the students themselves and their parents/guardians. However, students are accountable to school authorities. Their behavior within or outside of school, during or beyond school time, identifies them as SCCS students and/or representatives of our school community.

Students involved in serious misconduct outside of school – including any student admitting to or convicted of a serious criminal/civil offense, illegal behavior, or behavior affecting the good order of the school and the welfare of its students – may be subject to disciplinary action undertaken by school authorities in an appropriate manner. Such action may include not only punitive measures, but also mandated professional evaluation and possible treatment.

Harassment Policy

The State Board of Education Anti-Harassment, Anti-Intimidation and Anti-Bullying Policy defines harassment, intimidation and bullying as “any intentional written, verbal, graphic, or physical act that a student exhibits toward other particular student(s) more than once and the behavior both:

- causes mental or physical harm to the other student; and
- is sufficiently severe, persistent or pervasive, that it creates an intimidating, threatening or abusive educational environment for the other student(s).”

This policy also goes on to define harassment, intimidation, and bullying as “electronically transmitted acts, i.e., internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student exhibits toward another particular student(s).”

The State Board of Education Policy goes on to state, “that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school sponsored events, is **expressly forbidden.**” Sandusky Central Catholic School recognizes and fully supports this policy.

Sandusky Central Catholic School strives to provide a physically safe and emotionally secure environment for all students and all school personnel. A positive climate is “one which emphasizes and recognizes positive behaviors, evokes non-violence, cooperation, teamwork, understanding and acceptance toward all students and staff in, and in transit to and from, the school environment.” (ODE Model Policy)

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to, the following:

- Physical violence or attacks
- Threats, taunts and intimidation through words or gestures
- Extortion, damage, or stealing of money and/or possessions
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web based/online sites such as the following:
 - Posting slurs on web sites
 - Sending abusive or threatening instant messages
 - Using camera phones to take embarrassing pictures of students and posting them online
 - Using web sites to circulate rumors and gossip
 - Excluding others from an online group by falsely reporting them for inappropriate language to internet source providers

Questions and concerns regarding discipline are to be directed to the SCCS Administration.

Complaints – Formal/Informal

- Students and/or parents or guardians may file a report formally(in writing) or verbally
- Reports should include person(s) involved, number of times and places of alleged conduct, names of potential witnesses
- Reports may be given to any school staff member
- Students making informal complaints may request confidentiality
- Anonymous complaints will be reviewed and reasonable action will be taken to the extent that such action does not disclose the source of the complaint and that the action is consistent with due process rights of the alleged perpetrator.

Plan of Action

- Teachers/staff members who witness or receive student or parent reports of harassment, intimidation or bullying must promptly notify the principal or principal's designee of such report.
- The principal (or principal's designee) will investigate any incident of bullying, intimidation or harassment which is reported.
- The incident will be documented and parents/guardians of any students involved will be notified.
- When acts of harassment, bullying or intimidation are verified, any combination or all of the following responses may result:
 1. Students will be counseled as to the definition of harassment, intimidation and bullying, as well as the zero tolerance policy of SCCS in these situations.
 2. Peer mediation may be appropriate in certain situations.
 3. Harassment, bullying and intimidation is considered a Level IV offense according to the SCCS Code of Conduct.
 4. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the suspension and giving him/her an opportunity to explain the situation.
 5. Expulsion may be imposed only after a hearing before a Disciplinary Committee. This consequence will be reserved for serious incidents and/or when past interventions have not been successful in eliminating prohibited behaviors.

Chain of Command for Complaints

Conversation begins with your child. The person to contact first in the school is the teacher. The building administration may be contacted next. The concern is handled at the building level. Only in serious situations is it necessary to go beyond the building. The expectations, codes, procedures and consequences are clearly spelled out in the handbook.

Discipline Code – Appendix B.

FAITH AND WORSHIP

Adventures in Faith

Adventures in Faith is an innovative approach to parish faith formation that involves all generations in learning and growing together through their experiences and participation in church life.

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. You are strongly encouraged to participate with your family in the Adventures in Faith process.

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.

Theology – Each student is required 4 credits for graduation in high school.

All retreats are part of the SCCS religion curriculum and students are expected to be in attendance. Fees for specific retreats will be charged.

Liturgy

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

Sacraments

Catechetical instruction begins with parents as the first educators of their children. Parents will participate in individual parent sacramental preparation through the individual parishes. Classroom Religion will include sacramental preparation. The children will receive the sacraments in their parish.

Service-Time/Talent/Treasure (Key Club, Honor Society-grade level or organization service component)

Sandusky Central Catholic School's students are encouraged to contribute to the efforts of global missions in various classroom collections and at specially designated times. All monies collected for the needy children are forwarded to the Diocesan Office for Global Concerns.

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. As students learn to serve, they in fact may be serving to learn some of life's biggest lessons.

HEALTH

See Appendix J 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.

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.

The requirements for students in grades Kindergarten through 12 are as follows:

All kindergarten through grade 3 students must have evidence of having received two doses of MMR vaccine.

All kindergarten through grade 3 students are required to have three doses of hepatitis B vaccine.

All kindergarten (only) students are required to have a fifth dose of DtaP/DTP/DT vaccine if the fourth dose was administered prior to the fourth birthday.

All kindergarten (only) students are required to have a fourth dose of polio vaccine if the third dose was administered prior to the fourth birthday.

All students in the first grade are required to have two doses of MMR and three doses of hepatitis B vaccine.

All kindergarten students must have 1 dose of varicella vaccine (chickenpox); it must be administered on or after the first birthday.

All students in grades 7 through 12 are required to have two doses of MMR vaccine unless otherwise exempt, as mandated in Ohio Revised Code Sec. 3313.671.

During or after the school year beginning in 2006, any student who has had natural chicken pox, and presents a signed statement from the student's parent, guardian, or physician to that effect, is not required to be immunized against chicken pox.

Students who lack these immunizations must be excluded from school according to the above cited Ohio Revised Code section if the records are not in the school office 14 days after school begins.

Student Return Following Illness

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

Communicable Diseases

- **Chicken Pox:** Children may return to school after 7 days if crusts are dry.
- **Scarlet Fever (Scarletina):** Children may return upon recovery, but no sooner than one week from onset.
- **Streptococci Sore Throat:** Children may return after 24 hours if they are under treatment of a physician and have no fever.
- **Eyes:** Any child with reddened or inflamed eye may be excluded until the eye has completely recovered or has a doctor's statement allowing his/her return.
- **Skin:** Any child with a skin rash or sores such as scabies or impetigo, may be excluded until skin is clear or has a doctor's statement allowing his/her return.
- **Head Lice:** Children with such will be excluded and may return only after dis-infestation is complete or with a note from the family doctor assuring that the child has been under treatment and it is safe to return. Children are expected to return to school NIT-FREE within three days or they will be considered truant. Prompt and thorough treatment of head lice is required in order that your child will not miss more than the allotted few days from school.

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 or persons to be notified.

Vision, Hearing And Scoliosis Screenings

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

Illness During the Day

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

Administering Medication

The 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 (i.e. asthma inhaler). 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. (See Appendix 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 are also available in all doctors' offices in Erie County.
- If medicine is to be given over a long period of time, the parent should send in a one-week supply each Monday. More than one week's supply will not be accepted.

Cough Drops

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

PARENT ORGANIZATION

(P.U.L.S.E. – Partners United in Leadership for Student Excellence)

The objectives of this organization are to further the welfare of the Sandusky Central Catholic School students, teachers and staff and to establish a more thorough understanding among parents, teachers and friends of the school. It is NOT involved in policy making or curriculum. All of the money raised by activities is used to defray expenses and to further the objectives of the organization and the school.

The membership consists of all persons interested in the welfare of Sandusky Central Catholic School, including parents of our students. There is no membership fee. The group is made up of a network of committees who facilitate activities for the school.

These committees include such activities as cutting and sorting labels at home, teacher luncheons, yearbook, uniform exchange, helping with the annual book fair, Santa's Secret Shop, Spring Fling, assisting on the playground and in the lunch room, and fundraisers. Many activities can be done at home or according to one's schedule. Support of this organization is extremely important to our school.

ALL are welcome to be a part of any of the committees. Meetings are held monthly, and are announced through the school mailings. We need your participation.

GOVERNANCE

The School Board of Directors is established for the governance of the school. This Board of Directors is composed of pastors of Holy Angels, St. Mary's, and Sts. Peter and Paul Parishes. Members are appointed (one from each pastor) and elected at large for the parishes. The Bishop has his delegate on the board. The Local Superintendent is ex-officio and is responsible to the Board of Directors. Six standing committees open to invitation, application and appointment are: Catholic Identity, Development, Finance, Facilities, Human Resources, and Programs (broken down into curricular and extra-curricular).

The principals and directors are responsible to the Local Superintendent, who is responsible to the Board of Directors.

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.

STUDENT RECORDS

Parental Access

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

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).

STUDENT SERVICES

Counselor

Our students benefit from the services of a school counselor who is present here at specified times each day. Students may self-refer or be referred by a teacher or parents. A letter from the counselor is sent home at the beginning of the school year indicating how students may use these services. Parental permission is assumed unless a note to the contrary is sent by the parent to the counselor.

Learning Disabilities Tutor

This tutor is assigned to Sandusky Central Catholic School for a certain number of hours weekly. The tutor works with students who have an active Individualized Service Plan. Parental permission is required before a student receives such services.

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

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

Special Education Support Program

Students who qualify through the individual student service plan may receive special services.

Speech Therapist

This specialist is at the campuses on a regular schedule throughout the week. The speech specialist works with students who have identified speech needs and qualify for the program. Parental permission is required before a student receives these specialized services.

Student Intervention Team

The student intervention team is a team of school professionals that review student academics, social behavior, and emotional situations and make recommendations for future student success.

A tutor (Title I) is available for remedial math and reading. Academic tutors are available for grades 2-8 and SCCS has high school learning labs. Students are recommended by teachers or the results of evaluation.

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 Huron, Margareta, Perkins, and Sandusky. Questions regarding bus scheduling should be referred to the respective bus coordinator in your local district.

Misbehavior On Bus Consequences

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

WITHDRAWAL AND TRANSFER OF RECORDS

Transfer of Records of 8th Grade Graduates

Transfer of records is automatic for 8th graders within SCCS registered at Sandusky 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, including health records, 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: By June 30, 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 and health records.
4. Sandusky Central Catholic School will use a collection agency for collection of delinquent tuition.

MISCELLANEOUS

Birthdays

If a child is having a birthday party, invitations are best distributed outside of the school. It has happened that invitations are passed out at school and one or two children are not invited to the party. The hurt of being excluded leaves a lasting impression on children of all ages. No invitations will be passed out at school unless the whole class or all students of the same sex receive one. Please refer to the Wellness Policy (Appendix J) for any birthday treats.

Cafeteria Service

Sandusky Central Catholic School provides daily cafeteria service. Menus and prices for lunches are sent home regularly. Cafeteria service is a privilege, not a right.

Lunch prices for grades K-12 are posted in the August newsletter. Milk is a part of a type A lunch. An extra carton of milk can be purchased separately. An extra entree portion of a type "A" lunch can be purchased for an additional \$1.00 by students in grades 4-12.

Students who pack their lunches are asked not to bring pop, or anything carbonated, or anything in a glass container.

Sandusky Central Catholic School has a closed lunch period. Students may purchase a lunch or bring a packed lunch. No outside restaurant food (fast food by any person) may be brought into the cafeteria. The monthly newsletter will contain the monthly menu.

Grades 4-8: Five-day lunch tickets may be purchased. Single day lunch tickets may be purchased as well as a single or five-day milk ticket. Lunch and milk tickets are sold only before school outside the cafeteria. Lunch money is best handled if it is placed in a sealed envelope with the child's name and grade, dates the child will eat hot lunch or buy milk, and amount enclosed clearly marked.

Grades K-3: Lunches or milk should be paid for at least by the week or five at a time to save on collecting and bookkeeping. Payment on Monday of the week, month, quarter, etc. is greatly appreciated. Payment should come to school in an envelope marked with the amount and whom the payment covers and the dates the child will eat hot lunch or buy milk. Payments are made before 8:00 a.m. at the collection stations on Monday and in the cafeteria before 8:00 a.m. Tuesday - Friday.

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. Charging of lunches or milk is not allowed. The school lunch includes milk as part of the lunch as defined by the State of Ohio and must be put on the tray. (Grades K-3 Type A and milk; Grades 4-6 Type A and/or salad bar and milk; Grades 7-12 Type A, salad bar and/or ala carte and milk.)

Communication from School to Home

On selected Wednesdays, a school bulletin and miscellaneous flyers, forms, etc. are sent home in a brown envelope with the youngest child at SCCS. (Grades K-12) Parents are encouraged to ask the child for these school communications. The envelope is to be signed and returned to school the next day, and may include any parent responses, communications, or fees to the school. Fees need to be in a separate envelope clearly marked with a child's name, grade, and purpose. All these envelopes end up in the office. Clearly marked items are a blessing to a busy office. Information can also be obtained on the school website.

(www.sanduskycentralcatholicschool.org)

A parent who does not reside with his/her child may request school communications, copies of report cards, etc. Please notify the office of such a request, and a separate family envelope will be prepared. All self-addressed stamped envelopes can be sent to the office and these will be mailed at the time we send home weekly communications. (See Ohio Revised Code, Sec. 3319.321).

Flyers

The school will print and publish flyers on behalf of the parent group, Scouts, athletes, fundraising and other areas of interest for the Sandusky Central Catholic School community. All material for flyers will be approved in advance through the school Superintendent's Office before being sent. Flyers should be professional in appearance and tone. These flyers should be in the office by Tuesday morning, for inclusion in the family envelope sent home on designated Wednesdays. An electronic copy should be provided to the Superintendent's Office so it can be placed on the website.

The school reserves the right not to send flyers from the community at large. Advertising through the family envelope is discouraged. Approved flyers about services which benefit one person or organization other than Sandusky Central Catholic School will be provided by said person or organization. Short items of information can be included in the principal's newsletter. Please send the information in writing two days before it is distributed. The newsletter is finished and ready for publication by Tuesday afternoon.

Noon Recess and Lunch

Students are expected to take a reasonable time to eat lunch. An adult supervisor is always on duty in the lunch room to help monitor behavior, to oversee the cleaning of tables, and to assist in emergencies. Students in grades K-6 also experience a supervised recess.

Lunch and Recess Rules

Cafeteria Student Rules

1. Sit down to eat. No physical contact of any nature. No walking or running around.
2. Talk in an indoor/conversational tone.
3. When finished, clean up your place. Put paper in the wastebasket. Do not throw anything on the floor.
4. If it is your turn to wipe tables, do so when all students are finished eating.
5. Absolutely NO throwing of food.
6. All students go directly outside, unless they have a note from the teacher stating otherwise. Teachers are responsible for those students (grades K-6).
7. You are to wait at the table until the lunchroom supervisor gives you the okay to go outside (grades K-6).

Outdoor Recess Student Rules

1. Show respect to other students and to the supervisors.
2. If there is an injury, notify the supervisor immediately.
3. Only touch football is permitted.
4. No spitting.
5. Stay away from the area of the buildings, the fence and the vehicles parked in the lot.
6. None of the following actions are permitted:
 - a. Fighting
 - b. Climbing on the basketball hoops
 - c. Re-entering the building without asking the supervisor
 - d. Eating on the playground
 - e. Inappropriate gestures/language
 - f. Throwing snow, snowballs, ice
 - g. Use of sidewalk chalk

Noon Recess Rules - Indoors

1. Students stay in classrooms not in hallways.
2. Once students return to classrooms from the cafeteria, students must ask permission from supervisor to leave the room.
3. No eating outside the cafeteria.
4. Follow teacher's rules concerning staying in seats and using the chalkboard.
5. In classroom appropriate behavior.
6. No radios, CD players or boom boxes. Any inappropriate objects will be taken.

No Glass or Pressure Containers (this includes field trips and lunch)

For the safety of all, students may not bring, or store in school, beverages or other items in glass or pressure containers.

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.

Other Non-State Policies

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

School Pictures

School pictures are taken each fall for inclusion in the permanent student record. Parents have the choice to purchase these pictures.

School pictures are taken in the fall by an outside company. The main purpose is for school records. Parents receive a packet of pictures with the option to keep them and pay for them or to return the pictures to school. Students wear their school uniform for fall pictures. In the spring a second offering is given to parents. The pictures are either kept and paid for or returned to school. Students may choose an appropriate outfit for these pictures.

Spring portraits are offered to you on a "parent approval" basis. All pictures are sent home to preview and decide whether or not you would like to purchase. If you do not purchase these pictures they need to be returned to the school. If you decide to purchase these pictures all you need to do is send in the money. The portraits that are sent home cannot be copied. These portraits are copyright protected. Therefore, any scanning, copying, or duplicating of these portraits is illegal without a written release from the individual that created the image. Any deviation from this procedure is not only breaking the law, but is a conflict with what we are all about. SCCS has always required high expectations from our students and staff and looks to our parents to set a good example in the home.

Phone Calls

Phone calls made by students are permitted only in case of emergency. Permission must be obtained from both classroom teacher and office personnel before a student may use the phone in the office. No other phones may be used by students.

Cell Phones

SCCS recognizes that because of security issues, many parents wish to be able to stay in contact with their student during the after school hours. We also recognize that a large number of our games, practices and activities take place in areas which are remote and removed from the school, and that getting transportation after returning from away contests is also important. As a result of these security issues, SCCS K-12 does not ban the carrying of cellular phones and pagers to the school. However, the rules and restrictions below apply to both and will be strictly followed. (Both objects will be referred to as “phones” hereafter.)

1. Phones or any function of the phone are never to be used during the school day. This includes making or receiving a call, sending or checking text messages, and the taking of photos using the cell phone. Students who must make a phone call should come to the main office.
2. Phones are not to be visible during the school day. It is strongly recommended that phones be kept in a student’s locker during the day.
3. Phones must be turned off during the school day.

Violation of the cell phone policy results in immediate confiscation.

1. 1st Offense – The phone will be confiscated and given to the Dean of Students. The student will be issued an after school detention. The phone will be returned to the student at the end of the school day.
2. 2nd Offense – The phone will be confiscated and given to the Dean of Students. The student will be issued two after school detentions. The phone will only be returned to the parent.
3. 3rd Offense – The phone will be confiscated and given to the Dean of Students. The student will be issued one day of ISS. The phone will be kept and returned at the end of the semester.

Academic Fraud- Cellular phones have been used on college campuses for purposes of transmitting information or answers on tests from one student to another. At SCCS, if students are caught engaging in electronic academic fraud disciplinary action will be taken.

Any items are the sole responsibility of the student not the responsibility of the school.

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

At Sandusky Central Catholic School, we strive to develop the whole child. Positive social interaction is encouraged in the classroom, at recess, and before and after school. Therefore, children should not bring toys or games to school, including electronic devices and roller blades, to be used during the school day. If items are brought for an after school activity they must remain in their backpack or locker.

SCCS DISCIPLINE PROCESS GRADES K-12

SCCS CODE OF CONDUCT

Code of Conduct/Discipline

1. 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.
2. Young people need guidelines, boundaries and a framework, which allow them to grow, with direction from parents and teachers. The most desirable step comes when the student accepts and internalizes the values sought and taught and begins to live them out.
3. It is the responsibility of the school administration, faculty and staff to provide and maintain an atmosphere of excellence in education and 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. Corporal punishment is not a form of discipline consistent with the Gospel ethic, nor the Ohio Revised Code, Sec. 3319.41.
4. In our Sandusky Central Catholic School philosophy it is stated, *we believe in a culture that promotes respect of self, others and for the community*. With this in mind, we recognize and promote behaviors which model values and character building. Students will be recognized throughout the year for not only knowing their Catholic faith, but living it as well.
5. The use of demerits, detentions, suspension or expulsion, or other acceptable disciplinary actions may be used. In a case, where a student may be suspended, either in or out of school, or expelled, a Due Process Hearing will be held with the principal or his/her designee. A written copy of the intent to suspend will be presented to the student at the time of the hearing, and a formal Notice of Suspension will be mailed to the student’s home.

Procedure for Inquiry Concerning Disciplinary Action:

Conversations begin with your child. The first person to contact in the school, regarding a discipline action is your student’s teacher. The principal may be contacted after a conversation or meeting with the teacher is held. The concern is handled at the building level. Only in serious situations is it necessary to go beyond the building. The expectations, codes, procedures and consequences are clearly spelled out in this handbook.

DISCIPLINE TOOLS

Detention:

Detentions will be held weekly on one set day each week. Students will be required to complete both academic and behavior requirements that will be determined by the supervising teacher, dean, and/or administrator. Students who are removed from detention hall for disruption will be suspended in school the following day for a period not to exceed 2 days. Transportation of students after the completion of detention hall is the sole responsibility of the parents or guardian.

In-School Suspension:

Students will be required to attend school from 7:40 a.m. (grades 7-12) or 7:45 a.m. (grades 4-6) to 2:45 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 principal's designee. While the students are in in-school suspension, they will be required to complete all classroom assignments with all work counting for classroom credit. This suspension will not count towards the students' absences from class.

Emergency Removal:

An emergency removal is the removal of a student from a situation in which that student's presence poses a continued danger to persons or property, or an ongoing threat of disrupting the academic progress in the classroom or elsewhere on the school premises. 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 towards the student's absences from school. A student will not be removed for a period to exceed 2 days.

Out of School Suspension:

Suspension is the removal of a student from the regular school program by appropriate school building authorities for no longer than 10 school days. The principal has the power to suspend a student when the student's behavior presents a clear danger of injury to the student, other students or school personnel or may be suspended for specific violations as Level III and Level IV violations. While the student is suspended out of school, he/she may not be on any SCCS school property or attend any SCCS sponsored event until the student has been reinstated by the principal. A student may also be suspended from clubs, activities, sports, or the bus.

Expulsion:

When after consultation with the principal and parents, 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.

A conference will be convened within 48 hours after the written note to suspend or expel has been issued. If in-school suspension or expulsion is so ordered after the conference, the principal will give written notice to the student, parent/guardian stating the length of the suspension or expulsion, the reason for it, and the steps necessary to process the student's return if the student is allowed to reenter. If the student is expelled, the Superintendent of the Diocese is notified.

Sandusky Central Catholic Elementary School Climate Process

Elementary (K-6)

A positive, productive school climate is an essential part of any learning experience. Without discipline, especially self-discipline, learning cannot take place. Within the school, an atmosphere conducive for learning, will exist. Students will be provided with school building as well as classroom expectations. A copy of the classroom expectations and management plan will be sent home to parents the first week of school. It is important that you read this information and address any questions you may have with your child's teacher (s) as close to the beginning of the school year as possible.

Sandusky Central Catholic students will become responsible citizens within the school setting and learn the importance of becoming independent thinkers and lifelong learners. Establishing values are an important part of our Catholic Education. Within our curriculum are a set of values which will be integrated by the teachers on a regular basis. It is our goal to teach children the Catholic Faith through the instructional process and practice it throughout the day in all we do.

We plan to recognize our students in a positive way for their involvement within the school and the community on a regular basis. Reinforcing positive behavior and role modeling our expectations will set the tone in building a community of learners.

Responsibility and Respect are two of the values which will be instilled in our students at the beginning of the school year. Students are expected to be responsible for their actions. Teachers need to be able to teach and students need an environment in which to learn. When minor offenses occur such as, disruptive, distracting behavior that interrupt the teaching/learning process, the teacher will use his/her classroom management plan. However, there may be times when a student requires an individual plan as well.

Offenses that are serious are referred to the principal. They are, but not limited to, physical or verbal abuse, disrespect for authority, etc. Actions judged by the principal to seriously violate the safety of the children or staff such as violent behavior/serious loss of temper, damage to school or personal property, sexual abuse or assault (foreign objects to school, bomb threats, sale or distribution of drugs, substance abuse (including smoking), bullying, possession of, use of, or promoting the use of explosive materials, guns, or look-alike guns or dangerous materials or instruments, may result in: (1) immediate removal of the student from the classroom setting and (2) parents will be notified of the concern.

Homework and Assignment Policy (grades 4-6)

It is our goal to teach "Responsibility" as one of our core values. When a student is prepared for class, learning can take place at an optimal level. Likewise, when a student's assignment is missing, incomplete, or late, it is very difficult to provide the instructional sequence needed. In order to encourage students to take responsibility for their learning the following will transpire:

- 1) A student who has one missing, incomplete, or late assignment in the course of a quarter will receive a warning and some form of notification to the student's parent. The parent will be contacted on the day of the missing, late, or incomplete assignment with the hope the parent will reinforce the importance of completing assignments in a timely fashion.
- 2) In the case of additional assignments missing, incomplete, or late, the student will be required to meet with the counselor and develop a plan which will be signed by the parent. An after school academic detention will also take place on the date and time designated by the respective teacher. Failure to serve the pre-arranged academic detention will result in 2 behavior demerits.

- 3) Parent/guardian must sign the notification sheet for an after school academic detention and return it to school via the student or fax. It is the responsibility of the parent or guardian to provide transportation according to the date and time of the detention.

Any type of teacher assignment that has a completion or due date falls under the Homework/Assignment Policy.

**Sandusky Central Catholic
Middle School and High School
School Climate Process**

Middle School and High School (grades 7-12)

Our students at Sandusky Central Catholic School are provided with a rich environment to learn and develop in strengthening the body, challenging the mind, and enriching the spirit. A student's conduct needs to reflect our Sandusky Central Catholic School mission and philosophy.

In strengthening the body, there are a variety of activities students can participate in during the school year. We have a cadre of sports opportunities available, band and music offerings, and visual and performing arts options.

In challenging the mind, students have a rigorous academic program which stretches them and offers opportunities for them to succeed in life. There are also many clubs and organizations which create future leaders for the Church and community.

In enriching the spirit, students are encouraged to participate in the Catholic Faith on a regular basis through prayer and by volunteering their time. Collaboration and cooperation are stressed as students interact with one another within a positive, productive environment.

Those students who make inappropriate choices which are detrimental to self, the reputation of the school and have the potential to bring harm (physical or emotional) to any individual, whether occurring in school, at school—related activities, or going to and from both may be disciplined in accordance with school policy.

Classroom teachers have established a classroom management plan which will be provided to parents the first two weeks of school. Any action judged by the principal to be inappropriate or to seriously violate the Code of Behavior, may result in demerits, detention, in-school suspension, out-of-school suspension, or expulsion. The final decision regarding the consequences for behavior rests with the principal. The principal retains the right to tailor and adjust any discipline, including probationary conditions and consequences as appropriate under the particular facts and circumstances of different students' disciplinary records and perceived needs.

Demerits will be recorded consecutively throughout the school year for students in grades 7-12. Students in grades 4 and 5 will begin each quarter with 0 demerits. Student in grades 6-12 who incur 8 or less demerits in one quarter, will begin the next quarter with 0 demerits. A student who occurs 9 or more demerits in one quarter and continues to accumulate demerits in the next quarter will be subjected to increasing consequences.

Failure to complete required work will be handled through the Homework and Assignment Policy (see Homework detention policy).

Our students at Sandusky Central Catholic school are students at all times. A student who engages in conduct that is detrimental to one's self, to the reputation of the school or has the potential to bring harm (physical or emotional) to any other individual, whether occurring in school, at school-related activities, or going to and from both may be disciplined in accordance with school policy.

Demerit Scale:

- 10 Demerits – Detention / Letter Home
- 20 Demerits – Detention / Parent – School Conference
- 30 Demerits – In-School Suspension – 2 days
- 40 Demerits – In-School Suspension – 4 days
- 50 Demerits – 3 days Out-of-School Suspension (zeros for all work) / Behavior Contract
- 60 Demerits – 5 days Out-of-School Suspension (zeros for all work) / Behavior Contract

A Behavior Contract may be instituted at any level of demerits.

Detentions

Detentions will be held weekly, under the direct supervision of a staff member. Students will be responsible to complete academic requirements in some or all of their academic classes, and/or physical requirements.

The only exception for missing a detention is an emergency. The student's parent or guardian will need to contact the principal to make arrangements ahead of time. The student will be required to serve the detention on the next detention date. A student who misses a detention for a non-emergency will be required to serve that detention, plus one additional day. Any student who is removed from detention for misbehaving will be given 2 days of in-school suspension the following school day. No exceptions will be made to the detention policy for school sponsored athletic and co-curricular practices. If an athletic contest is scheduled on a day that a detention is to be served, the student will be permitted to make up the detention on the next scheduled day. Morning detentions may also be utilized by both teachers and the administration.

Homework and Assignment Policy (grades 7-12)

An important goal of Sandusky Central Catholic and the entire education program is to develop responsibility and self-discipline in our students. When students are not prepared for class or have missing, incomplete or late assignments, the learning process is hindered. Consequently, we have initiated the following policy:

- 1) Consequences for missing, incomplete or late assignments will be handled by subject area. Students with one missing, incomplete or late assignment in the course of a quarter will receive a warning. For every additional missing, incomplete or late assignment during the quarter, students will be required to serve an academic detention for at least 30 minutes after school.
- 2) Notification of missing, incomplete or late assignments will be sent home on the day the assignment is collected. Academic detentions will be served the following school day. The students should see that you, the parent or guardian, sign the notification and that all arrangements for transportation are taken care of for the date of the detention.
- 3) Failure to return the signed detention notice on the assigned detention day will result in two demerits. An excessive number of missing assignments or continued failure to return detention notification will result in additional detention time to be determined by the teacher.
- 4) Academic detentions will be held daily from dismissal time to 3:15 p.m. Students will be detained with academic requirements in some or all academic areas. The only exception for missing an academic detention is an emergency. The students will then be required to serve the detention on the next defined day. No exceptions to the detention policy will be made for school sponsored athletic practices or co-curricular activities, unless there is a conflict with bus transportation to a contest. In this case, the student will serve the detention on the next day. All decisions rest with the school administration.

- 1 missing assignment for a subject area teacher – Warning
- 2 missing assignments for a subject area teacher – Homework Detention
- 3 missing assignments for a subject area teacher – Homework Detention
- 4 missing assignments for a subject area teacher – Office Referral

Any type of teacher assignment that has a completion or due date falls under the Homework/Assignment Policy.

Parental Notification

Parents/Guardians of offending students will be notified by the school either by mail or telephone in the event of suspension or expulsion.

Terminated Students' Restrictions

Students who have been terminated by SMCC for disciplinary reasons will not be permitted admittance to any SMCC school functions (i.e. basketball games, dances) without advance permission of the SMCC principal or his/her designated appointee. Competition events involving terminated students' "new" home school are exempt. In addition, the SMCC administration reserves the right to deny admission or to remove anyone causing a disturbance, improperly dressed, or conducting improper activities on school property. The person or persons in charge of that building at that time will determine this decision.

Please note the waiver of one year of eligibility policy as regards to terminating students found under Athletics.

Chemical Dependency Policy

We at SCCS have set forth a standard of no use of alcohol or other drugs for all of our students. We commit to offer support and affirm those members of our school community who choose to live lives free of alcohol and other drugs.

Procedures for Students/Parents Seeking Help

The student or concerned parent makes an appointment with the counselor. The counselor meets with the student and/or parent/guardian to discuss recommendations, which may include, but are not limited to, the following:

- a. An assessment provided by a licensed facility providing alcohol and other drug assessments
- b. Participation in an appropriate support group.
- c. Any expense incurred is the responsibility of the student.

Suspicious Behavior Referral

If action is found to be necessary, a conference will be arranged including but not limited to, student, parent/guardian, intervention team, administrator, concerned staff members or any combination of the above.

If the professional assessment is judged to be appropriate:

- a. The counselor will provide parent/guardian with information regarding licensed assessment providers.
- b. The counselor will verify that an appointment for an assessment interview has been made.
- c. The counselor will request that any recommendation from assessment be provided to the administrator or intervention team in writing.
- d. Parent/guardian and student are expected to follow through on the recommendations of the assessment.
- e. Student participation in an assessment is voluntary when recommended by the intervention team. However, the school reserves the right to require an assessment as a condition of continued participation in the school community and all school functions.

Conduct Violation Referral on School Grounds or at School Activities

A student shall not possess, transmit, conceal, consume or show evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs, narcotics, tobacco, or any mind-altering substances while on school property or at any school activity. Included in this prohibition is the possession of any drug-related paraphernalia. Any student who commits a drug and/or alcohol offense must be assessed by a licensed assessment provider prior to returning to school and any school functions. Students not complying with the assessment requirement will be recommended for dismissal.

The following consequences will apply if a direct conduct violation has occurred:

- a. Notification of parent/guardian
- b. Suspension and possible expulsion
- c. Notification of the appropriate law enforcement agency of the violation if appropriate
- d. Agreement of parent/guardian to have the student assessed at a licensed facility providing alcohol and other drug assessments
- e. Appropriate athletic consequences per Athletic Handbook

Conduct Violation Referral off School Grounds and Away From School Activities

If at any time any student is determined to have in his/her possession alcoholic beverages, drugs, or tobacco, other than those prescribed by a doctor (MD, DO or DDS) or is found to be using or under the influence of the above-mentioned by a member of the high school faculty, coaching staff, or law enforcement official, the student will be subject to the following rules:

During the student's four-year high school career in the school, administration in conjunction with the Athletic Director (when appropriate) will:

First Offense

1. Notify parents, arrange conference if necessary
2. Assign student a 2-day suspension in school
3. Appropriate athletic consequences per Athletic Handbook

Second Offense

1. Notify parents, arrange conference if necessary
2. Assign student a 3-day suspension out of school
3. Require the student to participate in an assessment and drug-alcohol education program through an agency approved by SMCC at student expense
4. Appropriate athletic consequences per Athletic Handbook

Third Offense

A third offense is seen as a flagrant violation of SMCC policy and could result in the student's expulsion from SMCC. The minimum disciplinary action taken by SMCC administration will be:

1. Suspend student from school for a minimum of 5 days out of school
2. Require student to participate in a drug-alcohol education program through an agency approved by SMCC at student expense
3. Prohibit student from any further athletic competition or participation of any kind while at SMCC. Student will forfeit all forthcoming awards, including varsity letters and conference awards.

Treatment

The school will cooperate with the parents, student and treatment agency while the student is in treatment to make the experience positive and assure a successful transition back into school.

DETENTION/DEMERIT NOTICE FOR GRADES 4-12

Sandusky Central Catholic School	Student _____	Grade _____
➤ St. Mary Campus	Date of Incident _____	Location _____
➤ St. Mary Central Catholic High	Time _____	Teacher _____
Number of Demerits Assigned: 1 2 3 4 5 6 7 8 9 10 15 20 25 30		

Reason for Demerits: _____		

Detention Has Been Assigned: M T W TH F		Date(s): _____
Room: _____	Time: _____	

Office Detention: _____	Homework Detention: _____	Class Detention: _____
	Homework Warning: _____	

Person Issuing Detention: _____		
Parent's Signature: _____		

St. Mary Central Catholic High School

Specific Areas in Addition to SCCS Handbook

ACADEMICS (Student services for SMCC)

SCHEDULING

No schedule changes will be made after the first week of each new semester. Normally, changes will not be made unless the school made a mistake.

FAILURES

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

MINIMUM REQUIREMENTS FOR GRADUATION

Religion	½ unit for each semester enrolled at SMCC
English	4 units
Social Studies	3 units
Science	3 units
Mathematics	3 units
Health and Physical Education	1 unit
Graduation	24 units

GRADING

1. Report cards are issued every nine weeks.
2. Quarter grades are based on tests, assignments, alternative assessments, and participation.
3. Report card grades for the quarter and exams will include plus signs and minus signs.

Semester grades may also have plus and minus signs according to the following scale:

A+ 98-100	S – Passing: Preparation completed to the best of the student’s ability even though standards may have not been met. Credit given.
A 95-97	
A- 93-94	
B+ 90-92	
B 87-89	I – Incomplete: Work is incomplete. Work not made up within two school weeks will be averaged as a zero. An “I” may not be given at the end of the fourth quarter.
B- 85-86	
C+ 82-84	
C 79-81	
C- 77-78	When determining GPA, an <u>S</u> will be awarded zero points on the point scale.
D+ 74-76	
D 71-73	
D- 70	
F 0-69	

4. When computing semester grades the following formula is used.
Quarter 1 grade = 2/5 of semester grade
Quarter 2 grade = 2/5 of semester grade
Semester exam = 1/5 of semester grade
5. When students are failing or regressing extensively in a particular subject, this fact is reported to the parents at five weeks of a nine-week quarter.
6. A semester exam or alternative assessment is required. This academic exercise counts 1/5 of the semester average.
7. Credit is awarded per semester even in year long classes. A student may pass a course with an S.

42A ADDENDUM

SCCS Selection of Valedictorian/Salutatorian

The selection of the valedictorian and salutatorian will be made after the 7th semester at SMCC. 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. 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 Superintendent and Principal. In an extreme case, the title of Valedictorian and Salutatorian may be stripped from that student and given to the next qualified student.

Honor Roll Selection:

To be listed on the Honor Roll, a student must have at least a 4.0 with no grade lower than an A- for First Honors. Students must have at least a 3.5 for Second Honors. In order to receive Second Honors, students may not have any C's, D's, or F's. All subjects receiving credit are to be used in computing a student's average. The honor roll calculations will always be made based on quarter (not semester) grades.

Description and Definition of an Honors Class

SMCCHS will offer Add-on credit to all Honors Classes. Add-on credit will also be offered to PSEOP classes offered on the SMCCHS Campus and any AP Course offered at SMCC. In order for a class to be considered Honors and therefore qualify for Add-on credit, it must be approved by the SMCCHS 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 can be taught at an accelerated pace. Students should be challenged to think critically and work independently. Course work in an Honors Class should include an extended workload that includes outside reading, writing, and research assignments.

Students who enroll in an Honors Class must meet all the prerequisites of the class and have the instructor's written permission to be in the class.

Add-on Class:

An Add-on credit of .05 credits will be applied to AP classes, PSEOP classes (taken on the SMCC campus), and Honors classes. PSEOP Classes which are taken off the SMCC campus will not be considered as Add-on credit classes, as SMCC is not empowered to have any control over the curriculum and /or the teacher of the course. As an Add-on class is identified and recommended by a curriculum department, the principal will have the discretion to approve or disapprove the recommendation.

Students must have a minimum GPA of 3.5 to enroll in an Add-on credit class. (Instructor may give approval for students maintaining a minimum GPA of 3.5 in that academic discipline.)

The Add-on credit will be incorporated with the Graduating Class of 2010.

Beginning with the Class of 2013, all students will be required to take Earth Science as an eighth grader or as a freshman.

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 GPA of: 3.6 for sophomores, 3.4 for juniors, and 3.2 for seniors.

GRADUATION HONORS

A student must be enrolled at SMCC for his/her junior and senior years or three out of four years to qualify for top graduation honors. Valedictorian and Salutatorian are based on grade point calculations and taken 3 decimal places.

HONESTY

Any test or alternative assessment, which involves cheating, will be given a zero with no opportunity for make up.

PROFICIENCY TESTS

Students not passing the Ohio Graduation Tests are expected to participate in an intervention program. Passing of the OGT is required for graduation.

VOCATIONAL TRAINING

Students desiring special vocational training not available at SMCC may during their junior and senior years attend EHOVE or Sandusky High School and still retain their SMCC status and eligibility.

POST-SECONDARY OPTION

Students are encouraged to investigate the possibilities of earning college credit while in high school, through the Guidance Office.

PSEOP GUIDELINES

- After 1st semester, students with 3.5 acumen in the freshman, sophomore, or junior class are sent a letter inviting the student and their parents to come to **Mandatory** evening meeting to explain the PSEOP program and receive the application forms.
- Juniors may take only 1 class on the Firelands' Campus.
- The date of the meeting is determined each year by when BGSU Firelands College sends out the updated application forms.

PSEOP Guidelines cont'd.

- The form includes the date when these must be sent back to the SMCC Guidance office. They are then signed by the school, an updated transcript is attached and additional forms including computer usage and authorization to release academic information forms are attached to be filled out by students and parents.
- Forms are due back to the school by a date in April to be determined by BGSU Firelands College.
- These forms require both the student's and parent's signatures as well as school officials from both BGSU Firelands College and SMCC.
- Students who are accepted into the PSEOP program will receive a letter from BGSU Firelands College.
- For first time PSEOP students, a field trip is taken to BGSU Firelands College. Students will be compass tested and receive an orientation of BGSU Firelands. It will be conducted by the BGSU Firelands' College PSEOP coordinator.
- Returning PSEOP students from the previous year proceed in either of the following ways:
 1. Those taking classes at SMCC will meet with the BGSU Firelands College PSEOP coordinator at SMCC and he will fill in the number of periods the student would like to sign for classes.
 2. Those taking classes at the BGSU, Firelands' College campus will meet with their parents and the BGSU coordinator to register for the classes and fill in the number of periods.
- These forms are sealed with the BGSU Firelands College seal.
- On July 1st the forms are accepted by the Ohio Department of Education.
- The Guidance Counselor delivers the forms to the Ohio Department of Education office.
- Funds are limited and subject to first come first serve. Funds are at the discretion of the state government and are determined yearly. While there are forms to revise the number of credits requested, due to the limited dollars in the program they usually do not change in dollar amount after the July 1st date.
- Students are notified of their acceptance into the program by a letter from the Ohio Department of Education.
- This letter includes the number of hours that the student has chosen to take.
- All PSEOP classes taken at SMCC will be graded using the SMCC grading scale.

RESIDENCY

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

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

COLLEGE VISITATION

Seniors are permitted two days for college visitation. To request a college visit, come to the guidance office to obtain a college visit form. Parents, as well as an admissions officer from the college, must sign this form. Immediately after a campus visit this form must be returned to the guidance office.

COLLEGE REPRESENTATIVE VISITS AT SMCC

Seniors may elect to meet three college reps here at SMCC. Seniors should sign the registration book in the guidance office at least one day prior to the visit.

SEXUAL ISSUES

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

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

Pregnancy

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

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

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

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

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

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

Abortion

If the principal is informed that a student has undergone an abortion as a means to terminate pregnancy, he/she should meet with the girl and her parent/guardian. It will be strongly recommended that the girl and her parent meet with a priest/pastor. The principal likewise supervises the arrangement of post-abortion counseling by a professional counselor.

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

Married Students

Married students are not permitted in attendance at SMCC.

Homosexual Activity

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

CO-CURRICULAR CONCERNS

Assemblies

Throughout the year assemblies are held, usually in the gym. These may be of an athletic, cultural, educational, or social nature. Homerooms are seated by sections on the bleachers assigned. Behavior at general assemblies is

to be in accordance with the tone of the program. In the event of outside personnel being involved, the SMCC community is to always act as a model host to our guests. This same respect and appreciation is to be extended to our own personnel.

Christian Service

All students of SMCC will be required to do 5 hours of Christian Service each quarter.

The possibilities for Christian Service are endless from raking leaves for an elderly person in the fall, babysitting once a month for free, helping in an elementary classroom during study hall, volunteering at the hospital, helping at Heartbeat, to Back to the Wild. Each student's Christian Service can be geared to the individual's interests and concerns.

The proper form must be given to the person/supervisor for whom the Christian Service is performed, properly filled out and signed, and returned to the student's theology teacher.

The 5 hours of Christian Service must be catalogued and given to the Religion teacher one week before the end of each quarter. For 5 hours of completed service the student will receive an A added to the quarter tests scores to be averaged for the quarter grade. For 4 hours the student will receive a B; for 3 hrs a C; for 2 hours a D; one hr. a D-; and for zero hours of Christian Service during the quarter the student would receive an F. A student would be able to do more than the quarter's requirement and transfer the amount over 5 to the following quarter or quarters.

Christian Service is meant to help the student put the living of Gospel values into daily life. Jesus tells us, "What you do to others, you do to ME."

DANCES AND OTHER CLUB OR CLASS-SPONSORED ACTIVITIES/EVENTS

The Student Council coordinates all extra-curricular functions. Any club or organization wishing to sponsor a dance or extra-curricular activity must secure an activity form from the Student Council Advisor, complete the form, and submit it to the Student Council at least two weeks before the event. The event is then placed on the school calendar.

For a dance, it is required to have the group moderator present at the set-up as well as at the dance itself. Four adults and a policeman are also required at the dance.

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

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

STUDENT ID

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

SIGNS

Neatly made signs and attractive decorations that are appropriate may be used to encourage student participation and school spirit. Signs may be put on tiled walls. Painted surfaces should be avoided at all times. Lockers may be decorated neatly and tastefully, with prompt removal. Athletic signs must be removed after school on Friday. Other signs and decorations should be taken down by the given deadlines, usually by the morning after the scheduled event.

STUDENT PARKING

All students should park on the public places on the streets. Students are not permitted to park in the St. Mary's Church parking lot.

TRANSCRIPTS

Transcripts may be requested from the Guidance Department. The cost is \$2.00 for each transcript. For seniors only, when applying to college the first transcript issued is free and the final transcript sent after graduation is free. Any additional transcripts cost \$2.00 each. Transcripts are free when applying for any scholarships.

ATHLETICS

Extra-curricular activities are valuable in developing the individualized abilities and interests of SMCC students. Participation presupposes that the students are of good character, meeting both the stated academic and discipline standards, allowing the school to be proud of them and their accomplishments. It is of equal importance that their academic standards can be kept at, if not excel, minimum scholastic advancement, while so involved. It is also the policy that there is to be no practice for sports teams on Sunday mornings in order to encourage the students and faculty/staff to attend Sunday worship.

Because of the values these diverse activities have in developing talents, social maturity, cooperation and loyalty, school sponsored extra-curricular activities are encouraged by administration, faculty and staff members alike.

SMCC is a member of the eight school Sandusky Bay Conference (SBC), the only Catholic school and the only Division VI school so enrolled.

SMCC has team and competitions in the following sports:

<u>Men</u>	<u>Women</u>
Baseball	Basketball
Basketball	Cheerleading
Cross-Country	Cross Country
Football	Softball
Golf (co-ed option)	Swimming
Swimming	Tennis
Tennis	Track
Track	Volleyball
Wrestling	

Any student interested in participating should contact the Athletic Director or the coach. In many of the sports, there are varsity, junior varsity and freshman level teams.

ACADEMIC ELIGIBILITY REQUIREMENTS

Academic Eligibility

We strive, as a school, for academic excellence. Academic eligibility for sports participation is an effort to encourage our student-athletes to maintain high academic standards and to balance this with their athletic efforts. Therefore, to be eligible to participate in athletics at Sandusky Central Catholic School, we establish the following guidelines which meet or exceed OHSAA (Ohio High School Athletic Association) guidelines.

1. A high school student athlete (grades 9-12) must have been in school and received credit during the immediate preceding quarter in subjects which count five one credit courses, or the equivalent per semester toward graduation unless the student has just been promoted to ninth grade. (OHSAA Bylaws and Sports Regulations 4-4-1)
2. A junior high student athlete (grades 7-8) must be enrolled in a minimum of 5 one credit classes along with required special classes (art, music, health, physical education, etc.).
3. Eligibility will be determined by the previous quarter grade for each academic course including Religion. Any (F) at a quarter makes the athlete ineligible. If the (F) is removed by the interim, the student earns eligibility. All students will be reviewed every two (2) weeks. Each athlete must maintain a minimum grade point average (1.7 for grades 7-12), pass all classes, and maintain no (F's).

4. During a student's 8th grade year, the last quarter of the current 8th grade year will deem eligibility for the following 1st quarter of the next school year. 8th grade students must meet all eligibility requirements entering into the 9th grade.

Regulations for Eligibility

5. Any athlete that is eligible for the next grading period will have their academic progress checked according to the Academic Eligibility Calendar. If an athlete does not maintain the minimum grade point average (1.7 for grades 7-12), or has received an (F), that student will be ineligible for the next two weeks beginning on the following Monday.
6. While the student is ineligible, he/she may continue to practice and condition with the team, however, he/she may not participate in any competition.
7. If an athlete is ineligible the previous Academic Eligibility weeks, and raises his/her grade up to the minimum during that Academic Eligibility period, he/she will be deemed eligible the day of the next two (2) week grade check.

The last day of the school year is considered to be the end of the spring season. The fall sports season begins the next day.

Any athlete may be put on probation, suspended for a period of time or dismissed from a squad for violating the following:

1. Grade requirements
2. Behavior standards as set forth by the philosophy of SMCC and its coaching staff
3. Repeated violations of the rules and regulations of the school
4. For reasons deemed sufficiently serious in nature by the coach and Athletic Director in that he/she does represent the school well

Any athlete quitting or dismissed from an inter-scholastic sport shall not be eligible to try out for any other inter-scholastic sport conducted during the same season. The athlete who quits or is dismissed from a sport may not participate in workouts for an upcoming sport without the consent of both coaches involved, with final approval by the Athletic Director. (EXAMPLE: A boy who quits or is dismissed from the basketball team may not try out for wrestling). Also, during that same winter he may not participate in baseball workout without the consent of both the Head Basketball Coach and the Head Baseball Coach.

Exceptions

1. Any athlete cut from a team may try out for another team that same season.
2. Any athlete showing verification to the Athletic Director from a doctor that he/she can no longer participate in a sport for medical reasons may be allowed to try out for another team during the same season or participate in workouts for an upcoming sport.

Coaches are permitted to add additional training rules for their particular sport (i.e. curfew times). All athletes must be notified of the school training rules and any that a particular coach adds. This notification should be made on the official starting date of the season. The extra training rules that a coach wishes to have for a particular sport must be approved by the Athletic Director and a copy of these rules must be filed in the Athletic Director's office prior to the beginning of that sport's season. It should be noted that any member of the athletic staff might impose school regulations of discipline on any athlete student at any time at any school related activities (i.e. Wrestler need not be observed only by a Wrestling coach, Volleyball player by Volleyball Coach, etc.).

Another concern is the 9:00 a.m./12:00 noon tardiness deadlines for tardiness vs. absenteeism. If a student is too ill to attend classes, he/she should not be permitted to take part in an extra-curricular activity that same day. Therefore, it is the school's policy that athletes need to be in school and attending classes by 9:00 a.m. on the day of the contest, and remain the entire day, unless excused "as part of the team away" competition. Weekend eligibility will be based on Friday's attendance unless circumstances warrant an exception. In this case, the Athletic Director and the Principal will make the decision. Illness on the day before a vacation will not prohibit an athlete from participation during that vacation period once the above "Friday/Saturday rule" no longer comes into play.

SMCC will have no athlete represent our school with any artificial body markings (specifically tattoos) during any scheduled athletic contest. Any athlete who has an artificial body marking must have it covered at all times when representing our school. Means of coverage could be a T-shirt (if legal in that sport), band-aids, tape, high socks, etc. Any coach who has an athlete with an artificial body marking that becomes visible during the contest must remove the athlete from the contest immediately.

CHEERLEADING

Cheerleader tryouts are held each spring. Candidates must maintain throughout the season the standards set forth in the Cheerleading Constitution. A copy of this Constitution may be obtained from the Cheerleading Advisor or the Athletic Director.

MAT MAIDS

The Mat Maids serve as morale builders for the wrestling team and are responsible for keeping wrestlers' statistics. The wrestling coach can be contacted for details regarding mat maid qualifications and regulations.

MUSIC DEPARTMENT

Band

The Marching Band performs at football games and various community functions throughout the year. The Pep Band plays at home basketball games. The Jazz Band performs at various recruitment and community functions. All bands are under the auspices of the SMCC Music Department, but a student does not have to be taking a music class per se in order to perform with the various bands. Band and choir members may also be involved in sports.

Musicals

The musical is the result of the combined efforts of the vocal and instrumental department, along with drama, dance, and art contributions. Students and adults are encouraged to become involved.

Choir

The concert choir, which meets during the regularly scheduled class period, performs at the Christmas and spring concerts and at liturgical functions.

Show Choir

Those wishing to perform at civic, community, and liturgical functions are encouraged to join the show choir, which practices outside school time.

CLUBS AND ORGANIZATIONS

A brief summary of the usual clubs and organizations at SMCC is given below. For further information on each club, including constitutions, membership, activities, etc., contact the club's advisor or the main office. The existence of a club or its continuance is dependent on active membership. Anyone wishing to form a new club must obtain permission from the principal.

NATIONAL HONOR SOCIETY

Any sophomore, junior, or senior student who has a grade point average of 3.5 can be eligible for consideration for induction which takes place in the spring. In addition, a student must have less than 4 demerits in a quarter. All students academically eligible will be rated by the faculty on leadership, service, and character to determine whether they qualify for induction.

KEY CLUB

Under the sponsorship of Kiwanis International Service Clubs, SMCC chartered a Key Club in 1989 to develop initiative and leadership through service. Students are invited to join at the end of their freshman year and each semester after the ninth grade. To qualify, students must have a GPA of 3.0, no more than 3 detentions and good attendance.

STUDENT COUNCIL

The purpose of a Student Council is to provide a forum for student expression to provide orderly direction of student activities, to charter school clubs and organizations, to provide general welfare of the school, and to develop the attitude of, and practice in, good citizenship. This group consists of a president, vice-president, secretary, and treasurer of Student Council, the four officers of each student class, and the presidents of the recognized school's clubs/organizations, or their qualified designees. This is the administrative student branch of SMCC.

ENVIRONMENTAL CLUB

This club seeks to make the SMCC community aware of environmental issues.

INTERNATIONAL CLUB

This club exists to promote world and community consciousness, realizing that with the advancement of communication we truly live in a global community and our very existence depends on global-family relationships.

NATIONAL ART HONOR SOCIETY

NAHS is open to dedicated and talented art students. The student must also have a GPA of at least 3.0 to be considered.

SADD (Students Against Drunk Drivers)

Students committed to this philosophy are welcome in this club.

YEARBOOK AND NEWSPAPER STAFFS

The yearbook and school newspaper are products of the yearbook and newspaper classes. Those interested in being on these staffs need to contact the advisor(s) at the time of class registrations. Enrollment is limited.

AWARDS, SCHOLARSHIPS AND TUITION GRANTS

Awards

The following are among the various awards that seniors may receive at graduation time. A complete listing of awards may be obtained from the guidance office.

Valedictorian and Salutatorian

These are the highest academic honors. Only those seniors who have completed three academic years at SMCC are eligible. If several students are tied for these honors, it is the prerogative of the principal to allow for more seniors to receive top academic honors. Decisions regarding student addresses at Baccalaureate and Commencement are made annually. In case of a tie in GPA, the following steps are used to determine class standing: a) quarter grades, b) exam grades, c) grades in honors classes. Commencing with the class 2005, these honors will be based on eight academic semesters. Valedictorian and Salutatorian are based on grade point calculations and taken 3 decimal places.

Bishop's Cross

This award, the only one given at Commencement, recognizes outstanding male and female graduates. The criteria for this award are excellence in moral character, witnessing to their Catholic Faith, service, and study of religion.

Lee Zierolf

This award is given to a senior man or woman who has shown outstanding athletic and academic ability, combined with leadership, citizenship, and exemplary character.

Tomich Memorial Award

This is given to a senior who has displayed qualities of dependability, cooperation, support, and exemplary attendance and behavior.

Scholarships

There are several scholarships which are available for the seniors. The guidance office should be consulted for a complete list and qualification.

PARENT/ADULT ORGANIZATIONS

There are many ways that parents, guardians, and other adults may get involved in the academic and extra-curricular activities of SMCC. The following are some of the organized ways. Contact the main office for additional ways that adults can be involved and be of assistance to SMCC.

SANDUSKY CENTRAL CATHOLIC SCHOOL BOARD OF DIRECTORS

Twelve men and women, elected and appointed from previous school advisory councils and ACE committees were brought together as the first Sandusky Central Catholic School Board of Directors. This board, which includes the pastors of the member parishes, is a decision making and policy forming body. Within the governance structure, six standing committees were formed: Catholic Identity, Development, Finance, Facilities and Transportation, Human Resources and Programs (Curricular & Co-curricular). These committees, which are chaired by board members, develop, refine, and recommend policies and procedures to the Board of Directors for the acceptance and implementation process.

THE SMCC EDUCATIONAL FOUNDATION

The board consists of community leaders interested in furthering financial and operational development of SMCC.

BAND BOOSTERS

These adults, mostly parents of music students, support the music program in a variety of ways including fundraising, transportation, and feed the band at camp.

CENTRAL CATHOLIC ATHLETIC BOOSTERS (CCAB)

This organization, called the SMCC Athletic Booster Club, is open to any parent, friend or alumni (ae) of SMCC. This club exists to act as a social organization charged with the task of underwriting nearly the entire athletic costs of the school.

410 W. JEFFERSON ST.
SANDUSKY, OH 44870
(419) 626-1892 (419) 621-2252 FAX

GUEST STUDENT AND HOST STUDENT DANCE
REGISTRATION APPLICATION

SMCC Student _____ Date of Dance _____

Guest _____ Guest's Home School _____

- Guests of a St. Mary Central Catholic (SMCC) student must be of high school age, not to exceed the age of 20. Junior high school and middle school students will not be admitted to the dance.
- The guest understands that he/she must follow all SMCC policies while attending the school sponsored activity and will accept discipline consequences for any policy violation.
- The SMCC student who is hosting the above named guest agrees to be responsible for his/her guest and accept equal disciplinary action for the guest's misconduct, if necessary.
- This form with all required signatures must be submitted to the principal of St. Mary Central Catholic High School by 3:15 p.m., the day prior to the dance.

The following signatures are required prior to consideration for admission to the dance:

I understand and agree with the conditions outlined above.

SMCC host _____
Host Home Phone (____) _____ - _____

Guest _____
Guest Date of Birth ____/____/____ Age ____
Guest Home Phone (____) _____ - _____

I understand and agree with the conditions placed on my child.

Parent of SMCC host _____

Parent of guest _____

The above named guest is a student at my school. He/she is not a discipline problem and is considered to be "in good standing."

Principal of guest _____

School Phone (____) _____ - _____

Appendix E

SANDUSKY CENTRAL CATHOLIC SCHOOL
2008-2009 Calendar

(Pre-School – Grade 12)

Classes start at 7:40 a.m. for grades 7-12
7:45 a.m. for grades 4-6
7:50 a.m. for grades K-3

Dismissal time is: 2:45 p.m. for grades 4-12
2:37 p.m. for grades K-3

Liturgy Schedules will be placed on the school monthly calendar.

August 16 Meet the Team – 3:00p.m.
25 Kindergarten Open House
26 New student, 7th & 9th grade orientation – 9:00 a.m.
26-29 Staff/Teachers orientation
27-28 Teacher/Staff In-Service

September 2 First day of School
2 Visitation for 3 year old classes
3 Visitation for 4 year old classes
3, 4, 5 Kindergarten Phase-in days
3 Open House grades 4-6 St. Mary Campus
4 Pre-School First day for 3 yr. olds and Kindergarten Readiness
5 Pre-School First day for 4 yr. olds
10 Fall Fundraiser Kick-off
10 PSR/CCD begins at Holy Angels, St. Mary's and Sts. Peter and Paul
11 Open House grades 1-3 Sts. Peter and Paul Campus
15 Open House grades 7-12 at 7:00 p.m.
20 SCCS Oktoberfest at the Erie Co. Fairgrounds
21 Catechetical Sunday
24 Fall Fundraiser money and order are due

October 3 Interims issued
4 Homecoming Football Game
10 Teacher In-service day No School Pre-School – Grade 12 Day care **Open**
11 Homecoming Dance – Grades 9-12
14-15 School Pictures for Holy Angels Campus
15 PSAT test
27-31 OGT
29 Fall Fundraiser merchandise delivered
31 End of First Quarter – 44 days

November 7 First Quarter report cards issued
13-14 Report card conferences scheduled early dismissal – 12:30 p.m.
18 PLAN Test
18-21 Kairos Retreat for Seniors
26-28 Thanksgiving Break – No School Pre-School – Grade 12
27-28 **Day Care CLOSED**
30 Madrigal Dinner
30-Dec 3 Mission at Holy Angels

- December 1 Madrigal Dinner
 5 Interims issued
 15 Christmas Program Grades K – 6 in the Den
 22-Jan 4 Christmas Vacation
 24-26 **Day Care CLOSED**
 24 St. Mary's Parish Children's Christmas Eve Mass 4:05 p.m. SMC Multi-Purpose Room
- January 1-2 **Day Care CLOSED**
 5 Classes Resume – Pre-School – Grade 12
 16 End of Second Quarter – 42 days
 19 Martin Luther King Day – No School Pre-School – Grade 12 **Day Care Open**
 21 Adventures in Faith Event
 23 Report cards issued
 25-31 Catholic Schools Week
- February 5-6 No Pre-School – Parent Conferences
 13 Teacher In-Service Day – No School
 16 Presidents' Day – No School Pre-School – Grade 12 **Day Care Open**
 26-27 Spring Pictures for Holy Angels Campus
 27 Interims issued
- March 1 OPEN HOUSE 11:00 a.m. – 1:00 p.m. at all Campuses
 13 Teacher In-Service Day – No School – Pre-School – Grade 12 **Day Care Open**
 16-20 OGT
 27-28 High School Musical
- April 1 End of Third Quarter – 48 days
 1 National Honor Society Induction
 8 Report cards issued
 10-19 Easter Vacation
 20 Classes resume
 25 CCAB Auction
- May 3 First Communion Sunday
 8 Interims issued
 13 SMCC Art Show in the Den
 13 End of CCD at Sts. Peter & Paul
 18 Senior Projects begin
 19-20 Kindergarten Screening – Holy Angels Campus by appointment
 25 Memorial Day – No School Pre-School – Grade 12 **Day Care CLOSED**
 28 End of the year picnic – 3 yr. olds
 29 End of the year picnic – 4 yr. olds
- June 1-3 Senior Interviews
 4 Senior Awards in the Den/Graduation Practice
 7 SMCC Graduation at St. Mary's Church/State Theatre
 10 Kindergarten Prayer Service 9:30 a.m. at SPP Church – Last day (K and 8)
 11 Prayer Service grades 1-7 at SPP Church – Last day (grades 1-7)
 11 End of Fourth Quarter – 44 days
 11 8th Grade Commencement Mass at 7:00 p.m. at SPP Church
 12 Teacher In-Service
 15-19 Teacher close and check out time

SANDUSKY CENTRAL CATHOLIC SCHOOL
APPLICATION FOR A STUDENT PERSONAL CONVENIENCE ABSENCE

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

STUDENT'S NAME _____ GRADE _____

ADDRESS _____ PHONE _____

DATE LEAVING _____ DATE RETURNING TO SCHOOL _____

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

STATEMENT OF STUDENT AND PARENT

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

K-6: Work will be made up within one week of the student's return to school. Work will not be assigned prior to convenience absence. Arrangements to make up tests and daily work/assignments must be made by the student, by the second day of his/her return to school after a personal convenience absence.

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

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

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

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

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

DATE _____ STUDENT'S SIGNATURE _____

PARENT/GUARDIAN'S SIGNATURE _____ NO. DAYS ABSENT _____

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

PRINCIPAL'S SIGNATURE _____

revised 7/2001

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

APPLICATION FOR A STUDENT PERSONAL CONVENIENCE ABSENCE

Grades 7-12 ONLY

(Please take around to all teachers and get their signatures. Once form is completed, please return to your campus office.)

Teacher's Signature

Teacher's Comments

1st _____

2nd _____

3rd _____

4th _____

5th _____

6th _____

7th _____

8th _____

9th _____

SMCC POLICY ON STUDENT RELEASE FOR STATE
WRESTLING TOURNAMENT

1. For release on Wednesday, the Week of the State Wrestling Tournament, there are rare exceptions if the student is not a participant.
2. For release on Thursday, the Week of the State Wrestling Tournament, only those closely affiliated with the team (or team members not participating). Those closely affiliated **must** have proof of a pre-purchased ticket for the tournament. This year's pre-purchasing is being done through Mrs. Lisa Pavia. Students must show the actual ticket and ticket number to the school attendance officer by Wednesday, of the Week of the State Wrestling Tournament.
3. For release on Friday, the Week of the State Wrestling Tournament, anyone who has the Parental Permission Form properly filed with the Main SMCCHS Office.
4. Student attendance at the State Wrestling Tournament is considered a day of absence from school.

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	Route	Dose	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 _____

<p>FOR ASTHMATICS: STUDENT IS ALLOWED TO CARRY THEIR INHALER AND SELF ADMINISTER PER PHYSICIAN'S ORDER: YES [] NO []</p> <p>Procedure to follow in the event the asthma medication does not produce the expected relief: _____</p> <p>_____</p> <p>Any adverse reactions to student or unauthorized user that should be reported to physician: _____</p> <p>_____</p> <p>_____</p> <p>Physician's Signature _____ Date _____ Emergency phone where physician can be contacted _____</p>
--

Parent's Request for the Administration of Medication in School

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

Parent's/Guardian/s Signature _____ Date _____

Home Phone _____ Work Phone _____ Cell _____

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

Administering Medication

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

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

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

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

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

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

Student's name
Student's address

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

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

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

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

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

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

Possible severe adverse reactions:

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

Special instructions

Physician's signature	Date
Physician's name	Physician's emergency telephone number ()

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

Sandusky Central Catholic School
Ohio Department of Health
Authorization for Student Possession and Use of an Epinephrine 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	Parent/Guardian's emergency telephone number ()

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

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

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 ()

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

2008-2009 Dress Code

General Regulations to the uniform dress code which apply to all students:

1. Socks – All students must wear socks; they may include knee socks or tights.
2. Shoes – All students must wear sturdy oxford or loafer shoes; 1” heel or less, brown or black color. No athletic, high tops or boots, open toe or back. No athletic shoe soles
3. Undershirts – solid white, no print or graphics
4. All polo shirts need to have a collar, i.e. . . . golf shirt
5. A BELT must be worn with all pants/slacks with belt hoops.
6. All shirts and blouses need to be tucked.
7. Grooming, girls – traditional and appropriate no hairpieces or extensions; no alterations to natural look, no hair coloring, no highlighting; no make-up, nail polish, glitter, tattoos; no body piercing except one in ear lobe
8. Grooming, boys – Appropriate hair cut styles, neatly trimmed, off collar, out of eyes, full ear; no alteration to natural look; no hair coloring or highlighting, tattoos, body piercing, etc.
9. Jewelry, girls – simple wrist watch; earrings – post only, no hoops or dangles; no other jewelry
10. Jewelry, boys – simple wrist watch; no other jewelry
11. No fads – uniform company styles and colors only, as defined in code
12. No logos or designs except “SCCS”

K-3 GIRLS

Uniform **navy blue jumper from Schoolbelles**

Blouse - white plain uniform style, worn with jumper; if with slacks, a vest or sweater must be worn; long or short sleeve (not $\frac{3}{4}$ length sleeve); straight or peter pan collar (always tucked)

Turtleneck - white, long sleeve can be worn with jumper or slacks (vest must be worn w/slacks)

Polo (golf) knit shirt – white, short sleeve worn with slacks only; no mock turtlenecks
Vest or sweater must be worn. No logo or design except SCCS.

Sweater vest or sweater – navy, cardigan or pullover; V neck or crewneck; long enough to cover belt (Schoolbelles, Lands’ End, or French Toast only), must be worn with slacks.

Slacks – navy blue with dark solid color BELT or elastic at waist – hemmed, straight leg, with inside pockets only uniform company – Schoolbelles, Lands’ End, or French Toast – style and color only, no knit or cling or ‘hip hugger’, cuffs should not be slit.

GRADES K-5 BOYS

Shirt – dress or knit plain, with collar short or long sleeve; light blue or white
No logo or design except SCCS.

Turtleneck – white, always tucked.
no mock turtlenecks

Sweater or vest – navy cardigan or pull-over; V neck or crew neck (Schoolbelles, Lands’ End, French Toast)
May be worn with school shirt

Slacks – navy blue with dark solid color BELT at waist hemmed, straight leg, with inside pockets only uniform company – Schoolbelles, Lands’ End, or French Toast – style and color only (K-3 option elastic waist)

See page 3 for warm weather, spirit day, and gym codes.

GRADES 4-5 GIRLS

Blouse – white plain uniform style
long or short sleeve (not ¾ length sleeve),
button down or straight plain collar
no stretch, always tucked; turtleneck white long
sleeve can be worn with jumper.

White polo (golf) knit shirt may be worn with slacks, not
jumper or skirt. Vest or sweater must be worn. No logo or
design except SCCS.

Turtleneck shirt worn with slacks
white, long sleeve; no mock turtlenecks
Vest or sweater must be worn

Sweater vest or uniform sweater, navy, must be worn
with slacks or skirt – uniform company style and color –
long enough to cover belt
V-neck or cardigan. (French Toast, Schoolbelles, Lands’
End) No logo or design except SCCS.

Skirt – uniform **navy blue, Schoolbelles** pleated only, no
shorter than 2” above knee,
No waist rolling.
Fourth grade girls may wear a navy uniform jumper or
uniform skirt.

Slacks – navy
hemmed, straight leg, with inside pockets only
uniform company – Schoolbelles, Lands’ End, or French
Toast – are the only companies from which slacks may be
purchased.
no knit or cling or ‘hip hugger’,
cuffs should not be slit, nor go beyond heel of shoe.
with dark solid color BELT at waist

GRADES 6,7,8 BOYS

Shirt – dress or knit plain with collar
navy blue or white
short or long sleeve
turtleneck, no mock turtleneck
always tucked

Sweater – navy cardigan or V neck with uniform
shirt Schoolbelles, Lands’ End, French Toast, or
Coach’s Corner that exactly match these styles.
Option: official **SCCS** monogrammed sweater
(Coach’s Corner)

GRADES 6,7,8 GIRLS

Blouse – white plain uniform style
long or short sleeve (not ¾ length sleeve)
button down or straight plain collar
no stretch, always tucked
Vest or sweater must be worn.

Navy or white polo or white turtleneck shirt may be
worn with slacks, not jumper or skirt.
No mock turtlenecks
Vest or sweater must be worn.
No logo or design except SCCS.

Sweater vest or uniform sweater, navy, must be worn
with slacks or skirt – uniform company style and color –
long enough to cover belt
V-neck or cardigan. (Schoolbelles, Lands’ End, or
Coach’s Corner)
Optional: SCCS monogrammed sweater from Coach’s
Corner.

Skirt – uniform navy or khaki
kilt wrap-around from **Schoolbelles** only, or
A-line skirt (from Lands’ End only)
no shorter than 2” above knee – no waist rolling. Sweater
vest or uniform sweater must be worn with skirt.

*****GRADES 6,7,8 BOYS AND GIRLS**

Slacks – dark khaki (like the swatch) or navy blue
hemmed, straight leg, with inside pockets only
no hip hugger, knit, cling, etc., no fad, no cargo
pants, must be worn and belted at the waist
cuffs may not be slit, nor go beyond the heel of the shoe.
the BELT must be a dark solid color or matching the color
of the pants with a standard buckle
Uniform Companies: Schoolbelles, Lands’ End or French
Toast
Standard style and color must be matched if purchased
elsewhere.
(schoolbelles.com, landsend.com, frenchtoast.com)

*See page 3 for warm weather, spirit day, and
gym codes.*

WARM WEATHER CODE OPTION K-8**First and Fourth Quarter**

Shorts – navy blue – uniform style, hemmed, inside pockets only, belt or elastic at waist

Slacks or skirt from regular school uniform with regular school shoes.

Shirt/blouse – white knit short sleeve with collar (i.e. golf/polo shirt) or plain white short sleeve blouse, uniform company style with uniform shorts, skirt or pants.

K-5 boys may wear white or light blue. Uniform code for shirts is carried to the warm weather code. Gr. 6, 7, 8 wear white or navy shirts.

Optional: navy or white golf shirts with SCCS logo may be purchased from Coach's Sports Corner (K-8).

Vest not required.

Socks – white, plain

Shoes – athletic below ankle oxford (white/black) must be tied – can only be worn with shorts or gym uniform.

All other areas are the same as the regular uniform code.

COLD WEATHER OPTION

A school navy blue sweatshirt with SCCS school logo may be worn over the FULL REGULAR UNIFORM during the second and third quarter (sweatshirt can be purchased at Coach's Corner).

SPIRIT DAY DRESS CODE (optional)

Only SCCS or SMCC or Panther t-shirts or sweatshirts are worn with school pants or jeans pants, and athletic or school shoes – or school uniform.

GYM UNIFORM – GRADES 1-8

Solid navy blue mesh shorts; navy blue sweats – cold weather option.

School approved gym shirt.

Athletic shoes and socks.

SANDUSKY CENTRAL CATHOLIC SCHOOL
ST. MARY CENTRAL CATHOLIC HIGH SCHOOL
DRESS CODE
2008-2009

MALES AND FEMALES

Pants

Navy blue or tan khaki dress pants with belt loops. A BELT must be worn. No cargo, low-rise, bell-bottoms, or contemporary style pants shall be allowed. Suggested and approved brands include Dockers, Schoolbells, Dickies, and Lands' End. Khaki's must be darker in color. NO double-knit, belt-less pants are acceptable. No slit at bottom of pants. Pants shall be **appropriately** sized, **appropriately** colored and **appropriately** styled.

Shirts

Regular Dress Code: White (for both boys and girls) **oxford** shirt with button down collar that are long or short sleeve. Shirts must be worn long enough to prevent exposure of skin in the midriff area and tucked in at all times. Shirts may not be cut and re-hemmed. Undershirts shall be **solid** white and not extend beyond the dress shirt sleeve. **No printing of any kind is allowed on undershirts.**

Sweaters/Vests

Navy blue V-neck style, which must have the SMCC, approved monogram design. These sweaters and vests are available only at Coach's Sports Corner. Sweaters and vests should be **appropriately sized** and worn long enough to prevent exposure of skin in the midriff area. Females shall wear sweaters or vests on all regular dress code days. If males choose to wear a sweater or vest it must be of the approved style and design. Vests or sweaters must cover the beltline when arms are at rest or raised to shoulder height.

Belts

BELTS must be worn at all times, be black or brown leather and must have a standard buckle.

Shoes/Socks

Shoes – All students must wear sturdy oxford or loafer shoes; 1" heel or less, brown or black color. No athletic, high tops or boots, open toe/back. No athletic shoe soles. Socks must be worn at all times.

Jewelry

Must be limited and in good taste. Only females may have exposed body piercing and they shall be limited to the ears. Boys may not wear any jewelry related to piercing. No exposed tattoos.

No tears, cuts or similar type modifications to clothing are acceptable. This includes notching of pants. No slits are permitted. Outside coats and jackets are not permitted during class time.

SANDUSKY CENTRAL CATHOLIC SCHOOL
ST. MARY CENTRAL CATHOLIC HIGH SCHOOL
DRESS CODE
2008-2009

MALES:

Shirts

Shirts must be white with all buttons buttoned including top button. Shirts must be tucked in at all times.

Ties

Ties shall be worn by males on all regular dress code days. They must be pulled up tight to collar and be appropriately styled.

Hair

Hair must be off the collar, above the eyebrow and the full ear must be exposed. Sideburns must not be below the earlobes. No facial hair is permitted. No unusual hairstyles or colors. The administration reserves the right to refuse a hair color as unacceptable and demand it be changed. Hair should be neatly trimmed and styled.

Boys may not wear nail polish or other make-up.

FEMALES:

Hair

No unusual hairstyles or colors are allowed. Any hair color or highlighting must represent a natural hair color (up to the discretion of the administration). No scarves, design or accessories are permitted. Modest bans, barrettes, and ties are acceptable.

WARM WEATHER DRESS CODE

A warm weather dress code will be in effect during the First and Fourth Quarters. During those times, students may wear the navy blue or white polo shirt, which contains the school crest or monogram. Shirts must be tucked in at all times. All other aspects of the regular dress code apply. No other deviations from the regular dress code are acceptable. The regular dress code apparel is also permissible on these days.

COLD WEATHER DRESS CODE

A school navy blue sweatshirt with SMCC school logo may be worn over the **FULL REGULAR UNIFORM** during the second and third quarters. (Sweatshirt can be purchased at Coach's Corner or Shirt Shack).

**Coats, jackets, non-uniform sweatshirts must be kept in lockers.*

SPIRIT DAYS

For spirit days, students must wear the approved school "spirit shirt." Students on those days may also wear jeans and casual shoes. Jeans and other spirit day apparel must be in good taste (i.e. no holes, rips, etc.). All other aspects of the regular dress code will apply.

VIOLATIONS

2 demerits will be issued for uniform violations. Major violations will be left up to the discretion of the SCCS administration. Students may be sent home to correct the violation, after parent has been contacted, or given a specific time to correct the violation.

WELLNESS POLICY
For Sandusky Central Catholic School

Setting Nutrition Education Goals

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

Setting Physical Activity Goals

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

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

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

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

1. To move toward having recess before lunch for grades K-6.
2. To look at times and changes that could lengthen the actual eating time for all students.
3. To enhance the cafeteria with colorful promotions of healthy eating activities and a calming atmosphere.
4. To provide after school participants with physical activity and nutritious snacks.
5. To continue to promote school wide community involvement in wellness program.

Setting Goals for Measurement and Evaluation

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

SANDUSKY CENTRAL CATHOLIC SCHOOL TUITION PAYMENT POLICY

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

Tuition Plan:

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

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

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

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

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

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

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

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

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

Revised Board Policy – June 2007

SANDUSKY CENTRAL CATHOLIC SCHOOL
NETWORK PRIVACY AND ACCEPTABLE USE POLICY
FOR
STUDENTS

It is the intention of Sandusky Central Catholic School to protect the privacy of 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, the NOECA service region, and the Ohio Educational Computer Network are intended for educational uses and work-related communications only. 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 NOECA issued accounts will be used. Home and commercial accounts are blocked by the system.
- the transmission of any language or images which are of a graphic sexual nature
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- uses that constitute defamation (libel or slander)
- uses that violate copyright laws
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- any commercial or profit-making activities
- any fundraising activities, unless specifically authorized by an administrator

Web Site Access

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

- Sports – any sport, at any level of competition.
- Music – any style of music, any entertainer, any venue, or any producer - unless specifically assigned by the music teacher.
- Shopping – any online shopping or browsing is prohibited unless it is an administrative authorized purchase of necessary building or curriculum supplies.
- Entertainment – any site summarizing, endorsing, critiquing, reviewing, or promoting motion pictures, television or cable programming, concerts, events, etc.
- Any site containing: objectionable language, graphic violence, unacceptable attire, matter of an immoral nature, or material of personal interest only.
- Streaming audio or video from any sources other than those approved by the curriculum committee.

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

Wireless Network

A wireless network is a collection of two or more computers, printers, and other devices linked by radio waves. The wireless network works by using radio waves, thus cables are not required to connect the computers as they are in Ethernet networks.

The use of wireless networks provides a more versatile way to access the use of a laptop computer. With the benefits of a wireless mobile lab at SCCS, there also comes additional responsibility. A wireless user must be aware of the inherent security issues in a wireless environment. **CAUTION** must be exercised to ensure a safe, secure network environment.

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

Security and Integrity

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

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

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

Staff, faculty and students shall report to the System Administrator or Building Administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such

actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for the person or persons reporting the incident of the computer-related misconduct.

Right of Access

Although the afore mentioned Agencies respect the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the School’s computer network and messaging systems require that full access be available at all times. The Agencies therefore reserve the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the School and staff members should have no expectation that any messages sent or received on the School’s systems will always remain private.

AGREEMENT

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

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

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

Student’s Signature

Parent/Guardian’s Signature

PLEASE PRINT: _____

Date above signed: _____
