



ST. WENDELIN
CATHOLIC SCHOOL
Faith. Goodness. Discipline. Learning.

2018-2019
St. Wendelin Catholic School
Parent/ Student Handbook

533 N. Countyline St. Fostoria, Ohio 44830
Phone: 419-435-8144
www.stwendelin.org

Table of Contents

Mission Statement	4
Letter to Families	5
Philosophy of St. Wendelin Catholic School	6
Introduction	7
School Hours	7
School Office Hours	7
Parent Connection	7
Parent Responsibilities	7
Change of Address	8
Parent Organizations	8
Student Responsibilities	8
Spiritual and Moral Development	8
Spiritual Life	8
Chaplain of SWCS	9
Administration, Faculty, and Staff	9
Chapel	9
Liturgies	9
Faith Formation Committee	9
Retreats	10
Stewardship Hours	10
Sacramental Preparation	11
Eucharistic Adoration	11
Academics	11
Academic Requirements	11
Testing Programs	11
Curriculum	12
Instructional Methods	12
Intervention Assistance Team	12
Multi-Factored Evaluation	12
K-8 Promotion, Placement, and Retention	13
Third Grade Reading Guarantee	13
Academic Probation	14
8 th Grade Graduation	14
Academic Eligibility and Extra-Curricular Activities (CYO 6-8)	14
Home Study Expectations	14
Homework Due to Vacations/ Planned Absences	15
Homework Policy Due to Illness	15
Grading Procedures	15
Awards and Honors	15
Student Services	16
Textbooks and Supplies	16
Buckley Amendment	16
Transfer Students to SWCS	17
Transferring to another School	17
Library and Media Center	17
Attendance	17
Philosophy	17
Ohio Revised Code	17
Reporting Absences	18
School Attendance Procedures	18

Excused Absences	19
Truancy and Tardiness	19
Family Vacations	19
Make-up Work during Absences	19
Unexcused Absences	20
Student Attendance for Participation	21
School Closings	21
Leaving the Building	21
Health and Accident Procedures	22
Health Promotion and Preservation	22
Immunizations	22
Mandatory Exclusion Periods for Students not Immunized	22
Screening and Early Detection	22
Immediate Care of Illness/ Injury	22
When to Keep Your Child Home	23
Mandatory Exclusion Periods for Illness	23
Medication Administration at School	23
Dress Code	23
Student Dress Policies/ Purpose	23
Compliance Procedure	23
Dress Code Policy	24
Disciplinary Regulations	26
Philosophy	26
Accusations	27
Confidences	27
Code of Conduct	27
Student Behavior Outside of School	27
Student Behavior Outside of School-School Function	28
Cafeteria Guidelines	28
Playground Guidelines	28
Policy Governing Detention	29
Policy Governing Suspension (In and Out of School)	29
Policy Governing Expulsion	30
Policy Governing Serious Offenses	30
Bullying and Other Forms of Aggressive Behavior	31
Filling Out Reports Re: Suspected Hazing, Harassment, Intimidation or Bullying	33
Retaliation against Any Person Who Reports Aggressive Behavior	33
Substance Abuse	34
Tobacco and Smoking	34
Alcohol, Tobacco, Drugs or Smoking	34
Drugs and Alcohol Violations	34
Concerning Behavior	35
Witnessed Use or Possession	35
Witnessed Sale	35
Drug Overdose by a Student	36
Self-Referral	36
Additional Remarks	36
Discipline Review Board	36
Complaints	36
Appeals	36
Non-Inclusive Policy	36
Enrichment Activities	37
Assemblies	37

Field Trips	37
Student Lighthouse Team	37
Family Groups	38
Intramural Clubs, Organizations, Activities	38
Student Dances	38
Extra-Curricular Activities	39
Extended Day	39
Summary of Students Activities	39
Current Clubs and Organizations	39
Safety	39
Child Abuse Laws	39
Crisis Plan	39
Fire Drills	39
Tornado Drills	40
Finance	40
Tuition and Fees Policy	40
Participation in Summer Programs	40
Tuition Grants Program	40
Scholarships	40
Policies and Procedures	41
Abortion	41
Aids	41
Announcements	42
Anti-Gang	42
Backpacks/ Bookbags/ Gym Bags	42
Contacting Teachers/Staff	42
Corridor Conduct	42
Electronics	42
Firearms	43
Food Service	43
Hall Passes	44
Items Brought to School	44
Lockers	44
Lost and Found	44
Parent-Teacher Conferences	44
Drop Off/ Pick Up	45
Pregnancy	45
Public Display of Affection	46
Restricted Areas	46
Right to Free Speech	46
School Calendar- Activities and Use of Building	46
Social Media	46
Student Planners	46
Surveillance Cameras	46
Telephones	46
Title IX	47
Transportation of Students	47
Use of Building after Hours	47
Use of School Equipment	47
Visitors	47
Volunteers	48
Parents as Partners	48
Right to Amend	49



Mission Statement

Inspiring and challenging students in:

FAITH through family, worship, education, and values.

GOODNESS by becoming socially, ethically, and morally responsible citizens committed to leadership and service.

DISCIPLINE of mind, body, and soul for the challenges of life.

LEARNING life-long lessons through a faith-based program of studies and extra-curricular opportunities.

St. Wendelin Catholic School
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Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”
St. John Chrysostom

Welcome to St. Wendelin Catholic School! In choosing St. Wendelin Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/ Student Handbook reflects the policies of St. Wendelin Catholic School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Wendelin Catholic School during the 2018-2019 school year.

The faculty and staff of St. Wendelin Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In Christ,
SWCS Staff

ST. WENDELIN CATHOLIC SCHOOL

St. Wendelin Catholic School is a Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Toledo Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/ she is loved and respected by his/ her peers, as well as, the teacher. Vatican II texts are used so that the St. Wendelin Catholic School theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Wendelin Catholic School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Ohio guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

PHILOSOPHY OF ST. WENDELIN CATHOLIC SCHOOL

St. Wendelin Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/ her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

PARENT/STUDENT HANDBOOK 2018 – 2019

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 student should take ownership of the prayer that is central to St. Wendelin's mission, "Teach me faith, goodness, discipline, and learning."

St. Wendelin Catholic School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

SCHOOL HOURS

8:00 AM – 3:00 PM Students not in their homeroom at 8:00 AM are considered tardy.

SCHOOL OFFICE HOURS

The school office is open on all school days from **7:30 AM – 3:30 PM**.

PARENT CONNECTION

The Parent Connection contains important information regarding the St. Wendelin Catholic School and Parish. It will be emailed to parents/ guardians the beginning of each month.

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.

CHANGE OF ADDRESS

Any change of address or telephone numbers during the school year should be reported to the classroom teacher and to the school office as soon as possible. It is important for our records to be updated and accurate in case of an emergency.

PARENT ORGANIZATIONS

Fine Arts Boosters, St. Wendelin Parent Association (SWPA), Mohawk Club

All parents and legal guardians of students of St. Wendelin Catholic School may belong to these organization. Its purpose is to provide a means for parental support and interest at SWCS, to promote positive communication between home and school, and to support school administration on special projects and related matters. Monthly meetings are published in Parish Bulletin and Parent Connection. All parents/ guardians are invited to attend these open meetings.

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.

The Lord asked his disciples to follow Him and to spread the Good News to all nations. St. Wendelin Parish and School are part of the mission of Jesus in the Catholic Church. To participate in this mission is a calling, a privilege, and it calls for faith. It is a vocation. Each one of us represents Jesus Himself, the Catholic Church,

our class, our school, our parents, our town and all the men and woman who have worked or have been students at St. Wendelin. In a sense, each one represents the youth and adults of our generation. In order to live up to our calling, we must be good news people, leaving a positive impression. This calls for a welcoming attitude, a generous response to the needs of all we meet. We create new memories every day. Let them be courteous, pleasant and faith-filled.

CHAPLAIN OF ST. WENDELIN CATHOLIC SCHOOL

The Chaplain of St. Wendelin Catholic School is also the 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 with an equal level of respect. 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- 8 are involved in liturgy preparation during their Religion classes. Classes are assigned to plan the weekly K-8 liturgy, in tandem with the Campus Ministry Team, under the direction of the teacher and the Campus Minister.

Students can volunteer to be a part of the Campus Ministry Team (6-8) 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-8, 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 are mandatory. 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-8 – Lenten and Advent Retreat
- Grade 2 – Jesus Day Retreat for First Eucharist
- Grade 7 – Retreat will focus on various topics
- Grade 8 – Confirmation Retreat

STEWARDSHIP HOURS

“When we meet a person truly in need, do we see the face of God?” –Pope Francis

At St. Wendelin Catholic School, we believe that, as Christians, we are called to not only notice when others are suffering, but also to walk with them and try our hardest to lessen their suffering. We do this primarily through the **Works of Mercy**.

Grades K-5: Student at these levels are invited to participate in parish and school-wide stewardship opportunities. These may include visits to the nursing home and special projects and fundraisers for those in need.

Grades 6-8: Over the course of each year, Junior High students will be asked to serve others using the Corporal and Spiritual Works of Mercy listed below and to reflect on their experience.

Corporal Works of Mercy Spiritual Works of Mercy

- + Feed the hungry + Instruct the ignorant
- + Give drink to the thirsty + Counsel the doubtful
- + Shelter the homeless + Comfort the sorrowful
- + Clothe the naked + Bear wrongs patiently
- + Care for the sick + Forgive all injuries
- + Visit the imprisoned + Admonish the sinner
- + Bury the dead + Pray for the living and the dead

Each Junior High student (grade 6-8), is required each year to participate in **TWO (2) school sponsored stewardship projects** (one per semester) and **at least one additional individual project** outside of school, all of which fulfill a different **Work of Mercy** (Corporal or Spiritual). NOTE: Works of Mercy may not be repeated – be sure that all 3 (or more) of the projects fulfill 3 (or more) different Works of Mercy! *Please see the packet of information sent home both by email and by hard copy with each student at the beginning of the school year for more details and for ideas for projects!*

St. Wendelin Catholic School also calls each student to be a leader and active member of his or her community. For this reason, each Junior High student is also required to complete **at least 5 community involvement hours** (involvement in church, school or community events) each year – forms for these community involvement hours will be available in the Campus Ministry room.

Reflections for fall semester Works of Mercy projects are due **the Friday before Christmas break**. Reflections for spring semester Works of Mercy projects, as well as all individual projects AND community involvement hours are due the **Friday before the last day of school**.

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, 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. Students in grades 1/ 2 & 7/ 8 and their parents are required to attend monthly Family Nights.

Reconciliation (2): Class preparation begins in grade 1 and continues in grade 2. Older students are prepared by special arrangement after they have spent at least one year in St. Wendelin Catholic School. Parents are expected to participate in the meetings and activities provided by the Director of Religious Education.

Eucharist (2): Class preparation begins in grade 1 and continues in grade 2. Older students are prepared by special arrangement after they have spent one year in St. Wendelin Catholic School. The Director of Religious Education provides meetings and activities for parents in preparation for the sacrament.

Confirmation (8): Class preparation begins in grade 7 and continues in grade 8. Students 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 in grade 8.

EUCCHARISTIC ADORATION

Eucharistic Adoration is offered on a selected day each month for the students and staff. Students/classes will have opportunities to go to the Chapel throughout the day.

ACADEMICS

ACADEMIC REQUIREMENTS

In developing the educational program of St. Wendelin Catholic School, we recognize that among students there are wide ranges of experience, maturity, ability, rates and styles 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-8 implements the graded Courses of Study prepared by the Catholic School Services Office of the Diocese of Toledo in compliance with the Ohio Operating Standards, 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 Five students receive instruction in self-contained classrooms. A modified departmental program is introduced in Grades Six through Eight. Students have access to a Course Description Guide, and to the professional guidance of the entire staff. Parents may request information pertaining to the certifications and qualifications of teachers and faculty at St. Wendelin Catholic School.

TESTING PROGRAMS

1. **The “Assessment of Catechesis/ Religious Education” (A.C.R.E.)** test is given to students in grades 5 and 8. This test is published by the National Catholic Educational Association and is given in the fall of the school year.
2. **The MAP (Measures of Academic Progress)** was developed by the Northwest Evaluation Association. MAP is a computerized standardized assessment given to students in grades K through 8 to measure achievement in Math, English Language Arts, Reading, and Science. Teachers use the results to measure and understand student growth. MAP will be given throughout the months of September, January, and April.

3. **The Ohio Academic Achievement Tests** are given to those required by the State of Ohio to receive this testing.
4. **Formative and Summative Assessments:** In addition, teachers develop ongoing assessment strategies to indicate student progress and to promote learning.

CURRICULUM

1. The curriculum includes the following subjects: religion, mathematics, social studies, science, health (including drug education), reading, language arts, art, music, physical education and computer science.
2. Teachers are asked to adhere to the Courses of Study for each of these curricular areas. The Courses of Study specify **WHAT** to teach; the textbooks aid in **HOW** to teach a particular concept.
3. Guidance and social justice concepts are integrated into all curricular areas.
4. It is the duty and obligation of the Principal to see that the Courses of Study are being implemented.

INSTRUCTIONAL METHODS

Teachers make use of all resources available to aid in the instruction of their classes. Materials and methods could include (but are not limited to) textbooks, outside readings, handouts, videos, discussions, lectures, guest speakers, internet, and field trips. Teachers are also encouraged to work with teachers from other disciplines.

INTERVENTION ASSISTANCE TEAM

This committee assists the Principal and the classroom teacher with decisions involving an individual student's academic status, learning difficulties or behavioral problems. Members include the following: the Principal, and other teachers who volunteer to serve on the committee and the student's classroom teachers. Those teachers wishing services for a student are asked to follow this procedure:

Prior to request of an IAT meeting:

1. There is an existing concern (academic, social, and/or behavioral).
2. Teacher consults Principal and parents for intervention ideas. These strategies and outcomes are documented.

If further intervention is needed, the student is referred to the IAT team

1. Teacher completes the form "Request for Consultation-Assistance" and submits it to the Principal. Teacher will receive "Permission for Review" form from the Principal.
2. Teacher must send home this form, receive parental permission, and return form to the Principal prior to the scheduling of the team's meeting.
3. Additionally teachers who have contact with the student will be asked to complete an "Observable Behavior Form". The Principal will distribute this form.
4. An IAT meeting will be scheduled. This committee will make recommendations for psychological/ educational evaluations, doctor referrals, etc. and also will make recommendations to the Principal regarding placement, promotion, retention, and behavior plans.
5. The first IAT meeting is conducted and a second meeting is scheduled.
6. Intervention Plans will be implemented.
7. Second IAT meeting is held to review Intervention plan and modify as needed. Step 7 is repeated as often as needed.
8. IAT may go on to MFE referral.

PSYCHOLOGICAL/ EDUCATIONAL EVALUATION (MULTI-FACTORED EVALUATION~ MFE)

1. Either the parent or the teacher may request that a student have psychological/ educational evaluation. In both cases a meeting with the Intervention Assistance Team must precede the evaluation.
2. The procedure for scheduling an evaluation and placing a child is as follows:
 - a. Principal will distribute a CI-205 form to the teacher for completion.

- b. Principal will send appropriate permission forms to the parents.
 - c. After parental permission is received, the Principal will distribute appropriate forms to the school psychologist, school nurse and physical education teacher.
 - d. The school psychologist and an evaluation team will conduct the evaluation.
3. A team meeting to determine placement will be held; team members include the Principal, school psychologist, Intervention Specialist, the classroom teacher, and a district representative from Fostoria City Schools.
 4. If the child is to receive special education services, a Service Plan (SP) or Individualized Education Plan (IEP) meeting is held with the parents. The School Psychologist, Principal, Classroom Teacher, Intervention Specialist, and a District Representative from Fostoria Community Schools attend this meeting.

K-8 PROMOTION, PLACEMENT & RETENTION

Promotion to the next grade level is based on the satisfactory completion of the respective previous grade level work. The goals and objectives for each subject at each grade level are contained in the Diocesan Courses of Study. These objectives will be used in evaluating each student's progress and will be the basis of promotion.

Placement means the student is permitted to move to the next grade level, but has conditions based upon some unsatisfactory previous grade level work.

Retention means that the student will not move to the next grade level, but repeat the same grade level for one more year. 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 one or more major subjects: Reading, Math, English, Social Studies and Science. Failure in an individual subject is defined as receiving a grade of F for 1st and/ or 2nd semester. Students in grades 6-8 may be required to attend summer school sessions.
2. Other sufficient reasons may include immaturity, excessive absences, non-completion of work and/ or poor work quality.
3. Jr. High Credit: 8th grade students who take a high school class must receive a "C" or better to earn high school credit. If deemed necessary teacher, parent and administration reserve the right to transfer students to an appropriate class by the first mid-quarter.
4. A student (Grade 4-8) who receives an average of "F" in any major subject areas may be placed into the next succeeding grade level with conditions. 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. The final decision to retain a student rests with the Principal.
5. **THIRD GRADE READING GUARANTEE:** Beginning in the 2015-16 school year any third grade student who attends a chartered nonpublic school with an EdChoice Scholarship or Jon Peterson Scholarship will be subject to the Third Grade Reading Guarantee retention provision including the exemption prescribed by the law. St. Wendelin Catholic School, a chartered nonpublic school, is required to adopt policies and procedures for annual assessment of reading skills of K-3 students under these scholarships. In addition, St. Wendelin Catholic School is required to notify parents if a scholarship student is reading below grade level, thus, having the potential for retention as required under the Third Grade Reading Guarantee. In this case, St. Wendelin School is required to provide intensive reading instruction services to those students through a Reading Improvement and Monitoring Plan (RIMP). Students scoring at or above this score are on track and can be promoted to grade 4 at the end of grade 3. Students scoring below **672** have the potential for retention and are required to participate in intensive Reading instruction through a Reading Improvement and Monitoring Plan (RIMP). The third grade state test will be administered in the Fall and Spring.

MAP is a state-approved reading diagnostic and can also be used to determine reading performance for promotion to fourth grade. The ODE promotion score (on track cut score) on the MAP test is **196** as indicated in the chart below. If your child’s MAP score in third grade is at or above the 196 in the fall, winter, or spring testing, then your child has met the promotion score for reading, according to the State of Ohio Department of Education. Students scoring below **196** on the MAP test by Spring testing have not met the promotion score determined by the Ohio Department of Education. Students must meet the ODE cut score in either the MAP test (196) or on the Ohio Third Grade Reading Guarantee Screening (672).

On Track Scores:

Grade	Assessment	Fall RIT	Winter RIT	Spring RIT	ODE cut score
K	MAP for grades K-2	133	144	151	
1	MAP for grades K-2	153	164	169	
2	MAP for grades K-2	166	175	180	
3	MAP for grades 2-5	179	187	196	196

ACADEMIC PROBATION

Any student that is failing at the end of each quarter, or at risk (a grade of a “D”), a letter will be sent home and student and guardian may be required to meet with Principal & teacher.

8TH GRADE GRADUATION

8th graders will participate in a special Mass and Ceremony to celebrate their graduation from St. Wendelin Catholic School.

ACADEMIC ELIGIBILITY & EXTRA-CURRICULAR ACTIVITIES (CYO 6-8)

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.

1. EXCEPTION I: Eligibility or ineligibility for the first quarter begins with the start of the fall sports season.
2. EXCEPTION II: All incoming seventh graders are eligible to participate in all fall sports.

HOME STUDY EXPECTATION

Grades K-5

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 6-8

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 without daily homework (i.e., beyond class work). 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.

HOMEWORK DUE TO VACATIONS/ PLANNED ABSENCES

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

HOMEWORK POLICY DUE TO ILLNESS

When a student is **absent**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

GRADING PROCEDURES

A report of student progress is issued at mid-quarter and at the end of each quarter. Students are given mid-quarter reports/ grade cards. 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 strongly encouraged to attend homework help, participate in tutoring opportunities or meet with the teacher at least 2-3 times a week until they attain a passing grade.

Grade cards are mailed home for all students at the end of each semester, as long as there are no outstanding obligations. A mid-quarter notice is mailed to junior high students/ parents with failures.

Letter grades are issued to grades K-2 and numerical grades are issued to grades 3-8 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 on-line through ProgressBook. 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

AWARDS AND HONORS

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.

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.

Honor Roll (6-8)

First honors – All A’s (93-100)

Second honors – All A’s (93-100) and B’s (85-92)

Honor Roll (Grades 4-5)

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

- Have a B+ (91 or better) in Conduct and Effort
- Have all A’s (93-100) in Religion, Math, Language Arts, Writing, Reading, Social Studies, Science, Physical Education, Computer, Band, Music and Art

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

- Have a B+ (91 or better) in Conduct and Effort.
- Have all A’s (93-100) & B’s (85-92) in Religion, Math, Language Arts, Writing, Social Studies, Science, Physical Education, Computer, Band, Music and Art

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, leadership and Christian Values. This award is not given to the same student in two consecutive years.

STUDENT SERVICES

The following services are available to students:

- Title 1 Reading
- Intervention Services
- School Nurse (up to 4 days per month)
- Speech and Language Therapist
- Tutoring

TEXTBOOKS & SUPPLIES

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

Special supplies are required at each grade level and may be required of the student in special classes.

BUCKLEY AMENDMENT

St. Wendelin Catholic School recognizes the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/ her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

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.

TRANSFER STUDENTS TO ST. WENDELIN

A request for transfer should be made to the Director of Enrollment or Principal 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 for the first year. 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 Catholic School to another school, a record release form must be signed by the parent/ legal guardian before any records can be released to the other school. **NO FILES WILL BE RELEASED TO PARENT OR STUDENT. NO ACADEMIC FILES WILL BE RELEASED UNTIL ALL FINANCIAL OBLIGATIONS HAVE BEEN FINALIZED.**

LIBRARY & MEDIA CENTER GUIDELINES

The library-media center is located in room 202. Students K-8 use the library during the school day under the guidance and direction of the teacher.

Books are checked out for two (2) weeks; magazines for one (1) week. 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 Aide volunteers will be given the same respect as all teachers and staff members.

There will be no eating, drinking (clear water bottles will be permitted) or gum allowed. Students who fail to comply with regulations or abuse library privileges will forfeit rights to the use of the library.

ATTENDANCE K-8

PHILOSOPHY

This attendance policy is based on the premise that, in order for the learning process to be most effective, the student must attend school on a daily 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 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 Principal is given broad powers for the investigation of possible school attendance violations and prosecution of these violations. The Principal 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 Principal must notify the parent or guardian of the child's absence. Failure of the parent or guardian to cause the child to attend school will result in the Principal making a complaint in any court of competent jurisdiction.

Any student that SWCS deems to be habitual truant/ absent, chronic truant/ absent, or excessively absent; will proceed with an intervention strategy. In the event that there is non-compliance or non-completion of the required intervention strategy, the Principal will make a complaint in any court of competent jurisdiction. SWCS will monitor student attendance to ensure compliance with the state mandated number of 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. The legal definitions are provided below.

“Chronic truant” means any child of compulsory school age who is absent without legitimate excuse. For absence from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.
<http://codes.ohio.gov/orc/2152.02>

“Habitual truant” means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.
<http://codes.ohio.gov/orc/2151.011>

REPORTING ABSENCES

The office is open daily from 7:30 am – 3:30 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 (419-435-8144) 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, receptionist or main office when the student returns to school. Notes must be presented prior to 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. 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.

SCHOOL ATTENDANCE PROCEDURES

Parents and Students of grades K-8 will be notified of any potential attendance issues or concerns. 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 appointment 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 appointments, with the proper parental and/or appointment 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

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.

TRUANCY & TARDINESS

A student may be considered truant if they do not arrive within the first forty minutes of the school day without a phone call from a parent/ guardian.

Concerning tardiness: On the 5th occasion of a student being tardy from any classes, a meeting with parent/ guardian, Principal and teacher will be scheduled.

There are no excused tardies. It is the parent and 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 RECEPTION DESK OR SCHOOL OFFICE FOR AN ADMIT SLIP TO ALLOW HIM/ HER INTO CLASS.**

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 may 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.

MAKE-UP WORK MISSED DURING ABSENCES

Absences resulting from any of these above cases will be excused (but are regarded as an absence on the student's permanent record). Full make-up privileges are granted for classwork, homework, tests, quizzes or

other projects assigned by the teacher to make-up classes missed. One scheduled class session per scheduled class session missed is allowed to make-up missed classwork and assignments. The work and/ or assignment is due the next scheduled class meeting. Long-term assignments, included projects, presentations, tests and other assignments that involve multiple class sessions are a different situation. These are expected to be completed on the scheduled date (or the following class session the students attends) unless other arrangements have been made. It is the responsibility of the student to initiate communication with his/her teachers.

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.
4. If a student is absent the day of the test, 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 7-8: Ohio school law requires a given number of hours of classroom instruction for credit to be given.
- K-8: Students tardy (unexcused) more than three times in a given quarter will result in a parent/ Principal 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 student's teacher. 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 report to assigned classroom
10. Excessive absences will require an accepted and approved note. The administration will monitor and determine if the absence is excused or unexcused.

Homework, quizzes, and tests may be made up at the discretion of the administration. Required make-up time will be scheduled through the student's teacher.

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.

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 a 1/2 day (must report by 11:15 am and attend afternoon classes). Funerals and doctor's appointments are exempt. 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 Catholic School 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 local school district buses, the transportation department follows these procedures during inclement weather:

1. Families registered in the main office will receive school updates through our One Call 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 One Call 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 local school districts are delayed and St. Wendelin Catholic School is not, buses will run the St. Wendelin routes on the delay schedule announced for that district (normally a one or two hour delay).
4. When local school district buses are cancelled due to weather, the buses will not run.
5. 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.

Those students participating in sports: Grades K-8 will NOT have practice on days school is cancelled due to weather.

LEAVING THE BUILDING

The area designated for sign out is as follows: at the reception desk or in the main office.

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

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 at the information desk or main office. Upon returning to school, the student must sign IN at the information desk or main office and receive the proper slip in order to be admitted to class.

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, could result in a disciplinary action.

HEALTH AND ACCIDENT PROCEDURES

St. Wendelin Catholic School wants to provide all 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. The State of Ohio requires, by law, additional immunizations for students who will be entering grade 7 (Tdap & Meningitis Vaccines). Students will not be able to start school until they show proof from a clinic or physician that they have been vaccinated against these diseases.

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.

SCREENING AND EARLY DETECTION

Screenings K-8 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/he will be glad to check your child as a preliminary measure.

HEARING: K, 1, 3, 5

VISION: 1, 3, 5, 7

SCOLIOSIS: 6, 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 FORMS: Please return these on the first day of attendance. If we are aware of health conditions, we are better able to possibly adjust the educational experience for each child. If the medical form is not returned in the allotted time, the student may be held out of class.

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/ her classroom with the understanding that they can return if they do not feel better.
2. The nurse or the office will call and confer with a parent or send a note with the child returning to the classroom as above.
3. You, or the person you designated on the EMERGENCY MEDICAL FORM, will be called to pick up your child if their condition seems to be of a nature that your child 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 COUGH
- ✓ UNDETERMINED RASH
- ✓ DIARRHEA
- ✓ SEVERE COLD
- ✓ 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.

MEDICATION ADMINISTRATION AT SCHOOL

Due to diocesan and St. Wendelin Catholic School 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 school office.

DRESS CODE K-8

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. 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. **No excuses regarding the school dress code will be tolerated.**

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 bring a change of clothing directly to school. If parents are unable to do so, the student will remain out of class until the uniform infraction is corrected. Students will make up work missed for full credit but must do so on their own time, not on school time.

Since no dress code guidelines can take into account all circumstances, judgment of compliance with the dress code is at the discretion of the Administration. The final decision on approved dress shall rest with the Administration. Offenses will be subject to the disciplinary process and procedures.

It is the policy of St. Wendelin Catholic School that all students wear uniforms. Land's End and French Toast School Uniforms have been chosen by SAC to be the SWCS uniform code. The school logo is optional on certain items through Land's End. The following uniform code is in place:

Boys and Girls	K-6	6-8
Pants (no pencil/ skinny fit)	Black or Khaki (Land's End or French Toast)	Black or Khaki (Land's End or French Toast)
Shorts (April 1 – October 31 only)	Black or Khaki (Land's End or French Toast)	Black or Khaki (Land's End or French Toast)
Polos (short or long sleeve)	Black, Grey or White (Land's End or French Toast)	Black, Grey or White (Land's End or French Toast)
Oxford Shirts	White Only (Land's End)	White Only (Land's End)
Cardigan*/ V-neck Pullover*	Black or Grey (Land's End)	Black or Grey (Land's End)
V-neck Sweater Vest*	Black (Land's End)	Black (Land's End)
Ties (optional Grades 6-8)	Black/ Gold	Black/ Gold
Socks (must be visible)	Black, Grey or White	Black, Grey or White
Belts (no large buckles)	Solid Black or Brown (K-5 not required)	Solid Black or Brown
Shoes	Dress Shoes (shoes must be a solid color - Black, Grey, Brown or White / no shoe heels) or Athletic Shoes	Dress Shoes (shoes must be a solid color - Black, Grey, Brown or White / no shoe heels) or Athletic Shoes
Fleece Jackets* (Connexions Inc., Fostoria)	Black or Grey	Black or Grey
GIRLS	K-6	K-8
Skirt (top of the knee)	Black Yellow & Black Plaid (Land's End) Gray Box Pleat (Land's End)	Yellow & Black Plaid (Land's End) Gray Box Pleat (Land's End) Charcoal Grey or Black (Land's End)
Pleated Jumper*	Charcoal Grey (Land's End)	
Skort	Black (Land's End)	
Leggings (girls – all grades)	Solid Black, Grey or White	Solid Black, Grey, or White

Please Note: * These items must be purchased with the school logo.

Please Note: Grade 6 is considered a transition year and may follow K-6 or 6-8 uniform policy.

DRESS CODE POLICY

ALL STUDENTS

1. Dress code is expected at all times and will be enforced during the school day starting at 8:00 a.m. and continuing until 3:00 p.m. or until school is dismissed. **Dress code is expected during assemblies, Mass and lunch times, etc.**
2. Inappropriate clothing would be clothing which is too tight, too short or inappropriately worn. Clothing must be in good condition.
3. **Pants** ~ Pants should fit properly and be worn at the waist, with enough room for shirt to be tucked in and not rolled. Baggy or sagging pants are not permitted. Belts (solid black or brown) are required for students in grades 6-8.
4. **Shirts** ~ Polos (for students 6-8) and oxfords (for students K-8) must be tucked in at all times and buttoned up except for the top button unless otherwise stated by the administration. These specific

collared shirts must be worn under approved sweaters and fleeces. All shirts must be long enough to stay tucked in when the arm is raised and when worn under sweaters or fleece. Shirts may not hang out from under fleece etc.

5. **Sweaters/ Fleece** ~ All sweaters and fleece must have a uniform collared shirt worn under them.
6. **Undershirts/ Undergarments** ~ Long or short sleeved T-shirts/ undershirts, worn under uniform shirts, must be white, black or grey. T-shirts must be tucked in and cannot have writing, pictures, designs, etc. showing through the uniform shirt. No colors showing through the top shirt or pants.
7. **Sweatshirts** ~ All sweatshirts, coats, jackets and outdoor clothing are to be kept in lockers during the school day. No sweatshirts of any kind (including those purchased for athletic teams or other student groups) will be allowed.
8. Head coverings, sunglasses, gloves and scarves of any kind are not permitted.
9. Any tattoo, tattoo-like drawing or body piercing (ears permitted for girls) may not be visible in any dress code outfit, physical education apparel, athletic team apparel, or extra-curricular activity apparel, whether worn in school or at the event.
10. **Hair** ~ Hair must be clean and groomed. No unnatural hair coloring (includes red, but not variations or other shades of it, etc.) or fad-type haircuts are permitted and are judged as such by the Administration. If it can't be washed out the first time, don't put it in.
11. **Socks** ~ Socks or nylons are to be worn at all times. Approved solid colors only (Black, Grey or White) and must be visible. Thigh high stockings/ knee high nylons are not permitted.
12. **Shoes/ Boots** ~ Dress/ casual shoes are required and need to be in good condition. Toes must be covered. An alternate pair of athletic shoes must be worn for gym class. Sandals and snow boots are not permitted. Dress/ casual shoes are to be solid black, brown, grey or white; soles can be a different solid color. Students grades K – 8 may wear athletic shoes. **Snow boots are not to be worn in the building.**
13. Jewelry ~ Jewelry must be conservative in quantity and style. Excessive display of jewelry is not appropriate for school and is not permitted.
14. Students, grades 6-8, will be given a dress-up tie option. A conservative tie, in black or gold colors, is permitted for girls/ boys; novelty (picture or word) ties are not included. Ties should be worn with the approved oxford 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.
15. If we have a jeans day, SWCS spirit clothing must be worn at all times during jeans days unless stated otherwise by the administration. 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/ midriffs. No sleeveless shirts. Jeans must be worn. No jogging pants, sweatpants, gym shorts, yoga pants, etc. are allowed.

GIRLS

1. Earrings in ears are permitted but should not be excessive. No inappropriate earrings covering parts of the face or the entire ear. Any other body piercing (including tongue piercing) is prohibited. No inappropriate jewelry such as, but not limited to, spiked bracelets, necklaces or stretch type earrings. Clear plug covering a piercing is NOT permitted.
2. Leggings: Leggings may be worn with a skirt or jumper. They must be black, grey, or white and matching colored socks are required. Thigh high stockings/ knee high nylons are not permitted. Knee high socks worn with skirts, jumpers, skorts or shorts need to be one solid color of the appropriate color options. Tube socks are not permitted with skirts, jumpers, skorts or shorts.
3. **Skirts** ~ Skirts are not to be rolled. Skirt length must be at the top of the knee. Offenses will be subject to the disciplinary process and procedures.
4. All hair accessories must be conservative in nature.
5. Girls may carry a small hand purse. 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

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 are not permitted and are judged as such by the Administration.
2. Boys will be clean-shaven. No facial hair growth, beards or 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. No plugs, including clear plugs, allowed.

DISCIPLINARY REGULATIONS K-8

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 Catholic School 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 school motto to be fulfilled. It is our belief that all students at St. Wendelin Catholic School do need these 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.

In the event that a student K-8 violates school policy or code of conduct in any way, the following school personnel will conduct the necessary procedures to determine the outcome: Teacher and Principal.

When a K-8 student has an incident, issue, violation, etc., the teacher will address the situation (or the appropriate person will address it and also refer it to the teacher). The teacher or appropriate person will then refer the student to the Principal. This step will address the need for intervention and also allow for the opportunity of helping the student to make better choices. If the situation is severe enough for immediate action or if after repeated intervention by the Principal, the student does not change their behavior, there will be a meeting with the student’s teacher, Principal, and parent/guardian.

For all K-8 students and parents, the chain of command for addressing any issues or concerns is as follows: start with the teacher, then go to the Principal. This same order applies to the appeals and grievance procedures, if those steps are initiated.

Students will follow rules according to grade level/ classroom guidelines. Discipline will take place according to the teacher’s discretion and or Principal’s discretion. Consequences may include, but not limited to

1. Verbal warning and/ or time out
2. Teacher/ child conference
3. Teacher/ parent communication
4. Teacher/ child/ principal conference
5. Incident Referral
6. Loss of privileges
7. Detention
8. Out-of-School Suspension
9. In-School Suspension
10. Expulsion

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. Teachers, staff and volunteers are mandated reporters.

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.

At SWCS, we treat others with respect and kindness.

At SWCS, we are polite and courteous toward others.

At SWCS, we are honest and trustworthy.

At SWCS, we work cooperatively with teachers and classmates.

At SWCS, we respect church property, school property and the property of others.

At SWCS, we are of service to others.

At SWCS, we follow all school rules.

At SWCS, we follow all safety rules.

At SWCS, we complete all class projects and assignments on time and to the best of their ability.

At SWCS, we come to class prepared to learn with all the necessary school supplies.

Students who violate the Student Code of Conduct will be subject to disciplinary action. Additional Behavior / Academic Policy is in effect at each teacher's discretion, and provided to each family in writing.

At St. Wendelin Catholic School, conduct of students/ parents/ faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/ dealt with according to our disciplinary code.

STUDENT BEHAVIOR OUTSIDE OF SCHOOL

Students of St. Wendelin Catholic School 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, which is all of the time. 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 School—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 Catholic School are expected to obey all school policies while participating in on-campus or off-campus school and/or parish functions. 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 SWCS 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 home or other action)
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 Principal 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 Principal 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. The parents may choose to initiate the appeals process if deemed appropriate.

CAFETERIA GUIDELINES K-8

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. Elementary grades can ask for help from the lunch monitor.

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

PLAYGROUND GUIDELINES K-8

1. Show respect to the playground teachers/ supervisor. Follow directions of the playground teacher/ 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 teacher/ 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 teacher/ 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.

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. Teacher/ supervisor will write down offense and name and will affect the student's conduct grade.
3. Second offense will result in losing 1 recess period and affect the student's conduct grade.
4. Third offense will result in losing 2 recess periods and affect the student's conduct grade.
5. 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.

POLICIES GOVERNING DETENTION

1. Normal detention time is on the designated day during lunch/ homeroom or immediately after school (3:05-3:40 p.m.). Students receiving a detention are expected to be in the appointed room during the next scheduled 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.
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 parent/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 SUSPENSION

1. Suspensions will be served as days in school or 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. If given an OSS, students are not permitted on campus unless stated by the Administration.
2. 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.
3. While under in-school or out-of-school suspension, arrangements must be made to get all work missed and homework from the main office. Assignments will be made up through the provisions of the suspension.

Policies Governing 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, etc.
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.) Students may attend practices and games and extra-curriculars, but may not participate in them.
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 a portion of the credit for assignments during this time.

Policies Governing 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 of the student requirements will be done to determine if they were satisfactorily met.
3. Community Service must be completed, a minimum of 2 hours per day given. The Service will be served at the School 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. 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 a portion of the credit for assignments during this time.

POLICIES GOVERNING 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.

POLICY GOVERNING 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. **SEXTING:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/ or expulsion. In accordance with the law, the Fostoria Police Department will be notified, along with the parent/guardian.
14. **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. SWCS 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:

AGGRESSIVE BEHAVIOR, REPEATED BEHAVIOR, IMBALANCE OF POWER

- 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:

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

FILLING OUT 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. Investigation Open: all documentation will be reviewed, necessary interviews will be conducted and documented for further explanation and understanding.
2. Face-to-face meetings will be conducted as needed during the investigation.
3. 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.
4. 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 to Ten 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.

SUBSTANCE ABUSE POLICY

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.

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/ or catch on fire.

ALCOHOL, TOBACCO, DRUGS, OR SMOKING

Consistent with our school’s philosophy and educational goals, the administration, faculty, staff, and students of St. Wendelin Catholic School believe that St. Wendelin Catholic School 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 Catholic School.

The school administration reserves the right to take whatever action it deems necessary to preserve a drug-free environment in our school. Examples of action include, but is not 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]

DRUG & ALCOHOL VIOLATIONS

- 1st 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.
- 2nd offense – 3-10 days out-of-school suspension, 1 year 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.
- 3rd offense – expulsion from St. Wendelin for up to one year, police action will be taken.

CONCERNING BEHAVIOR (Staff expresses concern)

1. Staff member submits student referral form to the Principal.
2. Principal 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. Principal may contact Substance Abuse Coordinator (S.A.C.) for further direction and/or consultation.
6. Principal 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.
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 faced 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 Principal 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.

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; two faculty member appointed by the Principal. If the student so chooses, a faculty member of his/ her choice may accompany a student on his/ her behalf at the hearing. 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.

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 48 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.

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.

NON-INCLUSIVE POLICY

As it would be unwieldy to list every possible discipline-related violation and the circumstances thereof, this handbook is to be considered non-inclusive. The school staff reserves the right to administer the Discipline

Policy when items not found in this policy arise. Specifically, the principal will have final authority in making such decisions.

ENRICHMENT ACTIVITIES

ASSEMBLIES

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

Assemblies originate from staff members and students.

Plans for assemblies are to be discussed with the Administration at least two weeks 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.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is located at the school office. This is the only format that may be used to allow a student to leave school during school hours. Call the school for a new the form.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip should ride the bus to and from the field trip with their class unless prior permission is granted by administration.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/ or administration.
15. Parents who are not approved chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Wendelin Catholic School’s risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 18 years of age or older.

STUDENT LIGHTHOUSE TEAM

Elected student in grades K-8 assist in planning activities and events for the student body

FAMILY GROUPS

Family Groups meet weekly and are comprised of students in each grade level K-8.

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.

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 (6-8)

Classes or club sponsored dances. St. Wendelin Catholic School dances (6-8) are restricted to St. Wendelin students and must adhere to the same guidelines listed below. St. Wendelin does, on occasion, invite students from other schools to attend.

At times students from schools other than St. Wendelin Catholic School may be invited to attend dances but must be escorted by a St. Wendelin student and have the proper form on file by the date specified by the administration prior to the dance. No SWCS 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 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.

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 1/2 hour after the dance begins.
6. The moderator has the right to notify parents and ask students to leave a dance if a problem arises.
7. Anyone leaving the dance may not re-enter.
8. Students will only be released to a parent/ guardian.

EXTRA-CURRICULAR ACTIVITIES

St. Wendelin Catholic School offers a variety of extracurricular activities: band, choir, volleyball, basketball, track, cross country, altar servers, Children's theatre, and drama.

EXTENDED DAY

St. Wendelin Catholic School offers an extended care program for its students from 3:00 – 6:00 p.m. every full day that school is in session, unless advance notice is provided of a cancellation of this service. This program provides opportunities for recreation, arts and crafts activities, games and study time, for a nominal fee. Please see *Extended Day Handbook* located on our website (www.stwendelin.org) for more information.

SUMMARY OF STUDENT ACTIVITIES

All students participating in any school activity (including Band, Children's Theatre, CYO Sports, 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.

CURRENT CLUBS & ORGANIZATIONS

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

Student:

Campus Ministry, St. Wendelin Children's Theatre, Drama, Student Leadership Team, Children's Choir

Parent:

Music/ Fine Arts Boosters, Mohawk Club, Fostoria Athletic Boosters, St. Wendelin Parent Association (SWPA)

SAFETY

CHILD ABUSE LAWS

St. Wendelin Catholic School abides by the Child Abuse laws of the State of Ohio. This law mandates that all cases of **suspected** abuse and/ or neglect be reported to Child Protective Services.

CRISIS PLAN

St. Wendelin Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Bus Garage
2. Holmes Elementary
3. An alternative site may be chosen if the situation warrants.

FIRE DRILLS

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

TORNADO DRILLS

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

FINANCE

TUITION & FEES POLICY

St. Wendelin Catholic School 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. Class schedules will not be given until obligations are met. A standard activity fee and registration fee are collected each spring at registration time. The activity and registration fees are non-refundable. St. Wendelin Catholic 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 ProgressBook blocked, if all financial obligations are not met. This includes tuition, activity fee, registration fee, library fines, textbook damage fees, and any/ all outstanding or extracurricular fees or materials.

Significant or recurring delinquencies may result in the student not being admitted to class 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 1st, there is risk of the child’s class placement and schedule for the given school year. After August 1st, 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 1st to be eligible to participate in summer programs, camps or other activities hosted by St. Wendelin Catholic School.

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, school events and T.R.I.P.
2. Students are required to fulfill their responsibility in school fundraisers.

SCHOLARSHIPS

Please check the website (www.stwendelin.org) under Scholarships for more specific information regarding the following scholarships:

1. Emiel and Mary Cool Scholarship (K-8, application, based on need)

2. Jubilee Grant (1-7, application, based on need)
3. Amelia Winona Peak Memorial Scholarship (K-6, application, based on need)
4. James Charles Whitta Memorial Scholarship (K-8, based on need)

The following scholarships are offered specifically to eighth graders registers as freshmen at SWCS:

1. Doc Henley Memorial Scholarship (SWCS 8th grader, application, essay)

POLICIES/ PROCEDURES

GOVERNING POLICY ON ABORTION

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 Catholic School 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 Counsel, 5/88; revised 5/94]

GOVERNING 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 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.

ANNOUNCEMENTS

Announcements are made each morning after prayer. 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.

ANTI-GANG POLICY

No student may participate in gang-related activities, appear with, or wear gang identification, colors, clothing, or attire, nor compose or possess gang-related signs or materials. All gang-related items will be confiscated. A student shall not designate boundaries or turf, nor participate in initiation or recruiting activities. The police department and parents will be contacted immediately if such activities are suspected. Disciplinary action will be left to the discretion of the principal, meaning a suspension of one to ten days or expulsion could be forthcoming.

BACKPACKS, BOOK BAGS, GYM/SCHOOL BAGS (K-8)

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 taken to the main office. 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.

CONTACTING TEACHERS/ STAFF

In order to foster and promote parental involvement, staff members are encouraged to contact parents via letter, email or phone as often as necessary. Where there is an effort to affirm a student's progress or achievement, open communication between parents and teacher will be strengthened.

No parent is to come into the classroom or engage the teacher in conversation at any place during the time school is in session without the permission of the Principal. Staff members are asked to encourage parents to schedule appointments 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 teacher and Principal. Clear water bottles are acceptable. Other food and beverages will be regulated according to state health and wellness guidelines. Card playing is not permitted during school hours.

ELECTRONICS: CELL PHONES, IPODS, IPADS, AND ANY OTHER ELECTRONIC DEVICES

The 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 -3:00 p.m.). 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. It's permissible to investigate 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.) **NO PERSONAL ELECTRONIC DEVICES ARE PERMITTED TO BE CONNECTED TO WIRELESS INTERNET.**

POLICY GOVERNING CELL PHONE/ MUSIC/ ELECTRONIC/ GAMING DEVICE VIOLATIONS

1st offense – 1 detention, device confiscated, parent must pick it up in the main office.

2nd 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. Student may pick the phone up in the main office at the end of each school day. Failure to comply will result in further disciplinary action.

3rd offense – same as 2nd offense and a disciplinary review board may meet to decide necessary additional disciplinary action. Suspension is a possible disciplinary action for this violation. Also a possible disciplinary action for this violation is to have the electronic device confiscated for the remainder of the semester/ year. The Principal will have final say for the necessary disciplinary action needed during this process.

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.

FIREARMS

The possession of any type of firearms, weapons, dangerous, or illegal objects jeopardizes the safety and protection of our students and staff. Because of the serious nature of the offense, the consequence for bringing such objects to school will result in a minimum of three to five days under suspension, with expulsion also being a possibility. Also, students who bring objects, which appear to be similar to one of these items, will be dealt with in a like manner. In any matter involving firearms, the parents will be contacted immediately and if the situation necessitates, the police will be contacted.

FOOD SERVICE

St. Wendelin Catholic School participates in the breakfast and hot lunch program, 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.

Breakfast and lunch, whether purchased or brought from home, is eaten in the cafeteria. Other food and drink are consumed in the cafeteria only, NEVER in the classroom, gymnasiums, or halls without prior approval. 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.

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. 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 a staff member has released them.

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

HALL PASSES

All Students (K-5) must have a Hall 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-5 should use the second floor restrooms/ 6-8 should use the restrooms on the 3rd floor.

All Students (6-8) 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 6-8 should not use the restrooms on the second floor.

ITEMS BROUGHT TO SCHOOL

St. Wendelin Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

LOCKERS

Each student K-8 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-5 will be assigned and monitored by their teachers. Gr. 6-8 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 students are responsible for any damage that ensues. 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.

LOST AND FOUND (K-8)

Reports of lost or found articles must be made to the office at once. Any items found should be turned in to the main office. Lost and found items may be claimed in the main office.

PARENT-TEACHER CONFERENCES

1. Parent-teacher conferences are the most effective means of reporting student progress and behavior. They provide a valuable means of communication for the exchange of information pertinent to the educational welfare of the child.
2. Parent-teacher conferences are scheduled twice each year (November & April). Both conferences are required for grades K-8. Other conferences are scheduled as needed. When a K-8 parent does not sign up for a conference, the office will assign a time. If the parent does not appear at the scheduled time, the homeroom teacher will call the parent to schedule a time.

All communication with SWCS staff is through school email or phone call to the school, this includes parents/ guardians and students.

DROP OFF/ PICK UP

DROP OFF:

When dropping off your child, please enter at the South parking lot, circle up to the door, and drop off your student. If you are walking your student in, please drop them off in the main lobby and allow them to walk to their classroom independently.

PICK UP:

Student safety is a concern. We ask parents of students in grades K-3 to park your car in the South Parking lot and walk up to retrieve your child.

GOVERNING POLICY ON PREGNANCY

St. Wendelin Catholic School teaches 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 Catholic School 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 school has an obligation to create a social environment that discourages sexual intercourse outside of marriage.

Example is powerful to any community. In our school 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-8 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]

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

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.

RESTRICTED AREAS

Students must remain in the cafeteria during their lunch period unless there is a monitor to supervise activities in the gym, classroom 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 6-8 are not permitted on the Elementary Level at any time before, during or after school hours- unless given explicit permission. Students (K-8) should be under supervision in the computer rooms at all times.

RIGHT TO FREE SPEECH

The First Amendment rights of students are not coexistent with the rights of adults in settings such as a school. A school need not tolerate speech that is inconsistent with its basic educational mission.

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.

SOCIAL MEDIA

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, or other parents, or the parish.

No parent should open a Facebook® account under the name of the school or a particular grade or organization. The only official St. X Facebook® page is the one created and monitored by the St. X IT Specialist. The classroom teacher and the principal will be included in the "friend" list of each such group. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

STUDENT PLANNERS

Students (Gr. 1-8) are provided with a planner at the beginning of the year. This will help with organizing assignments and events. This planner also serves as a hall pass for grades 6-8 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 supplies last.

SURVEILLANCE CAMERAS

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

TELEPHONES

Students grades K-8 that need to use the phone should only use the one in the main office.

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.

TITLE IX

St. Wendelin Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

TRANSPORTATION OF STUDENTS

Located in the heart of Fostoria Ohio, St. Wendelin Parish and School’s campus includes St. Wendelin Catholic Church, 323 N Wood St. and St. Wendelin Catholic School, 533 N Countyline St. (Grades K-8) 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.

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, music or drama 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 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.

USE OF SCHOOL EQUIPMENT

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

All school equipment, particularly computer and electronic 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.

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-8) 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 report it to the main office or their teachers.

No student is permitted in the building on weekends OR after school—unless supervised by authorized personnel. Students are expected to have proper conduct at all times after school hours.

VOLUNTEERS

All individuals who volunteer in the school or volunteer to coach CYO athletic teams must complete the volunteer requirements through Virtus and obtain a BCI & FBI background check as mandated by the Toledo Diocese.

All volunteers are expected to act appropriately and dress appropriately. Clothing should be modest and neat. Volunteers are expected to observe all school policies when present in the school and are performing volunteer service.

PARENTS AS PARTNERS

As partners in the educational process at St. Wendelin Catholic School, we ask parents to meet these expectations:

1. To set rules, times, and limits so that your child:
 - a. Gets to bed early on school nights;
 - b. Arrives at school on time and is picked up on time at the end of the day;
 - c. Is dressed according to the school dress code;
 - d. Completes assignments on time; and
 - e. Has lunch money or nutritional sack lunch every day.
2. To actively participate in school activities such as Parent-Teacher Conferences;
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
4. To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)
5. To notify the school office of any changes of address or important phone numbers;
6. To meet all financial obligations to the school;
7. To inform the school of any special situation regarding the student's well-being, safety, and health;
8. To complete and return to school any requested information promptly;
9. To read school notes and newsletters and to show interest in the student's total education;
10. To support the religious and educational goals of the school;
11. To attend Mass and teach the Catholic faith by word and example;
12. To support and cooperate with the discipline policy of the school;
13. To treat teachers with respect and courtesy in discussing student problems;
14. To not post negative comments about students, teachers, or the administration on social media.

We, at St. Wendelin Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Wendelin Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/ Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Wendelin Catholic School, we trust you will be loyal to this commitment. During these formative years (K-8), your child needs constant support from both parents and faculty in order to develop his/ her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/ her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the

complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/ she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

RIGHT TO AMMEND

St. Wendelin Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via note home and/or through email communication.

Revised 08/2018