

## **FORWARD**

This handbook has been compiled to acquaint you with the philosophy, policies and procedures of Sacred Heart School. We hope you will read it carefully and keep it in a convenient place for quick reference.

Sacred Heart School recognizes and treasures the privilege and responsibility of assisting you in the Christian education of your child. We encourage you to give us support and cooperation. Only by working together will we accomplish growth for your child in academic competence and the formation of Christian attitudes, which are the basic aims of Catholic education.

Only policies, which can be carried over from year to year, will be included in this handbook. Changeable items will be sent home throughout the school year (calendar, tuition costs, etc.)

### **SACRED HEART SCHOOL MISSION STATEMENT**

We believe that if our society, as originally conceived, is to function and survive, its young people need to be prepared to exercise their rights and responsibilities in ways that benefit them and their society. Therefore, the faculty, staff, parents, and students of Sacred Heart School have joined together to form a living, Christian community to prepare the children to contribute effectively to the welfare of the world and to work for the extension of God's kingdom.

Sacred Heart School fosters growth in the Catholic faith, morals, and values through the total education of each child. All of the people involved in the school community aim to create an atmosphere enlivened by the gospel spirit of freedom and charity.

As a Catholic school, Sacred Heart integrates academic subjects with Christian values and morals. This integration ensures a well-rounded education that develops all aspects of the human person.

\*\*Sacred Heart School, working with parents/guardians, aims to integrate our Catholic faith and tradition with a solid academic program to ensure the well-rounded education of our students.

(summary of our mission statement)

## GOALS OF SACRED HEART SCHOOL

1. FAITH: Sacred Heart Schools exists to endorse and preserve the strong tradition of the teaching ministry of Jesus Christ. We assist the parents in their primary duty of forming their children in the Catholic faith by providing instruction in moral truths, value development, and church doctrine. We also strive to inculcate the children with an awareness of the importance of their call to service, providing opportunities for ministry.

2. INVOLVEMENT: This school encourages the active support and dedication of pastor, administration, teachers, staff, and parents. All of those involved in the child's life share their resources and talents with the common goal and responsibility of educating the child. This involvement strengthens Sacred Heart School.

3. DEVELOPMENT: We believe that all students can and should master the basic academic skills and that the children should be challenged to the limits of their individual abilities. The Sacred Heart School community works together to help the child develop academically, emotionally, intellectually, socially, and physically. Teachers and students share a sense of educational responsibility for their own education.

4. ATMOSPHERE: Sacred Heart School provides a positive, orderly, and loving environment to ensure the opportunity for optimum learning and the acquisition of core Christian values. We help the children to become aware of their worth and the worth of all people.

### RELIGIOUS AND MORAL GROWTH

Although some children who attend this school do not belong to the Catholic faith, we feel that our education is effective because it flows from our religion. It is for this reason that we insist that every child participate in our religious instruction classes and all other school liturgical services. Furthermore, we express our belief that if our religious instruction is to be truly effective, every child should be participating regularly in his/her own church.

## **ADMISSION POLICY**

### **NONDISCRIMINATORY POLICY**

Sacred Heart School 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 administration of its educational policies, scholarships/loans/educational programs and athletics/extra-curricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

### **ADMISSION TO KINDERGARTEN**

Students entering kindergarten are required to:

1. Be five years of age by October 1 of the upcoming school year or present evidence of passing the early entrance examination as required by the Fremont City Schools.
2. Present the child's birth certificate.
3. Provide a record of all immunizations required by the State Department of Education.
4. Be screened in the Kindergarten Clinic held in the spring.

### **TRANSFER/WITHDRAWAL**

Students moving from other areas or schools are required to:

1. Provide report card from the school they last attended.
2. Present the child's birth certificate.
3. Have a record of immunizations required by the State Department of Education.
4. Request a transfer of records to be sent to Sacred Heart School.
5. Have a conference with the principal and parents before admission.

Students transferring from other schools in the area will be accepted on a probationary period of nine-weeks. At the end of nine weeks the student's progress will be evaluated and reviewed. The areas that would be looked at are academics, discipline, and attendance. If the student is not progressing satisfactorily, he/she will be warned. At midterm of the second nine weeks, the progress of the student will be reviewed. If it is satisfactory, according to the principal, and teacher/teachers, the student will be removed from probation. A student who does not, will be asked to leave at the discretion of the principal.

Parents are to notify the principal if their child is transferring to another school so the necessary transfer requirements can be prepared.

## **REGISTRATION AND TUITION**

### **REGISTRATION**

Children are registered for Sacred Heart School only when the formal registration papers are turned in and arrangements for tuition payments are made.

At the discretion of the principal, all tuition from the previous year must be paid before a child is accepted for the following year.

### **PREPAID TUITION**

Sacred Heart School has a prepaid tuition program. The tuition for the next year must be paid by the deadline set by the school each year -- either in cash/check or through a loan from Croghan Colonial Bank. Families have four options for paying tuition:

1. To prepay the total tuition directly to the school by the deadline set by the school each year.
2. To pay half by May deadline and the other half by October 1. There will be an additional charge for this type of payment.
3. To prepay part of the tuition directly to the school by the deadline and take a loan from the bank on the remaining balance. Payments would be made to the bank monthly from July to April to pay back the loan.
4. To take a loan from the bank for the total amount of tuition. Payments would be made to the bank monthly from July to April to pay back the loan.

### **TUITION-LOAN POLICY**

Families that become 75 days delinquent in their payments to the bank will receive a letter from the school office giving them ten to fourteen days to make a payment or arrange an appointment with the pastor/principal. If 90 days delinquent and neither action occurs, the child(ren) will not be permitted to attend class.

### **TUITION ASSISTANCE**

Parishioners and non-parishioners who foresee that there will be or is financial embarrassment with regard to the tuition are reminded that we do have an APPLICATION FOR TUITION ASSISTANCE FORM that can be requested from the school office. No child needs to be deprived of a Catholic School education because of financial difficulties. Application for Assistance must be made at the time of registration.

### **NON-PAYMENT**

Non-payment of tuition and other reasonable charges may be a sufficient basis for withholding a report card and refusing to award a diploma. If a student is transferring to another school, transcripts will not be sent until payment is made.

## **CURRICULUM**

The curriculum at Sacred Heart School is based on the Toledo Diocesan Course of Studies issued by the Superintendent of Catholic Schools. The curriculum meets the guidelines set by the Ohio Minimum Standards 1983 and Ohio Revised Code.

Our curriculum comprises the following subjects: Religion, Mathematics, Language Arts (English, Spelling, Reading, Phonics, Handwriting), Social Studies, Science, Art, Music, Computer, and Physical Education for Grades K-8.

The curriculum for Pre-School is explained in its respective handbook.

Most grades are self-contained classrooms with some departmentalization on various levels. Within both organizational settings, individualization and small and/or total group instruction are used to meet the achievement needs of the individual.

## **TEXTBOOKS**

Textbooks are made available for the child's use and are to be returned at the end of each year in good condition. Students can expect to be fined if books are lost or abused. Many of the textbooks are provided to the student through the Ohio Auxiliary Services Program and is therefore property of the Fremont City Schools.

## **HOMEWORK**

Homework is assigned to extend the learning begun at school, to provide extra practice needed to perfect fundamental skills, to make use of resources outside the school, and to encourage individual initiative. Reading and study assignments are part of assigned work. Written assignments are to be done neatly and legibly following the directions of the teacher (usually in complete sentences, correct spelling, proper punctuation, and formal English usage). Teachers may ask for assignments to be done over. Assignments are to be handed in on time. In Grades 6, 7, and 8, a 0% will be given for any assignment not handed in the day it is due. When a student is absent, it is recommended that someone take homework assignments home for them. Students who are absent will have a day to complete missing work.

## **REPORT CARDS**

Report cards are given at the end of each grading quarter. Because the report card is a carbon copy, only the envelope needs to be signed and returned within a week.

Interim reports (Gr. 4-8) are sent home with students who seem to be able to do better work than they are presently doing or have failures in subjects. These reports may request a conference or phone call.

## **CODE OF MARKING ON REPORT CARDS**

Letter grade equivalents are as follows:

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

## **PROMOTION**

The principal has the right to assign pupils to grade levels. The responsibility of promoting is with the teacher and principal. Parents will be notified (by the beginning of 4<sup>th</sup> quarter) and consulted prior to the decision to retain a child. However, the right to retain a student at a certain level is dependent on the school's judgement and, therefore, the parent's permission is not required.

## **PARENT-TEACHER CONFERENCES**

Conferences are held in November for all parents. The dates are found on the school calendar. Extra conferences may be requested by either the parent or the teacher.

## **HONORS (Gr. 5-8)**

The following honors are presented after each quarter:

First Honors: All A's in academic subjects (Religion, Math, English/Reading/Spelling, Math, Social Studies, Science/Health), A-B in conduct/effort, and satisfactory or above in other subjects.

Second Honors: All A's and B's in academic subjects, A-B in conduct/effort, and satisfactory or above in other subjects.

Merit: No F's; A-B in conduct/effort, and satisfactory or above in other subjects.

## **GRADES 1-4**

Teachers have opted to give each student an award at the end of the school year.

## **DIPLOMA POLICY**

An elementary diploma will be awarded to each eighth grade student who has satisfactorily completed the Course of Study prescribed by the Diocese of Toledo and the requirements of the State of Ohio.

## **STUDENT FILES AND RECORDS**

The Family Education Rights and Privacy Act of 1974 permits the parents of students, or person who has custody, or students 18 years old the right to review, inspect or obtain copies of his/her records. This request is to be in writing or made in person by making an appointment with the principal. No other person has the right to obtain this information.

## **ATTENDANCE**

### **ABSENCE**

Parents are to call the school office (332-7102) between 7:30 and 8:15 to inform the school of an absence. This is a State Law. If a child is absent and the school has not been notified by the parent/guardian, the school secretary or the school nurse will attempt to reach the parent/guardian first at home and then at the place of employment. The parent can send a note with another sibling. Please have student drop note at office before school.

When a student misses one and a-half hours of school, he/she is marked a half-day absence.

Students are responsible for missed work according to the teacher's discretion. Parents can request that the homework be sent home with another student.

### **TRUANCY**

All educable children between the ages of five and eighteen are of compulsory school age. The principal, with the involvement of law enforcement and the court system, will handle students with records of absence without reason or with a problem of truancy.

### **DURATION OF SCHOOL DAY**

The official school day for Grades K through 8 begins at 7:50 a.m. and ends at 2:15 p.m. Students should not arrive before 7:40 a.m. and should not remain past the time of dismissal unless special arrangements have been made previously with the teacher and/or principal. Children who ride the bus and arrive before the designated times are exceptions.

### **EARLY DISMISSAL**

If a child must be released from school before the regular dismissal time, the parent/guardian must notify the school office. The person who is meeting the child must come to the school office and the child will be met there. It is strongly suggested that dental, doctor, and other appointments during the school day be avoided if at all possible. If student returns to school prior to dismissal, he/she is to report to the school office before returning to classroom.

### **TARDINESS**

Students are marked tardy if they arrive in the classroom after 7:55 a.m. Students with early morning appointments who do not come to school until after this time are marked tardy. If they return after 9:30 a.m., they will be marked absent one-half day. The office should be notified of the appointment. The student, upon his/her arrival at school MUST report to the office for an admittance slip to the classroom. Five tardies in one quarter will result in a letter from the principal and a 30-minute detention will be served. Students who ride the bus will not be marked tardy in the event of a late bus.

#### **PERMISSION TO LEAVE SCHOOL GROUNDS**

At no time may a student leave school grounds during the school day without the permission of the school principal, or in her absence, the school secretary. A written request, stating the reason, must be made by the parent/guardian before permission will be given.

#### **CHANGE IN DISMISSAL PROCEDURE**

Parents/guardian are requested to notify the teacher and/or principal, preferably in writing, of changes made in the way or place a child is to go home after school. If a child is to go home with another student, written permission from both parents is required. No child will be released without this written permission. This does include children riding home with other children whether that transportation is by school bus or a private vehicle.

#### **SCHOOL CLOSING AND DELAYS**

The Public School Superintendent decides school closing and delays due to weather. Announcements regarding this information is carried by Eagle 99 (900 AM or 99 FM). Each family is requested to have a plan of action arranged with your children for early dismissal days. Please be ready to receive him/her or have a neighbor alerted to provide temporary shelter until you arrive home.

#### **EMERGENCY EVACUATION**

In the event of an emergency in which the school needs to be evacuated without the possibility of return, arrangements have been made with the Fremont Recreation Center, 600 St. Joseph St., as an alternate location. The entire school body will walk to the Center. Announcements giving directions to parents will be heard on WFRO Eagle 99 Radio Station.

#### **VACATIONS**

Parents receive a school calendar which indicates holidays and vacation periods. Excusing students for vacations during school time is a hindrance to the child and will be discouraged. If parents must take children out of school for vacation, permission must be obtained from the principal. The school is not responsible for lessons missed during this time nor for a drop in grades. If given advanced notice, teachers may (but are not required) to prepare assignments of a very general nature for pupils who are anticipating a vacation absence.

## ***POLICIES AND PROCEDURES***

### **MEDICAL PROCEDURES**

The school nurse, school secretary, or principal give sick or injured children personal care. The family will be notified if the child needs to be sent home or have further medical attention.

In the event that an emergency medical problem occurs, notification of the parents will be attempted immediately. In all cases in which the parent can be reached, he/she assumes responsibility for giving the school further directions for action.

In cases where the parent cannot be reached, the directions given on the Emergency Medical Form distributed at the beginning of the school year will be adhered to. The expense of the EMS (if needed) is that of the family.

### **MEDICATION**

According to Ohio Revised Code Section 3313.713, prescription medicine necessary to keep a student in school may be administered provided certain provisions are met.

1. Prescription medication must be in the original container explaining what the medication is, when to administer, and how much to administer. No medication will be given that is improperly labeled or in the wrong container.
2. A record shall be kept of all students requiring medication during school hours. This shall include date, time, and signature of the person giving the medication.
3. Medication prescribed three times daily will not be given at school, unless specifically requested by the physician.
4. Aspirin, Tylenol, and other non-prescription medicine shall not be administered to pupils by school staff without a physician's signature. Any student on prescribed medication shall present medication to the school office with the Parental Authorization Form. These medications are to be dispensed from the school office only by designated personnel.

A copy of the Parental Authorization Form is sent home at the beginning of the year.

## **BUS REGULATIONS**

Sacred Heart School will uphold the policies of the Fremont City Schools regarding all bus regulations. These are distributed to the children at the beginning of the school year. Each child is to sign the agreement and return it to the school where it is kept on file. The following items are not permissible on the bus: balloons, large fund raising boxes/bags, or large or fragile projects, or potted plants.

Non-compliance with bus safety rules will carry the following consequences:

1. The first time a child's name is turned in at the office, a verbal warning will be given.
2. The second time, the student will receive a warning slip indicating the rule they have disregarded. The warning slip will need to be signed by the parent and returned to school.
3. The third time, that student will not be permitted to ride the bus for a week (5 school days). A notice will be sent home to the parent.
4. For the fourth infraction, parents will be notified that the student has lost the privilege of riding the bus for the remainder of the semester.

## **FIELD TRIPS**

School sponsored field trips are arranged in advance. Written permission is necessary before a child may participate. The school reserves the right to refuse permission for a student to participate on a trip if his/her behavior constitutes a just reason for the action. Field trips may be cancelled if transportation cannot be provided. All field trips/class trips, with the exception of Camp Storer, will be single day events.

## **RECESS/LUNCH HOUR**

The recess/lunch hour is from 10:50 a.m. until 12:30 p.m. Every child is expected to participate in outdoor recess whenever possible. If a child must remain indoors because of illness, a written request by the parent/guardian must be given to the classroom teacher or principal.

It is the PARENTS' RESPONSIBILITY to provide adequate clothing for all climate conditions at recess time. Recess is held outside unless the weather conditions are hazardous as determined by the principal.

Students are not allowed to leave the playground and/or cafeteria without the permission of an adult.

## **SCHOOL VISITORS**

All visitors, including parents, are required to report to the school office upon entering the building and sign in. No one may go directly to the classroom without the principal's permission. This is for the safety of all children, as well as to prevent needless class interruptions.

## **SCHOOL COUNCIL**

To address the school council on an issue, permission must be requested in writing at least one week in advance of the regular meeting. The request must be submitted to the President and must state the nature of the business. The first half-hour of meetings is open.

## **P.A.T.H.S. (PARENTS AND TEACHERS HELPING STUDENTS)**

Sacred Heart School's parent organization is called P.A.T.H.S. The objectives for our P.A.T.H.S. organization are: identify teacher/student needs; strengthen family and community values; provide a forum to invite parent/educator ideas and concerns; increase communication between home, school, and community; organize educational and social programs for parents, teachers and students; and explore school curriculum expansion.

A copy of the constitution is on file in the office if parents would like to read it.

Throughout the year, parents involved in planning activities will be soliciting your help. Please be generous with your time and talent.

## **USE OF ELECTRONICS**

The use of electronic devices such as pagers, cell phones, handheld computers, CD players, DVD players, Gameboys, MP3 players, Ipods, etc. are prohibited during school hours. These devices will be confiscated and held in the principal's office until parents come to school to reclaim them. Repeated occurrences will result in detention.



**SPORTS & CHEERLEADING ELIGIBILITY POLICY**  
**(Grades 5 - 8)**

In order to participate in sports/cheerleading, students must be in satisfactory academic standing.

Students who are failing two or more subjects at mid-term or the end of the quarter are suspended from practice and games for at least one week, possibly until the next grading period (mid-term or quarter).

Students participating in fall sports (such as football, volleyball, cross-country, cheerleading) are also held to this accountability. Fourth quarter grades from the previous year must meet the same qualifications as listed above.

High School Eligibility: According to Ohio State law, 8th grade students must pass 3/4 of their graded classes during the fourth quarter to be eligible for extra-curricular activities in high school. Failure to pass 3/4 of these classes will result in being ineligible for the first quarter of their freshman year. (This policy applies to students attending any high school.)

The eligibility policy will function in this way:  
Students' grades will be submitted to the office at mid-term and end of the quarter (approximately every 4-5 weeks).

Students, who have failed two academic subjects (Religion, Math, English, Spelling, Social Studies, Reading, Science/Health), will be notified that they are ineligible to participate in sports. Parents will be notified by a note or phone call and coaches will be called. Ineligible students will be off the team and not allowed to practice or play in games for at least one week.

When a student becomes ineligible, he/she should take the initiative in asking the teacher(s) what is needed to raise grades (complete missing work, test preparation, etc.). Ineligible students are encouraged to spend this week studying and working in their grades. Any questions regarding grades must be addressed to the respective teacher.

One week after midterms or quarter grades, the principal will check with teachers to see if student has raised grades enough to be passing and is eligible to play (all F's must be raised to passing). If not, the student will be ineligible for another week. Students' grades will be checked the second week after midterms. If passing, they may play; if not, they are ineligible for duration of grading period (until end of quarter or mid-term). Parents and coaches will be notified at the end of week one and two.

It is the hope that this policy will be a spur to greater achievement and a help to your child(ren) in establishing priorities which will help them to develop into well-rounded and well-educated young men and women.

**FLAG FOOTBALL (GRADES 3 and 4)**

Students in grades 3 and 4 who receive a failing grade in any two subjects will be ineligible to participate in Flag Football for one week.

### ***Disciplinary Guide for Grades Kindergarten through Five***

Any serious infraction by a student in grades kindergarten through five may result in a detention served on Wednesday morning from 7:00-7:45 a.m. This will be at the discretion of the principal and classroom teacher.

### ***Code of Conduct and Disciplinary Guide for Grades Six through Eight***

Each student is responsible for his/her own actions. This code is intended to promote self-discipline and appropriate conduct by establishing parameters for good behavior and setting consequences for infractions. Our goal is to establish a safe learning environment, rich in the Gospel values of respect and cooperation.

A discipline chart for various infractions will be kept by the teachers for a one week time period. At the end of every week each checkmark that has been received by individual students will count for one-half of a conduct point. Students receiving ten checkmarks in one week will receive a detention (which is worth seven conduct points). Detention slips need to be brought back to school, signed by a parent, the next day. Detentions are served on Wednesdays from 7:00-7:45 a.m. A no-show/no excuse for an assigned detention will warrant another detention in addition to the one originally assigned. All students will begin each week with zero checkmarks on the discipline chart.

Various infractions on the discipline chart include, but are not limited to, the following: talking too much, making noises or gestures, showing disrespect to teachers/students, eating candy or chewing gum without teacher's permission, writing/passing notes, being off task, not following teacher directions, not completing Simple Solutions in Math, inappropriate behavior in lunchroom, church, or on playground, littering, writing/passing notes, dress code violations, inadequate preparation for class, teasing/name calling, throwing objects, cheating (also results in a 0% for that assignment for the person copying and the person supplying answers), etc.

Note that the intensity or frequency of the above infractions may merit assignment of a detention immediately.

**Detentions** Besides detentions given through the process described previously, certain other behaviors warrant immediate detention. These include, but at the discretion of the principal, are not limited to the following:

- ❖ displaying disrespect by talking back, arguing, or exhibiting a hostile attitude toward anyone on staff
- ❖ pushing, shoving, tackling, or tripping others
- ❖ using inappropriate language
- ❖ not doing assigned penalties
- ❖ not returning parental communication within two calendar days

**Suspension** Students who receive three detentions in one quarter will be assigned a suspension. The principal will notify the parents (and coaches) of the suspension. This first suspension will be an in-school suspension (ISS). A student receiving a suspension will incur additional consequences. If he/she is a member of the Student Council, he/she will be removed for the remainder of the year. Teachers will give the student assignments for the day, and these must be completed and turned in by the following day. He/she will miss one game if he/she is involved in any sport/activity in which he/she represents the school. Five percent will be docked from every grade for that quarter's averages. Possibly counseling may be required. Actions, which may result in immediate suspension (in addition to receiving three detentions in one quarter), include the following:

- ❖ serious, open defiance, disrespect or disruptive behavior
- ❖ stealing or possession of stolen items
- ❖ leaving school grounds without proper permission
- ❖ forgery of school-related documents
- ❖ causing a false fire alarm (police/fire department will be notified)
- ❖ fighting
- ❖ damaging school/parish property or the personal property of those attending or working at school (reimbursement is expected)
- ❖ using profanity or obscene gestures, in writing and art as well
- ❖ possessing pornographic material
- ❖ inappropriate touching of others (kissing, embracing, etc.)
- ❖ any other major offense not listed can be the basis for suspension at the discretion of the principal

If a student merits a second suspension in the same academic year, this second suspension will be a three-day at-home suspension (3-day OSS). Parents will be notified by the principal of the reasons for the suspension by letter or phone call, and a disciplinary board review will be scheduled. Counseling may be required for the student and the parents. Ten percent will be deducted from every subject grade for that quarter. Work sent home to be done over the suspension must be turned in the first day back to school. The student will miss one game or school-related activity event. If a third suspension is merited, the student will receive a five-day at-home suspension (5-day OSS). Parents will be notified by phone call or a letter of the reasons for the suspension and another disciplinary board review will be scheduled. Alternative education options may be discussed. Continued counseling may be required.

Work sent home must be returned the first day back to school and fifteen percent will be deducted from every subject grade for that quarter. The student will be required to miss one game/school activity event. A fourth OSS may result in expulsion.

**Suspension/Expulsion** Certain other actions, because of their serious nature, may result in a student being immediately suspended or outright

expelled. This student shall be removed from the classroom and suspended until a disciplinary board review is held to determine appropriate action. Such actions include the following:

- ❖ Assault and/or battery: a student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school staff, students or visitors.
- ❖ Alcohol, drugs and/or drug paraphernalia: no student shall possess, be under the influence of, deliver, attempt to deliver, or cause to be delivered any form of alcohol, drugs, drug paraphernalia, narcotics, or non-controlled substances which may be considered to be harmful to the health and morals of themselves or others.
- ❖ Disruption of school: a student shall not by the use of violence, force, coercion, threat, harassment, insubordination, or repeated violations of conduct, disrupt or obstruct the education program, including lunch periods and extracurricular activities.
- ❖ Unauthorized possession: a student shall not cause or attempt to take into possession the public property or equipment of the school or the personal property of another student, teacher, visitor, or employee of the school.
- ❖ Tobacco: the use of tobacco in any form is prohibited. Display or possession of tobacco or smoking materials is prohibited.
- ❖ Insubordination: a student shall not disregard or refuse to follow school rules, regulations, assigned disciplinary consequences, or reasonable directive given by school personnel.
- ❖ Arson
- ❖ Grave, malicious destruction of school or church property or the property of those attending or employed by the school or parish.
- ❖ Hazing: hazing is prohibited. Hazing is defined as doing any act or coercing another. Including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
- ❖ Unauthorized sales: no student shall sell or cause to sell anything during school hours, anytime on school property, or at school-sponsored events without prior approval of the principal.
- ❖ Any other major offense not listed here, at the discretion of the principal, including lesser offenses, which become persistent or grow more serious.
- ❖ Dangerous weapons and instruments: possessions, handling, transmission or concealing dangerous weapons, explosives, or instrument capable of causing injury (look-alikes are considered part of this same category) will result in immediate expulsion and law enforcement officials will be notified.

- ❖ Search and seizure: because the certified staff member has a legitimate interest in the personal neatness, good order, safety and protection of all students within the teacher's or principal's care and custody, there is a privilege to search and

seize weapons or other dangerous or illegal objects, where the certified staff has reasonable grounds to believe that such are in the possession of a pupil, especially where the pupil has no reasonable expectation or privacy; e.g. lockers, desks, and books.

- ❖ Due process: in the case of removal from school or suspension for more than two school days, the following due process requirement will be observed.
- ❖ The parents/guardians will be notified by either a phone call or a letter of the intention of the school administration and the reasons for the action. The diocesan school office will be notified in the case of expulsion from the school.

1. The pupil and the parents will appear at a review before the disciplinary board. The student will have the opportunity to state his/her case to the disciplinary board. The parents may also express their concerns/feelings. The purpose of the review is to evaluate the suspension and/or removal from school and to determine further remedial action. The disciplinary board has the final decision regarding the student. Since this is an informal hearing, students are not allowed counsel other than parents/guardians or a licensed staff member. The review date will be set as soon after the suspension/removal from school as possible. The disciplinary board shall consist of the principal, pastor (when possible), member(s) of the School Advisory Council, teachers, and a teacher to represent the interest of the student.
2. Appeal may be presented to the pastor, the ultimate head of the school.



