



**CATHOLIC CENTRAL
ELEMENTARY & MIDDLE
SCHOOL**

**PARENT/STUDENT
HANDBOOK**

2017-2018

Table of Contents

MISSION STATEMENT	5
BELIEF STATEMENTS	5
ENROLLMENT POLICIES	6
ADMISSION OF STUDENTS.....	6
AGE FOR ADMISSION TO KINDERGARTEN AND FIRST GRADE	6
ADMISSION OF SPECIAL NEEDS STUDENTS.....	6
ADMISSION ORDER.....	6
ADMISSION DOCUMENTATION REQUIREMENTS	7
ADMISSION PROBATIONARY STATUS.....	7
PARENT COOPERATION AS A CONDITION OF ENROLLMENT	8
IMMUNIZATION	9
TUITION AND FEES	9
TUITION ASSISTANCE:.....	9
TUITION COLLECTION POLICY.....	10
SCHOOL FEES:.....	11
PARENT SERVICE HOURS:.....	12
GENERAL SCHOOL INFORMATION.....	12
ABSENCES AND SPECIAL CIRCUMSTANCES.....	12
ACCEPTABLE USE OF TECHNOLOGY POLICY	13
ACCESS TO RECORDS/STUDENTS	14
AFTER-SCHOOL ENRICHMENT PROGRAM.....	15
ATTENDANCE.....	15
BIRTHDAY TREATS.....	16
BOOKS AND SUPPLIES	17
CONFIDENTIALITY.....	17
DAILY SCHEDULE	17
LOCKERS	18
DISMISSAL PROCEDURES	18
HIGH STREET PARKING LOT PROCEDURES	18
Arrival.....	18
Dismissal.....	18
Pickup During School Day	20
DOCTOR/DENTIST APPOINTMENTS.....	20
EMERGENCY SCHOOL CLOSING / DELAYED	21
FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES	22
LEAVING SCHOOL EARLY	23
LUNCH PROGRAM.....	23
MAKE-UP WORK FOLLOWING AN ABSENCE	24
NON-CUSTODIAL PARENTS	24

PARENT/SCHOOL COMMUNICATION	24
Parent/Teacher Conferences	25
Phone Contact	25
Email Contact.....	25
RENWEB.....	25
SACRAMENTAL AND LITURGICAL OPPORTUNITIES	26
TARDINESS.....	27
TRANSPORTATION OF STUDENTS	27
USE OF STUDENT PICTURES	28
VOLUNTEERS	29
ACADEMIC ASSESSMENT.....	29
STUDENT PROGRESS	29
GRADE SCALE	29
PROMOTION / PLACEMENT.....	30
TESTING.....	31
CONFERENCES	31
HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS	32
HOMEWORK / ASSIGNMENTS	32
HONOR ROLL.....	33
DRESS CODE POLICY.....	33
UNIFORMS.....	33
Grades Kindergarten through Five.....	33
Middle School (Grades Six through Eight)	34
OUT OF UNIFORM DAYS.....	36
PHYSICAL EDUCATION.....	36
HEALTH AND SAFETY.....	37
EMERGENCY PROCEDURES.....	37
ILLNESS.....	38
MEDICATION AND FIRST AID.....	38
ADMINISTRATION OF MEDICINE	38
ASTHMA INHALER LAW HB 121	39
CHILD ABUSE AND NEGLECT REPORTING	39
SCHOOL-WIDE DISCIPLINE PLAN.....	40
DISCIPLINE POLICY	40
General School Expectations	40
Classroom Expectations.....	40
RIGHTS OF STUDENTS	40
RESPONSIBILITIES OF STUDENTS	41
INTERVENTION AND CONSEQUENCES.....	41
DISCIPLINARY NOTICES.....	41
SUSPENSION	42

EXPULSION	42
EXAMPLES OF INAPPROPRIATE BEHAVIOR	43
OFF-CAMPUS BEHAVIOR.....	43
BULLYING	43
SEXUAL HARASSMENT.....	44
SUBSTANCE ABUSE	44
WEAPONS	45

MISSION STATEMENT

Catholic Central School is a Pre-K through 12 Archdiocesan regional school committed to changing people's lives by providing a Catholic education foundation that allows students to succeed. We serve God by educating students of any family that supports our values. We are guided by our values and the ability to establish and maintain an advanced teaching and learning environment that attracts a committed faculty able to carry out this mission.

BELIEF STATEMENTS

- We believe the purpose of Catholic education is to offer high-quality educational opportunities and instill Christian values in a community that is caring and supportive.
- We believe all our students will be challenged to achieve and develop their diverse gifts through a strong curriculum that prepares students for future success and life-long learning.
- We believe our instruction will engage students in higher order thinking and promote active participation to build the skills necessary for success in life.
- We believe for continuous improvement to be successful, leadership will be a shared responsibility of all stakeholders guided by a common mission.
- We believe our ultimate goal is to be Christ-like, serving those around us. Faith formation is of utmost importance and a shared responsibility of the family, Church, and school.

Outlined in this Student/Parent Handbook are educational policies and expectations for school administered programs. A form signed by a student and his/her parent/guardian indicates that this Student/Parent Handbook has been read and agreed to be followed as the policy/expectation guidelines are outlined. **Each student admitted to Catholic Central Elementary & Middle School must have a signed Student/Parent Handbook form on file in the school office.**

ENROLLMENT POLICIES

ADMISSION OF STUDENTS

All schools of the Archdiocese of Cincinnati, including Catholic Central School, admit students of any sex, race, color, religion, national origin, or ancestry and students with disabilities, providing that the child can benefit from the school program. All Catholic Central students are held to the expectation of fulfilling one's individual talents. Catholic Central School admits students, who exhibit the desire to lead a spiritual lifestyle, willingly extend service to others, and strive for academic excellence.

AGE FOR ADMISSION TO KINDERGARTEN AND FIRST GRADE

Kindergarten students must be five (5) years old by September 30. All kindergarten students must participate in a screening process administered at Catholic Central School to help determine readiness for the Kindergarten program. Registration forms, including registration fee, must be completed before the screening process. Students who do not show readiness for our Kindergarten program will be recommended for preschool and will not be admitted to our Kindergarten program.

First grade students must be six (6) years old by September 30 and must have successfully completed an accredited Kindergarten program.

ADMISSION OF SPECIAL NEEDS STUDENTS

In accordance with civil law, Catholic Central School does not discriminate against students with disabilities if with reasonable accommodations, they can meet our program requirements.

ADMISSION ORDER

Available space will be given to:

1. Students already attending Catholic Central School
2. Siblings of the above who meet the requirements for admission
3. New students whose parents meet the eligibility requirements of an affiliated parish and the requirements for admission

4. Non-parishioners who meet the requirements for admission will be accepted on a space available basis.

Priority dates for registration will be set on a yearly basis.

ADMISSION DOCUMENTATION REQUIREMENTS

Before admission to Catholic Central School, the following must be present:

1. Registration form completed in full along with registration fee.
2. State Certified Copy of Birth Certificate
3. Custody Papers (if applicable)
4. Certificate of Baptism (if Catholic)
5. Last report card (Grades 1-8)
6. Health and immunization records
7. Results of an achievement test (Grades 2-8)
8. Release form for transfer of records (Grades 1-8)

ADMISSION PROBATIONARY STATUS

Students new to Catholic Central School must be performing at grade level and must not have a history of discipline problems. New students are automatically on probation for the first year. If the Administration, after consultation with teachers and/or school psychologist and/or other professionals, finds that enrollment at Catholic Central is not in the best interest of the student and/or the class/school, the student will be asked to withdraw from the school.

This period of probation may be extended at the request of the Administration. During the period of probation, the usual procedure for dismissal need not be followed.

Application (yearly) for re-admission of a student to Catholic Central School may be denied if there is consistent unacceptable behavior which is deemed detrimental to the best interest of the class/school, or if there is a learning difficulty which requires special and/or psychological services not available in the normal classroom situation and which cannot be provided by reasonable accommodations. .

The final decision of acceptance is the responsibility of the principal, who will consider the intellectual, emotional, physical and social needs of the student and how the program of the school can meet those needs.

PARENT COOPERATION AS A CONDITION OF ENROLLMENT

Believing:

1. That I have entered into a partnership with Catholic Central School to create the best learning environment for my children, I will exhibit an attitude of respect when interacting with all members of the school community. Public confrontation with staff members is never appropriate.
2. In the commandment to love one another, I accept the school policy towards peace and non-violence. I acknowledge that it is unacceptable for children to inflict verbal or physical violence on another person. I will make every effort possible to set a good example and eliminate this behavior in myself and my children.
3. In discipline as a value, I accept the discipline of my children by the members of the staff or volunteers that are administered within the school guidelines and accepted educational practice. My children will honor discipline provided under these guidelines.
4. That gossip is always destructive, I agree to remain silent or approach the appropriate staff member(s) or school community member(s) in private when dealing with issues that concern me. I acknowledge that gossiping about school issues, teachers, staff members, and school community members in front of school children, serves no useful purpose.
5. In trust as a value, I acknowledge that I do not have all the facts related to school issues. Therefore, I will strive to approach staff members first when issues arise. I acknowledge that openness and respect, rather than intimidation, are required to create the partnership that best serves my children.
6. Volunteers are an extension of the staff, I accept their role and judgment as they supervise and guide my children in appropriate behavior.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.

IMMUNIZATION

The Revised Code of Ohio (Section 3313.671) requires a pupil to present, before being admitted to elementary or high school, written evidence from a doctor or clinic, of having received, or of being in the process of receiving immunization against mumps, poliomyelitis (Polio), rubella (German or three-day measles), rubeolar (red, or 10-day measles), diphtheria, pertussis (whooping cough), and tetanus. A pupil who has had natural mumps, and presents a signed statement from the parent or physician to that effect, is not required to be immunized against mumps. A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.

Prior to entry into seventh grade students are required to have the following immunizations: One (1) Tdap and one (1) meningitis. Other immunizations may be recommended by your doctor or health department.

TUITION AND FEES

The majority of the costs of operating Catholic Central School come from tuition payments. Like any Business, the school depends on prompt payment of tuition in order to continue providing services to the students. The following regulations are enacted in order to ensure that the financial aspects of the school are handled in a smooth and efficient fashion. In those instances when difficulties arise, please contact the Business Office before it becomes a crisis. Together we can work out some arrangement that will help both parties achieve their goals.

The cost of tuition for Kindergarten-Sixth Grade students is \$3150 for active parishioners and \$5550 for non-parishioners. The cost of tuition for seventh and eighth grade students is \$3350 for active parishioners and \$5550 for non-parishioners. *In order to receive the parishioner tuition rate, parents and students must show that they are practicing Catholics registered in one of the feeder parishes, as verified by the Pastor. A Parent Subsidy form must be completed and turned in to the parish office.*

TUITION ASSISTANCE:

Tuition Assistance is available each year. Parents may apply for a tuition assistance grant by completing a FACTS Application by the stipulated

deadline. The Scholarship Committee reviews the data and makes awards based on the availability of tuition assistance funds. Parents are notified as soon as possible of the assistance they will receive based upon the availability of funds and ranking of need based on the FACTS Application. Not all applicants receive assistance.

Multiple Child Allowance (K-12) is a reduction in tuition for families at CCS. The reductions are \$150 for the second child, \$300 for the third child, \$550 for the fourth child, \$850 for the fifth child.

Other discount opportunities include Bring-a-Buddy. Earn up to \$300 for influencing another student to attend CCS. Call the business office for other opportunities.

TUITION COLLECTION POLICY

Parents must submit a Tuition Preference Form along with a non-refundable \$100 registration fee (\$125 after March 1) for a student to be registered. Payment options are: Full Payment, 60/40 Split Payments, Monthly Payments through the Tuition Management System. If paying monthly, the tuition is split into 11 equal payments beginning in July and ending in May. Payment is due by the 20th of the month. A late charge of \$35 per month is added to all tuition, fees and payments not made by the due date. A \$30 charge will be assessed for any check or debit that is returned for insufficient funds. If the July tuition payment is not made prior to the start of school, students will not be permitted to attend classes on the first day of school.

Students enrolling after August 1 must pay a \$125 non-refundable registration fee, complete the Tuition Preference Form, and make the first tuition payment (according to the chosen plan) before the student begins attending classes.

Holders of tuition accounts in arrears may subject students to various sanctions including but not limited to: forfeiture of participation in extracurricular activities, denial of participation in optional field trips, withholding of report cards, suspension from the school, and/or dismissal from the school.

Failure to make timely payments (or to contact the Business Office to arrange for a meeting) will be deemed as a refusal to cooperate and will subject the student to sanctions up to and including dismissal. In those instances where changes must be made to the choice of the payment plan, the first instance of non-compliance with the new terms will subject the student and the account to penalties outlined above, without further need on the part of the school of meetings or notifications. A late fee is charged for late tuition payments.

Students dismissed because of parent's nonpayment of tuition may be reenrolled. All accounts must be brought up to date prior to acceptance of the re-registration. In such cases, parents will sign a new payment plan detailing payment schedule and amount of payments.

All tuition and fees must be paid by May 20. Report cards and records will be withheld and a student may not be allowed to begin the next school year until all obligations have been met.

In case of withdrawal or transfer, records will be withheld until all financial obligations are paid-in-full.

When students must be voluntarily withdrawn because of transfer of parents, tuition paid ahead will be refunded on a pro-rated basis after all outstanding fees are deducted. If the student is withdrawn at the request of the school or is voluntarily withdrawn by the parents, tuition paid ahead is not refundable.

Any student who leaves the school for any reason will be subject to \$150 withdrawal fee.

SCHOOL FEES:

Additional Fees that do not apply to all students and/or families include:

- \$80.00 student activity fee (grades 6-8)
- \$75.00 per sport fee (grades 7 & 8)
- \$35.00 per month late tuition fee
- \$5.00 agenda replacement fee
- \$30.00 returned check fee
- 2.5% credit card payment fee
- textbook fines (based on any damage to a textbook)
 - torn out pages: replacement cost

- badly damaged book: replacement cost
 - lost book: replacement cost
 - lost book found by school: \$10.00
 - writing in books: \$5.00
 - torn pages: \$5.00
 - damaged cover/binding: \$10.00
- Damage to school property/technology: according to estimates
Incomplete Service Hours \$15.00/hour

PARENT SERVICE HOURS:

Parents of Kindergarten through fifth grade students are required to do five (5) hours of approved service for the school, regardless of the number of children in the school. Parents of students in sixth through eighth grade are required to do ten (10) hours of approved service for the school, regardless of the number of children in the school. Hours will be tracked and charged at a rate of \$15.00 for each hour that is not served. Hours must be completed by May 1st of the school year. Service hours worked after that date will be credited to the following school year.

Many opportunities for service are given throughout the year. These are announced through the school newsletter.

After completing tasks that qualify for service hours, the volunteer should sign the Project Tally Form available from the project coordinator, carefully noting the time in half hour blocks. The project coordinator in charge must sign the form. It is the project coordinator's responsibility to turn the form in to the Campus Office within two weeks. The top copy will be sent to the Development Office and the carbon will be retained in the Campus Office. Statements of hours served will be distributed quarterly throughout the school year. Any discrepancy in records should be corrected by notifying the Development Office immediately at 328-7427 ext. 111.

GENERAL SCHOOL INFORMATION

ABSENCES AND SPECIAL CIRCUMSTANCES

Excused permission for a foreseen absence of special circumstances must be presented in writing by a parent and approved by the principal at

least two weeks prior to the absence. The principal will determine if the circumstances warrant an excused or unexcused absence. Parents are encouraged to avoid unnecessary vacations or trips during the school year. Funerals and medical emergencies constitute special circumstances.

Teachers may, but are not required, to prepare work ahead of time. If such work is given, it is to be completed and given to the teacher on the day of the student's return to school.

If assignments are not given ahead of time, they must be made up upon the return to class.

ACCEPTABLE USE OF TECHNOLOGY POLICY

All students and their parents must sign a yearly Acceptable Use of Technology Policy agreement before students will be permitted to use the school computers. The school may take disciplinary action against any person who violates the Acceptable Use of Technology Policy. The Catholic Central 311/Acceptable Use of Technology Policy is also applicable when students are permitted to use their personal electronic devices for curricular, co-curricular, and extracurricular school related activities. Disciplinary action will be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off of school property, using school or personal computers. There is no expectation of privacy.

In addition, any of the following may result in removal of a student's technology privileges for part or all of the school year and/or other consequences:

- A. Vandalism in any form involving system hardware, electronic data, software and/or media; malicious or intentional destruction of data or systems (viruses, etc.); or tampering or incorrectly configuring system settings. Students/parents will incur any cost for repair or replacement.
- B. Inappropriate use of school computer systems including illegal use of computer hardware, software, and data, violating Acceptable Use of Technology Policy from the Archdiocese of Cincinnati Catholic Schools Office, computer lab rules, copyright guidelines, and any other inappropriate or unauthorized use of technology during school related instructional activities.
- C. Unauthorized use of Catholic Central (or personal) technology devices (or systems) including use of technology without

- permission, accessing systems from home, using school computers for non-curricular activities (including but not limited to face book, my space, you tube, etc.).
- D. Violations of password or other security measures for both school and personal technology devices and systems.
 - E. Loading software into school computers. Illegal activities involving school or personal technology devices or systems will not be tolerated. There is no expectation of privacy.
 - F. In order to save any information from school computers, students must purchase their own personal “jump” or “flash” drive. Students may not save information on the school computers.
 - G. Any other expectation state in the Catholic Central and/or the Archdiocese of Cincinnati Acceptable Use of Technology Policy will be considered as a standard of use of school or personal technology devices and system. The student and parent signatures on the Acceptable Use of Technology Policy acknowledgement form indicates agreement to all terms of school and personal technology devices and systems related to school use.
 - H. Cell phones are normally not to be used during the school day. Teachers may request that a student use a cell phone during a class for research purposes only. If students have a cell phone in school, it is to be turned-off and kept in their pockets, book bags or lockers. Students displaying a cell phone in violation of the policy will be subject to disciplinary action. It will be confiscated if used during the school day and taken to the principal. A parent/guardian must come to the office to reclaim the cell phone.
 - I. Repeated disregard for the acceptable use of technology policy could result in a student being banned from using any technology device while at school.

ACCESS TO RECORDS/STUDENTS

Both parents have equal access to their child(ren)’s records unless a certified copy of a court order to the contrary is on file in the school office.

The process for parents/legal guardians who wish to review a student’s records is as follows:

1. Call the office to make an appointment.
2. Review the records in the school office with principal or secretary.
3. Submit a written request for removal of any item(s).
4. Return the files to the principal or secretary.

For the contents of a record to be released, a waiver must be signed. Student records may be released to other agencies only when the parents authorizing such action sign a record release form.

AFTER-SCHOOL ENRICHMENT PROGRAM

The After-School Enrichment Program is designed for students in grades K-6. After school care is provided at the High St. Campus from 3:00-5:45 p.m. There is no before school care offered. Students must be registered to attend.

The fees for After-School Enrichment are as follows:

- Hourly - \$4.00 per student per hour or any portion of an hour
- Daily - \$10.00 per day (3 hours), each additional child in the family \$7.00 per day
- Weekly - \$45.00 per week per student, \$30.00 per week for each additional child
- There is a \$1.00 per minute late fee after 5:45 p.m.

Fees will be invoiced from the Business Office. Late fees include:

- Paid within 7 days of invoice date – No Fee
- Paid within 8-14 days of invoice date - \$10.00 Late Fee
- Paid within 15-21 days of invoice date - \$20.00 Late Fee
- If no payment is made within 21 days of invoice date, a withdrawal notice will be issued. If payment is not made within 24 hours, the student will no longer be permitted to attend After-School Care.
- Once the After-School Care balance is brought up-to-date, the student may return on a pre-payment basis only.

ATTENDANCE

When a student is admitted to Catholic Central Elementary School, regular attendance is essential for academic success. Attendance at school is required by Ohio law. Every parent has the responsibility to see that his/her child(ren) attend school whenever school is in session. Making up work is no substitute for classroom interaction. Perfect Attendance is defined as being present and on time every day. Vacations are an unexcused absence.

It is the parent's/guardian's responsibility to notify the school office by phone or email each morning before 9:00 a.m. if your child is going to be absent. If the school office does not receive a call or email from the parent/guardian, the secretary will call the home or the parent's/guardian's place of employment. **A written excuse (email is acceptable) stating the reason for the absence, dates of the absence, and signed by the parent/guardian is mandatory.** If a note or email is not received, the absence will be unexcused. It is the student's responsibility to see the teacher about what work was missed.

Children with severe colds, cough, fever or other signs of illness should be kept at home. This ensures the well-being of the other students and saves the school the time of contacting parents to have their child transported home again. Children must be fever free (under 100 degrees) 24 hours without medication in order to return to school.

If a student has a contagious disease, a doctor's release is required before the child returns to school.

In the event of excessive absences, the school reserves the right to request a doctor's statement.

Teachers will bring excessive absences to the attention of the principal. This problem will be dealt with on an individual basis with parents/guardians. The attendance officer or other appropriate person may be notified if the excessiveness continues.

Excessive absences may result in having to repeat a grade. An excessive absence of twenty (20) days or more makes a child liable for retention. This applies to grades K-8. Daily instruction cannot be replaced by after school make-up work/tests.

Each child is to have a Medical Authorization Form on file at school so that a parent/guardian and/or doctor may be called in case of an emergency. A parent/guardian is to complete this form and return it to school by the end of the first week of school.

BIRTHDAY TREATS

If children in Kindergarten through fifth grade want to share something with their classmates on the occasion of their birthdays, small items which can be easily distributed are suggested.

Please inform the teacher several days in advance. Only one child in a particular room will celebrate on a given day. Deliver the treat to the office before lunchtime to allow the teacher the freedom to select the best time to pass out the treat. Ice cream and drinks should not be served because they are too time-consuming and messy.

Please be considerate of students in your child's class who may have food allergies.

Birthday invitations may **not** be distributed on school property unless the entire class or all girls/all boys are invited.

Birthday deliveries (flowers, balloons, etc.) are discouraged and will remain in the office until dismissal.

BOOKS AND SUPPLIES

Books issued to students are to be covered at all times. A book bag must be used whenever books are taken home. Fines will be assessed for damage to books. Lost books will be charged to the students. Parents will receive a listing of any fines at the end of the year. These must be paid before the last report card is sent or records released.

A list of required supplies specifies what each student needs according to grade level. Some items will need to be replaced during the year. Students are to have paper, pencils, pens, erasers, and assignment notebooks at all times.

CONFIDENTIALITY

Teachers and administration will keep confidential information entrusted to them by a student so long as no one's life, health or safety is at stake. Parents will be promptly notified of staff concerns.

DAILY SCHEDULE

All children will arrive in time for the beginning of school and be dismissed by authorized school personnel. Students arriving after 8:00 a.m. are considered tardy.

Classes begin at 8:00 a.m. Students in grades K-5 are supervised in the cafeteria or gym (High Street) from 7:30 a.m. – 7:50 a.m. At 7:50 a.m. they are dismissed to their classrooms to begin their morning routines.

Students in grades six through eight should go to their lockers when they arrive at school to get their needed materials for their morning classes and then report to the chapel.

Classes are dismissed at either 2:30, 2:45 or 3:00 p.m. at the High Street Campus (please dismissal procedures).

LOCKERS

Students at the High Street Campus will be given a locker for school materials. Grades 3-5 will not be given a lock for their locker as this would interfere with class time. Please do not send valuable items to be kept in the locker.

Grades 6-8 will be given a locker with a combination that should be kept secure. Please do not bring valuable items to be kept in the locker. It is important for these students to learn their combination and move quickly between classes to insure class instructional time is respected.

DISMISSAL PROCEDURES

HIGH STREET PARKING LOT PROCEDURES

Arrival

Students in grades three through eight should be dropped off at the main doors on the High Street side of the building. Cars should form a single line and pull up just past the main entrance. Once the line is stopped, students should exit from the first five or six cars. Please do not park or sit in the line. Students arriving or being dropped off with their high school siblings may enter the building at the High School entrance.

Dismissal

- ***Students in grades K-2 who DO NOT have a sibling in grades 3-12***

Students in grades Kindergarten through second who DO NOT have a sibling in grades three through twelve will be dismissed at 2:30 p.m. It is EXTREMELY important that parents/guardians picking up these students enter the front drive from High Street and then exit onto High Street. DO NOT use the back entrance as the High School will be dismissing at 2:40 p.m. You will need to be on time as we will close the front entrance at 3:00 p.m. and begin the Middle School dismissal with the cars entering from the back. Nameplates should be in the right side of the windshield. Students will be sent to Aftercare if they are not picked up by 3:15pm.

Aftercare Hours:

2:30pm – 5:30pm

- **Students in grades 3-5 who DO NOT have a sibling in grades 6-12**

Students in grades three through five who DO NOT have a sibling in grades six through twelve will be dismissed at 2:45 p.m. It is EXTREMELY important that parents/guardians picking up these students enter the front drive from High Street and then exit onto High Street. DO NOT use the back entrance as the High School will be dismissing also at 2:45 p.m. You will need to be on time as we will close the front entrance at 3:00 p.m. and begin the Middle School dismissal with the cars entering from the back. Nameplates should be in the right side of the windshield. Students will be sent to Aftercare if they are not picked up by 3:15pm.

Aftercare Hours:

2:30pm – 5:30pm

- **Students in grades K – 5 who have a high school sibling**

Students in grades three through five who have a high school sibling will be dismissed through the high school doors and may be picked up at 2:45 p.m. with the high school sibling. Please PARK in the high school lot as you wait for your children. Students will be sent to Aftercare if they are not picked up by 3:15pm.

Aftercare Hours:

2:30pm – 5:30pm

- **Students in grades K – 5 who have a sibling in grades 6 – 8**

ALL students in grades Kindergarten through five who have a sibling in grades six through eight will be dismissed at 3:00 p.m. Parents/guardians of these students will enter through the back entrance by way of McKinley Ave. and loop around to the front to pick up your child/ren and exit onto

High Street. DO NOT drive around to the front of the building until 3:00 p.m. as the students in grades K-5 will be dismissing first. Please keep your nameplates in the right front windshield. You may NOT enter from High Street. Students will be sent to Aftercare if they are not picked up by 3:15pm.

Aftercare Hours:

2:30pm – 5:30pm

- **Students in grades 6 – 8**

Students in grades six through eight will be dismissed at 3:00 p.m. Parents/ guardians of these students should enter by way of McKinley Ave. and loop around to the front to pick up your child/ren and exit onto High Street. DO NOT drive around to the front of the building until 3:00 p.m. as the students in grades 3-5 will be dismissing first. Please keep your nameplates in the right front windshield. You may NOT enter from High Street. Students will be sent to Aftercare if they are not picked up by 3:15pm.

Aftercare Hours:

2:45pm – 5:30pm

- **Students in grades 6 – 8 who have a high school sibling**

Students in grades six through eight who have a high school sibling will be dismissed through the high school doors at 3:00 p.m. Parents waiting on these students should PARK in the back parking lot. Students will be sent to Aftercare if they are not picked up by 3:15pm.

Aftercare Hours:

2:45pm – 5:30pm

Pickup During School Day

Students, who will be picked up or dropped off during school hours, should enter and exit through the main entrance on High Street. They should report to the office to be signed out or to receive a slip to return to class.

DOCTOR/DENTIST APPOINTMENTS

Every effort should be made to schedule appointments outside of school hours. If this is not possible, an email or a written note must be sent to the office in the morning when the student arrives at school. The note is to include the time the student will be leaving and the person who will be

picking up the student. If an appointment is before the student comes to school, notification of the late arrival is required the day before.

If a student is out for 2 hours or longer, it is considered ½ day absence. If a student arrives in less than 2 hours, he/she is considered tardy.

EMERGENCY SCHOOL CLOSING / DELAYED

Catholic Central School will follow the established policy for weather related schedule adjustments as summarized below:

1. Catholic Central School students will usually follow the Springfield City District weather related schedule adjustments. Exceptions to this general guideline will be made as determined by Catholic Central School administration.
2. Students will act in accordance with weather related guidelines for the school district in which the student resides.
 - Example: Northeastern School District = two-hour delay (or closed), Catholic Central students living in the Northeastern District will not be penalized if they report to school two hours after the usual scheduled time that school begins (or remain home if the school district is closed).

(a) Students are encouraged to attend school according to the weather-related schedule of Catholic Central School for any given school day (two-hour delay, early dismissal, or closing). Safety is always a first consideration when parents decide if their child(ren) will act in accordance with their home school district weather related adjusted schedule or with the Catholic Central School weather related adjusted schedule.

(b) Students who arrive late to school or do not attend school as a result of differences between home school district and Catholic Central School weather related adjusted schedules will not be counted as tardy or absent. However, students will be required to complete any instructional activities missed by a weather related late arrival or missed school day.

In case there is a possibility of school cancellation or delay due to weather, etc., listen to radio stations WIZE 1340 or WBLY 1600 or WHIO or watch TV Channels 2, 7, or 22. When Catholic Central Jr./Sr. High School closes due to weather conditions, both Springfield elementary sites

will close. If an individual school site in the Catholic system closes, that school site will be specifically named.

One Call, our mass notification system, will also be used to send notification of cancellations and delays and non-scheduled early dismissals.

If the opening of school is delayed in the morning, the start of school will be moved back the amount of time as indicated by the delay. Do not send students to school at the normal opening time.

If the Catholic Central Schools have a morning delay of at least two hours, morning preschool will run from 10:00-12:00 for that day.

If any public schools dismiss early due to weather or other emergency, it will be announced on radio or TV. If buses come early for students, children will go home on the bus unless parents specify otherwise. Catholic Central will remain open until all students have been picked up. Walkers will remain until their regular dismissal time unless their parents pick them up earlier. Be sure your child(ren) know what to do and where you expect them to go should an early dismissal be necessary.

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

Field trips are an outgrowth of the students' class work as an enrichment related to class work. Field trips are planned by the teachers and are supervised by the teachers and an appropriate number of chaperones. Fees may be requested to cover cost of tickets/admittance to an event and transportation cost.

School uniforms will be worn on field trips as students are representing Catholic Central School. Teachers may request out of uniform as appropriate for the type of field trip being taken.

Field trips are a privilege, not a right. Students may be denied the privilege of participation in a field trip for behavioral or academic reasons.

If for some reason a child is not permitted to participate in a field trip, he/she must remain in school with assigned work under the supervision of another teacher.

Official permission slips, signed by the parent(s)/guardian(s) are required for each trip off the school premises. Handwritten notes will not be accepted. Phone calls will not be accepted. Students who do not return permission slips on time will not be permitted to participate in the field trip. Transportation for these events is provided by bus or walking if within reasonable distance. A fee is requested when a bus is provided.

Emergency Medical Authorization Forms are taken on field trips along with any needed student medicines. Please keep this information updated in the office.

Upon returning from a field trip, all students are expected to return to the classroom and remain until dismissal.

Chaperones are to leave the group with the teacher at the school door.

Parents bringing younger children will not be considered chaperones, as 100% attention to the assigned group is required.

LEAVING SCHOOL EARLY

No student will be permitted to leave school before the regular dismissal time except in the case of sickness or other emergency. If a student is going to leave early for family or personal reasons, a parent/guardian must send an email or a written note to the school office.

Parents/guardians must sign their child(ren) in and out at the school office when they come in or leave for any reason outside the regularly scheduled school day.

No teacher may allow a student to leave directly from a classroom. All early dismissals must take place from the school office.

LUNCH PROGRAM

Hot lunch is served in the cafeteria each day. Milk is available for those children who bring their own lunches. The price of a full lunch is \$3.00 and milk is 40¢.

Catholic Central School students may apply for free or reduced lunch. Forms for eligibility for free or reduced-price lunches will be included in the

Beginning of the Year Packet. These forms will be handled by the school office. All information on the forms is kept strictly confidential. If a student qualified for free or reduced price lunches in the previous school year, the student automatically qualifies for the same status in the present school year until new forms are completed or the first 30 days of the school year. The full-lunch option is provided by Springfield City School is the only free or reduced lunch option for students.

Students are not to take food out on the playground to eat. Pop and fast food restaurant lunches are not permitted in the school cafeteria.

MAKE-UP WORK FOLLOWING AN ABSENCE

It is the responsibility of the parent/guardian and student to see that all school work missed because of absence is completed. Students will have the total days missed plus one to turn in the missed work for credit. More than an average of five days missed per trimester creates a question about a student's ability to complete the work of that grade. This may result in the child being retained in the same grade.

NON-CUSTODIAL PARENTS

Catholic Central Elementary School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

PARENT/SCHOOL COMMUNICATION

Open and frequent communication is a necessary component of the school-family relationship. Parents are urged to confer with their child's teacher on a regular basis especially if they receive notice of academic deficiencies or conduct problems.

Parent/Teacher Conferences

Conferences are scheduled for students at the end of each term of the school year. Parents or teachers may request a conference at any time during the school year if the need arises. These conferences must be scheduled to allow for preparation, availability of the staff, and to maximize the effectiveness of the meeting. Telephone calls, emails, and the exchange of notes are other ways of conferencing with your child's teachers.

Phone Contact

The school office is open between the hours of 7:45 a.m. and 3:15 p.m. If parents wish to contact a teacher, they may call the school office 937-324-4551 (High St.) and leave a message for the teacher.

Email Contact

Teacher email addresses are available on the school website or from the teacher.

RENWEB

Catholic Central uses RenWeb School Management Software which allows the parents the opportunity to get involved in their child's academic progress through the internet. RenWeb Parents Web is a private and secure website that has been set up for our school to allow you to see complete information specific to your child. You can view your child's grades, attendance, homework, and other school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an internet-capable computer.

To access **RenWeb Parents Web**:

- Go to your web browser and type in the address of our school website at www.ccirish.org
- Click on "**Quick Links**" found in the top banner on the right and then "**RenWeb**"
- Log in as follows:
 1. Type **CC-OH** for your School ID
 2. Click the **Submit** button
 3. Click the **First Time Users** tab if you have not logged in to RenWeb before. If you have, skip to Step 6.

4. Enter your email address that you provided to the school.
5. Click the **New User** button. You will receive an email containing your password within 3 minutes (to the email address you entered, which must be the same email address that you provided to the school).
6. Click the **Parents** tab.
7. Enter the password assigned.
8. Click the **Parent Login** button.

You should now be logged in to the School Information home page of Parents Web. To learn more about ParentsWeb, click the **Tour the New ParentsWeb** button to take a 6-minute video tour.

Note: If you are on a dial-up connection and experience long delays in loading the web pages, please select the **Dial-up** option on the Parents login page before clicking the **Parent Login** button. This will take you to a dial-up version of ParentsWeb that contains the same information but in a dial-up-friendly environment that requires fewer graphics.

Please email our Media Specialist, Molly Mann, at mmann@ccirish.org if you have any problems or questions.

SACRAMENTAL AND LITURGICAL OPPORTUNITIES

The children will participate every other week in a liturgy planned by various grade levels. Additional prayer services during the Liturgical Seasons of the year will be a part of the Religious Education program.

Instruction for the sacraments of Reconciliation and Eucharist is given in the second grade. Catholic students who are not in grade two and wish to receive these sacraments must consult with their parish. The reception of these sacraments takes place at the students' individual parishes. Parents and students are expected to become actively involved in this process through preparation classes offered at the parishes.

Catholic students in grades seven and eight receive their sacramental preparation for Confirmation at their home parishes and should participate in all days as directed by their parish.

Students in grade K-8 participate in a retreat each year with their grade-level classmates. These are scheduled throughout the year.

TARDINESS

In order for a child to do well in school, it is important for the child to be on time.

A student arriving late for school reports first to the school office. There the student receives a tardy slip permitting him/her to enter the classroom. Care should be taken by those arriving late not to interrupt or disturb the students already engaged in the day's work. **If a student exceeds five unexcused tardies in a trimester, they will serve an after-school detention for each additional tardy.**

Children are considered absent one-half day when coming to school after 10:00 a.m., leaving before 1:00 p.m., or missing two hours in a school day.

In case of excessive tardiness, the teacher will inform the principal. The parents/ guardians will be notified and asked to work with the school to remedy this situation. The attendance officer or appropriate persons may be notified if tardiness continues. **Chronic tardiness may result in dismissal from Catholic Central School** as this disrupts the learning environment of the classrooms.

A student is not counted tardy if the bus arrives late at school – or if the parent/guardian has had to drive because the bus has not picked up the student. In this case, please report the problem to the office.

Parents/guardians who drive students to school should make every effort to have the student(s) arrive on time.

TRANSPORTATION OF STUDENTS

Buses are provided and managed by the public school district in which your family lives. **County** bus riders must make arrangements for bus service with the appropriate coordinator for the district in which they reside. **Springfield City** bus riders must request service through CCS secretaries.

The bus companies have their own rules and regulations which govern the children while on the buses. If a child behaves in a manner which causes

him/her to be suspended from riding the bus, the school personnel cannot intervene. It is very important that you stress proper bus behavior to your child, for his/her safety, the safety of others, and to insure continued bus service.

If a student who usually needs to ride the bus is going to be a walker or a car rider, AN EMAIL OR A NOTE MUST BE SENT BY THE PARENT TO THE SCHOOL OFFICE INDICATING THE CHANGE.

USE OF STUDENT PICTURES

The school reserves the right to use a student's name and/or picture in advertising, publications or on the school website. Any parent who does not wish to have his/her student's name or picture used **must** notify the principal in writing within the first week of school.

VISITORS

All visitors must use the door equipped with the buzzer to enter the school building and must report directly to the office.

When delivering items or messages to your child(ren) and/or picking up students during school hours, parents/guardians **MUST** come to the office, **NEVER** directly to the classroom. This is to insure the safety of our students and to avoid taking teachers away from the supervision of the total class.

Teachers are unavailable to meet with parents between 7:45 and 3:15 p.m. unless time has been previously arranged for when the teacher is not involved with the supervision of students.

If there is an emergency, parents/guardians are asked to check in at the school office. Other persons in the school buildings who have no appointment and who do not check in at the school office will be escorted from the premises. In severe cases, the police may be called.

If a child is to be picked up for a doctor or dental appointment or because of illness during the school day, the child will be dismissed from the school office.

VOLUNTEERS

Any person who volunteers their services to the school and will be in direct contact with the children is required to attend the Diocesan Child Protection Program, VIRTUS and stay up to date on the monthly training bulletins. Volunteers must also complete a background check through SELECTION.COM. Volunteers must sign in at the school office.

ACADEMIC ASSESSMENT

STUDENT PROGRESS

Students all progress at different rates, but there are certain basic requirements at each grade level. In order to measure intellectual development and keep parents informed, report cards will be distributed at approximately twelve week intervals. Interim progress reports will also be distributed within each twelve week interval. Check the calendar for dates. Cards may be withheld and RenWeb ParentWeb disabled at the end of the term if tuition or other outstanding fees have not been paid. Cards should be examined by the parents/guardians and promptly returned signed by them.

Many factors influence the final term grade. Classroom attendance, daily participation, written and oral classroom work, homework, quizzes, and tests are all important elements which indicate student effort in the learning process.

GRADE SCALE

Grades 4 through 8:

- A (93 – 100)
- B (85 – 92)
- C (77 – 84)
- D (70 – 76)
- F (69 and below)

Grades 1 through 3

- O = I do everything that goes with S work **plus**
 - I frequently participate in class discussions.
 - I am always ready to work.
 - My classroom work is always neat and handed in on time.

I do more than the minimum required.

S = Satisfactory

I always pay attention in class and answer questions willingly.

My answers are well thought out.

My written work is neat and complete.

My homework is neat and completed on time.

I always do my best work and put forth my best effort.

N = Needs Time/Improvement

I need more time to learn and develop the skills.

In the primary grades the letter “N” indicates that a child is not working up to ability and/or is lacking in class and/or on homework.

Grade K

M = Strong; mastered

S = Satisfactory progress

D = Developing

NP = Needs more practice

PROMOTION / PLACEMENT

PROMOTION means that a student has made sufficient progress in the areas needed to be prepared for the next grade.

To be promoted from KINDERGARTEN means that the child manifests readiness sufficient to handle the first grade program.

In each primary grade (1, 2, and 3) the student shows competence in reading, math, and written language, and is judged prepared to do the required work and handle all expectations of the next grade.

Upon entering grade 4 the student will have developed a certain amount of independence and self-confidence along with the skills necessary in reading, math, and written language.

Promotion from grades 4 through 8 will require an average of at least 70 in each of the major subjects. Any student who ends the year with an average in any major subject below 70 will be expected to do make-up work in the summer. This will be determined on an individual basis.

Students receiving an average below 70 in two or more major subjects will be liable for retention.

Major subjects include religion, reading, English (written language), math, social studies, and science/health.

PLACEMENT – This decision will be arrived at in conjunction with the parents. The parents will sign a placement form that states specific reasons for placement. No student may be placed in a grade two consecutive years.

TESTING

A valuable source of information about your child's ability and performance are the IOWA Tests of Basic Skills. The students in Grades kindergarten through eight are administered these tests each year. This testing program is required by the Archdiocesan School Office. Parents will be provided with these test results.

Students enrolled at Catholic Central School also take the state assessments in grades 3-8.

CONFERENCES

Parent/Teacher conferences are held each year. These conferences are held at the end of each term and may be requested by the teacher or the parent. Parents are expected to attend any conference requested by the teacher.

It is always acceptable for any teacher or parent to schedule a conference when the betterment of the child's education is concerned. These conferences should be scheduled in the morning before classes begin or after the school day is over. One school day's notice is requested in scheduling a conference. Please feel free to call the office to schedule a conference with a teacher.

Concerns/problems – academic or other – are to be discussed with the particular teacher first. If there is need for further resolution, the principal should be contacted.

HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS

Eighth grade students who attend Catholic Central may earn high school credit. These students will be held to the same academic standards as the high school students in these classes. Students who transfer from another school with high school credits earned while in middle school will receive the same possible credits that a Catholic Central eighth grade student could earn while in middle school. Transferred high school credits earned at the middle school level will be assigned a grade or point value comparable to Catholic Central's grade scale, the grades (or point value) and credits will be added to the transfer student's CCHS official transcript.

HOMEWORK / ASSIGNMENTS

Homework reinforces ideas that have been presented in class and may be expected each day of the week. While it may be written, it could consist of practice, drill, oral or silent reading or time spent in studying. It is important that all homework be completed and returned when due.

Parents/guardians are encouraged to set aside a definite time each evening for homework. Students in grades 4 – 6 are usually capable of developing a sense of responsibility for their own learning by concentrating their efforts on areas of personal weakness, whether or not these are assigned by the teacher. Students should spend some time each evening in review of the previous day or preparation for the day to come.

The recommended time frame is:

Grades 1 – 3about 20 – 30 minutes.

Grades 4 – 8about 45 – 90 minutes.

Students must have an assignment notebook. These are distributed to all students in grades 2-8. There is a \$5.00 replacement fee if these are lost. Parents should check these nightly and sign them. They are an excellent communication tool between teachers and parents.

All homework and class assignments are to be completed and submitted on the due date.

Homework requests for students who have an excused absence must be in by 9:30 a.m. The work may be picked up after dismissal at the office.

HONOR ROLL

Catholic Central Elementary School's Honor Roll is for students in grades 4 – 8. The goal of the Honor Roll is to recognize outstanding achievement and to foster an appreciation for superior scholarship among our students.

Eligibility for the Honor Roll is determined by grade point average being calculated with the following values: A = 4, B = 3, C = 2, D = 1, F = 0. Any grade **below B** will **exclude** the student from the Honor Roll. Plus or minus will not be a determining factor. Music, Physical Education, and Art grades will be considered at one-fourth (1/4) the value of the letter grade.

The following levels are in effect: 4.0All A student
3.5 – 3.99High Honors
3.49 – 3.00Honor

DRESS CODE POLICY

UNIFORMS

Each of us should realize that a person's day begins with proper attire. At Catholic Central School, the school day attire is a uniform. The uniform helps unify our students; it also provides an immediate identity of who we are – Catholic Central. In its daily wearing, the uniform causes us to be mindful of self-control, respect of self, respect of learning, a sense of belonging, and part of a tradition of excellence. Therefore, these student attire and uniform expectations are set forth:

All uniforms must fit properly. Tight or oversized items are not to be worn. Anything considered disruptive/detracting from learning is prohibited. The administration reserves the right to decide what attire is inappropriate.

Grades Kindergarten through Five

- **Boys**—Navy uniform pants. (Navy shorts may be worn during Warm Weather Attire.) White or light blue long or short-sleeved polo. Slacks, shorts, and shirts must be purchased from the uniform company. Shirts must be tucked in. If a t-shirt is worn under the polo shirt, it must be plain white with no writing. School-logo sweatshirts or fleece sold by

the uniform company only. No Catholic Central “sports” team sweatshirts may be worn. Navy blue pullover or cardigan sweaters may be worn. Socks must be worn at all times. Tennis shoes are recommended. Shoes must cover the front, top, sides, and heel of the foot. Shoes worn should promote safety and be appropriate for school. Crocs, soccer sandals, and flip-flops are not permitted. Belts are only required if drooping pants become an issue. Body piercings and tattoos are not permitted. Hairstyles may not be extreme. Hair must not fall below the eyebrows, the earlobes, and top of the collar. Hair must be natural color. Hats are not permitted.

- **Girls**—Plaid or navy uniform jumpers, or skirts. Uniforms should be no shorter than three inches above the middle of the knee. Skirts are not to be rolled at the top. Girls may also wear uniform navy pants. (Navy shorts may be worn during Warm Weather Attire.) White or light blue long or short-sleeved polo or short or long-sleeved Peter Pan-collared blouse. Skirts, slacks, shorts, shirts must be purchased from the uniform company. Shirts must be tucked in unless they have a banded bottom. School-logo sweatshirts or fleece sold by the uniform company only. No Catholic Central “sports” team sweatshirts may be worn. Navy blue cardigan or pullover sweaters may be worn. Socks must be worn at all times. Girls may also wear tights or leggings that go to the ankle (not mid-calf). All tights and leggings must be plain white, black, hunter green, or navy blue. Tennis shoes are recommended. Shoes must cover the front, top, sides, and heel of the foot. Shoes worn should promote safety and be appropriate for school. Crocs, soccer sandals, and flip-flops are not permitted. Earrings are permitted but may not dangle. Other body piercings or tattoos are not permitted. Hairstyles may not be extreme. Hair colors must be of a natural color. Cosmetics may not be worn. Hats are not permitted.

Middle School (Grades Six through Eight)

- **Boys**—Navy or khaki uniform pants. (Navy or khaki uniform shorts may be worn during Warm Weather Attire.) White long or short-sleeved polo shirts. Slacks, shorts, and shirts must be purchased from the uniform company. Shirts must be tucked in. If a t-shirt is worn under the polo shirt, it must be plain white with no writing. School logo sweatshirts or fleece sold by the uniform company only. No Catholic Central “sports” team sweatshirts may be worn. Navy blue pullover or cardigan sweaters may be worn. Socks must be worn at all times. Tennis shoes are recommended. Shoes must cover the front, top,

sides, and heel of the foot. Shoes worn should promote safety and be appropriate for school. Crocs, soccer sandals, and flip-flops are not permitted. Belts are required. Body piercings and tattoos are not permitted. Hairstyles may not be extreme. Hair must not fall below the eyebrows, the earlobes, and top of the collar. Hair must be natural color. Hats are not permitted.

- **Girls**--Plaid uniform skirts. Uniforms should be no shorter than three inches above the middle of the knee. Girls may also wear uniform navy or khaki pants. (Uniform navy or khaki shorts may be worn during Warm Weather Attire.) White long or short-sleeved polo shirts. Skirts, slacks, shorts, and shirts must be purchased from the uniform company. Shirts must be tucked in unless they have a banded bottom. School-logo sweatshirts or fleece sold by the uniform company only. No Catholic Central "sports" team sweatshirts may be worn. Navy blue cardigan or pullover sweaters may be worn. Socks must be worn at all times. Girls may also wear tights or leggings that go to the ankle (not mid-calf). All tights and leggings must be plain white, black, hunter green, or navy blue. Tennis shoes are recommended. Shoes must cover the front, top, sides, and heel of the foot. Shoes worn should promote safety and be appropriate for school. Crocs, soccer sandals, and flip-flops are not permitted. Earrings are permitted but may not dangle. Other body piercings or tattoos are not permitted. Hairstyles may not be extreme. Hair colors must be of a natural color. Cosmetics may not be extreme or distracting if worn.

Catholic Central School uses The MacRay Co., 100 W. North St., Springfield, OH 45504 for their uniform provider. Hours are Monday-Friday 8:30-5:00. After hour pickup is available. They may be contacted by phone 937-325-1726 or email, ccirishuniforms@macraycompany.com.

General Rules:

- The length of jumpers, skirts and shorts must be no more than three inches above the middle of the kneecap and must be properly hemmed.
- Shirts must be tucked in at the waist, not rolled under.
- Skirts may not be rolled.
- Uniform shirts must be worn under the school sweatshirt.
- Only uniform sweatshirts may be worn to classes during the school day.

- Hair should be kept clean and well-groomed. Hairstyles may not be extreme. Hair must not fall below the eyebrows. Boys hair may not fall below the earlobes and top of collar. No ponytails are permitted for boys. Hair must be of a natural color.
- Girls may not wear dangling earrings or hoops because of safety reasons.
- No other body piercing is allowed.
- Anything that may be disruptive or detract from the learning environment is inappropriate (Haircuts, hair color, jewelry, make-up, etc.)
- Only **plain white** t-shirts are permitted to be worn under shirts.
- Socks are required.
- Sandals, jellies, crocs, clogs, shoes with wheels, high heeled or open-toed shoes are not permitted.
- All uniforms need to fit appropriately; tight or over-sized items are not to be worn.

Students who violate the dress code will be subject to consequences and may be asked to call their parents to bring the proper uniform attire to school. The administration reserves the right to decide what attire is inappropriate.

OUT OF UNIFORM DAYS

Skirts and shorts are to follow **the same length** specifications as the uniform. Blouses, shirts, and all tops must have sleeves. No tight clothing is allowed. Socks and shoes must be worn. No shirts with offensive advertising/language. The expectation is conservative, modest, and compliant with usual uniform guidelines.

CYO Team Members may wear their sport shirt on opening game day and last game day.

PHYSICAL EDUCATION

Each child in grades 4 – 8 must have gym shoes, APPROPRIATE t-shirt or sweatshirt, shorts (**no more than 3 inches above the top of the kneecap**), or sweatpants to change into for P.E. class. Jeans are not permitted. Grades K – 3 are required to have gym shoes.

For any excused absence from P.E. class, a student must have a written explanation from his/her parent. A doctor's excuse may be required.

HEALTH AND SAFETY

The health and safety of our students is of utmost importance throughout each school day. Catholic Central works to maintain a healthy and safe environment.

EMERGENCY PROCEDURES

Emergency procedures must be strictly adhered to anytime they are used.

Catholic Central Elementary School conducts necessary drills as specified. In compliance with State of Ohio law, a fire drill is conducted once each month. Tornado drills are conducted in the spring. Lock down drills are conducted periodically throughout the year. Rapid dismissal drills are also conducted as appropriate.

Students are instructed at the beginning of the school year on the proper conduct and procedures to be followed during fire, tornado, and lock down drills. Children are expected to go to the appropriate areas (outside the building for fire drills, inside the building for tornado drills) in silence, and remain silent during the entire drill until they have returned to their classrooms.

Teachers are responsible for leading and directing the students during any of the emergency alert drills. Any other adults in the building are expected to follow the direction of certified personnel.

Fire Drills: When the alarm is sounded, students should leave quickly, in an orderly fashion, in silence, and by the route posted in their classroom. The classroom windows and doors should be closed as students leave the area. Turn off the lights.

Rapid Dismissal Drills: When the alarm is sounded, students are required to take their belongings and leave the building as quickly as possible, as if they were not returning for the day, but they are not to leave the property.

Tornado Drills: When the alarm is sounded, students are directed to prearranged areas of the building, according to directions posted in each classroom.

Emergency Lockdown Drills: When announced over the loud speaker, the teachers will shut and lock all classroom doors and continue on with normal class procedure. Teachers will listen for further instructions. No students are allowed outside of the classroom.

ILLNESS

Any student who is ill is to report to the teacher who will send them to the nurse or office. The nurse or office personnel will check the student and contact the parents if needed.

Children with severe colds, cough, fever or other signs of illness should be kept at home. This ensures the well-being of the other students and saves the school the time of contacting parents to have their child transported home again. Children must be fever free (under 100 degrees) 24 hours without medication in order to return to school.

MEDICATION AND FIRST AID

There will be no dispensing of medication without proper forms (Ohio Law S.B. No. 262). Medicine may not be carried by students during the day. It must be brought to the office and dispensed from the office or school nurse.

The school nurse checks immunization records, performs various health screenings, and offers advice concerning special health problems.

Simple first aid for cuts and bruises will be dispensed from the school office or school nurse.

ADMINISTRATION OF MEDICINE

The administration of any drug (prescription or over-the-counter, including cough drops) by the school personnel without the order of a physician and the permission of the parent/guardian is prohibited by law. Thus, to ensure the full protection of school personnel and the physical well-being of

students in need of medication during school hours, the following procedures shall be followed:

1. Written request must be obtained from the physician and the parent/guardian (medication form may be requested from the office) before any medication may be administered by school personnel. This request form must be completed in full.
2. The parent or guardian must submit a revised statement signed by the physician if any of the original information provided by the physician changes.
3. Medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist.
4. **A new request form must be submitted each school year** for each individual medication.
5. The medication and the completed form shall be brought to the school by the parent/guardian.
6. The principal of the school or his/her designee(s) shall supervise the storing and distribution of students' medication. Medication will be distributed from the school office or nurse's office and will be stored in a locked location.
7. A daily record of medication distributed shall be kept by the principal or his/her designee(s).

ASTHMA INHALER LAW HB 121

If at all possible, the school requests that inhalers be kept in the office and administered in the same manner as other medications.

In the event that this is not possible, these procedures must be followed:

1. Written permission must be obtained from the physician and the parent/guardian (form may be requested from the office).
2. School personnel need to be informed of procedures to follow should the medication not provide expected relief.
3. School personnel need to be informed of procedures to follow to assist a child who uses the inhaler for whom the inhaler is not prescribed if an adverse reaction occurs.

CHILD ABUSE AND NEGLECT REPORTING

Catholic Central Elementary School adheres to all guidelines for identifying and reporting suspected child abuse and neglect as specified

by the Ohio Revised Codes. All suspected instances of child abuse or neglect shall be reported to the Principal who shall report to a designated governmental agency for investigation and action as may be appropriate. (Ohio School Law 9.55.1)

SCHOOL-WIDE DISCIPLINE PLAN

DISCIPLINE POLICY

Catholic Central School strives to provide a positive atmosphere for learning. We believe all students are called to develop a sense of Christian responsibility toward all individuals. Parents and teachers must work together to develop a sense of self-discipline and self-worth within each student. Parents, students and teachers are expected to work cooperatively toward this goal. The following are our expectations for student conduct:

General School Expectations

Students are expected to follow any and all guidelines and policies set forth in the Parent/Student Handbook (enrollment, attendance, academics, extracurricular, etc.) The principal will maintain documentation regarding student behavior. The principal's decision will be final in all school related matters.

Classroom Expectations

Teachers will establish classroom policies and expectations within the framework of school policies. Catholic Central believes the proper way to resolve any teacher/student issues is to meet with the teacher first. Teachers will maintain documentation regarding student behavior.

RIGHTS OF STUDENTS

- ❖ Students have the right to a Catholic environment.
- ❖ Students have the right to a positive learning environment.
- ❖ Students have the right to a safe environment.

RESPONSIBILITIES OF STUDENTS

- ❖ Students are to contribute to a positive environment by treating all individuals and property with respect.
- ❖ Students are to express themselves in a positive manner.
- ❖ Students are to keep themselves clean and neat and dress appropriately.
- ❖ Students are to abide by the established rules of each classroom.
- ❖ Students are to help create a welcoming environment by being friendly and courteous.

INTERVENTION AND CONSEQUENCES

Catholic Central Elementary School strives to seek positive intervention strategies when working with students to develop a lifelong pattern of self-discipline. Strategies for intervention will vary from one situation to another and the consequences will include (but not be limited to) the following:

- Students are expected to respectfully conform to teacher directives at all times. Teacher consequences typically include a verbal reprimand, loss of recess, infraction; disciplinary notice, teacher assigned detention, or an office referral.
- Principal assigned consequences will be in addition to teacher assigned consequences. Students referred to the office may receive a verbal reprimand, disciplinary notice, detention, in-school suspension, out of school suspension, or school expulsion.

DISCIPLINARY NOTICES

Each teacher will have rules for their classrooms and consequences resulting when posted rules are not followed. Once a student has completed all of the steps in a teacher's discipline plan, he/she will be referred to the office.

Disciplinary action will be taken when a student chooses to act inappropriately. Disciplinary notices will be issued to a student and parents when this behavior occurs. This notice will define the behavior and list the appropriate consequence. It must be signed by the parents and returned to school the following day. Consequences will be given according to the

seriousness and number of offenses. Before/after school detention will be among the consequences. If slips are not returned, parents will be called and students must abide by the consequence the next day. Students may not participate in any extra activities such as field trips, field days, etc. unless all consequences are followed. Parents are responsible for providing transportation for their child.

Receiving three (3) Disciplinary Notices in one trimester or major violations or offenses as determined by the principal will result in a conference with parent(s), teacher(s), and principal and in-school suspension. At this time, parents and students must prepare a plan of action for improved behavior and responsibility. The plan of action is to be approved by the teacher(s) and principal. Out-of-school suspension days are incorporated as consequences for failure to follow the plan of action. Failure to cooperate and follow the plan of action may result in expulsion.

FOR DAYS OF SUSPENSION, STUDENTS ARE RESPONSIBLE FOR OBTAINING AND DOING THEIR WORK. ONCE ON THE PLAN OF ACTION, THE STUDENT REMAINS ON ALL YEAR.

SUSPENSION

Continual disregard for acceptable conduct will result in suspension. A parent-teacher- principal conference will be required when a student is suspended. Suspensions may not exceed five school days. The principal will inform the parent in writing within 24 hours of suspension and give a description of the behavior. A parent might expect some previous notice of defiant behavior before a suspension.

EXPULSION

1. Written notice will be sent to the student and the parents stating the reasons for the student's removal and proposed expulsion.
2. A hearing may be held between school representatives and the parents.
3. In the case of expulsion due to disciplinary problems, parents are still obligated to pay tuition for the full school year.

EXAMPLES OF INAPPROPRIATE BEHAVIOR

- Disobeying a teacher's classroom expectations; disruption
- Repeated disregard for completion of school work
- Uniform violations
- Obscene language and/or gestures
- Destruction of others' or school property
- Forging a signature on any note or other school related document
- Disrespect, insubordination, or other similar misbehavior
- Dishonesty
- Use or possession of tobacco products, drugs, alcohol
- Acts of aggression (bullying, harassing, threatening, intimidating, fighting, or other such misbehaviors)
- Leaving the school building or grounds without permission
- Misuse of computers or violation of Acceptable Use Policy for Technology
- Theft
- Any other infraction at the discretion of the Administration

OFF-CAMPUS BEHAVIOR

Although the school cannot be responsible for students' conduct outside of school, students should remember that they are responsible for the good name of CCS. Students' off-campus behaviors that are detrimental to the reputation of the school are subject to disciplinary action.

BULLYING

Our Christian faith embraces each individual as a gift from God, worthy of love and respect. Therefore, bullying of any kind is prohibited. Bullying is unsolicited, offensive, repeated behavior directed at an individual. It takes many forms, including physical, verbal, and cyber bullying. Bullying can be emotional or physical. Bullying hurts individuals and our entire school. Students, staff, and volunteers all have the right to feel safe and comfortable. We are called to "Love one another as Jesus loved us."

Physical Bullying is defined as using physical force to hurt another student including but not limited to hitting, pushing, shoving, kicking, spitting, pinching, holding back, or getting in the way. Physical bullying also

interferes with another student's belongings, stealing, taking, or breaking possessions.

Verbal/Emotional Bullying is defined as directing words at another student in order to put that student down, including but not limited to threats, taunts, intimidation, sarcasm, name-calling, gossip, rumor, isolation (leaving out), and ridicule. Hostile gestures and staring also constitute verbal bullying.

Cyber Bullying is defined as using cell phones, text messaging, emails, blogs and postings online or any other social media to bully another student or staff member.

Any bullying behavior should be reported to the nearest adult immediately. The complaint will be investigated and appropriate action will be taken. Consequences shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors. These may include, but not be limited to, teacher intervention, disciplinary notice, detention, suspension, expulsion, or legal action.

SEXUAL HARASSMENT

Students who engage in sexual harassment on school premises or off school premises at school-sponsored activities, i.e. field trips, contests, retreats, etc. will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments or gestures of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with Catholic Central Elementary School's suspension/expulsion procedures.

SUBSTANCE ABUSE

Any student having in his/her possession an illegal substance or articles considered by the school to be unacceptable on school property (drugs,

prescription/non-prescription, alcohol, illegal paraphernalia, etc.) will be dealt with according to the following policy.

1. Possession: having an illegal substance or article in one's possession and being apprehended with it.
2. Use: showing the effects of having ingested an illegal substance: being drunk, "high", or unusually ill; being seen taking or using an illegal substance; being seen using articles which could be classified as weapons, etc.

For these offenses, the parents will be called immediately for a conference. The student will be suspended until the conference takes place. At that time, the principal will determine what corrective action will take place.

If there is a second offense involving either use or possession, the student will be suspended until he/she is enrolled in a program of substance abuse education.

- 3 Trafficking: selling an illegal substance or procuring it for other students.

For this offense, even for first time offenders, the parents will be called in immediately for a conference and the student will be expelled. In any case listed above, the principal may also call the police.

WEAPONS

Any student having in his/her possession a weapon of any sort will be removed immediately from the school.

The principal will call the police to report a weapon has been brought on the premises of the school.

For this offense, the parents will be called immediately for a conference. The student will be suspended until the conference takes place. At that time, the principal will determine what corrective action will take place.

Students who bring toy weapons may be suspended and parents will be called for a conference.

Catholic Central will not tolerate weapons on campus and therefore will take a strict stance on anyone who comes into the school and induces panic upon the staff and students. This behavior can result in expulsion.

RIGHT TO AMEND

The administration retains the right to amend the Parent/Student Handbook. Parents will be given prompt notification if changes are made.