

## **PARENT/STUDENT HANDBOOK 2011 - 2012**

### **INTRODUCTION**

St. Wendelin Catholic School, Fostoria, Ohio, has much to be proud of in its 100+ year history as an educational institution. The school's success can be attributed to the firm commitment and the dedication of its administration, faculty, staff, and community, both religious and lay.

A school's continuance and development, however, is also the result of the commitment and involvement of its student body. It is a privilege to attend a Catholic school where the pervading philosophy is one of sincere effort to live the Gospel spirit of love and caring for one another.

This handbook presents what is expected from a St. Wendelin student. Rules exist to protect the rights of all and to promote the common good. Religion, the free exercise of faith, is at the center of school life and activity. A student is expected to extend his/her knowledge of the Catholic faith, its heritage, values, and traditions, and to seek a deepening of faith commitment to Jesus Christ through prayer, worship, and the living of a life of goodness. Each should make his/her own the prayer engraved on the school's cornerstone, "Teach me goodness, discipline, and learning."

### **PARENT RESPONSIBILITIES**

The primary responsibility for the education of children belongs to parents. The attitude of parents toward sharing this responsibility is an important factor in the child's development. Attitudes formulated at an early age tend to reflect those of the parents. A Christian attitude toward God, self and others, responsible conduct, respect for authority, for fellow students and property, joy and a sense of humor, are only a few of the character traits which have their origin in the home.

The following are suggested ways parents can cooperate with the school during these years of the child's formal education:

1. Build regular family worship, religious celebrations and prayer into the family lifestyle. Provide opportunities for weekly Mass and frequent reception of reconciliation.
2. Support the action of the principal and teachers. Avoid criticism of the school in the presence of the child. If there is a question about any action, contact the teacher privately and discuss the matter at school with an attitude of mutual respect.
3. Insist that your child obey the regulations and principles of Christian conduct. Note his/her conduct and effort marks on the report card. Unsatisfactory marks indicate a need for a conference with the teacher.
4. Provide proper study facilities and encourage thorough completion of assignments.
5. Talk with your child about school activities and about his/her expectation and progress.
6. Assist your child by your own example to develop a sense of personal responsibility and service to others, especially the poor.

### **STUDENT RESPONSIBILITIES**

Each student is individually responsible for the development of his/her "best" self. Students at St. Wendelin Catholic School are expected to:

1. Examine and consider their actions and attitudes in the light of the example and teachings of Jesus.
2. Accept responsibility for his/her own actions and choices.
3. Be considerate and thoughtful of the needs, feelings and welfare of others and manifest this awareness in action.
4. Do their best in their classes, develop good study habits, and be responsible for the completion of their class work and assignments.
5. Respect the authority of the school staff and other adults and obey their directions promptly.
6. Observe the regulations of the school and classroom and encourage their fellow students to do same.
7. Take pride in their school, support activities, and participate in them enthusiastically.

### **SPIRITUAL AND MORAL DEVELOPMENT**

The purpose of the religion program at St. Wendelin Catholic School is:

1. To prepare students for a progressively deeper and more mature life of faith.
2. To nurture the silence of heart that awakens a sense of prayer and openness to the word of God.
3. To lead the students to a meaningful participation in liturgical worship.
4. To complement family efforts to transmit the traditions of our Catholic heritage.
5. To foster the formation of a right conscience.
6. To foster the building of a true Christian community both in the school and in the family.
7. To develop in the students attitudes of service.
8. To promote the dignity of every human person, regardless of race, color, creed, national origin or economic position.

### **SPIRITUAL LIFE**

The strengthening of Christian values is vital to the total development of youth. It is important that students develop a love of God, a love of humanity and a love of self. This work is the responsibility of all the members of the St. Wendelin family (Catholic & Non-Catholic): faculty, staff, students, parents, parish community, and alumni.

## **CHAPLAIN OF ST. WENDELIN CATHOLIC SCHOOL**

The Chaplain of St. Wendelin Catholic School is also the Associate Pastor of St. Wendelin Parish. The Chaplain provides for the sacramental ministries of all students, serves on the Faith Formation Committee, provides pastoral counseling/guidance to the students and faculty as needed, and helps lead the various retreats and other spiritual programs in the school. As Chaplain, confidentiality will be assured in a pastoral counseling relationship unless the student/faculty member is hurting himself/herself, in danger of hurting himself/herself, or in danger of hurting another person. If any of these situations occur, the Chaplain must seek help for the person as required by law. Among the ministries a Chaplain provides is the Sacrament of Reconciliation. Under no circumstance can the sacramental seal be broken (Canon 983).

The Chaplain is in place for the needs of all students at St. Wendelin Catholic School to care for the students and to be someone who they can turn to in times of need. Students should feel free to contact the chaplain at 419-435-1875 or via email, to schedule an appointment.

## **ADMINISTRATION, FACULTY AND STAFF**

The administration, faculty and staff are dedicated to the spiritual development of all students. Pastoral work is formational, not instructional. The administration, faculty and staff share in pastoral responsibility whether or not they are members of the religion department or whether or not they are Catholic. Clergy of other denominations are cordially invited to participate in the spiritual development of St. Wendelin students.

## **CHAPEL**

St. Wendelin provides a place for prayer, reflection and the celebration of the Eucharist. Proper respect for the sanctity of the chapel is expected at all times. Those practicing music should be practicing for Masses. The Chapel will be used for individual and/or class devotions as well.

## **LITURGIES**

All are required to attend a weekly school Mass or prayer service.

Active participation, prayerful attention, and respect should mark the conduct of all Catholic students at all liturgical celebrations. Students that are not Catholic are required to attend all religious services. A Catholic mentor will be provided to any student(s) that are not Catholic or are unfamiliar with the Catholic faith to help further explain and guide those students during Catholic services.

Such activities will include regular celebration of the Eucharistic liturgy, class retreats, Penance, Eucharistic Adoration, liturgies, and other related activities. We invite the community to celebrate with us as well.

## **FAITH FORMATION COMMITTEE**

All students and staff members are invited each year to volunteer for a variety of ways to be involved in our school liturgies and prayer experiences. Students can also volunteer to be involved in aspects of the preparation.

Students of Grades 1-6 are involved in liturgy preparation during their Religion classes. Classes are assigned to plan the weekly K-6 liturgy under the direction of the teacher.

Students can volunteer to be a part of the Campus Ministry Team (7-12) that assists in planning the prayer events of the school. The Campus Ministry Team will help in planning outreach activities that students can participate in throughout the year. Together these groups work to foster spiritual growth among the student body, K-12, and a Catholic Christian environment in the building.

## **RETREATS**

Students are expected to participate each year in an annual retreat with their classmates. Class retreats (Gr. 9-12) are mandatory and part of the graduation requirements. If a student misses the retreat due to illness, they must make up the retreat day. While students are required to attend these school sponsored retreats, a fee may accompany them. Scholarships are available to those who are in need to help cover the cost of these required events.

Grades K-6 – Lenten and Advent Retreat

7<sup>th</sup> Grade – Retreat will focus on various topics

8<sup>th</sup> Grade – Confirmation Retreat

Freshman – the retreat will focus on Christian Community.

Sophomore – the retreat will focus on Christian Discipleship.

Junior – the retreat will focus on Christian Leadership.

Senior – will participate in a Kairos Retreat as a class in the fall.

In addition to these school-sponsored retreats, other opportunities are made available to all high school students such as the Medjugorje Conference at Notre Dame, IN; and TEC (Teens Encounter Christ) retreats in Carey for juniors and seniors.

## **SERVICE HOURS**

The philosophy and mission of St. Wendelin Catholic School calls its students to give themselves to others. Service to others allows opportunities to learn by doing and the experience the benefits of assisting those less fortunate.

**Gr. K-8:** Student at these levels are invited to participate in school-wide service opportunities. These may include visits to the nursing home and special project and fundraisers for those in need. Eighth grade students receiving confirmation must follow the parish directives on completing their required service hours in preparation for this sacrament.

**Gr. 9-12:** A student is to do at least 25 hours of service each year, divided into the following categories: 9 hours for St.

Wendelin School, 8 hours for church, 8 hours for community. We encourage students to go beyond the set amount and parents are invited to participate when possible. Service forms are available online, outside room 314 and in the main office.

All service reports from work done over the summer are to be turned in by January 1. Service hours are to have at least 10 hours completed by January 1 and the rest are to be completed by May 1<sup>st</sup>. Students who do not complete their hours in a given school year

will be ineligible for any extra curricular activities or face disciplinary action after the start of the new school year until the hours are completed. Seniors will be ineligible for senior privileges until the hours are completed.

Student Service reports should be turned into the Service Coordinator within 3 months of the event in which they participated.

### **SACRAMENTAL PREPARATION**

Students have the opportunity to prepare for and receive the Sacraments of Reconciliation, Eucharist and Confirmation. Also, a non-Catholic student can learn more about, or be baptized and become a member of the Roman Catholic Church. Instructions and projects are offered to aid students in the understanding of these sacraments and what they mean to them on a personal basis. Interested students should speak with the pastoral director.

**Reconciliation:** Class preparation is in Grade Two. Older students are prepared by special arrangement after they have spent at least one year in St. Wendelin School. Parents are expected to participate in the meetings and activities provided by the Director of Religious Education.

**Eucharist:** Class preparation is in Grade Two. Older students are prepared by special arrangement after they have spent one year in St. Wendelin School. The Director of Religious Education provides meetings and activities for parents in preparation for the sacrament.

**Confirmation:** Students in Grade Eight are prepared for the reception of this sacrament. Parent and sponsor programs are put on by the parish and are prior to the reception of Confirmation.

### **EUCCHARISTIC ADORATION**

Eucharistic Adoration is usually offered on the 1<sup>st</sup> Friday of the month. Students/classes will have opportunities to go to the Chapel throughout the day. Eucharistic Adoration is available every Friday morning at 7:00 am in the Chapel and on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays during Discernment Group. The community is invited to attend.

## **ATTENDANCE K-12**

### **PHILOSOPHY**

This attendance policy is based on the premise that, in order for the learning process to be effective, the student must attend school on a regular basis. Good Attendance has value both during and after the school years.

### **OHIO REVISED CODE, SECTION 3321 (Attendance Laws)**

Ohio law requires all children between the ages of 6 and 18 to attend school. The parent or guardian has the primary responsibility for requiring school attendance and failure to send a child to school may result in a fine of up to \$500, community service of up to 70 hours, or, if repeated, a jail sentence for the offending parent.

The Dean (Attendance Officer) is given broad powers for the investigation of possible school attendance violations and prosecution of these violations. The Dean (Attendance Officer) is authorized to take such actions as may be necessary to enforce the compulsory education laws. When any child of compulsory age (6-18 yrs) is not attending school and is not properly excused from attendance, the Dean (Attendance Officer) must notify the parent or guardian to attend the proper school. Failure of the parent or guardian to cause the child to attend school, the Dean (Attendance Officer) will make a complaint in any court of competent jurisdiction.

Any student that SWCS deems to be habitual truant/absent, chronic truant, or excessively absent; will proceed with an intervention strategy in accordance with our adopted strategy. In the event that there is non-compliance or non-completion of the required intervention strategy, the Dean (Attendance Officer) will make a complaint in any court of competent jurisdiction. SWS will closely monitor student attendance to ensure compliance with the state mandated number or hours of instruction required for each course taken. Habitual truant/absent, chronic truant, or excessive absent may lead to a student being denied course credit and/or being required to make up class time.

### **SCHOOL ATTENDANCE PROCEDURES**

Parents and Students of grades K-12 will be notified on a routine basis of any/all attendance records the school has recorded. The purpose of this communication is to ensure parents/students are aware of their current attendance status. All are encouraged to read each letter when it is mailed and to review the details of the attendance record attached to the letter. If missing school time is unavoidable, keep to the following suggestions:

1. notify the main office at all times so we can maintain accurate attendance records
2. provide documentation from your doctor to the main office with each visit and/or absence
3. monitor attendance records through your school ProgressBook Account.

SWCS believes that students should be in school unless they are ill enough to require doctor's care. However, a child's health and wellbeing are the most important factor throughout this process. Each child's attendance will be reviewed on an individual basis and include the following factors: attendance, reason for absence/tardy, type of communication between parent/school, and academic effect. NOTE: A student may be denied class credit and/or required to complete additional school time based on the results of a student's individual attendance review. Teachers may be consulted during the process to provide a clear picture of the circumstances surrounding the reason(s) for any absence/tardy.

### **EXCUSED ABSENCES**

Excused absences include the following:

1. Personal illness of the student and/or medical appointments, with the proper parental and/or doctor's note
2. Severe illness in the immediate family
3. Death in the immediate family

4. Religious observances
5. Family vacations, with the approval of the Principal  
(See pg., “Family Vacation on School Time”)

NOTE: Students are asked to notify the Principal of any serious illness or death in the immediate family so the school community can lend the family its support through prayer and expressions of sympathy.

Absences resulting from any of these cases will be excused (but are regarded as an absence on the student’s permanent record), with full make-up privileges granted. It is the responsibility of the student to initiate communication with his/her teachers. One school day per school day missed is allowed to make up work, tests, or other projects a teacher assigns to make up the class missed.

For example:

1. If a student is absent on Wednesday, in school on Thursday, and a test is planned for Friday, the student must take the test on Friday.
2. If a student is in school on Wednesday, absent on Thursday, and a test is planned for Friday, the student must take the test on Friday.
3. If a student is absent both Wednesday and Thursday, and a test is planned for Friday, the student will take the test as arranged with the teacher.

**Excessive absences, excused or not, may require a student to make up classroom instruction so they remain in good standing with state requirements on hours of instruction.**

- Grades 7-12 - Ohio school law requires a given number of hours of classroom instruction for credit to be given. Therefore, more than five absences from any one class in one semester or seven for the school year may result in NO CREDIT being given for the class and/or mandated make-up time. Students with excessive absences will have the option of attending after school tutoring with our faculty or Saturday School. There will be a maximum make-up credit of 5 classes for yearlong courses and 3 classes for a semester course.
- K-6: Students tardy (unexcused) more than three times in a given quarter will result in a parent/ dean conference. Additional unexcused tardies within the quarter will result in after school detention.

Extended absences will be handled on an individual basis, and necessitate a written doctor’s notice. Students with grades 76% or below will be required tutoring by faculty. If the individual is passing with a “C” or better, individual makeup requirements will be scheduled through the Dean of Students. Non-compliance to meet the outlined school requirements for any reason, could result in a complaint being filed in any court of competent jurisdiction.

#### **UNEXCUSED ABSENCES**

Unexcused absences include the following:

1. Oversleeping
2. Car trouble (repeated)
3. Missing the bus or a ride (repeated)
4. Shopping
5. Haircut and beauty shop appointments
6. Babysitting (emergency situations excluded)
7. Other absences not listed as excused absences
8. Failure to sign in/out of the building.
9. Failure to return from off-campus lunch privilege.
10. Failure to report to assigned classroom.
11. Excessive absences will require a Doctor’s note. The administration will monitor and determine.

Homework, quizzes, and tests may be made up at the discretion of the administration. Required makeup time will be scheduled through the Dean of Students.

**PLEASE NOTE: Following these guidelines, in accordance with state law, the administration (not the parent) reserves the right to decide whether an absence from school is “excused” or “unexcused”. A student, regardless if absence/tardy is listed as excused/unexcused, still may be required to make up classroom time as a result of excessive or habitual absences/tardies.**

#### **REPORTING ABSENCES**

The office is open daily from 7:30 am – 4:00 pm. The phone number is 419-435-8144.

The following is the policy of St. Wendelin Catholic School.

1. Prior to 8:30 a.m. on the first day of an absence, and on each day thereafter, a parent of the student phones the school (435-8144) to report the reason for the absence. If there is no call received, the school will contact the home or parent at work.
2. A written note from the parent/doctor must be presented to the classroom teacher or the school office when the student returns to school. Notes must be presented to the school office prior to the first period or the first period back in school.

PLEASE NOTE: All written notes from parents and doctors MUST specify the reason for the student’s absence. Teachers will be notified by the administration if an absence will result in no class credit.

1. If a student does not bring a note from a parent/doctor giving the reason for absence upon his/her return to school, the/she will be considered truant for the time missed. Students are expected to bring a note specifying the reason for the absence/illness.
2. Excuses are to be written and signed by the parent/doctor. These excuses are kept on file in the school office. Notes may be faxed to 419-436-4042.

#### **STUDENT ATTENDANCE FOR PARTICIPATION**

Any student who participates in an extra-curricular activity and/or an athletic contest must be in school no less than 1/2 day (must report by 11:15 am and attend afternoon classes). At no time will it be a practice to sleep in the day of an activity/contest, nor is it acceptable to miss the day after an activity/contest. It is up to the advisors/coaches to monitor this situation and to be certain that the school philosophy is being followed.

## SCHOOL CLOSINGS - ATTENDANCE

St. Wendelin Catholic School has students attending from more than one public school district. Due to the inconsistencies of school closings in the area for severe winter storms or fog, it is necessary to establish the following attendance policy. This policy applies to all students, regardless of their means of transportation to school.

In the event that the public school district in which a student resides closes school or cancels bus routes due to hazardous driving conditions, and St. Wendelin is OPEN, it will be the responsibility of the parent/guardian to decide if it is safe for their son/daughter to attend school that day. The absence will be excused and will not be entered on the permanent record. It will be the student's responsibility to take the initiative to make up missed class work at the convenience of the teachers.

Parent(s)/Guardian are responsible for calling St. Wendelin Catholic School and reporting the absence. Students, furthermore, will need a parent's note for the school file and an absence slip to return to class. This is the procedure for reporting all absences.

For students who ride the Findlay City Schools buses, the FCS transportation department follows these procedures during inclement weather:

1. Families registered in the main office will receive school updates through our Honeywell alert system. If you do not receive alerts, please check with the main office to make sure you are registered.
2. If there are any questions about school delay or cancellations and you did not receive a message from our Honeywell alert system, please tune in to WFOB-Fostoria, WBVI-Findlay, WFIN/WKXA-Findlay, WSPD-Toledo or TV Channel 11, 13, or 24. We will try to get the information on the radio, TV or alert system by 6:15am.
3. When Findlay City Schools are delayed and St. Wendelin is not, FCS buses will run the St. Wendelin routes on the delay schedule announced for Findlay City Schools (normally a one or two hour delay).
4. When Findlay City Schools are cancelled due to weather, the FCS buses will not run.
5. When Findlay City Schools are on the regular schedule and St. Wendelin is on a delayed schedule, Findlay parents are responsible for transporting their students to St. Michael Primary School on those mornings. FCS will run a bus from the Primary School to St. Wendelin leaving at either 8:25 AM (for a one-hour delay) or at 9:25 AM (for a two-hour delay). Students should gather in front of the East Church to wait for the bus.
6. Please DO NOT call the school office, or the radio or TV stations. They will have all the information as soon as the school can get it to them.
7. You may also call the Findlay Courier Information Line, 419-421-8888 CIL 3330, for a recorded message about school delays or closings.

Those students participating in sports: If school is cancelled, coaches may have open gym in the evening pending road conditions. However, the parent may decide it is unsafe to drive from their area. If so, no penalties will be held against the athlete for that day. All athletic contests and/or practice arrangements will be determined by 1:00pm. Grades K-8 will NOT have practice on days school is cancelled due to weather.

## SENTINEL STUDENTS (9-12)

Students are to report to the office to sign in when arriving from Sentinel and/or leaving for Sentinel. Students are always to report in dress code unless it's a pre-approved dress-down day.

Delays:

- If Sentinel is on a 2-hr delay and St. Wendelin is not, SWHS students that go to Sentinel in the morning are to report to St. Wendelin at 8:00 am and should report to the main office to sign in and receive directions.
- If both St. Wendelin and Sentinel are on a 2-hr. delay, students that go to Sentinel in the morning are to report to St. Wendelin by 10:00 am.
- If St. Wendelin is on a 2-hr. delay and Sentinel is not, morning students are to report to Sentinel at scheduled time.

Special Schedule:

For example, morning & afternoon classes are swapped due to OGT testing, etc. Students are to report to St. Wendelin as usual. During non-schedule class time they are to report to the library or study hall and do class work, homework and/or service hours. Students are to be on campus during normally scheduled time.

Special Events:

If there is a special event going on at St. Wendelin, students can be excused from Sentinel with a note from parent and administrative approval at least two days prior to the event. The note needs to be turned in to the St. Wendelin office at least 2 days prior to the event and office personnel will contact Sentinel to excuse students. \*Students may not exceed required amount of absence days at Sentinel.

Students are to contact their individual teachers for missed work. Parents are to contact Sentinel directly, @ 419-448-1212, if a student is going to be absent from Sentinel.

Students attending Sentinel morning sessions need to sign in no later than noon. Failure to do so will result in being marked tardy. Three or more tardies will result in a detention. **Students driving to the Sentinel afternoon session will eat lunch on the St. Wendelin campus and may not leave school grounds before 11:15 a.m. for any reason. Students riding the bus will be excused at 10:20 a.m. and eat lunch at Sentinel.**

If students do not report as scheduled, they will be considered truant. If Sentinel is out of session for any reason, students are expected to report to St. Wendelin during that time, or they will be considered truant. Parents are responsible for their students when they are not on the St. Wendelin campus. If you have any other questions, don't hesitate to call the office. Sentinel offers a great program and we are glad to be partners with them.

## LEAVING THE BUILDING

The area designated for sign out is as follows: K-6 at the reception desk and 7-12 in the main office.

All Students are not to leave the building for any reason during the regularly scheduled session without permission from the office/administration. It is strongly suggested that appointments with doctors and dentists be scheduled after school hours. Appointments scheduled during the school day for "driving tests" are similarly discouraged.

A signed note from the parent/legal guardian including date, time, and type of appointment must be turned into the main office before school starts, in order to obtain permission to leave the building. The issued pass will serve as the student's excuse to leave class.

Before leaving the building, the student must sign OUT on the designated sheet in your designated area. Upon returning to school, the student must sign IN at your designated area and receive the proper slip in order to be admitted to class. All students grades 9 – 12 attending classes off the St. Wendelin campus MUST sign in and out with the main office.

PLEASE NOTE: Verification from a physician or dentist office must be presented by the student upon returning from an appointment. Failure to sign out when leaving the building during school hours, will result in a disciplinary action.

### **FAMILY VACATIONS ON SCHOOL TIME**

Vacations during school time are highly discouraged. Every effort should be made to guarantee the value of instructional (classroom) time. Families, therefore, should make every effort to arrange vacations with those on the school calendar.

However, if parents feel it is necessary, notice of an intended vacation must be given the Principal at LEAST one week prior to the anticipated vacation or trip.

The Principal will grant this privilege if all the student's teachers have been informed by the student and believe the student is capable of completing missed assignments (signified by the teacher's signature on the Family Vacation Form). All work missed during any absence is the student's responsibility. The student requests assignments from the teachers and abides by any deadlines that teachers set. Students will be assessed an instructional fee for any additional teacher help necessitated by the absence.

Students with poor attendance records, below average grades, or grades which indicate the possibility of failure will generally be denied vacation privileges by the Principal.

Vacations, even if approved by the Principal, will be counted against the maximum number of absences for course credit, but are considered "excused" absences. Only one such request will be considered per school year.

Family Vacation forms are available in the main office.

### **COLLEGE VISITATIONS**

Seniors will be excused two days for college visits. The Guidance Counselor, at the request of the student and his/her parents, will grant this privilege.

If the College Visitation Form is in the guidance counselor's mailbox at least **two full school days prior to the visit** and the student brings proof of visit from the college admissions office, it will be considered a field trip and will not affect a student's attendance record. If the form is not in the office two full school days before visiting the college but the student brings proof of visit from the college admissions office, this day will be considered an excused absence.

No visits should be scheduled after May 1.

### **HALL PASSES**

All Students K-6 must have a Teacher pass with them while in the halls during the school day. If it is necessary for a student to leave a class, the student must ask the teacher and get the designated hall pass. K-6 students are not permitted to be on the 1<sup>st</sup> or 3<sup>rd</sup> floors unless properly supervised and are only permitted to utilize the second floor restrooms.

**All Students 7-12 should have their planners with them at all times.** When it is necessary for a student to leave a class, the student must ask the teacher's permission and secure a hall pass. All students must sign out and in with each teacher using their planners and the designated sign up sheet provided by each teacher.

Students should come prepared for each class. A student will not be permitted to leave his/her class without first signing the designated sheet and having the teacher sign his/her planner. Students are not to use lockers during class periods, unless leaving the building. If necessary, teachers may use their discretion.

Grades 7-12 are not permitted on the second floor without proper pass and are to never use the restrooms on the second floor at any time.

### **VISITORS TO THE SCHOOL**

Visitors to the school are welcome, but must obtain permission to be in the building by asking the school office for authorization. All visitors are to sign in, at the reception desk or in the main office. All visitors are required to wear a designated visitor pass at all times or they may be asked to leave the building.

Students wishing to bring a visitor to school must have the permission of the Principal two days prior to his/her visit. The individual student will introduce the visitor to the Principal and to the teachers on the day of the visit. The visitor must follow school dress code or dress appropriately during his/her visit. Jeans (K-12) or tennis shoes (7-12) will not be permitted during a student visit.

NOTE: Students should be attentive to the needs of persons in the building not belonging to the staff or the student body, should greet them, and direct them to the reception desk or school office. All students noticing a strange or suspicious person in the building not belonging to the staff or the student body should direct them to the school office or reception desk immediately and report it to the main office or their teachers.

No student is permitted in the building on weekends OR after 4:00 p.m. on school days—unless supervised by authorized personnel. Students are expected to have proper conduct at all times after school hours. Students (7-12) should stay out of the gym area to avoid interruptions to practices being held.

### **SENIOR ROOM**

The senior room has been established as a senior privilege during study hall. Students are required to sign in and out on the designated form. A pass must be obtained from the office or a teacher in order to use the student room.

Rules and regulations have been established for use of the room by Student Council and the Administration. These rules are subject to change at any time and will be posted in a visible location. The Administration holds the final say on the use of the student room. Students violating the established rules will lose their student room privileges and could face further disciplinary action. Students K-8 are not allowed in the senior room at any time.

## **HEALTH AND ACCIDENT PROCEDURES**

St. Wendelin Catholic School wants to provide all of the students with a sound health program in order to aid each child to reach and maintain the best possible state of well-being. Providing a healthy snack for birthday treats is strongly encouraged.

### **HEALTH PROMOTION AND PRESERVATION**

Here at St. Wendelin Catholic School the health and wellness practices you have taught your child at home are reinforced. Avoidance of negative health behaviors is also stressed.

### **IMMUNIZATIONS**

All students entering school must be in compliance with immunization requirements of section 3313.67 of the Ohio Revised Code.

### **SCREENING AND EARLY DETECTION**

Screenings K-9 meet or exceed the guidelines of the State of Ohio. These screenings are not meant to replace regular care by your child's physician. They are not diagnostic of a health problem. Rather, they are a starting point for further evaluation. Following is a table of the grades and their screenings. If at any time you suspect a problem with hearing, vision, etc., please send a note to the nurse and she will be glad to check your child as a preliminary measure.

HEARING: Pre-K, K, 1, 3, 5, and 9

VISION: Pre-K, 1, 3, 5, 7, and 9

SCOLIOSIS: 6 and 7

If your child fails a screening twice, you will receive a written note advising follow up with the appropriate health care professional.

### **IMMEDIATE CARE OF ILLNESS/INJURY**

**EMERGENCY MEDICAL CARDS:** Please return these as soon after the first day of attendance as possible. If we are aware of health conditions, we are better able to tailor the educational experience for each child.

**IF YOUR CHILD IS INJURED OR BECOMES ILL AT SCHOOL:** After careful assessment, we will take the appropriate action:

1. Your child will be asked to return to his room with the understanding that he can return if he does not feel better.
2. The nurse or the office will call and confer with you or write a note with the child returning to the room as above.
3. You, or the person you designated on the EMERGENCY CARD, will be called to pick up your child if his condition seems to be of a nature that he cannot continue at school.

### **WHEN TO KEEP AN ILL CHILD AT HOME**

We offer the following guidelines for when to keep your child home:

VOMITING

SEVERE COUGHS

UNDETERMINED RASHES

DIARRHEA

SEVERE COLDS

FEVER OF 100 OR HIGHER

Children should be kept at home for 24 hours after the last episode of vomiting, diarrhea, or temperatures above 100.

Please help us track the spread of illness by reporting the nature of your child's illness (especially Chickenpox, Strep Throat, Head Lice, etc.)

### **MANDATORY EXCLUSION PERIODS FOR ILLNESS**

**CHICKENPOX:** 5-7 days after the appearance of the first pox. Usually a child is no longer contagious after the last blister has erupted, broken, or crusted over.

**HEAD LICE:** Child is excluded until treated with a louse killing preparation and all nits (eggs) are removed from the hair.

**MUMPS:** Child is excluded for 9 days after the first swelling is noted.

**MEASLES (Rubella, Red Measles, Hard Measles)** Child is excluded for at least 7 days after the rash appears.

**RUBELLA:** (German Measles) Child is excluded for at least 7 days after the first rash appears.

### **MANDATORY EXCLUSION PERIODS FOR CHILDREN WHO HAVE NOT BEEN IMMUNIZED FOR REASONS THE LAW PERMITS**

In the case of a school epidemic situation, those students who have not been vaccinated against the epidemic cause must be excluded from the building until two weeks after the last reported case in the school or surrounding area. Diocesan schools will enforce all public health epidemic regulations, especially local and county regulations regarding exclusion.

### **MEDICATION ADMINISTRATION AT SCHOOL**

Due to diocesan and St. Wendelin policy, coupled with insurance regulations, we have the following policy regarding medications: Parents may administer any medicine to their own child here at school. Only trained school personnel will administer medications.

**SCHOOL PERSONNEL MAY NOT ADMINISTER ANY MEDICATION, PRESCRIPTION, OR OVER THE COUNTER MEDICINE, WITHOUT WRITTEN DIRECTION FROM THE PARENT AND THE CHILD'S DOCTOR.**

Forms are available in the clinic, in the school office or on the website.

## **ACADEMICS**

### **ACADEMIC REQUIREMENTS**

In developing the educational program of St. Wendelin Catholic School, we recognize that among students there are a wide range of experience, maturity, ability, rate and style of learning. The curriculum offerings are a primary concern of the staff; therefore, students will be dealt with on an individual and personal basis as much as possible.

St. Wendelin K-6 implements the graded Courses of Study prepared by the Catholic School Services Office of the Diocese of Toledo in compliance with the Ohio Operating Standard, 2001 and with the Ohio Revised Code. These Courses of Study list specific objectives to be mastered as well as suggested amounts of time for study in respective instruction in mathematics, language arts, reading, science, health, social studies, art, music, and physical education.

Kindergarten through Grade Two students receives instruction in self-contained classrooms. A modified departmental program is introduced in Grades Three through Six.

In grades 7-12 pre-registration course planning is essential in order that graduation requirements are met and that education and career goals are realistic. Students have access to a Course Description Guide, and to the professional guidance of the entire staff.

### **K-8 PROMOTION, RETENTION & PLACEMENT**

Promotion is based on the satisfactory completion of the respective grade level work. The teacher, parents and principal consider retention in individual cases after thorough discussion. Parents will be notified in due time if the student is being considered for retention.

Retention may be considered for the following reasons:

1. Failure in three or more major subjects: Reading, Math, English, Social Studies and Science. Failure in individual subject is defined as receiving a grade of F for the academic school year. Students may be required to take summer school classes to help with advancement. (Students in grades 7-8 are required to attend summer school sessions).
2. Other sufficient reasons may include immaturity and excessive absences.
3. Students placed into the next grade will be required to attend study tables and/or participate in tutoring opportunities the first 9 weeks of the new school year. Student grades will be reevaluated at the beginning of the 2<sup>nd</sup> quarter and a decision will be made as to whether the student needs to continue with mandatory study tables and/or tutoring.
4. Jr. High/High School Credit: 8<sup>th</sup> grade students who take Spanish I must receive a "C" or better to get high school credit. Anything below a "C" will result in no credit given and Spanish I will be retaken freshman year. 8<sup>th</sup> grade students who take freshman Math will get credit on the high school transcript regardless of grade earned. Teacher, parent and administration reserves the right to transfer Math students back to 8<sup>th</sup> grade Math.

A student who receives an average of "F" in any two major subject areas could be placed into the next succeeding grade level. However, we require they take summer school classes or get a tutor so they have a strong foundation for the next grade level. Students will be placed on academic probation the following year. They will have to attend study tables and/or participate in tutoring opportunities

### **ACADEMIC PROBATION**

Any student that is failing at the end of each quarter will be put on academic probation.

Students that receive 3 or more failures at the end of a year after having received proper intervention may be asked not to return to St. Wendelin if the administration feels we cannot offer the adequate tools to allow the student to be successful. It is St. Wendelin's goal to make sure that all students' academic needs are met and requirements attained for graduation. Such decisions will be determined on an individual basis and include the superintendent of St. Wendelin.

### **6<sup>th</sup> GRADE RITE OF PASSAGE**

6<sup>th</sup> graders will participate in a special mass and celebration to celebrate their transition to the 7<sup>th</sup> grade.

### **8<sup>TH</sup> GRADE CEREMONY**

8<sup>th</sup> graders will participate in a special Mass to celebrate their transition from junior high to high school.

### **HONORS COURSES**

Honors courses offered at St. Wendelin Catholic School are available to students 9-12 who have a 3.0 or higher in that subject area, work ethic and teacher recommendation. GPA is not weighted and is based on a 4.0 scale.

### **INCOMING FRESHMEN**

To be admitted as a freshman at St. Wendelin High School: Student should have passed grade 8. If a student failed two subjects he/she should attend summer school. Students failing three or more subjects may not be admitted.

### **TRANSFER STUDENTS TO ST. WENDELIN**

A request for transfer should be made to the Principal or Guidance Counselor by the parent/legal guardian.

The administration reserves the right to deny admission to applicants whose educational needs cannot be met at St. Wendelin Catholic School or whose prior activities involve behavioral issues, chemical or alcohol use, abuse, or dependence.

**Probationary Acceptance:** Students entering St. Wendelin Catholic School will be accepted on a probationary basis. During this time, the staff evaluates the student's ability to adapt to the various aspects of the school program, the Catholic, Christian environment, the discipline code, the academic structure, teacher expectations and other demands of the school

### **TRANSFERRING TO ANOTHER SCHOOL**

When a student transfers from St. Wendelin to another school, a record release form must be signed by the parents before any records can be released. All grades will be marked in letter form and will transfer to the new school in that letter form. Files will be

sent immediately to the new school after the record release form is signed. **NO FILES WILL BE RELEASED TO PARENT OR STUDENT. No files will be released until all financial obligations have been finalized.**

### **EXCHANGE STUDENTS**

Students from another country who wish to enroll at St. Wendelin on an I-20 must be proficient in English. If they are not, they must have an English tutor in place before the school year starts at the cost of student. St. Wendelin has the right to deny admittance to any student who is not English proficient. Students wishing to graduate from St. Wendelin must attend a minimum of 2 years and meet all St. Wendelin graduation requirements as well as the state of Ohio's graduation requirements including passing the OGT's.

Students attending for less than 2 years will be given a certificate of attendance.

St. Wendelin will also accept Foreign Exchange Students through an accredited program.

### **GRADUATION REQUIREMENTS (Class of 2014 and beyond)**

To be eligible for graduation, a student must earn twenty-three (23) units of credit including:

Communicative Arts—one-half unit

Computers—Keyboarding & Computer Literacy (grades 7-12 taught by a certified high school teacher)

English—one full unit of credit for each grade level (4 units)

Health—one-half unit

Mathematics—four units (must include 1 unit Algebra II or equivalent)

Physical Education—1/2 unit (grades 9-12)

Religion—

Gr. 9: one unit (Old Testament, Morality)

Gr. 10: one unit (New Testament, Sacraments)

Gr. 11: one unit (Social Teachings, Church History)

Gr. 12: one unit (Faith, Theology of the Body)

Science—three units (1 life / 1 physical / 1 Advanced Study)

Social Studies—three units

Must include: 1/2 unit American History, one-half unit American Government

Electives 5 units – units must include one any combination of foreign language, fine arts, business, career-technical education, family consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

Other requirements-Economics and financial literacy and 2 semesters of fine arts grades 7-12

Christian Service—25 hours each academic year

Seniors—must successfully complete Kairos overnight retreat

Seniors—must successfully complete SCOPE projects

Must pass all 5 sections of the Ohio Graduation Tests (OGT)

Credit Flex is available upon request – See Guidance Counselor

### **COLLEGE PREP MINIMUM CORE**

To the above graduation requirements add:

Foreign Language – 2 units

Fine Arts – additional 1/2 unit (grades 7-12, taught by a certified high school teacher)

Honors Requirements – see St. Wendelin website under Guidance Department

### **CREDIT FLEX**

St. Wendelin Catholic School in compliance with the Ohio Department of Education, will offer the possibility of Flexible Credit (credit for existing courses by pursuing independent educational options).

Educational Options for Consideration:

1. Demonstrating mastery of a course's curriculum by passing a comprehensive exam with 85% accuracy.
2. Successful completion of course offering with an approved course provider. (On-line is included)
3. Experiences that can be documented and allow the student to demonstrate the attained knowledge.

The educational options must satisfy a course of study for a course offered by St. Wendelin Catholic Schools.

Before a student can initiate Credit Flex activity, a written plan must be submitted by the student and approved by the Credit Flex Committee. The Committee will consist of the principal, the guidance counselor, a teacher representative and a teacher in the content area of the credit to be considered.

The written plan must address the following:

- Identification of the course flexed
- Identification of the amount of credit to be pursued
- Full explanation of how, the course of study will be satisfied
- Full explanation of the means of evaluation
- Identification of a mentor, a teacher, or an educational institution that certify the evaluations, the grades, and/or the completion of the program.
- Establish an acceptable time line for the program with completion date.

The plan may need revision before approval or may be rejected for failure to meet above requirements. Once the plan is approved, the student and his/her parent(s) must return a committal contract to the principal within seven (7) calendar days.

Upon completion of the approved program, the student shall submit a final grade/ evaluation report to the committee who will approve the posting to the student's transcript of the appropriate course, grade and credit (commensurate with the approved plan). If a letter grade is possible, this grade shall count in the GPA. If a student fails to complete the program satisfactorily, the course may be posted in the transcript with an "F" and be included in the GPA.

Students transferring into St. Wendelin with a Credit Flex Program in process will need approval of the committee to continue.

### **ACADEMIC ELIGIBILITY & EXTRA-CURRICULAR ACTIVITIES (7-12)**

OHSAA bylaw 4-4-1 states: To be eligible, a student-athlete must be currently enrolled in school and have received five passing grades totaling a minimum of 5 credits, or the equivalent, in the immediately preceding grading period. A student must also have at least a 1.0 grade point average. Student athletes who fail a class must also participate in an academic intervention program on a regular basis, even though they are technically eligible for athletics.

Student athletes must follow all other eligibility guidelines established by the Ohio High School Athletic Association.

For quarter and semester grades: Ineligibility will begin, and eligibility will be reinstated, on the fifth school day of the following quarter. **EXCEPTION I:** Eligibility or ineligibility for the first quarter begins with the start of the fall sports season. **EXCEPTION II:** All incoming seventh are eligible to participate in all fall sports.

### **ACADEMIC INTERVENTION PROGRAM (7-12)**

All students that have a minimum of one (1) failure will be required to enroll in an academic intervention program. This program requires each of the following:

1. Required to attend after school study sessions equivalent to the number of failures reported each week. (ex: 2 failures = 2 study sessions) The length for a students required attendance will be determined on an individual basis.
2. After school study sessions will be announced daily/weekly, providing students with a quiet place to study. Some students may be required to attend NHS study sessions during the day if the administration feels it is needed.
3. Athletes and/or students involved with extra curricular activities will be required to print off a report card by 2:45pm every Tuesday they are enrolled in the intervention program. The athlete will turn in the report card to the Dean of Students and then attend study tables for a 45-minute period.
4. All students attending study tables **MUST BE WORKING AT ALL TIMES**. If all homework is done the student **MUST** work on problem areas of academics.
5. Any Student that fails to complete the listed requirements for the Academic Intervention Program will be issued a Saturday School. Saturday School rules will apply. The focus of this session will be centered around academics.

Study sessions are scheduled without regard to any extra curricular or athletic commitment. It is expected that each student meet the requirement without exception, or disciplinary action will be issued. If a student is tardy/late for any reason to the scheduled 2:45 pm start time, then disciplinary action will be issued. If the start time of a study session is changed, the administration will make a general announcement.

### **HOME STUDY EXPECTATION**

#### **K-6**

The faculty determines the homework policy appropriate for the age and grade of the students. Home assignments allow for needed reinforcement, enrichment and review. Regular homework assignments also assist the student in developing study skills that are essential for continued success in learning.

Parents are informed of the length and type of assignment in each class at the beginning of the school year. For brief periods of illness or absence, homework can be made up when the student returns to school. In cases of extended absences due to illness, the teacher and parents will discuss the feasibility and amount of work to be done at home.

#### **Grades 7-12**

With the strict requirements for college entrance today and for entrance into the business and technical world, it is extremely difficult to satisfy scholastic standings with less than one and one half-hours of home study daily (i.e., beyond class work and study hall). Usually two hours is expected each night that precedes a school day. The parents of students who do less will understand that work of such students is unsatisfactory and may result in failure. Independent study is one of the characteristics of the education of our age.

### **COURSE SELECTION & CREDIT**

Each student is expected to choose courses in keeping with his/her talent and academic ability. There are courses for college-bound students and vocational program opportunities. Freshmen and sophomores are encouraged not to take a study hall so all requirements can be met. All students are limited to one study hall only.

### **PSEOP COURSES**

Any student who enrolls in Post Secondary Courses is expected to complete the course. If you are not sure about taking a PSEOP course please do not take the course. There is a no drop policy and if the student fails the course, parents are responsible for paying for the course.

### **COURSE SCHEDULING & CHANGES (7-12)**

Pre-registration: Each class will meet with the guidance counselor who will explain the course offerings by grade and by department. The students will be given pre-registration materials, which include a form to be filled out, and returned to the school office by a certain date. A penalty will be imposed for late registration.

On this form students are expected to indicate their choice of classes for the following year. It is important that students select courses carefully because a determination of interest is made as to whether we will have sufficient numbers to offer certain elective courses. Students are not bound by the courses they select on the pre-registration form.

If a student desires a conference with the counselor at this time, he/she should request an appointment.

Final Registration: Each student will meet with the guidance counselor for final registration. If he/she wishes to have parent(s) attend, he/she is free to set an appointment with the counselor.

The student should have discussed his/her schedule with parent(s) prior to turning in pre-registration. The counselor will have the student's pre-registration and permanent record available to work from during final registration.

A student's course selection should not be taken lightly. The counselor will make recommendations based upon a student's future plans and present ability.

The counselor, the student, and a parent/guardian must sign final registration forms.

Changes after the fourth day of classes will require a \$20 fee, teacher permission to drop or add, and both parent and principal signature.

Changes after one week will be considered only in special cases. A course dropped after 7 class periods will receive a "0" for the remainder of grading period and will pay a \$50 fee.

All schedule change requests must be made to the guidance counselor and approved by the principal. No schedule changes will be made during class time, Changes will only be made through an appointment.

### **QUARTER, SEMESTER, AND FINAL EXAMINATIONS (7-12)**

Quarter examinations are not mandatory. It is the option of the teacher to give a comprehensive test within the last three weeks of the quarter.

Semester examinations are mandatory. Semester tests are comprehensive in nature and cover the material of the semester.

A testing schedule is issued by the Principal. Examinations are 60-80 minutes in length. No finals are to be given in advance and students are expected to be present during the exam period. Textbooks need to be returned before the final exam. If books are not returned, the student will not be allowed to take the final exam until the book is returned.

Semester exams are given a value of 1/5 of the semester grade.

No students are exempt from 1<sup>st</sup> semester exams. Seniors who have a semester average of 90% or higher can be exempt from 2nd semester exams at the discretion of individual teachers. Any student not present in study hall will be counted truant and serve double time missed. Only students with a study hall period 7 or 8 will be excused from study hall, with a note 2 days prior to the final. Otherwise all students are to be present for each period.

### **GRADING PROCEDURES**

A report of student progress is issued every nine weeks. All students are given mid-quarter notices. The purpose of the mid-quarter notice is to help the student improve during the time remaining in the quarter in order to avoid an unsatisfactory grade.

Students who receive mid-quarter failures are expected to attend study tables, participate in tutoring opportunities or meet with the teacher at least 2-3 times a week until they attain a passing grade.

Letter grades are issued to grades K-2 and numerical grades are issued to grades 3-12 each quarter so that a true picture of the student's progress is given. We encourage parents and students to look at their grades on a regular basis. This can be done easily through our Progress Book program on-line. The letter equivalents for the numerical grades are the following:

- A 100 - 93
- B 92 - 85
- C 84 - 77
- D 76 - 70
- F 69 - or below (failure, no credit given)
- S Works to capacity, credit given
- I Incomplete; after an I is issued, the student has two weeks to make up the incomplete work or the grade becomes an F
- W Withdrawn
- WF Withdrawn; failure, no credit given

### **RANK IN CLASS (9-12)**

The academic achievement ranking of students is based on the cumulative GPA (Grade Point Average), which is derived from semester averages. Colleges still require this information when students apply.

### **AWARDS AND HONORS**

#### **Grades K-8**

**Principal Pal:** This award is given each quarter to those students (Grades 1-3) who have earned at least a B+ (91%) or better in both Conduct and Effort. Students receiving the Principal Pal Award may not have more than two unexcused tardies during the given quarter.

**Perfect Attendance:** This award is given at the end of each semester to those who have been in attendance each day during that semester. Students tardy more than three times per semester will not be eligible for the perfect Attendance Award.

**First Honors:** Awarded to those students in Grades 4 to 6 who:

- Have a 91% (B+) or better in Conduct and Effort
- Have an average between 93% and 100% with none of these below 80% in the major
- Subjects (Religion, Math, Language Arts Writing, Reading, Social Studies, and Science).
- Have at least a C in Handwriting, Physical Education, Computer, Band, Music and Art
- May not have more than two unexcused tardies during the given quarter.

**Second Honors:** Awarded to those students in Grades 4 to 6 who:

- Have a 91% (B+) or better in Conduct and Effort.
- Have an average from 85% to 92% with none of these below 80% in the major subjects (Religion, Math, Language Arts, Writing, Social Studies, and Science)
- Have at least a C in Handwriting, Physical Education, Computer, Band, Music and Art.
- May not have more than two unexcused tardies during the given quarter.

### **Mohawk of the Quarter**

This extraordinary award is given each quarter to one student per homeroom in Grades 1-8 whom best exemplify the ideals of a St. Wendelin student. These students demonstrate excellent behavior, outstanding effort, and Christian Values. This award is not given to the same student in two consecutive years.

### **Honor Roll (7-8)**

First honors – All A's

Second honors A's and B's

### **Honor Roll (9-12)**

Achievement of honors is based on the following grade point averages (GPA's):

First Honors: GPA 4.0 – 3.60

Second Honors: GPA 3.59 – 3.30

Third Honors: GPA 3.29 – 3.00

The GPA is computed by averaging all grades—except conduct—using the following point system:

A — four points per unit

B — three points per unit

C — two points per unit

D — one point per unit

In computing credits, first and second semester grades are averaged (for full year courses). Partial credit is not issued in full year courses.

### **ACADEMIC AWARDS**

Yearly, academic awards are given to students based on cumulative quarter GPA:

GPA 4.0 - 3.60, First Honors, Gold Pin

GPA 3.59 - 3.30, Second Honors, Silver Pin

GPA 3.29 - 3.00, Third Honors, Bronze Pin

Each year is independent of the previous academic year. The first time students earn academic honors, they also receive one six-inch letter to display their pins. The award is bestowed on seniors at the Honors Assembly. Underclassmen receive their academic letters at a special assembly in the fall.

### **GRADUATION HONORS**

Students (Valedictorian and Salutatorian, customarily) will be selected from the senior class to serve as commencement speakers for graduation. The Principal will make the selection based on cumulative grade point average, selection of courses, achievement, ACT/SAT scores, character.

Graduation Honor Cords: At graduation, honor cords are bestowed upon students who have earned particular distinction:

Gold cord (GPA 3.60 and above)

Blue cord (GPA 3.30 - 3.59)

Red cord (GPA 3.0 – 3.29)

Green cord (Perfect Attendance for four years)

White Collar (National Honor Society) (optional)

Collar can be purchased for \$20

Gold medal (Valedictorian)

Silver medal (Salutatorian)

The GPAs calculated for a gold, blue or red cord are based on eight semesters.

### **SUMMER SCHOOL POLICY**

Summer School may be recommended or required based on student progress, final grades and the recommendation of teacher and administration. Information is available through the guidance office.

Gr. 9-12 Make up Credit: recommended for failure of core classes

- a. 60 hours – 1/2 unit
- b. 120 hours – 1 unit
- c. Maximum of one course per subject area (e.g. English)
- d. Maximum of two credits per summer

### **GUIDANCE & COUNSELING**

The Director of Guidance is available for personal counseling and for information about courses, colleges and career opportunities, scholarships and job placement. Students should make appointments with the counselor before and after school and during study periods. Appointments to see the counselor are to be made in the main office with Mrs. Bulkowski.

Parents are invited to confer with the counselor. An appointment may be made by calling the school (419-435-8144).

### **COLLEGE & CAREER INFORMATION**

Representatives from colleges and universities, the military service personnel, and other career representatives are invited to the school throughout the year to acquaint students with college and career possibilities, requirements for admission, academic and social programs. The representative's presence in the school is announced over the public address system. Students with the permission of the teachers and study hall supervisors may secure a pass from the guidance counselor to hear these representatives.

Information about colleges, careers, financial aid, scholarships, and grants is located in the guidance office.

## TRANSCRIPT REQUESTS

Requests for high school transcripts are made to the school office secretary. There is no charge for the first two official transcripts of a graduating senior. There is a fee of \$2.00 for each additional transcript for colleges/universities and \$1.00 for scholarships, payable when the transcript is requested. Transcripts will not be sent until fees are paid. Students must also include an addressed stamped envelope with their request. There is a \$5.00 fee for transcripts requested after graduation.

Seniors are encouraged to use the Common Application when applying to colleges and universities. The Common App is an on-line application that will automatically be sent to all colleges and universities to which the student is interested in applying. The advantage for students – there is only one application to complete. All transcripts and letters of recommendation will be received by schools immediately. Students can also check to see when information has been retrieved. Check out the website at [www.commonapp.org](http://www.commonapp.org).

## LIBRARY & MEDIA CENTER GUIDELINES

The library-media center is located in room 202. Students K-6 use the library during the school day under the guidance and direction of the teacher and/or librarian.

Students grades 7-12, with a pass, may visit the library to obtain reading materials to take back to their study hall.

Silence is to be observed in the library. Failure to comply with regulations results in forfeiting rights to the library.

Books are checked out for two (2) weeks; magazines for one (1) week. Late return of books results in a ten cents fine per school day. If items (books, magazines, etc.) are not returned, students will be charged the replacement cost. Grades will not be released until all book charges are settled. Library Aid volunteers will be given the same respect as all teachers and staff members.

Students who abuse library privileges will forfeit rights to the use of the library.

Littering in the library will not be tolerated. There will be no eating, drinking (clear water bottles will be permitted) or gum allowed.

Copy fees: 10¢ per copy

## TEXTBOOKS & SUPPLIES

Textbooks are issued to students at the beginning of each semester/year and need to be returned before the final exam or at the end of the school year for all students, students pay for books and other school materials loaned to them that have been damaged or lost. Students may not receive grades until fees have been paid.

Special supplies are required at each grade level and may be required of the student in special classes. (Not limited to lab fees)

## DISCIPLINE

### PHILOSOPHY

The overall atmosphere of St. Wendelin Catholic School should be one of love and respect for one another. Where students are serious about growing in personal maturity and being treated as responsible young adults, few rules are necessary. The major method of discipline at St. Wendelin is the encouragement of self-discipline. Where self-discipline is lacking, a student must seek the help he/she needs through counseling sessions.

It is presumed that our students are seriously interested in keeping our school a safe place where the values of honesty, proper language, respect for property and good conduct are important in everyday living.

The disciplinary regulations have been set up to provide an avenue for the first two parts of the school Latin motto (“goodness and discipline”) on the front cover of this handbook to be fulfilled. It is our belief that all students at St. Wendelin Catholic School do need these two values to be taught them in such a way as to be fair, firm, consistent, and constructive. Then they can “go forth” and be “true teachers” of good example themselves, as the Lord instructed his disciples in Matthew 28:19-20.

## STUDENT DRESS POLICIES

### PURPOSE

Appearance and grooming are strong expressions of one’s inner ideals and culture. Industry and business have found it necessary to establish dress codes for employees in order to maintain a serious and professional attitude. Therefore, as members of a school community, it is fitting to establish such a dress code at St. Wendelin Catholic School. Appearance and compliance to the dress code is the responsibility of students and their parents. **No excuses regarding the school dress code will be tolerated.**

It is a parish Schools Advisory Commission policy that all St. Wendelin students wear uniforms. St. Wendelin Schools have selected uniforms by Elderwear. These are available at Custom Corner, Inc., Fostoria.

Students are expected to be neat and clean and to grow in habits of good grooming, which, reflects growth in a sense of personal worth.

Only the following uniform styles by Elderwear are acceptable:

	<u>Grades K-6</u>	<u>Grades 7-12</u>
<u>Girls</u>		
Skirt	Black	Black or Plaid
Jumper	Plaid	No
<u>Girls and Boys</u>		
Pants	Navy	Khaki
Shorts (April 1 – Oct. 31 only)	Navy	Khaki
Shirt/Blouse	White Oxford (long or short sleeve) Dark Green Polo (long or short sleeve) White Polo (long or short sleeve)	White Oxford (long or short sleeve) Lt. Blue Oxford (long or short sleeve) White Polo (long or short sleeve)
Sweater	Navy Cardigan Navy Crew	Black Cardigan Black Crew

	SW Black Fleece (full zip)	SW Black Fleece (quarter zip)
	No	
Belts	Optional	Optional
Socks	Required	Required
Shoes		Dark Brown or Black only

Please Note: Grade 6 is considered a transition year and may follow K-6 or 7-12 uniform policy.

## DRESS CODE POLICY FOR GRADES K-6

### GIRLS

1. Earrings in ears are permitted. Any other body piercing (including tongue piercing) is prohibited.

### BOYS

1. Hair length may not extend below the top of the collar and must be above the eyebrows and the earlobe. Boys will be expected to always have their hair within these guidelines. Violation could mean being sent home until the student gets a haircut. Fad-type haircuts such as shag tops are not permitted and are judged as such by the Administration.
2. Boys will be clean-shaven. No facial hair (beards, mustaches) will be allowed. No sideburns longer than the bottom of the ear.
3. No earrings or body piercing (including tongue piercing) are permitted for boys.

### ALL STUDENTS

1. Dress code is expected at all times and will be enforced during the school day starting at 7:55 a.m. and continuing until 2:35 p.m. or until school is dismissed.
2. Inappropriate clothing would be clothing which is too tight, too short or inappropriately worn. Also, no ragged bottom or side seam slit pants.
3. T-shirts/undershirts may be worn under uniform shirts. T-shirts/undershirts must be white and must be tucked in. Long sleeve t-shirts may not be worn with short sleeve uniform shirts. T-shirts cannot have writing or pictures on them.
4. All sweatshirts, jackets and outdoor clothing are to be kept in lockers during the school day. Coats cannot be worn in the classroom. Sunglasses are not permitted.
5. Any tattoo, tattoo-like drawing or body piercing (ears permitted for girls) may not be visible in any dress code outfit, physical education apparel, or athletic teams or events.
6. Head coverings or gloves of any kind are not to be worn in the building.
7. No unnatural hair coloring or fad-type haircuts such as shag tops are permitted and are judged as such by the Administration. Hair must be clean and groomed.
8. Socks or nylons are to be worn at all times. Thigh high stockings/knee high nylons are not permitted.
9. Shoes and short boots that are in good condition are permitted. Toes must be covered. An alternate pair of athletic shoes must be worn for gym class. Sandals are not permitted. **Shoes must cover the toes and cannot have fur on the outside rim or resemble house slippers.**
10. Oxford shirts must be tucked in and all shirts must be buttoned except for the top button. Polos may be tucked in. **Polos not tucked in must NOT hang below mid-hip.**

## COMPLIANCE PROCEDURES

Parents will be notified of dress code offenses. Students may be removed from class and allowed to return when dress code requirements are met. At such times, parents will be contacted to either bring a change of clothing directly to school or to give permission for the student to be sent home to change.

**Since no dress code guidelines can take into account all circumstances, the final decision on approved dress shall rest with the Administration.**

## DRESS CODE POLICY FOR GRADES 7-12

### GIRLS

Girls are properly attired for school if the following rules are observed:

1. Pants should fit properly with enough room for shirt to be tucked in and not rolled.
2. Skirts are not to be rolled. Skirt/shorts length may be at most three inches above the top of the knee bone. First offense – student will be warned; Second offense – student will not be permitted to wear skirts/shorts for the remainder of the semester; Third offense – student will not be permitted to wear skirts/shorts for the remainder of the year.
3. All oxfords and polos must be tucked in at all times unless otherwise stated by the administration. All shirts must be long enough to stay tucked in when the arm is raised and buttoned except for the top button. Additionally, all shirts must be long enough to stay tucked in beneath all SWHS clothing (must not hang out from under fleece etc.).
4. All sweaters must have a uniform collared shirt worn with them. Students may also wear the official St. Wendelin microfleece or approved alternative sweater.
5. Shoes/boots (no thigh high boots) are permitted as long as they are in good condition and of a dress nature; i.e., they must cover the toes and half of the foot. Also, shoes or boots may not have fur on the outside or rim of shoe or resemble house slippers. They must be brown or black. Tan or gray colors will not be permitted. Stripes and designs that are not brown or black are not permitted.
6. Leggings: They should be black, white, navy blue or gray. Leggings should rest above the ankle to mid-calf (matching colored socks are required with leggings). Thigh high stockings/knee high nylons are not permitted.
7. Earrings should not be excessive [3 or more for each ear] - no inappropriate earrings covering parts of the face or the entire ear. Any other body piercing (including tongue/nose piercing) is prohibited. No inappropriate jewelry such as spiked bracelets, necklaces or stretch type earrings. Clear plug covering a piercing is NOT permitted.

8. Girls may carry a small hand purse. Small hand purses can be no larger than 10" in height, or 12" in length. No satchels are permitted. If caught with a cell phone or electronic device in the purse, the purse will not be allowed to be used in the future.

## **BOYS**

Boys are properly groomed if the following rules are observed:

1. Pants must fit at waist and worn properly. Baggy/sagging pants are not permitted.
2. Shirts must be long enough to remain tucked in when arm is raised.
3. All sweaters must have a uniform collared shirt worn with them. **Students may also wear the official St. Wendelin micro-fleece or approved alternate sweater.**
4. Hair length may not extend below the top of the collar and must be above the eyebrows and the earlobe. Boys will be expected to always have their hair within these guidelines. Violation could mean being sent home until the student gets a haircut.
5. Boys will be clean-shaven at all times. No facial hair (beards, mustaches, excessive stubble) will be allowed. No sideburns longer than the bottom of the ear.
6. No earrings or body piercing (including tongue/nose piercing) are permitted for boys. Clear plug or tape covering a piercing is NOT permitted.
7. Any style of shoes is permitted as long as they are in good condition and of a dress nature; i.e., they must cover the toes and half of the foot and must not make a flip-flop noise when the student is walking. Also, shoes may not have fur on the outside or rim of shoe or resemble house slippers. They must be brown or black. Tan or gray colors will not be permitted. Stripes and designs that are not brown or black are not permitted.

## **ALL STUDENTS**

1. Dress code is expected at all times and will be enforced during the school day starting at 7:55 a.m. and continuing until 2:35 p.m. or until school is dismissed. Dress code is expected during assemblies, Mass and lunch times.
2. Inappropriate clothing would be clothing which is too tight, too short or inappropriately worn. Also, no ragged bottom or side seam-slit pants; all must be hemmed with no more than a 2 inch cut.
3. T-shirts may be worn under uniform shirts but must be white and not colored. Long sleeve t-shirts may not be worn with short sleeve uniform shirts. T-shirts cannot have writing or pictures on them. Oxfords and polos should have no writing on them or stains that have been administered on purpose.
4. All sweatshirts, jackets and outdoor clothing are to be kept in lockers during the school day. Coats cannot be worn in the classroom. Students may wear the official St. Wendelin micro-fleece or other approved sweaters.
5. Sunglasses are not permitted. Sunglasses are not to be worn in hair, on the head or hung from clothing.
6. Any tattoo, tattoo-like drawings or body piercing (ears permitted for girls) may not be visible in any dress code outfit, physical education apparel, or athletic teams or events
7. Gloves and hats of any kind are not to be worn in the building at any time.
8. Unnatural hair coloring, fad-type haircuts, such as shag tops or Mohawks, are not permitted and are judged as such by the administration. Hair must be clean and groomed.
9. Socks or nylons are to be worn at all times. All students must wear conservative colored black/white/brown/navy socks/nylons which are visible at all times. Stripes or designs that are not brown or black are not permitted when wearing skirts or shorts. With pants, where socks are not visible, other colors are ok.
10. Excessive display of jewelry is not appropriate for school and is not permitted.
11. All students will be given a dress-up tie option. A conservatively colored tie is permitted for girls/boys, novelty (picture or word) ties are not included. Ties should be worn with the approved white/blue button down dress shirt, and should be appropriately worn at all times. Ties should remain tied at all times and worn around the neck in the designed location of the approved button down dress shirt.
12. If we have a jeans day, students are not permitted to wear any shirts referring to alcohol, drugs, sex, or musical groups. Jeans are not to have holes in them or ragged hems. Girls should not wear tops that are low cut, form-fitting or halters/midriiffs. No sleeveless shirts. SWCS spirit clothing must be worn at all times during jeans days unless stated otherwise by the administration.

## **COMPLIANCE PROCEDURES**

Offending students will not be allowed to return to class until dress code requirements are met. Parents will be contacted to either bring a change of clothing directly to school or to give permission for the student to be sent home to change.

**Please see the discipline code for consequences to Uniform violations.**

Since no dress code guidelines can take into account all circumstances, the final decision on approved dress shall rest with the Administration.

## **DISCIPLINARY REGULATIONS K-12**

### **GRADES K-6:**

**In the event that a student K-6 violates school policy in any way, any combination of the following school personnel will conduct the necessary procedures to determine the outcome: Dean of Students, Teacher, and Principal.**

### **PROBATION**

This is a nine week trial period for a suspended student, for a major violation or for repetitive minor violations. During the first one to nine weeks of this trial period, the student may be excluded from participation of any co-curricular activity: A student with three minor violations or one major violation while on probation may be placed on last-resort probation. An advisor will be assigned to monitor the student. Some privileges could be revoked during this time such as but not limited to the student room, homeroom choices or the use of passes.

## **LAST RESORT PROBATION**

This is a nine-week trial period that may proceed or replace any probation period prior to its completion during which the offending student attempts one last time to prove his/her suitability as a member of the student body by behaving properly. During this trial period the student may not take part in any co-curricular activity as a participant or a spectator. The first detention during this period results in a suspension. The second detention, the equivalent thereof, or worse, may result in expulsion. The student must meet with a mentor weekly to check on progress. Community service could be assigned during this time above and beyond the school service required.

Note 1: The trial period for PROBATION and LAST RESORT PROBATION carries over to the following school year if the trial period is not completed in the year of the infraction.

Note 2: A student does not necessarily progress through all the above mentioned steps. Depending on the actions chosen by the students and the severity of the incident., a student may receive an immediate suspension or recommendation for expulsion

## **VIOLENCE – THREATENED & ACTED**

The safety of every student must be, and is, the predominant concern of the administration at St. Wendelin High School & Jr. High. All threats of violence will be taken seriously. Violence, threatened or acted, on the part of any student may result in his/her dismissal from school.

## **DISRUPTIVE BEHAVIOR**

Disruptive conduct in a classroom indicates that a student is not ready to undertake the work of the class. If mutual understanding cannot be reached between the teacher and student, the teacher may refer the student to the Administration.

Students dismissed by a teacher from the classroom must report at once to the main office. Students so dismissed must remain in the office through the remainder of the class period. Punishment for dismissal from class is usually the same as for an unexcused absence (denial of class make-up work with the exception of homework, quizzes, and tests).

## **CLASS REMOVAL CONSEQUENCES**

When a student is removed from a classroom, the following will be applied:

1<sup>st</sup> Removal – Student receives two detentions and the teacher will contact the parent that evening.

2<sup>nd</sup> Removal – Student receives Saturday School and a mandatory student/parent/teacher conference as soon as possible.

3<sup>rd</sup> Removal – Student receives a five-day suspension from the class and will receive zeros for work during this time period and may be removed from the class permanently with a failing grade to appear on the student's permanent record.

## **OFFENSES & CORRESPONDING CONSEQUENCES**

NOTE: These serve as a general guideline but specific situations could warrant more or less consequences than listed. Students may receive additional consequences if deemed necessary by the administration.

### **SUSPENSION, PROBATION OR EXPULSION:**

- Smoking and/or possessing tobacco in any form during school hours or school events.
- Insolence, that is, challenging the authority of the principal, teacher or staff member.
- Any serious matter defined under "Serious Offences" (below) or as appointed by the Principal.
- Sexual harassment or bullying
- Illicit internet usage

### **DETENTION, PROBATION OR SUSPENSION:**

- Obscene language or gestures; profanity
- Disrespect
- Computer tampering
- Cheating
- Plagiarism
- Truancy
- Failure to sign out when leaving the building (considered truant)
- Lying
- Hazing
- Missing an appointment/detention
- Talking/disruptive behavior during emergency drills
- Defacement including bending chairs
- Major disturbance
- Bullying (face to face, by internet or texting)

### **AT LEAST A 45 MINUTE DETENTION:**

- Off limits
- Inappropriate, public display of affection
- Sixth tardy and thereafter (2 detentions)
- Sixth day of late records

### **45 MINUTE DETENTION:**

- Minor disturbance
- Dress code violation
- Late records, including permission slips

- Missing Service Hours, Missing Service deadlines
- Littering
- Food/beverage/gum
- 3rd, 4th & 5th Tardies

**Students who receive more than three detentions or referrals to the administration will be assigned to a Saturday school for every additional detention. Individual teacher detentions will not be factored when assigning Saturday School. However, individual teacher detentions will be taken into account with regard to overall student conduct should a more serious situation arise. Students who have been assigned more than three Saturday schools in a semester may receive a one day suspension for every additional Saturday school. Saturday school hours are from 8:00 – 11:00 am or any other day that school is not in session but teachers are present.**

#### **TEACHER DETENTIONS**

Teachers reserve the right to assign extra duties or class time for non-compliance of classroom rules. A parent must be notified immediately when this occurs.

#### **CAFETERIA GUIDELINES K-12**

1. Best behavior and manners are required at all times.
2. No kneeling or standing on chairs or tables.
3. Each student will leave his/her area clean, with the chair pushed in.
4. No shouting or loud talking.
5. Grades K-3 must ask for help from the lunch monitor.

#### **PLAYGROUND K-6**

**Playground guidelines are as follows:**

1. Show respect to the playground supervisors. Follow directions of the playground supervisor the first time they are given. Arguing and talking back will not be tolerated.
2. Show respect to all students. (put downs, name calling, swearing, etc. are not permitted.)
3. Use equipment properly. The playground supervisor will bring out the equipment.
4. Toys such as cars, trucks, skateboards, roller skates, squirt guns, electronic devices, etc., are not permitted. Only basketballs and foursquare balls are permitted on the blacktop.
5. No rough activities or play. Football and dodge ball are not permitted. Games that involve physical contact such as pushing or knocking down one another are not permitted.
6. Students are not permitted to retrieve balls that go outside of the fence area. The supervisor should be notified.
7. Students are not permitted on the grassy area when it is wet or muddy. No intentional sliding on ice or slippery surfaces.
8. Students should line up quickly and quietly at the end of recess.

Teachers meet their respective classes in the cafeteria or playground at the designated time. All students return to their classroom in good order and in silence.

**Inappropriate behaviors on the playground will be handled as follows:**

1. First offense he/she will be given time out on the bench or in a designated area.
2. Supervisor will write down offense and name. These names will be given to the teacher and will affect the student's conduct grade.
3. If the student continually needs to be reminded of the same offense the student will conference with the principal.

Severe offenses (such as fighting, abusive behavior towards another student, disrespect) and repeated offenses will be referred to the administration.

#### **ACCUSATIONS**

**Any student accused of a serious wrong may be placed on a home study program pending the outcome of the investigation or adjudication.**

#### **Confidences**

Confidences shared with faculty, staff, and administration, whether written or verbal, which threaten the life, health or safety of anyone or involve criminal activity must be reported to proper authorities.

#### **STUDENT BEHAVIOR OUTSIDE OF SCHOOL**

Students of St. Wendelin Schools are expected to obey civil law and respect community norms of civil behavior.

The responsibility for students outside of school rests primarily with the students themselves and their parents.

Students are accountable to school authorities, however, for their behavior within or outside of school when they are identified as St. Wendelin students and/or as representatives of the school.

Students involved in serious misconduct outside of school -- including any student admitting to or convicted of a serious criminal/civil offense, illegal behavior, or behavior which reflects negatively on St. Wendelin Parish and Schools—may be subject to disciplinary action undertaken by school authorities in an appropriate Christian spirit. Such action may include mandated professional evaluation and possible treatment.

#### **STUDENT BEHAVIOR OUTSIDE OF SCHOOL – SCHOOL FUNCTION**

Students of St. Wendelin are expected to obey all school policies while participating in an off campus school function. The responsibility for students outside of school rests primarily with the student themselves and their parents. Students are accountable to all school policies and school authorities.

While off school property, students are considered representatives of the school. Any student involved in misconduct, illegal behavior, cell phone use (without written administrative permission), or behavior that reflects negatively on SWS will be subject to disciplinary action undertaken by school authorities. In the event that any such violation(s) occur, the following steps will be taken:

1. Student will be removed from the situation (Sent to the office, sent home or OTHER)
2. Parent(s) will be notified that a situation has occurred and that an official investigation has begun. At this time, the parent may be required to pick up their son/daughter for immediate removal from the situation depending upon the seriousness of the violation. It is understood that the parents may have in depth questions regarding the situation, however, school personnel will not comment in detail until the official investigation has been completed. At that time a meeting will be called to review the details of the investigation.
3. The Dean of Students will conduct an official investigation to determine the seriousness of the offense(s), and to consider testimony of any student/staff member present during the situation.
4. After review of all information involved with the situation, the Dean of Students will schedule a meeting in a timely manner to review the details of the investigation with the Parent(s). The parent(s) will be notified at that time of the disciplinary action(s) that will be taken. NOTE: Any student removed from a situation may be required to serve In School Suspension or another form of disciplinary action until the investigation is complete and a formal meeting has taken place with parents.

\*\* APPEAL: If for any reason the parent(s) do not agree with the outcome of the investigation, the parent(s) must submit to the Principal in writing a letter of appeal within 48 hours of notification. The principal will review the details of the investigation and the concerns listed in the letter of appeal to determine if additional review is needed.

### **TRUANCY & TARDINESS**

A student may be considered truant if they do not arrive within the first twenty minutes of the school day.

Concerning tardiness: On the third occasion of a student being tardy from any classes, he/she will be required to serve a detention. Upon the sixth occasion (and thereafter) of being tardy from any class, the student will receive 2 detentions. Consistent violations (more than five in a semester in a particular class) will result in detention assignment in Saturday School. Provisions of a suspension will be applied here for time missed.

There are no excused tardies (although the first two tardies may receive no consequences at the discretion of the Administration). All time missed must be made up in detention period. It is the student's responsibility to be present and on time for school and each class.

If a student is going to be late for school, a phone call is expected.

The school office will take care of truancy and tardy problems. **AFTER THE BELL HAS RUNG THE STUDENT MUST REPORT TO THE OFFICE FOR AN ADMIT SLIP TO ALLOW HIM/HER INTO CLASS.**

### **POLICIES GOVERNING DETENTION**

1. Normal detention time is on the designated day immediately after school (2:45-3:30 PM). Students receiving a detention are expected to be in the appointed room (Room 113) during the next scheduled detention period. A student may have the option to choose to serve the detention before school from 7:05 a.m. – 7:55 a. m. A list of names is posted on the Monday before the designated detention period. A missed detention will be classified as a missed appointment and will receive an additional detention.
2. Students are to come to detention time prepared to complete assigned work. It is also possible that the students will be doing work for the school maintenance department.
3. Failure to complete any of the assigned work to the standards of the instructor will result in detention or further disciplinary action.
4. Detentions are scheduled without regard to extra-curricular activities or employment. It is the responsibility of the student to make the necessary arrangements such as transportation or scheduling prior to detention.
5. All unserved detention time must be served prior to the end of the school year. At the end of the year, grades and student records may be held until all unserved detentions are served.

### **POLICIES GOVERNING SATURDAY SCHOOL**

1. For the following reasons, but not limited to the following reasons, a student may be issued a Saturday School: more than 3 detentions, continued tardy/truancy, excessive or habitual attendance concerns, any disciplinary action needed beyond detention that does not merit suspension/probation.
2. Saturday School will be served from 8:00 am to 11:00 pm in the Dean of Students classroom. Students should meet in the lobby prior to beginning Saturday School.
3. Failure to attend or arrive on time without a legitimate excuse will result in a one (1) day in school suspension in addition to the missed/tardy Saturday School needing to be served/completed.
4. Students should come to Saturday School prepared to complete any assigned work. Failure to complete the assigned work will result in further disciplinary action.
5. All unserved Saturday School time must be served prior to the end of each quarter. At the end of the year, grades and student records may be held until all unserved time has been served.

### **POLICIES GOVERNING SUSPENSION**

1. Some suspensions will be served as extra days in school rather than as days out of school. If an out of school suspension is served, the student is to be at home during school hours unless the Administration is informed otherwise by the parents. Parents are held responsible for the student during this time.
2. A suspension penalty will also include ineligibility for all extra-curricular events for one week. The student will not be allowed to participate in any extra-curricular activities or sporting events during the length of the suspension or until any

investigation has been completed. Students may not attend any practices. If given an OSS, students are not permitted on campus unless stated by the Administration.

3. While under school suspension, students must get all work missed and homework from the main office. Quizzes, tests, and homework will be made up through the provisions of the suspension. Other classwork missed cannot be made up.

### **IN SCHOOL SUSPENSION (I.S.S.)**

This consequence can be used in lieu of out of school suspension:

1. Student will be assigned to an area where there is no talking, sleeping, note passing, gum, drinks, candy or electronic devices of any kind.
2. All assignments are to be completed and turned into the office at the end of the day. (Any incomplete work will result in a zero.)
3. Lunch may be ordered or packed but student must remain in assigned area.
4. Any class work as far as notes must be made up by the student on their own. Teachers are not required to spend extra time getting them caught up. Students may only receive up to 70% of the credit during this time.

### **OUT OF SCHOOL SUSPENSION (O.S.S.)**

This consequence can be used for serious offenses or disciplinary action beyond the merits of ISS:

1. Student will not be permitted on school property at any time unless the administration has approved such actions.
2. Any and all Extra-curricular activities will be suspended until the necessary requirements have been met. A student will not be permitted to participate in any way during the length of his/her suspension. A review board consisting of the Dean of Students, Principal and one other teacher will be assigned to each student individually to determine if the requirements have been met.
3. Community Service must be completed, a minimum of 2 hours per day given. The Service will be served at the High School from 6-8 am unless otherwise stated by the administration. Service hours may be assigned outside of school and it is the responsibility of the student to make these arrangements and get approval from the Administration prior to starting the hours. Signed documentation must be turned in at the completion of the service requirement. Any assigned work must be completed to the expectations of the administration or further disciplinary action will be taken.
4. Students are not to interact or socialize with anyone at any time during the assigned service hours.
5. All school work should be picked up and dropped off in the main office. All work must be completed. Students may only receive up to 50% for work during this time.

### **SERIOUS OFFENSES**

Over and above the detention system, there are, unfortunately, times when offenses are, in themselves, severe enough in nature to merit disciplinary probation ("suspension" of 3-to-10 days, as determined by the Administration), or possible expulsion. These offenses include, but may not be limited to:

1. **DISRUPTION OF SCHOOL:** A student shall not by use of violence, force, coercion or threat, cause disruption or obstruction of the educational process.
2. **DAMAGE TO SCHOOL PROPERTY:** A student shall not cause or attempt to cause damage to school property, or to any property on school grounds. A student shall not steal or "borrow without permission" school property or any property on school grounds.
3. **DAMAGE TO PRIVATE PROPERTY:** A student shall not damage private property while on school property, or on any property while at school or at any school function, or any school sponsored activity. A student shall not steal private property or "borrow without permission" any private property while at school or at any school function or school sponsored activity.
4. **ASSAULT:** A student shall not behave in such a way as could cause physical injury to another. This includes any episode of fighting.
5. **FRIGHTENING, DEGRADING, OR DISGRACEFUL ACTS:** A student shall not engage in any act, which does or tends to frighten, degrade, or disgrace a teacher, student, or other persons, by written, verbal or gesture means.
6. **DANGEROUS WEAPONS, INSTRUMENTS AND LOOK-A-LIKE WEAPONS:** A student shall not engage in, possess, sell, handle, transmit, or conceal any such object. Fireworks are included as they are considered dangerous instruments.
7. **ILLEGAL NARCOTICS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND RELATED PARAPHERNALIA:** A student shall not sell, possess, use, transmit, conceal or be under the influence of such while at school, while under the school's supervision, while being on the way to and from, or while at any school sponsored activity or contest. This includes look-a-like or counterfeit drugs.
8. **REPEATED VIOLATIONS:** A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel.
9. **TAMPERING WITH SCHOOL RECORDS:** A student shall not tamper with any official school records such as student records, report cards, transcripts, or official school notices. This offense also includes the falsification of a parent's or legal guardian's signature.
10. **HARASSMENT, VANDALISM, PHYSICAL ABUSE, THEFT, OR OTHER DISRUPTIVE BEHAVIOR TOWARD SCHOOL PERSONNEL DURING NON-SCHOOL TIME.**
11. **HAZING OR BULLYING:** A student who engages in conduct detrimental to the reputation of the school both inside and outside of school, by taking part in actions that may be seen as potentially harmful or demeaning in any way. A student who fails to stop or report such an incident may be held equally responsible.
12. **SEXUAL HARASSMENT:** Sexual harassment is improper, immoral, and illegal. It will not be tolerated within the St. Wendelin School structure. Sexual harassment, defined by the Ohio Revised code, is any unwanted sexual advance or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior would include, but is not limited

to, the following: unwanted sexual advances, including propositioning, repeatedly asking someone for a date after they have made it clear they are not interested, and/or making or threatening reprisals after a negative response to sexual advances.

Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, posters, or wording. Verbal conduct: making or using derogatory comments, slurs or jokes, making sexually-based remarks about another person's body or one's own body. Physical contact: touching, assault, impeding or blocking movements.

What to do if you are sexually harassed: When an unwelcome activity described above of a milder nature occurs, the best thing to do is to tell the individual involved that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse should be sought through the counselor or principal. In any cases that you would consider severe, seek the counselor and/or principal immediately.

13. **CHEATING, COPYING, PLAGIARISM:** All instances of cheating, copying or plagiarism will result in zero points for the entire assignment/quiz/test/project, etc. Cheating is defined as the unauthorized use of aid or assistance to gain an undeserved and unearned academic advantage. This can be done by, but is not limited to copying another student's work, using unauthorized outside resources or by plagiarism. Plagiarism is copying or summarizing another's body of work or ideas and failing to properly acknowledge the source of information. A simple example of a common instance of plagiarism is finding a source on the internet and simply cutting and pasting passages or pages of work. Anyone assisting another student's effort to cheat, copy or plagiarize will also receive zero points for the entire assignment/quiz/test/project, etc. Further disciplinary consequences may be assigned based on the level of seriousness. Academic dishonesty involving incidents of cheating, copying and plagiarism are determined solely by the teacher.

### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

St. Wendelin Catholic School is committed to providing a safe, positive, productive and nurturing educational environment for all its students. SWS encourages the promotion of positive moral relationships and strong Christian values with each member of our student body.

Ohio Revised Code, Section 3313.666 defines "harassment, intimidation, or bullying" in the following ways:

- Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student.
- Such actions that are sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

St. Wendelin Catholic School prohibits any student from engaging in conduct of a harassing, intimidating, or bullying fashion either on school property or at school sponsored events. Any student who engages in conduct detrimental to the reputation of the school, on school property or at school-sponsored events, by taking part in actions, direct or in-direct, that may be seen as potentially harmful or demeaning in any way will be held responsible for such actions. Any student that fails to stop or report such an incident can be held equally responsible.

Hazing, harassment, intimidation, or bullying behaviors toward a student/staff member, whether by other student/staff or third parties are strictly prohibited and will not be tolerated. St. Wendelin Catholic School defines such behavior as ANY action; verbal, written, or gesture; that may cause the victim to feel threatened, belittled, afraid, ashamed, angry, hurt, or upset in any way.

Harassment behaviors may include but are not limited to:

#### Verbal Aggression

- Name calling
- Mocking, teasing, or using sarcasm
- Intimidating phone calls/messages
- Spreading rumors
- Threats (direct or indirect)
- Making noises at someone

#### Racial:

- Derogatory comments/nicknames about physical, behavioral, cultural differences

#### Physical Aggression:

- Pushing
- Kicking
- Punching / Slapping
- Tripping
- Pinching
- Spitting

#### Emotional:

- Excluding
- Tormenting
- Hiding or taking things
- Threatening gestures
- Ridicule
- Staring
- Threatening or inappropriate notes/drawings

#### Intimidation:

- Publicly challenging others to do something they don't want to
- Playing a dirty trick
- Taking things
- Demanding money or other things

#### Sexual:

- Any unwanted sexual advance
- Any unwanted visual, verbal, or physical conduct of a sexual nature
- Any suggestive joke, look, nickname, picture, drawing, or wording
- Unwanted flirting

While it is recognized that students have rights to freedom of speech; SWS rules of conduct expressly forbid menacing, fighting, profane or obscene language, and ANY other behaviors meant to cause harm. Responding to harassment with harassment is not acceptable in any form.

Hazing, harassment, intimidation, or bullying also means the use of electronic devices (i.e., internet, email, cell phone, or wireless hand held device) that staff/student(s) or group of staff/students exhibits toward another particular staff/student(s) that both causes or could potentially cause mental or physical harm to the staff/student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for any other staff/student(s).

### **Filing Reports regarding suspected hazing, harassment, intimidation, or bullying**

Staff/students and/or parents/guardians may file reports regarding suspected hazing, harassment, intimidation, or bullying. Such informal complaints should include reasonably specific information in a written format on the following topics:

- person(s) involved
- number of times and places of the alleged conduct
- the target of suspected hazing, harassment, intimidation, and/or bullying
- the type of suspected hazing, harassment, intimidation, and/or bullying with additional detail to further explain
- the name(s) of any potential student/staff witnesses

A school staff member or administrator who received an informal complaint is required to promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Principal. Upon receipt of the alleged complaint(s), the following steps will be followed:

1. Parent(s) will be notified of the pending investigation prior to its beginning; further details will be provided upon the completion of the investigation.
2. Investigation Open: all documentation will be reviewed, necessary interviews will be conducted and documented for further explanation and understanding.
3. Face to face meetings will be conducted as needed during the investigation.
4. Disciplinary action will be handed down as needed. All parties may be required to sign a CEASE AND DESIST order, thus clearly explaining and agreeing to stop such behaviors.
5. Investigation Closed: Parents will be notified of the investigation as it relates to their child. This conversation will officially complete the investigation process.

A student/staff member may make an informal complaint requesting anonymity, the investigation of such complaint shall then be limited as is appropriate in view of the anonymity of the complaint.

Any complaints about hazing, harassment, intimidation, and/or bullying that may violate this policy shall be promptly investigated. The principal or appropriate administrator will prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of hazing, harassment, intimidation and/or bullying were verified or are believed to be true. When prohibited acts are verified or believed to be true, a recommendation for intervention, including disciplinary action shall be included in the report. If the investigation finds an instance of hazing, harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate disciplinary action.

Any student found to violate school policy toward bullying and other forms of aggressive behavior will be held to disciplinary action. St. Wendelin Catholic School views such aggressive behaviors as a SERIOUS OFFENSE and will address each violation as such. Three (3) to Ten (10) days of suspension will be handed down depending upon the severity of the behaviors.

### **Retaliation against any person who reports aggressive behavior**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of hazing, harassment, intimidation, and/or bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of School Policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as hazing, harassment, intimidation, and/or bullying. Making intentionally false reports about aggressive behavior for any purpose is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

### **Complaints**

If a complainant is not satisfied with the decision, he/she must submit a written appeal to the Principal or designee. Such an appeal must be filed in writing within 72 hours of the dated contract and punishment handed down. The Principal will arrange a meeting with the complainant or other affected parties as deemed necessary to review and discuss the appeal. A written decision will be provided at this time.

### **PUBLIC DISPLAY OF AFFECTION**

A student shall not commit an inappropriate display of affection and bodily contact beyond hand holding while on the school premises, or while in the custody of the school, or in the course of a school-related activity.

### **APPEALS**

All appeals resulting from intended disciplinary action must be made in writing to the Principal within forty-eight (48) hours after the date on the parental notice. One appeal process available to students and concerned parents (guardians) is the Disciplinary Review Board.

### **DISCIPLINARY REVIEW BOARD**

The Disciplinary Review Board has been established in an effort to provide an avenue of appeal (known as “due process”) for students and concerned parents, and to insure a fair, informal hearing for a student offender. It may recommend disciplinary action, which could include disciplinary probation (“suspension”), expulsion, or such action that may resolve a given situation.

The board acts only in an advisory capacity to the Principal, since under Ohio law the Principal has ultimate responsibility for the educational endeavor.

It shall be comprised of the Principal, who is present for the hearing; the Dean of Students, who convenes the board and presides over the process; one faculty member appointed by the Principal. ~~\*\*[delete]~~If the student so chooses, a faculty member of his/her choice may accompany a student on his/her behalf at the hearing. The guidance counselor or school psychologist is eligible to be selected for this purpose. According to diocesan policy, legal counsel is not permitted at this informal hearing.

The Principal will notify the student and his/her parents (or legal guardian) when a hearing will be held by the Disciplinary Review Board.

## **EXPULSION**

Circumstances sometimes arise in which, after rehabilitative efforts in the interest of an offending student have failed; it is necessary to terminate the student's attendance at St. Wendelin Catholic School. Expulsion from school is a last resort. In a parish high school, according to diocesan policy, expulsion procedures shall not be invoked without prior consultation with the Pastor of the parish.

## **FEES**

Any disciplinary fees collected over the academic year will be kept for a Principal's scholarship that can be awarded at the end of the year.

## **STUDENT CONDUCT ISSUES & POLICIES**

### **RESTRICTED AREAS**

Students must remain in the cafeteria during their lunch period unless there is a monitor to supervise activities in the gym or outside. Students are not to congregate in the lobby during lunch periods. They are not allowed in any teacher's lounge, copy room, or any other areas restricted by an individual teacher, support staff or the administrator—unless given explicit permission. Grades 7-12 are not permitted on the Elementary Level at any time before, during or after school hours.

### **CORRIDOR CONDUCT**

Running, shouting, whistling and playing in the corridors is unacceptable behavior.

Food and/or drink are to be consumed by students in the cafeteria area ONLY, during school hours!! Students are not permitted to have food and/or drinks in the academic, administrative wings or classrooms without prior consent from the principal. Card playing is not permitted during school hours.

### **CELL PHONES, IPODS AND ANY OTHER ELECTRONIC DEVICES**

The use/possession or suspicion of use/possession is not permitted in the school building during regular school hours. School hours are defined as the regular scheduled school hours (7:55 am – 2:35 pm). When the warning bell rings, all cell phones, iPods and electronic devices should be turned off and stored in lockers. Cell phones, iPods, and other electronic devices may not be used during lunch periods or if students are dismissed early and are still on school grounds, during school hours. (i.e. Students leave early for bus, doctor appt., etc.). Cell phones will be confiscated by school officials if used during school hours. Cell phones will be returned to a parent/guardian after school hours. Any student caught with a cell phone will receive a detention. Contents of phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct. (i.e. texting within school hours or used to bully others, inappropriate music or images.)

### **CELL PHONE/MUSIC ELECTRONIC GAMING DEVICE VIOLATIONS**

- 1<sup>st</sup> offense – 1 detention, device confiscated, parent must pick it up in the main office. Gr. K-4 parents must pick up device in the office and consequences will be determined by the teacher.
- 2<sup>nd</sup> offense – 2 detentions, device confiscated, \$40 dollar fine and parent must pick it up in the main office outside of school hours. In addition, the student must turn in the device to the main office prior to the start of class each school day for the remainder of the school year. Failure to comply will result in further disciplinary action. Gr. K-4 will receive one detention.
- 3<sup>rd</sup> offense – A disciplinary review board will meet to decide the necessary disciplinary action. Suspension is a possible disciplinary action for this violation. The Principal will have final say for the necessary disciplinary action needed during this process. Gr. K-4 will receive two detentions,

A student using/possessing or suspected of using/possessing another student's cell phone or electronic device, is held responsible as if it were their own device. Any student lending a cell phone to another student during school hours is also held responsible. The procedure for retaining the device must be followed as described above.

### **STUDENT PLANNERS**

Students (Gr. 7-12) are provided with a planner at the beginning of the year. Grades 1-6 are to purchase a planner at the beginning of the school year. This will help with organizing assignments and events. This planner also serves as a hall pass for grades 7-12 and contains a section for it. It is necessary to carry planners all year to every class. Replacement planners can be purchased in the office for \$8 as long as planners last.

### **CONFIDENCES**

Confidences, whether written or verbal, which threaten the life, health or safety of anyone or involve criminal activity must be reported to proper authorities.

### **ACCUSATIONS**

Any student accused of a serious wrong, or reasonable suspicion of wrong doing, may be subject to indefinite probation/suspension, pending an outcome of the investigation.

## **TOBACCO AND SMOKING**

The Ohio Legislature (S.B. 339) and the Ohio Revised Code (section 3313.751) prohibit students from SMOKING and/or using and/or possessing tobacco in any area under the control of a school district OR at any activity supervised by any school operated by a school district.

Student use or possession of tobacco in any form, or smoking, is thereby prohibited on school premises, areas defined as “off limits,” and at all activities supervised by our school.

## **ALCOHOL, TOBACCO, DRUGS, OR SMOKING**

Consistent with our schools’ philosophy and educational goals, the administration, faculty, staff, and students of St. Wendelin Schools believe that St. Wendelin Schools should be a drug-free environment.

Student use or possession of tobacco in any form, or smoking, is prohibited on school premises, areas defined as “off limits,” and at all activities supervised by our school. This includes any time a student is identified as a St. Wendelin student coming to and from school or school sponsored events.

The sale, use, possession, or distribution of intoxicants, illegal drugs, other controlled substances, or any type of drug related paraphernalia by students shall not be permitted on school premises.

No student shall offer for sale, buy, knowingly use, conceal, distribute, or be under the influence of drugs, counterfeit (look- alike) drugs, or alcohol in school buildings, on school grounds, at school sponsored events, in other situations under the authority of the school, in school controlled vehicles or open lunch privilege. As part of the disciplinary action taken, participation in all athletic and extra-curricular activities will be suspended, including all student-held offices, competitions, and situations where students represent St. Wendelin High School.

The school administration reserves the right to take whatever action it deems necessary to preserve a drug-free environment in our schools. Examples of interventive action taken in other schools have included, but may not be limited to, car searches and locker searches, with or without the use of trained dogs, conducted by authorized school personnel and/or authorized law enforcement agencies.

While there are clear consequences for students who violate school policy, St. Wendelin Catholic School wants to do all that is reasonable to assist students who have an alcohol/drug problem. Students who need professional help will be assisted in arranging for it.

St. Wendelin Catholic School community will continue to work together to learn what each of us can do to prevent the abuse of alcohol and other drugs.

[Adopted by Schools’ Advisory Commission 9/24/87; revised 1991, 1993, 1994, 2007]

See St. Wendelin website for complete drug & alcohol policy.

## **DRUG & ALCOHOL VIOLATIONS**

- 1<sup>st</sup> offense – 3-10 days out of school suspension, loss of all privileges and ability to participate in school sponsored events. Must complete drug screening and community service as outlined by the administration. Will notify authorities if deemed appropriate.
- 2<sup>nd</sup> offense – 3-10 days out of school suspension, permanent loss of all privileges, 1 year ban on participating in school sponsored events. Must complete drug screening and community service as outline by the administration. Will notify authorities if deemed appropriate.
- 3<sup>rd</sup> offense – expulsion from St. Wendelin for up to one year, police action will be taken.

## **SUBSTANCE ABUSE POLICY**

### **CONCERNING BEHAVIOR (Staff expresses concern)**

1. Staff member submits student referral form to the Core Team Coordinator.
2. Core Team Coordinator requests referral forms from staff members seeing the student on a daily basis.
3. Members of the Core Team will meet to discuss implications of data and decide upon a subsequent course of action which may include a conference (pre-assessment interview) involving student, Core Team representative, parent(s), administrator, concerned person or any combination of the above.
4. Based on the action in step #3, a decision is made regarding whether professional assessment steps are needed. If assessment is recommended, it may include:
  - a. Enter supervised treatment (see step #7).
  - b. Attendance at information session relating to chemical use, abuse and dependency (“Insight Group”).
  - c. Participation in support group for specified period (Aftercare).
5. Core Team Coordinator may contact Substance Abuse Coordinator (S.A.C.) for further direction and/or consultation.
6. Core Team Coordinator contacts Chemical Counseling Agency regarding pre-assessment interview and any recommendations for assessment and/or treatment. A course of action is then agreed upon and implementation begins.
7. Chemical Counseling Agency and the S.A.C. maintain accurate record of progress and meet with the student, parent(s), concerned staff and administrator as needed to assess progress and keep all informed.

### **WITNESSED USE OR POSSESSION (School employee witnesses chemical use or in possession by the student in school or at school activity)**

1. Staff member reports incident immediately to Administration/ the Core Team Coordinator.
2. Administrator:
  - a. Notify parent(s) immediately of the event that has taken place.
  - b. Notify authorities (if deemed appropriate).
  - c. Notify S.A.C. (if deemed appropriate).
3. Core Team

- a. Gather data concerning student by contacting staff members who are seeing the student on a daily basis and staff members witnessing use.
- b. Contact parent(s) to gather additional data and verify schedule for conference.

Following the pre-assessment interview, the Core Team makes a recommendation pertaining to the student. It may include:

- a. Professional assessment.
- b. Entry into supervised treatment program following outside assessment.
- c. On-going counseling with Chemical Counseling Agency and/or participation in the school's Insight Group.
- d. Participation in a support group for a specified period of time.

S.A.C./Administrator will contact Chemical Counseling Agency regarding pre-assessment interview and any recommendations for assessment and/or treatment. A course of action is then agreed upon and implementation begins.

**WITNESSED SALE (Staff witnesses sale)**

1. Staff member witnessing sale notifies the Administration immediately.
2. The Administration contacts parent(s), police, and Core Team.
3. The Administration/Core Team collect data on the student, set conference with the student and parent(s), and make recommendations based on the information collected.
4. Follow steps previously outlined.

**DRUG OVERDOSE BY A STUDENT**

1. Procedures governing staff action for medical emergencies will be followed by staff members when confronted by a student experiencing a drug overdose.
2. Following the handling of the medical emergency, the policy governing "Witnessed Use or Possession" (see above) will be implemented.

**SELF REFERRAL (Student seeks assistance)**

At any time, a student who is concerned about his/her own alcohol/drug use is encouraged to talk to the Guidance Counselor or School Nurse. Both are trained to help in this area, and together with the student can decide the seriousness of the drinking/use.

At all times, the goal of the school and staff will be to help the student. They could be asked to attend substance abuse classes and/or counseling at the cost of the student. Once the staff determines the seriousness of the use, guidelines will be set to assist the student with their addiction. Not following these guidelines could result in possible consequences.

**ADDITIONAL REMARKS**

1. Similar action will be taken in circumstances involving drug-related paraphernalia and counterfeit (look-alike) drugs.
2. All incidents and policies thus described are also subject to the discipline action of the policy handbook to be administered at the discretion of the person in charge, combining both discipline and the policies and philosophy of prevention and intervention.

**INDEPENDENT LIVING**

A student who leaves home or guardianship and begins to live as an independent adult, without the prior consultation with and permission of the Principal, automatically excludes himself/herself from further attendance at St. Wendelin Catholic High School.

[Adopted by Schools' Advisory Commission, 4/88]

**MARRIED STATUS POLICY**

Marriage is a serious and sacred commitment. It is understood to be a life-long and faithful union between a man and a woman; a mutual partnership of life and love.

The Catholic Church teaches that the sacrament of marriage requires a free, informed, personal consent on the part of the two individuals. Such consent envisions maturity and a clear understanding of the basic obligations and responsibilities of marriage, parenthood, and job. Pregnancy, in and of itself, is never an adequate reason for marriage.

St. Wendelin Catholic High School is a Catholic educational institution. Students of St. Wendelin Catholic High School attempt to live their Christian lives according to the teachings of Jesus Christ as taught by the Roman Catholic Church.

It is our conviction that students of "high school age" are not able to make a responsible and informed choice for marriage, nor are they emotionally and spiritually capable of undertaking the obligations of marriage and parenthood.

Thus, any student attending St. Wendelin Catholic High School who attempts marriage prior to graduation automatically excludes him/herself from further attendance at St. Wendelin Catholic High School.

[Adopted by Schools' Advisory Commission, 9/15/88]

**PREGNANCY POLICY**

St. Wendelin Schools teach that sex is sacred and that, according to God's plan, sexual love is reserved to marriage and that pre-marital sex is sinful. When a child is conceived outside the sacredness of marriage, it is the responsibility of the Christian community to reach out in compassion and give support and aid to the persons involved. Through such support, the baby can come to the light of day and begin life with as much security and happiness as possible.

St. Wendelin Schools will set policies that affirm the important value of chastity and sexual abstinence for single persons. Although no moral judgment may be made upon a student who is pregnant or causes pregnancy, the schools have an obligation to create a social environment that discourages sexual intercourse outside of marriage.

Example is powerful to any community. In our schools students must not be put into an atmosphere that easily accepts, encourages, or denies the burdensome and negative consequences of sexual intercourse and single parenthood.

If a student is involved in a pregnancy (that is, either a boy who causes a pregnancy or a girl who becomes pregnant), and this fact comes to the attention of the administration through a non-confidential means, counseling may be required in order to support the person(s) involved.

Students involved in a pregnancy, that is either the boy or the girl or both, will not automatically be suspended or expelled. Every effort will be made to assist them in their time of need. Sometimes medically, emotionally and socially it may be better in the judgment of the student, administration, parents and teachers for the student not to attend formal classes for a time. However, each party will work together to meet the needs of the student. Because a student represents the school, a girl who is known by the administration to be pregnant, or a boy who is known to have caused a pregnancy, will be barred from participation in school athletics and other official school representative activities (e.g., plays, competitions, etc.) only for the duration of the pregnancy. Full participation in extra-curricular activities may resume following the pregnancy.

Justice would dictate that this policy applies equally to all students “mothers and fathers to be.” In the case of the latter (the boy), it is applicable whether the “mother to be” is a current student at SWCS or a student elsewhere, or is another young woman not currently in the K-12 educational system. It should be understood that students who are “to be fathers” will generally come to the attention of the school administration through subjective (self reporting) means, as there are few feasible objective measures to employ. Such measures should not be interpreted as “punishment.” It is not intended to be such. It is in a sense of fairness and in the knowledge that it takes two people to freely choose to participate in the act of conception and that both the boy and the girl, in or out of school, should be equally held to the consequences of their choices.

[Adopted by the Schools’ Advisory Council, 5/88; revised 5/94]

## **ABORTION POLICY**

The Gospel of Christ and the Church teaches that abortion is evil and it is sinful to destroy human life. If a student were to become pregnant with an unborn child, the St. Wendelin Schools community will provide compassion, care and support to one, or both, prospective parents so that they might choose life for the baby. The administration, wishing to support Christian parents, will continue to provide a learning environment that gives great respect for the value of each human person.

Therefore, the following policy seems appropriate:

1. If a student is an abortion advocate, the principal/minister should be informed by faculty. The principal/minister may then counsel the student regarding the dignity of human life.
2. If a student has had an abortion and it comes to the attention of a certified staff member and is non-confidential, that information must be shared with the principal/minister who may arrange counseling or a suitable intervention.
3. If a student has had an abortion and reveals such to a faculty or staff confidant, the confidant is encouraged to compassionately advise the person to seek emotional, physical and spiritual help.
4. If a student is planning to have an abortion and comes to the attention of certified staff, the principal/minister must be informed because of the harm intended. The principal/minister may counsel with the student and/or parents regarding the dignity of unborn life.
5. If a student has fathered a child, he must not encourage an abortion. He should seek help in his situation from parents, counselors, or the St. Wendelin staff.
6. If a student persists in publicly promoting abortion or repeatedly acts against church teaching regarding abortion, the principal/minister has the right to exercise appropriate discipline, including expulsion.

[Adopted by the Schools’ Advisory Council, 5/88; revised 5/94]

## **POLICY ON AIDS**

Our local policy regarding AIDS has been adopted by the Schools’ Advisory Commission (2/18/88) and further supported by the diocesan General Policy on Aids (8/1/88). It is available in its entirety upon request from the Principal.

Essentially, the policy states that students with AIDS shall not be excluded from attending school for reasons of the infection unless the following exceptional conditions are evident as determined by the student’s attending physician, in conjunction with the student’s parent(s) or legal guardian(s), the Principal, and the Pastor:

- a. the student is not toilet-trained or is incontinent, or is unable to control drooling;
- b. the student is unusually physically aggressive with a documented history of biting or of harming others;
- c. the student has open sores or skin eruptions that cannot be covered.

A student with AIDS who is excluded from school because of risk to themselves or others shall be assisted in attaining appropriate educational programs as well as provisions for catechetical instruction at the proper level.

The St. Wendelin Catholic High School administration will collaborate with appropriate public health and church agencies to insure that education about the transmission and prevention of AIDS, and its social, medical, and moral implications be included in the regular health and religion curricula of students at their own proper level. Prior to its inclusion, material to be presented is to be reviewed by the Principal and school nurse for medical and scientific accuracy and for adherence to the moral teaching of the Roman Catholic Church.

## **SURVEILLANCE CAMERAS**

To maintain the safety and security, the school premises are under surveillance at all times.

## **FINANCE**

### **TUITION & FEES POLICY**

St. Wendelin Schools participate in a “pre-paid tuition” program. Details of this program (rates, tuition grant, method of payment, refunds) can be obtained from St. Wendelin Parish Office. Educational services are provided upon receipt of tuition payment. Tuition is due the 2<sup>nd</sup> Friday in July. Class schedules will not be given until obligations are met. A standard activity/registration fee is collected each spring at registration time to cover various fees that will occur throughout the coming school year.

The activity/registration fee is non-refundable. St. Wendelin School reserves the right to dismiss any family whose tuition and fees are not paid on time.

At the end of each quarter or school year, grades, transcripts, and other records may be withheld, and access to progress book blocked, if all financial obligations are not met. This includes tuition, activities/registration fee, library fines, textbook damage fees, fundraising fees and any/all outstanding or extracurricular fees or materials.

Significant or recurring delinquencies can result in the student not being admitted to class or exams each quarter. If no agreement is made with the parish manager prior to the first day of the new quarter, the child(ren) will not be able to return to school until doing so. Families who are unable keep up with tuition payments and who do not contact the parish manager, forfeit the child's right to participate in any extra curricular activity and may face dismissal at that time.

To be considered registered, all forms and tuition must be completed and turned in to the parish office. If registration is not completed by August 1<sup>st</sup>, there is risk of the child's class placement and schedule for the given school year. After August 1<sup>st</sup>, open registration will take place and registration will be accepted on a first come, first served basis.

When a student withdraws during the quarter, tuition for that quarter will be retained by the school. Tuition for the remaining unattended quarters will be reimbursed to the original payer.

### **PARTICIPATION IN SUMMER PROGRAMS**

Students must be registered (paperwork on file), and registration fee paid by June 1<sup>st</sup> to be eligible to participate in summer programs, camps or other activities hosted by St. Wendelin Schools.

### **TUITION GRANTS PROGRAM**

Any family may apply to the school for tuition grants in meeting the stated tuition rate. Because we want Catholic education to be available to every Catholic child, we encourage parents to request a lower tuition rate when needed by filling out the financial form: Requirements:

1. Parents of all families, but especially families who receive tuition grants, are expected to help with fundraising regularly, e.g. festival and T.R.I.P.
2. Students are required to fulfill their responsibility in school fundraisers, e.g. Foslin drive, coupon card sales, etc.
3. At an appropriate level, students will be asked to perform duties in the school through an established work program, so as to contribute toward their grant.

### **FUNDRAISER POLICY**

Tuition and parish subsidies account for about 75% of the actual cost of educating our students. The rest comes from various sources such as the Action Auction, company grants and student fundraisers. Families are expected to raise their required fundraising amount (\$100 for 1 student / \$150 for families) through the TRIP program or pay the required fundraising fee. No records of any kind will be released and registration for the following year cannot take place until these quotas are met.

## **NON-ACADEMICS**

### **TRANSPORTATION OF STUDENTS**

Located in the heart of Fostoria Ohio, St. Wendelin Parish and Schools' campus includes St. Wendelin Catholic Church, 323 North Wood Street and St. Wendelin Catholic School, 533 North Countyline Street. (Grades K-12) Because religious, academic and social activities may be held at any campus location throughout the school day, parents must understand that their student(s) may walk, drive, or be transported by bus, to any of these two sites when deemed necessary by St. Wendelin Catholic School administrator.

### **FOOD SERVICE**

St. Wendelin Catholic School participates in a hot lunch, which provides hot, nourishing, and balanced meals for students at low cost. Government free and reduced lunches are available for families who qualify. Information can be obtained from the main office.

Lunch, whether purchased or brought from home, is eaten in the cafeteria. Grades 7-12 - Other food and drink are consumed in the cafeteria only, NEVER in the classroom, gymnasiums, or halls without prior approval.

Consideration for others in the cafeteria will motivate students to leave tables clean, to put trays, service and waste in proper places. Students are expected to wait their turn in line, to maintain a quiet atmosphere, and to use proper table manners. Separate scheduled times are set for the K-4, 5-8 and 9-12. Noise level should be kept at a low level in case of emergencies or to hear announcements.

All students are to remain in the cafeteria until the bell rings for release or a staff member has released them.

Lunchtime meetings: All food trays need to be returned to the cafeteria.

### **LUNCH PRIVILEGES**

St. Wendelin Catholic School will offer senior students the privilege of "open lunch" on special occasions. However, students may have this privilege revoked as a disciplinary response or if placed on academic probation for various reasons. The Administration holds the final ruling for senior privileges.

Students (Gr. K-6) must bring a note from parent and have an adult sign out student(s) at the designated area. Seniors must have parents/guardian permission to walk, drive themselves or other students, for off campus lunch privileges. Forms will be passed out at the beginning of the school year. These must be signed and returned before the privilege is allowed. Parents or guardians, moreover, assume full responsibility and/or liability for students who choose the off campus lunch privilege. All school regulations are in effect at this time. No food or drink is allowed to be brought into the school from outside establishments. No food should ever be left in the parking lot.

Students who are tardy from open lunch (i.e., returning late to school and/or class) will be denied the privilege.

## **STUDENT DRIVING & PARKING**

Those driving to and from school MUST register their vehicles with the school office. Students not displaying valid parking permits will be denied parking privileges.

The SOUTH PARKING LOT (parking lot closest to the weight room) is reserved for faculty, staff, visitors, senior and underclass parking. Faculty and students are assigned parking spaces in the fall. Students must park between the yellow lines and are not to block the bus garage or any other unmarked area. Repeated violations will result in the vehicle being towed away—at the owner's expense.

Reckless operation of a car (that is, speeding, tire squealing, etc.) will result in the student being denied the use of the parking lot. Also, privileges such as open lunch may be revoked for improper car registration, reckless operation or other violations in the parking lot.

Students transporting passengers are responsible for those passengers being inside the car or cab of the truck. In addition, according to Ohio law as of April 6, 2007, drivers under 17 are allowed only one passenger who is not a relative. Failure to follow vehicle rules and regulations may result in loss of driving privileges and open lunch privileges. At no time should any student be riding in open pick-up trucks during school hours for any school related activity. (i.e. athletics, extra-curricular or any other function).

Serious violations will be reported to the police for further action, if warnings fail to improve the situation.

Students should file a police report for any type of accident. Insurance companies demand a police report be filed at the scene of an accident for insurance purposes.

Search of a student and his/her possessions, including vehicles, may be conducted if there is a reasonable suspicion that the student is in violation of school rules. Any student who exercises the privilege of parking a vehicle on school grounds shall be considered to have given implied consent to a search of such vehicle at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

## **PARKING VIOLATIONS**

Individuals not displaying the appropriate parking passes or failure to park in the appropriate locations will result in the following actions:

1<sup>st</sup> Violation - \$30 dollar fee, written parking probation, no restrictions to privileges at this time

2<sup>nd</sup> Violation - \$50 dollar fee, removal of all parking privileges for up to 30 days.

3<sup>rd</sup> Violation - \$75 dollar fee, removal of all parking privileges for up to 90 days.

4<sup>th</sup> Violation - A disciplinary review board will meet to decide the necessary disciplinary action. Suspension/expulsion are possible disciplinary actions for this violation. The Principal will have final say for the necessary disciplinary action needed during this process.

Any student who violates any of the parking terms during removal of parking privileges, or are suspected of violating such terms are subject to further disciplinary action and could have the vehicle or alternate vehicle towed at the owner's expense.

Assigned parking spots may be given to students/staff by the administration at any time during the course of the school year. Specific parking assignments would supercede any previously established parking allocation, so long as it is approved by the administration. General rules, regulations, and disciplinary action still apply.

## **DRIVER EDUCATION**

St. Wendelin Catholic School does not offer driver education. Student options are to take a commercial driver training school course.

## **STUDENT SERVICES**

### **WORK PERMITS**

If you are under the age of 18 you must obtain a work permit from the school district in which you live.

### **STUDENT RECORDS**

St. Wendelin Catholic School, in compliance with the Rights and Privacy Act of 1975, has only authorized personnel in charge of student records who will discuss, explain, and/or make available to the student or his parents any records kept on file. Records kept on students, generally speaking, include the following information:

- Biographical data
- Academic progress records (grades, credits)
- Standardized test results
- Psychological reports (with previous parent permission)
- Health records
- Discipline and attendance reports

Records are maintained in strict confidentiality and are released only to non-school personnel with signed authorization from parents or 18-year-old students.

When students transfer to another school, a permission form must be signed by parents to release records to the receiving school. All obligations (both financial and non-financial) must be met before records can be released.

### **PUBLIC ADDRESS ANNOUNCEMENTS**

Announcements are made twice a day by appointed persons and posted on the website daily. Announcement forms are available in the office and should be written clearly, giving necessary details, and should be signed by the class advisor, club advisor, or staff member giving the permission to make the announcement. Students are encouraged to boost class, club, and other activities over the P.A.

During prayer and announcements, SILENCE is to be observed THROUGHOUT THE BUILDING. During prayer, there should be no movement in the classrooms or hallways.

### **FIRE, TORNADO & LOCK DOWN**

Procedures are posed in all rooms. Drills are conducted regularly.

### **TELEPHONES**

Office telephones are business telephones. They may not be used by students/parents, except in emergencies, and with the permission of the school secretary.

A student will be called from class to answer a telephone call only in an emergency. Messages for students will be honored only if they are from parents. On occasion we recognize the need to use the telephone for personal reasons, however we encourage students to make arrangements prior to the school day.

Students grades K-12 that need to use the phone should only use the one in the main office.

### **LOCKERS**

Each student K-12 is assigned a locker at the beginning of each year. The locker is reserved for the use of a single student. Student lockers are to remain clean and free of obstruction at all times. No contact paper, special tape, or materials that will destroy the paint or metal may be used on lockers. Anything found in lockers during the summer will be collected and given to St. Vincent de Paul.

All lockers grades K-6 will be assigned and monitored by their teachers. Gr. 7-12 lockers should be kept locked, the combination guarded. The school is not responsible for anything removed from a locker. Students apply to the school office for a locker change or for repair of a jammed lock. Lockers are not to be "pegged" as it is considered vandalism and will result in disciplinary action. Everything must be removed from lockers at the end of the school year, so that lockers may be thoroughly cleaned during the summer maintenance program.

The school reserves the right to open lockers with or without the student's consent. The school also reserves the right to remove from inside or outside lockers any pictures, signs, or related materials it considers inappropriate or inconsistent with our school philosophy.

### **BACKPACKS, BOOK BAGS, GYM/SCHOOL BAGS (7-12)**

Backpacks, book bags, gym bags, etc. are not to be taken to the classroom and should be kept in the locker. The halls should be kept clear of all backpacks, book bags, gym/school bags and personal possessions at all times. In addition, students must keep the gymnasium clear after 3:00 pm each day so that the gym can be prepared for games and practices. All gym bags or school bags that are left in the halls at any time, or left in the gym following 3:00 pm will be confiscated. Personal possessions that are removed by staff can be reclaimed in the main office. Bags may be reclaimed in the main office for a \$5 return fee. Arrangements can be made to pay the \$5 return fee at a later time, but the outstanding balance must be paid in full by the end of each academic quarter or disciplinary action may be taken. Faculty/Staff cannot be held responsible for lost items. Students are urged to collect their bags immediately after school and keep them with them as they move to their intended destination.

If more storage is needed, additional lockers are available in the science wing at no cost. If interested, check in the main office. Locks for these lockers are the responsibility of the students knowing the administration has the right to remove it if necessary.

### **LOST AND FOUND (K-12)**

Reports of lost or found articles must be made to the office at once. Any found articles should be turned into the main office. Any items found should be turned in to the main office. The main office has a metal drop box for any missing items. Lost and found items may be claimed in the main office. Items will be donated to a local charity at the end of each month. A table will be set up in the lobby at the end of each month for all lost and found items.

### **USE OF BUILDING AFTER SCHOOL HOURS**

Many groups use the building and its facilities. Students may not be in the building after school hours, unless they are accompanied by an authorized adult, faculty, or staff member as part of a group which has permission to use the building (athletic teams, Foslin staff, music practice, club activity). The group using the building uses only the area needed for the activity. The adult with the group is responsible for the conduct of the group. Any group using is expected to respect school property at all times.

The building supervisor is the Principal. Special practices, rehearsals, meetings, etc. of any kind must be cleared through the Principal. The administration has the authority to assess costs for any damages that occur in an area which a group has had permission to use.

**NO STUDENT IS PERMITTED IN THE ACADEMIC WING AFTER 4:00 AND NO STUDENT SHOULD BE IN THE BUILDING AFTER 9:00 P.M.**

### **SCHOOL CALENDAR – ACTIVITIES & USE OF BUILDING**

The school calendar is available in the main office and on the website. Activities and use of the building before, during, and after school are to be placed on the calendar, and must be submitted in writing to the main office secretary **AT LEAST ONE WEEK BEFORE** the activity is to take place.

All clubs and organizations' events should have the advisor's signature for approval.

Any activity or event not on the calendar is not considered a school-related function and may not be held on school premises.

### **USE OF SCHOOL EQUIPMENT**

Students are permitted to use school equipment with the permission of the teacher involved.

All school equipment, particularly AV and computer equipment, is extremely expensive and costly to maintain. Persons who use equipment belonging to the school are liable for any damages (or replacement if the item is stolen) to the equipment that may occur during the time of use. Any rentals of chairs, tables, and other school equipment must be signed out in the main office.

Students may not use the copy machines without permission from the main office secretary.

## **CLUBS, ORGANIZATIONS AND ACTIVITIES**

### **CODE OF CONDUCT**

As a Catholic institution of learning and a community of persons with a special purpose, we accept the obligation to create an atmosphere that protects and promotes our Catholic Faith.

The Code of Conduct applies to all Athletics, Extra Curricular, and/or School sponsored functions/events. Its purpose is not to define misconduct in exhaustive terms, but establish standards/expectations of conduct for each member of our St. Wendelin family. St. Wendelin is a community that values a scholarly, supportive, and caring environment that affirms the uniqueness and dignity of each person. Any conduct that violates the pursuit of this environment or the dignity of another person is a violation to the Code of Conduct.

The Conduct of students and student organizations as a representative of St. Wendelin regardless of where or when an incident/issue occurs is subject to the Student Handbook and the Code of Conduct. At his/her discretion, the Principal may impose disciplinary sanctions in relation to off premises conduct, if another member of St. Wendelin is the victim of misconduct or the misconduct that takes place at a sponsored activity or event, or involving a school recognized organization. Disciplinary sanctions may be set in place to protect the safety and well being of the campus community. Such action could be taken against persons that pose a threat/danger to others, or adversely affects the mission and goals of our Catholic community.

### **ASSEMBLIES**

Periodically throughout the year, assemblies of an athletic, cultural, or educational nature are held in one of the gyms.

Pep rallies are conducted by the cheerleaders under the supervision of the cheerleader advisor and the coach of the representative sport. Other assemblies originate from staff members and students.

Plans for assemblies are to be discussed with the Administration at least one week in advance, in order to put the event on the school calendar. The Administration has final approval of events to take place during the assembly.

### **INTRAMURAL CLUBS, ORGANIZATIONS, ACTIVITIES & MONIES**

The school sponsors and promotes clubs and organizations. Students wishing a club to be formed should find a faculty moderator and apply for official recognition as a school sponsored club or organization.

Clubs and organizations should have written rules and conditions for membership, frequency of meetings, types of activities, election methods, and the like. Meetings should be listed on the school calendar and announced over the PA. All business and activity of the club is under the supervision of the moderator.

If the school sponsors an intramural activity program, all students who are not participating in an inter-scholastic sport during the respective season are eligible to participate.

According to diocesan policy, all monies of any group within the parish structure are ultimately under the control of the Pastor of the parish. Groups accumulate money using the title, "St. Wendelin (name of group)" -- not as individual members. However, club funds are channeled through the student activity funds under the supervision of the school secretary and Principal.

Fundraising activities must have the prior approval of the Principal. All money is turned in to the office on the day it is collected. Fundraising by any group is limited to certain times and should not overlap any other fundraising activity. A schedule will be made at the beginning of every school year.

### **STUDENT DANCES (7-12)**

Classes or clubs sponsor dances. St. Wendelin Catholic School dances 9-12 are restricted to St. Wendelin School students and their high school guests. Students from high schools other than St. Wendelin School who wish to attend dances must be escorted by a St. Wendelin student. No student may have more than one guest per dance.

A planning sheet is available (from the Principal or main office) for the sponsoring group to complete regarding all the details of the dance. The form is signed by the advisor/moderator assuming responsibility for the dance, and given to the Principal for approval two weeks in advance of the dance.

The sponsoring group arranges for parents to act as chaperones for the dance. The moderator is responsible for informing the chaperones of their duties. If a chaperone sees a problem, he/she should immediately notify the moderator.

The faculty and staff are invited to the dance, but they are not to be expected to act as chaperones.

All dances end at the time designated by the Principal. The sponsoring group is responsible for cleanup the same night.

Student behavior guidelines for dances are as follows:

1. The school's discipline regulations (especially with regard to drugs and/or alcohol and tobacco) are in effect at all dances.
2. Inappropriate dancing (bumping or grinding against one another, any sexually based dancing) is not permitted for any reason.
3. Only those persons responsible for the music are allowed on the stage.
4. All parts of the building are off-limits, except the lobby and the areas to the lavatories on the first floor.
5. Students should arrive no later than 1 hour after the dance begins.
6. Any student who leaves within 1 hour of arriving is subject to having their parents called.
7. Anyone leaving the dance may not re-enter.
8. The moderator has the right to notify parents and ask students to leave a dance if a problem arises.

Grade 7 and 8 dances are restricted to St. Wendelin students and their jr. high guests and must adhere to the same guidelines listed above. St. Wendelin does, on occasion, invite students from its feeder schools to attend.

### **SUMMARY OF STUDENT ACTIVITIES**

All students participating in any school activity (including Band, National Honor Society, Drama Club, Cheerleading, dances, etc.) are required to adhere to the rules stated in the Parent/Student Handbook, as well as any additional regulations established by the respective moderator. In case of any doubt or concern, it is always best to consult with the administration. Participation in all extra-curricular activities presumes proper conduct standards, maintained academic eligibility, and attendance in school. **If fall & spring fundraising quotas are not met by the deadline, students will be denied participation in any sport or extra-curricular activity.**

All activities of St. Wendelin Catholic School, curricular, co-curricular, and extra-curricular, remain under the supervision of the Principal.

### **CURRENT CLUBS & ORGANIZATIONS**

At the beginning of each year, we hold a sign-up time for those interested in joining certain clubs.

Student: Faith Formation Ministry, Student Council, National Honor Society, Drama Club, Marching Band, Jazz Band, Pep Band, Concert Band, Celebration Choir, Liturgy Choir, Quiz Bowl, Yearbook, International Club, MAL Leadership, SWEL, Model United Nations, Current Issues, St. Wendelin Parish Children's Choir

Parent: Music Boosters, Mohawk Club, Fostoria Athletic Boosters, SWPA