

# Regina Coeli School Handbook

## **WELCOME**

Welcome! We are delighted that you are a part of the Regina Coeli School Community. The school exists to provide an excellent academic education that is rooted in the life of the Gospel and in our Catholic faith and tradition.

This handbook is designed to give parents and children information regarding Regina Coeli School and its policies. It is our hope that you will read this carefully and place it in a convenient location for easy reference. This handbook refers to students in Kindergarten through Grade Five.

Regina Coeli School is part of the Diocese of Youngstown, and, as such, is under the direction of the Bishop, the Diocesan Superintendent of Schools, the Pastor, and the Principal.

The staff is committed to making RCS is a good place for children to grow and learn. Thus, we are continually evaluating our educational program and setting goals for improvement in order for our students to be adequately prepared for the future. We strive to work closely with the home to enable our students to develop their God-given potential. Registering your child(ren) at Regina Coeli School is in itself a recognition and agreement with this handbook.

## **DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION**

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundation of Catholic belief and practice is taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum which meet the religious, academic, personal, and social needs of children.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the diocese.

## **MISSION STATEMENT**

Regina Coeli School, a Roman Catholic Elementary School of the Diocese of Youngstown, serves to share in the mission of Jesus Christ by educating the whole child. It is open to children of all races and faiths and is committed to high standards in a safe, disciplined environment. The staff, along with the support of parent partners, strives to help students develop their full potential and grow in their relationship with God and each other.

## **BELIEF STATEMENTS**

- We believe all students can learn and succeed.
- We believe students and teachers are most successful in a positive environment.
- We believe parents are the primary educators of children and should work together with teachers to fully educate children.
- We believe in God-centered education, where the Holy Spirit is a guiding force in our teaching.
- We believe in a strong academic curriculum with high standards and performance.
- We believe discipline, handled in a caring way, is an integral part of education.
- We believe all students should feel safe.
- We believe teachers and students should give and receive respect from everyone in the school community.
- We believe teachers should constantly be striving to improve.
- We believe the community is an asset to the school.
- We believe students can learn best when they feel good about themselves and are confident in their strengths.

## **SCHOOL PERSONNEL**

Regina Coeli School community is made up of many persons who are dedicated to the vital role of contributing positively to each child's education. All members of the staff have the proper training and certification to fulfill their roles as educators and support staff.

# **ADMISSION AND REGISTRATION POLICIES AND PROCEDURES**

## **ADMISSIONS/ NONDISCRIMINATION CLAUSE**

Regina Coeli School, administered under the authority of the Catholic Diocese of Youngstown, complies with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of the educational, personnel, admissions, financial aid, athletic, and other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school. Regina Coeli School is a Catholic elementary school intended to provide a quality Catholic education to children of families who are registered members of Regina Coeli and St. Joseph Parishes. The school also serves the families of surrounding parishes that do not have a parish school. Non-parishioners and non-Catholics will be considered for admission if space and financial considerations permit. Due to school financial limitations, the educational program may not fit the needs of all children. A child with special needs will be admitted when, with reasonable accommodations, a program can be provided. It is assumed that any family seeking admission to Regina Coeli School shares the philosophy of the school and agrees to support that philosophy and vision as well as all policies.

## **ADMISSION PRIORITY**

Registration will begin during the last week of January. Students will be considered for admission to Regina Coeli School according to the following priorities:

1. Regina Coeli or any Catholic parishioners with students presently enrolled in our parish school
2. Regina Coeli or any Catholic parishioners with students new to our parish school
3. Non-parishioners who are members of Catholic parishes without schools
4. Non-parishioners

Parishioner priority will be given during the January registration time period. Families with students already in the school will be given advance opportunity before open registration to register students in their families new to the school. Students currently in the preschool program will have an opportunity for early registration for either preschool or kindergarten for the next school year.

## **REGISTERED PARISHIONERS**

A registered parishioner has completed a parish registration form. Any parishioner registered receives Sunday Collection Envelopes and other parish mailings on a regular basis. Children are considered to be registered with their families until they become adults. At that time, they need to register in their own right.

Parishioners participate in the life of the parish family. Their families celebrate Sunday Mass regularly and contribute consistently of their time, talent, and treasure to the church and her ministries. Parish school families are asked to put their envelopes in the collection on a regular basis, no matter how small or large the accompanying donation.

## **NON-CATHOLIC STUDENTS**

The presence of students from other faiths provides a wonderful diversity to the school and they are welcome. The presence of non-Catholic students in the school will not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such,

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students are exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.

- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

## **REGISTRATION**

### **Re-registration of students already attending Regina Coeli School:**

Families whose children already attend Regina Coeli will be required to re-register for the following academic year. This re-registration will take place during the second semester.

### **Registration of New Students:**

Registration of new students takes place during the second semester after the re-registration of the current school membership has been completed and the number of available places has been determined. At the time of initial entry to Regina Coeli School the parents shall present the following documents:

Copies of records from the school the student most recently attended or a signed release of records authorization (including preschool records for incoming kindergarten students).

- Completed application form
- Birth certificate (original)
- unless child attended RC Preschool)
- Baptismal record (if applicable)
- Immunization record (as required by the Ohio Revised Code)
- Social security number (if a U.S. citizen)
- Legal arrangements of the student's custodial and non-custodial parents
- Completion of an emergency authorization form
- If previously enrolled at a Catholic school in the Diocese of Youngstown, proof
  - of having satisfied tuition obligations at the student's former Diocesan school

Parents must complete the documents needed for acceptance into Regina Coeli

School. The principal and/or pastor will sign the acceptance portion of the application when all information is in order to complete the process.

In requesting registration at Regina Coeli School, both students and parents agree to comply with and support all policies and regulations.

## **GENERAL CONDITIONS OF ADMISSION**

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic needs (i.e. behavioral) which cannot be reasonably addressed by the school may be denied admission. School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit the school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan upon application for registration. Failure to disclose known special education needs will void the application for registration.

The administration and faculty reserves the right to place students in a class which is consistent with the results of the student's prior academic records and any admissions testing deemed necessary.

## **FOREIGN STUDENTS**

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and naturalization Service to admit F-1 Non-Immigrant students. Since January 30, 2003, all schools in the United States wishing to enroll Non-Immigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor addition to the above information, and **a completed, accepted tuition agreement.**

Information System (SEVIS). In addition to the above documents, the following is also required:

1. I-20 Form (if applicable)
2. VISA

## **KINDERGARTEN REGISTRATION**

Children entering Kindergarten must be five years of age by September 30. If a parent seeks early entrance for a child whose birthday is after the September 30th deadline but before January 1st, standardized testing results from the school Star testing, children who pass early entrance tests will be admitted only if room permits. Early entrance to school is inadvisable except in very special cases.

## **GRADES 1-5 NEW REGISTRATION**

Children entering Grade 1 must be six years of age by September 30 and/or provide evidence of successful completion of Kindergarten in an accredited school.

New applications will be taken in the order the applications are returned to the office. If a grade level is full, students will be placed on a waiting list. Families on the waiting list will be contacted according to the admission priorities and as places are available.

An interview for new families will be arranged with the Principal to review the student's academic and conduct records as well as the other documentation required for admission. If it is determined that Regina Coeli School is able to meet the educational needs of the student, the student will be accepted when all of the information is complete. In certain cases, students may be accepted on a probationary basis.

## **TRANSFER STUDENTS**

Students at grades 1 through 5 entry level who request transfer from a public or private school without a geographic family move will be accepted on a case by case basis. Mid-year transfers are usually not encouraged. Parents who wish to transfer a student to Regina Coeli School from another Catholic School without the transfer of a geographic location of the family or an approved transfer of parish membership must have the approval of either the previous school principal or be a member of a parish that does not have a parish school. A family will not be accepted unless all debts to the previous Catholic school are satisfied.

## **PARENT RESPONSIBILITIES**

The Catholic Church recognizes that the primary responsibility for the education of the children belongs to parents. The Catholic school exists to assist parents in the Christian formation of their children. The greatest single factor in building a child's



intellectual, cultural, and moral and spiritual attitude is the example a parent provides in the home.

In this Handbook, the term “parent” refers not only to a student’s natural or adopted parent, but to a student’s non-parental legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Modeling and supporting their children’s practice of the Catholic Faith, including attendance at weekend liturgies.
- Supporting the school’s mission and commitment to Christian principles.
- Remaining informed about and involved in the religious instruction of their children.
- Supporting school policy and the authority of the administration and teachers.
- Encouraging their child to complete all assignments and provide homework support.
- Insisting that their children obey the regulations and principles of good behavior.
- Discussing problems with the persons concerned and avoiding criticism of teachers and school policies outside of the proper channels.
- Following the policies and procedures stated in the handbook.
- Paying all fees and tuition on time.
- Reimbursing any property destroyed (accidentally or intentionally.)
- Being an active member of the school and parish community.
- Signing and returning the handbook verification form and other paperwork necessary for their child’s attendance and participation in school programs and activities.

## **PARENT INVOLVEMENT**

Parents’ involvement in the school life of their child is an expectation. Depending on family circumstances, this involvement can take many forms. Examples include support for school policies, providing homework, study, and organizational support for their children at home, helping with fund-raising, being active in a parent organization, or serving as a school volunteer.

## **VOLUNTEER PROGRAM**

Parent volunteers are vital to making RCS the quality school that it is. So many good things are able to happen because of the dedication of our volunteers. In September, a volunteer letter is sent to parents making known areas of need. For the safeguard of the students, the Diocese of Youngstown has adopted a policy on child abuse, and parent volunteers in contact with students must abide by this policy.

Volunteers are asked to sign in and out at the school office upon their arrival and departure.

## **PARENT ORGANIZATIONS**

Participation in parent organizations is welcomed and encouraged and is another vehicle for active parent participation in the school. For the sake of the overall school community, the parent organizations are subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the administration for approval prior to implementation and/or distribution.

### **Home and School Association**

The Regina Coeli Home and School Association is a support organization to the school. All parents and faculty are members, and board and general meetings are open to all parents. *‘The purpose of the organization shall be to provide service and funds for the educational and recreational needs of the children of Regina Coeli Elementary School. To increase parents’ understanding of their role in educating their child, and to promote greater rapport between the members of the faculty and parents of the school children. To organize political action of parents as advocates regarding local, state, and federal legislation that affects Catholic Schools, as well as the lives of students and parents.’ (Constitution excerpt)*

## **HOME AND SCHOOL COMMUNICATION**

### **PARENT/ STUDENT HANDBOOK**

Each family has access to an updated family handbook. Parental signing of the annual registration indicates the intentions of the family to abide by the handbook policies.

### **CLASSROOM PROCEDURES AND POLICIES**

At the beginning of each school year, each classroom teacher will send home an introductory letter with information regarding classroom procedures and policies. Periodic class news updates will also be sent. Each teacher will inform parents of the class procedures for returning papers and projects for students to take home.

## **STUDENT PROGRESS**

Parents will be kept informed of student progress through papers brought home on a regular basis, through interim reports midway each quarter, by quarterly report cards, and through the opportunity of scheduled parent/teacher conferences. Results of all standardized testing will also be communicated.

## **RCS WEBSITE**

Regina Coeli School's website address is **[www.rcsjalliance.com](http://www.rcsjalliance.com)**. It is designed to be an enhancement to the communication vehicles that already exist. The print communications that are sent home from the administration and faculty should be considered the primary means of communication.

## **COMMUNICATION**

It is important to the child that lines of communication remain open between home and school. If questions or concerns arise, please go to the party most directly involved FIRST. Misconceptions and rumors can do irreversible damage to your child, to a teacher's good name, and to the school's reputation, and can often be avoided by open communication. A child's perceptions are very real to him/her, but they often do not reflect the full story. Please make an effort to problem solve with the teachers, as they will with you.

The principal is willing to meet with parents about questions and concerns, especially ones involving administrative matters or issues that cannot be solved with other staff members. Parent perspectives are welcome, as they may help to strengthen Regina Coeli School.

Anonymous letters or phone calls will not be acknowledged or addressed. If there is a problem or concern, it is important that all parties work together for a solution. All staff members are concerned about all students and what is best for them. The fear that a child will suffer if a parent complains is unfounded. Your child and his or her experiences are important and do not need to be validated by, "the other parents think so, too." In discussions with staff members about your child, only concerns that affect your child(ren) will be discussed. Professional ethics demand that school personnel not discuss another parent's child with a parent, although we

will certainly deal with situations involving other students and your child as needed.

It is inevitable that problems will arise during the course of the school year, as will differences of opinions. As we all have the welfare of the child at heart, hopefully we can resolve each issue with that as the goal. Do also pass along the things that are appreciated about RCS.

Parents are expected to keep the school updated about individual or family situations that may have a bearing on their child at school; i.e. health concerns, custody information. Forms required by the school to provide information needed by the school should be returned promptly. **Changes in addresses and phone numbers should be reported promptly.**

## **CURRICULUM**

Regina Coeli School is chartered by the state of Ohio and is accredited by the Ohio Catholic School Accrediting Association (OCSAA). Courses of Study developed by the Diocese of Youngstown Office of Catholic Schools and adopted from best practices in education today provide the framework for the school's curriculum and instruction. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social, and physical development. The Diocesan Courses of Study encompass the Content Standards for the State of Ohio.

All teachers are certified by the State of Ohio. Staff development is a priority and a commitment of the school staff to insure continuous improvement in instructional strategies and programs that facilitate student growth.

As a part of the OCSAA accreditation process, RC engages in regular self-study and develops a resulting school improvement plan. The purpose of the plan is to chart a specific course of action for continuous improvement to which the school is committed. The cycle repeats itself every six years.

## **FAITH EXPERIENCE**

The purpose of our religious education program is to proclaim the Gospel message so that the students grow in their relationship with God and become people who are convinced of God's love and goodness and who then live to proclaim the Gospel of Jesus and witness to peace and justice in the world.

Our religion program is built upon the conviction that it is within the family that a child's faith-life must be nurtured if it is to grow. Thus, it is expected that families are active in the parish, at least through weekend worship with the larger parish community. Every effort is made to make the teaching of religion meaningful in our daily living and something teachers, parents, priests, and children work at together.

Religious values permeate every facet of Regina Coeli School. Religious instruction for all students is required on a daily basis to encourage a true growth in faith at all levels. Religion classes are taught daily for at least 30 minutes in all grades.

## **LITURGY AND PRAYER**

Grades K through 5 celebrate liturgy at the 8:30 A.M. Mass on Tuesday mornings and on holy days. The liturgical seasons of the Church are observed with sign and symbol. Students are given the opportunity to celebrate the sacrament of Reconciliation at least twice per year. Classroom prayer is encouraged and children are introduced to a variety of prayer forms. Service is stressed throughout the year, as love of God assumes love of neighbor.

## **SACRAMENTAL PREPARATION**

Sacramental preparation is offered to the students in the school at the appropriate grade levels through a parish-based program. Attendance at parent education programs is required for those whose children will be receiving the sacraments for the first time. The school's religion classes during the sacramental preparation years include sacramental instruction for the children.

Children receive instructions and have the opportunity to receive the sacraments of Reconciliation and Eucharist in Grade 2. Reconciliation is usually held in January and Eucharist in April or May.

For children beyond the second grade who would like sacramental preparation for Baptism, Reconciliation, and/or Eucharist, the parish office should be contacted for program information.

## **FAMILY LIFE**

A Family Life program that has as its centerpiece the respect and reverence of all life is woven throughout the curriculum. Grades 4 and 5 provides a foundation for

the life concepts Parents are provided with notification and further information about the content of these programs.

## **INSTRUCTIONAL PROGRAM**

Regina Coeli School curriculum includes Religion, Language Arts (Reading, English, Phonics, Literature, Spelling, and Handwriting), Mathematics, Social Studies (Geography, History, and Cultures), Science, Health, Art, Music, and Physical Education.

Current textbooks, educational materials, and a variety of teaching strategies and assessments are used in all areas of the curriculum. Classroom instruction is supplemented with a variety of educational and technological materials.

Students have the benefit of the expertise of physical education, art, and music teachers. Physical fitness, cooperative games, and sports skills provide the basics for a well- rounded physical education program.

## **INSTRUMENTAL MUSIC PROGRAM**

An optional instrumental music program is available to students in grades 4 and 5 that can include instrumental lessons and a band experience. An informational meeting will be held each year in the fall. There is an additional fee for this program. Students are responsible to bring their instruments to school on their designated band and lesson days. They are to follow the posted band schedule. They are responsible for any class work missed while at band or lessons, with every effort being made to minimize class interruption. It is expected that students commit to daily practice of at least 20 minutes per day. Performance opportunities are scheduled throughout the year. Progress reports are sent home periodically.

## **LIBRARY**

The Regina Coeli School Library has volumes of books, periodicals, and reference materials available for student and teacher use. All classes participate in a weekly library period during which they are instructed to develop, maintain, and expand basic library skills and apply them to a variety of learning tasks on their grade level. The library is automated and students have access to on-line catalogues and resources. Students are encouraged to choose good literature and develop their background of leisure reading experiences.

Additional library periods may be arranged by the teacher for classes involved in independent study or library research activities.

Students are requested to handle books carefully and to return them promptly. Lost and damaged books will be charged to the student. A student may not check out new books until ones previously borrowed are returned. After two weeks, the student will be charged for the lost book.

RCS has a positive relationship with the area public library. The teachers work with the public library to borrow special collections for classroom use, brings library story time and services to the school.

## **TECHNOLOGY**

Regina Coeli School recognizes the impact of technology on society and its related impact on a curriculum that adequately introduces students to a world in which technology skills are essential. Technology is integrated throughout the curriculum in all grades. Students have access to computers, the Internet and on-line resources, video, and other available forms of educational technology to enhance and aid instruction. Each classroom is equipped with a computer and printer, Internet access and age-appropriate software to supplement and enhance the curriculum. Interactive Active Boards have been installed in Grades K,1,2,3,4,5.

## **HOMEWORK**

Although homework has different purposes at different grades, homework is required at all grade levels. Assignments are an outgrowth of classes and are intended to supplement learning, to reinforce what was taught in class, and to provide for opportunities to use research skills. Homework helps a student prepare for class participation. Homework can stretch student thinking and help him or her apply what is learned to real-life situations. Homework assists in developing responsibility and good study habits. These are skills that are essential to students being successful in school as well as later in life. Accepting responsibilities related to homework means the student needs to independently take direction, manage time, and complete work to the best of his or her ability.

Time allotments for homework depend on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. Homework can range anywhere from 5 - 30 minutes per night for the students. **If parents feel the homework assignments are excessive, please discuss this with the teacher.**

Teachers will communicate homework procedures and policies to parents. They will communicate clear expectations to the students and teach skills and strategies for student use in managing homework. Teachers in kindergarten and grade one communicate assignments in written fashion. Students in grades 3 through 5 will write their assignments in an assignment book under teacher direction and guidance. While all written homework is checked for completion and understanding, due to the purpose and nature of the assignment.

Parental support of homework includes helping the child develop a routine time and place to accomplish assigned work. Encouraging the use of an assignment notebook, checking over finished assignments, helping with math facts, listening to oral reading, quizzing for comprehension, or taking the child to the library for resources are all areas for parental involvement. Sometimes, teachers will send home assignments that directly involve a parent. The importance of parental support of homework has shown to be significant to a child's academic success. However, generally homework is first and foremost a student responsibility and should be treated as such.

## **FIELD TRIPS**

Field trips are important educational experiences provided to enrich the curriculum. They are privileges planned by teachers and approved by the school administration. They have educational purposes as their primary objective. Students may be denied participation if they fail to meet academic or behavior requirements. Field trips are considered an extension of the school day and the code of conduct will apply. Cost of field trips vary based upon the event, distance, length of stay, admission price, and travel expenses. Students must have a permission form signed by parent/guardian prior to participating in each activity.

## **STUDENT EVALUATION**

### **Monitoring and Evaluating Student Achievement**

Student achievement is monitored on the basis of objectives stated in the Graded Courses of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written class work as well as other appropriate means to measure mastery of concepts and skills in a particular subject on a given grade level.

### **Interim Reports**



Interim reports are issued mid-quarter to alert parents to the child's progress as well as suggest ways that parents may assist the student at home. Areas of difficulty as well as satisfactory progress are noted.

## **Report Cards**

Report cards provide parents with tangible evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school.

Kindergarten thru Fifth Grade use 1,2,3 on a Standards Based Report Card. The Standards are from Ohio Department of Education.

Report cards are issued four times a year, and are distributed the week following the end of the quarter. Report cards will be sent home in an envelope and parents will sign and return the envelope and keep the report card.

## **Parent Conferences**

Two scheduled parent conference evenings during the school year (September and January/early February) promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. If additional conferences are needed an appointment may be made with the teacher at a mutually convenient time.

## **Standardized Testing**

The testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic and religion programs of the school. Students in Grade 5 will take the Assessment of Catechesis/ Religious Education (ACRE).

Students in Grades 2, and 4, are given the Cognitive Abilities Test to measure a student's capacity to acquire the knowledge and skills that will enable him/her to be successful in the school program. Students in Grades 1, 2, and 4 are given the MAP assessment to measure mastery of skills in reading language, work-study skills and mathematics, as well as the student's ability to apply these skills to the solution of new problems.

## **Promotion and Retention**

Assignment of students to specific grade levels and classes is determined by the principal in consultation with the parents and teachers after reviewing the student's academic history, and individual learning needs. Promotion is based on the satisfactory completion of grade level work.

As soon as a student is identified as having academic difficulties, the teacher will notify the parents and begin intervention and special assistance procedures to enable the student to succeed. These include but are not limited to tutoring, individual educational programs, individual testing by the school psychologist, and parent conferences. Retention is considered in individual cases after thorough discussion between the teacher, principal and parents.

When all intervention procedures have been employed and the student still does not meet the criteria used for promotion, the principal will set up a conference in the spring with parents, teacher(s), psychologist, and counselor to discuss the student's educational progress and program (Intervention Assistance Team). All data will be discussed and plans for the next year will be made. At that time, a recommendation for retention may be made. If it is determined that additional educational support may enable the child to be placed in the next grade, a program will be developed and agreed to that may include tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.

If, however, the parent(s) does/do not agree with the educational decision of the school for retention or summer school tutoring, the parents may have the child placed in the next grade but must sign a waiver that states this is a parental decision. The parents accept the responsibility for the placement of the student in the next grade.

Students who are struggling academically and have not successfully completed summer school or another program approved by the principal, but it is determined by the Intervention Assistance Team that the student would not benefit from being retained, may be placed in the next grade. The school will prepare either an Individual Service Plan or a 504 Plan if one does not already exist.

If a student fails in three core subjects (reading, religion, math, English, social studies, science), the student must attend summer school or provide documentation of intensive tutoring pre-determined by the school before being promoted to the next grade.

## **PROVIDING FOR INDIVIDUAL DIFFERENCES**

At each grade level children are assigned to classrooms of mixed skill and ability groups. In such an environment students are able to develop the skills necessary to interact with a wide variety of achievement levels. Students are challenged to reach or exceed their ability levels.

A variety of instructional techniques and strategies are used to meet individual student needs. Examples include, but are not limited to, small group instruction, large group instruction, multi-level\* classes, departmentalization, self-contained classes, team teaching, computerized instruction, cooperative learning, individualized learning contracts, and peer tutoring.

Regina Coeli School is fortunate to have the services of teachers and aides who help support the special needs of our students. An Intervention Assistance Team plans for student interventions and support as needed. A student experiencing difficulty with the academic program may be referred for an Intervention Assistance Team conference by a teacher or parent. Individual educational/psychological testing by the school psychologist may be recommended. Special education needs that may be identified through this Multi-Factored Evaluation will be addressed in compliance to the rules of IDEA B as apply to chartered nonpublic schools in the state of Ohio. Students with disabilities are expected to follow the school's policies.

## **AUXILIARY SERVICES**

In the summer of 1974, the U.S. District Court in Columbus, Ohio, upheld the constitutionality of an Ohio law providing Auxiliary Services and materials to non-public school students.

The services of a school psychologist, school counselor, a speech and language pathologist, an intervention specialist, a remedial teacher, and an auxiliary services clerk are available through Auxiliary Services Funding. Testing materials, textbooks, and science and math materials are also purchased through auxiliary services. Federal funding assists with the salary of the intervention specialist, and Title I funds provide a primary reading tutor.

### **Speech, Language, and Hearing Services**

All children new to Regina Coeli School (Grades K – 5) are screened for language/speech problems, and routine screenings are done at specified grade

levels. Children referred by the professional staff, parents, or physicians are given a threshold hearing test.

For students identified with speech, language or hearing problems, the therapist plans an individualized follow-up program and maintains on-going parent and teacher contact.

### **Psychological Testing and Counseling**

A school psychologist is available for individual testing and diagnosis. The administration, parents or teacher may refer a student for testing. Testing can be done after other interventions planned have not caused the desired results. Written parent permission is required in order for the psychologist to proceed with formal testing or intervention.

### **Intervention Specialist**

Individual and small group instruction is provided for children identified with special learning disabilities through a formal multi-factored evaluation on all grade levels. A resource room setting is also available to qualified students. A teacher certified in special education gives remedial and supportive instruction in the mobile educational unit based on an Individual Service Plan (ISP) that has been written for the student and agreed to by the parents. Periodic evaluations and parent conferences are held.

### **Remedial/ Enrichment Tutor**

Individual and small group services are provided for students who need support in reading or math. These services can be either short-term or long-term.

### **Title I Services**

Small group tutoring is provided for students in grades K through 3 in reading and/or math who qualify on the basis of standardized tests.

Parental permission is needed for most special services whether these are provided through Regina Coeli School or Auxiliary Services personnel.

### **School-Based Counselor**

A school-based clinical counselor is available to work with students, teachers, and parents in a variety of ways. Some of the services in the school counseling program include:

- Individual sessions to help children adjust to school, and to address behavioral, academic, or emotional concerns.
- Small groups to help children learn new skills and discuss these issues.
- Classroom psycho-educational lessons.
- Consultation with parents about general adjustments, academics, parenting strategies, etc.

Students, parents, teachers, and the principal can request the use of guidance services for a child. Guidance services are a part of the school curriculum and support all students at Regina Coeli School. The school-based counselor may see a student twice without parental consent unless there is an annual written request to the contrary on file. If the child or the counselor feels that the child would benefit from extended sessions, parental permission will be sought.

## **STUDENT RECOGNITION**

Regina Coeli School attempts to recognize individual achievement and effort of all students in order to enhance self-esteem. Individual classroom teachers develop ways of recognizing children in their own classrooms.

An annual awards assembly at the end of the school year recognizes academic achievements as well as participation in extra-curricular activities, service, and outstanding effort.

Academic and participation recognition are intended to be motivational. It is not included in the permanent record. Parents are reminded to keep these honors in perspective, giving recognition to their child's best efforts.

Self-confidence is gained through learning and using skills, feeling appreciated, and being responsible. Regina Coeli School believes that self-esteem is not only about "feeling good." A person with good self-esteem is able to feel good about himself or herself, knowing that he or she is not perfect. Good self-esteem does not mean "never failing." It means that when things do not go as well as planned, best effort is still given and the person keeps trying. Self-esteem is built in a person as he or she comes up against the challenges of life and discovers that those challenges can be met. Nothing builds self-esteem like a sense of accomplishment, especially

when the accomplishment does not come easily. Being able to successfully take on responsibility is a tremendous self-esteem booster. A person with good self-esteem has healthy self-respect, self-awareness, and self-acceptance. As Christians, we have the advantage of knowing of the immense love our God has for each of us. With the arms of God around us, it is easier to face both the successes and failures in our lives.

### **Soaring Eagle Award:**

Given to a student each quarter who works exceptionally hard, puts forth much effort, and does his very best.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular opportunities exist for the enrichment and growth of students. While optional, they require parent permission for participation. Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students must successfully meet the school's academic requirements and adhere to the code of conduct. Out of consideration for the staff and volunteers that make these available to students, parents are asked to be prompt in picking up their child(ren) at the conclusion of the activity.

Available extra-curricular activities will be communicated through newsletter and the Thursday folder.

### **Athletic Program**

Regina Coeli students may participate in the athletic programs that are supervised by the Stark County Catholic Schools. It is up to the parent to apply and transport the child/ren to practices and the games.

**Parents are expected to treat coaches with respect and to conduct themselves in an appropriate manner before, during, and after a game.** Nothing is ever accomplished through screaming at a player or coach, another parent, another fan, or an official. While different opinions will always exist about coaching styles and officials' calls, please keep in perspective where this activity fits in the big picture of life. Parents are welcome to instruct their child at home in a sport, but they are asked to refrain from "coaching" their child in practice or a game unless specifically asked by the coach. A child should not be put in the position of having conflicting instructions being given him/her in the course of a game. The coach is the designated person to handle disputes with officials in the game setting. Parents

may address concerns to the coach, athletic director or principal. Our coaches are volunteers, and have the emotional, physical, and spiritual well-being of the players at heart. Parents are asked to provide positive support and encouragement to all players and to the coach. If a concern does exist, please handle it directly with the person in a calm manner. The official in charge has the right to expel anyone from a sporting event who violates good sportsmanship.

## **Character**

If, at any time the behavior of a student of Regina Coeli School is substandard, either during school or during a school sponsored activity, the student may be removed immediately from participation in extra-curricular activities for a period of time.

## **Academic**

If a student is failing one subject or is doing D work in two subjects, he/she will be placed on probation for two weeks. If the situation does not improve, a student may then be removed from participation in the activity. This includes participation at practice as well as the event.

## **Determination and Notification**

Eligibility will be determined bi-weekly and notification will be given on Tuesdays. Parents, teachers, coaches, advisors, and students will be notified when a student is placed on probation. It is the hope of the school that with a concerted effort of all involved parties, this process will not prevent students from participating in extra- curricular activities. However, if the student's grades have not improved during the two-week probation period, the student will be ineligible. After a week of ineligibility, the student's grades will be checked. Improvement will move the student off of the ineligible list.

# **ADMINISTRATIVE PROCEDURES**

## **OFFICE HOURS**

Regina Coeli School office hours are from 7:30 A.M. to 3:00 P.M. daily during the school year. Summer hours will be announced.

Phone messages for teachers will be accepted from 7:30 A.M. to 3:00 P.M. Teachers will return calls during the day when they are free or after school hours.

Teachers cannot leave their teaching and supervisory duties to take a phone call from a parent. Parents are also asked to be considerate of a teacher's time immediately before and after school. Please limit your conversations to teachers at these times, as they are busy supervising the arrival and dismissal of their students. They are not able to be as present to parents as they would like at these busy times. Please set up a conference or arrange for a phone call at a later time. The teachers will be happy to speak with you.

The school answering machine is generally activated at all times for after-hour messages.

## **SCHOOL HOURS**

Classes begin at 8:05 AM, with the school doors opening at 7:30 AM. Children should be in their classrooms by 7:55 to allow them enough time to prepare for the day. All children are to leave the building by 2:45 P.M. unless under adult supervision (i.e., teacher, coach) or enrolled in After School Tutoring. Any child who is present in the school building or on the grounds either before or after hours unsupervised will be placed in After School Tutoring. Failure to pick up the child by the completion of After School tutoring (4pm Monday – Thursday) will result in the parents being billed for the services.

## **SCHOOL ARRIVAL**

The school doors open at 7:30 A.M. to greet students for the day. Bus riders arrive on Fernwood Boulevard and enter by the office doors. Car riders and walkers enter by the parish hall doors or office doors. No student is to be unsupervised before 7:30 A.M. Students arrive at 7:30 are to go to the cafeteria for breakfast or sit in the hallway waiting for the first bell.

## **DISMISSAL/EARLY DISMISSAL**

Bus riders exit at the school office doors when the bus arrives. It is absolutely crucial students are picked up no later than 3:00 pm. Please be respectful of teachers' time regarding this policy. Students staying after school for extra-curricular activities stay in their own classrooms until the 2:45 P.M. bell rings. They walk down to the area where their activity takes place and wait there to meet their coach or teacher.

A student may be excused early from school if the school has received a written statement from the parent or guardian. The parent or guardian reports to the office



and signs the child out. If the child leaves for an appointment and returns before the end of the school day, the adult must sign the child back in or send in a note with the child.

It is very important that the parents inform the school office if a change of dismissal plans is to take place from the normal means home. While it is preferred that the information be given in writing to the office in the morning, the information will be taken over the phone **in an emergency. Please try to have any dismissal changes communicated to the office by NOON if at all possible.**

## **TRAFFIC PATTERNS FOR CAR RIDERS**

### **Morning Arrival**

Car riders enter through the double doors by the parish hall beginning at 7:30 AM. Supervisors are on duty to oversee the safety of the students. Cars form a single line to unload students, once the car is unloaded, the driver should **pull forward** and go past gym doors, and past rectory to Fernwood Boulevard. To insure the safety of the students, drivers should never turn around and go in the opposite direction of the other cars. Please drive slowly and defensively in the RCS parking lot. **In compliance with the Ohio Revised Code, cars are to be turned off if a parent is in the parking lot longer than a quick student drop-off. Vehicles are not permitted to idle for any extended period of time in the parking lot.**

### **Afternoon Dismissal**

The traffic procedure for dismissal is similar to the morning. Students will be picked up at the gym doors when the 2:45 bell rings. After a reasonable amount of time, supervisors will bring any children not picked up to wait in the school office. Circumstances sometimes prevent the driver from being on time. Parents are encouraged to call the school office if possible if they know that they are running late. If your child is late coming out to your car and you are at the beginning of the line (in the playground area), please pull into a parking space so you do not hold up the other cars that are in line.

## **BUS TRANSPORTATION**

Regina Coeli School children are transported under the provisions of the Ohio Fair Bus Law. The law provides elementary school pupils who live more than two miles from the school, which they attend, must be transported to that school by the public school district in which they reside. Alliance school district serve Regina Coeli School. RCS does not have control over the buses. Specific questions regarding busing should be addressed to the bus coordinators of each district:

Alliance---330-829-0348

Any parents who provide their own transportation because they live outside the districts that do provide transportation to RC are eligible for reimbursement from the school district in which they live. This reimbursement must be claimed in writing according to the directions of the superintendent of your local school district.

Each district notifies parents of routes and schedules in August.

If a student is a regular bus rider within a district, he/she may ride another bus from the same district only with a written request from the parent and with the principal's knowledge and approval, if seating is available. Most bus districts will not transport students from another district unless special arrangements have been made. Parents will need to contact the appropriate bus coordinator if out-of-district transportation is desired.

Bus regulations vary by district; therefore, parents and students should familiarize themselves with the policies that apply to their specific district. A copy of these regulations can be obtained through the districts.

There is staff supervision during the arrival and departure of buses.

While riding a bus, students by state law fall under the supervisory responsibility of the bus driver, whose authority is the same as that of any school official.

Students are to be at their bus stops five minutes before the scheduled pick-up time and wait in an orderly manner, off the highway, and without destroying, damaging, or littering public or private property.

Proper bus behavior is of extreme importance to the safety of all riders. The drivers have a great responsibility, and each student must do his/her part to assist them. Parents are urged to reinforce proper bus behavior with their children. Strong parental support and cooperation are needed for the maintenance of good bus conduct.

Regina Coeli School fully supports the bus regulations of the local districts. When a driver files a misconduct report, disciplinary action will be taken as stated in the STUDENT CODE OF CONDUCT.

## **WALKERS**

Children who walk to and from school should arrive on school property no earlier than 7:30 and are dismissed at 2:45. Walkers should go directly home and not linger on school property. Parents should file a note in the school office at the beginning of the year granting permission for their child to be a walker.

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## **BICYCLES**

A note from a child's parent or guardian must be on file in the school office. Bicycles are to be parked and locked at a spot designated by the principal during the school day. NO skateboards or skates are permitted.

## **VISITORS**

All visitors are to enter the school office immediately upon arrival. While we welcome visitors to our school, for the safety of all, we have established certain procedures.

Visitors or volunteers planning to stay for any length of time must sign the visitor log. Sign-out at the time of departure is also required.

Anyone bringing an item for a student should bring it directly to the school office. The office staff will make sure that it gets to a student. No one is to go directly to a student's classroom unless given permission by the school office. If a parent needs to speak with a child, the office will get the student and bring him/her to the office.

## **BUILDING ACCESS**

All school doors are locked during the school day. Parents and other visitors having business with the school should go to the doors by school office, push the buzzer, and wait for entry instructions. The playground area may be blocked off from 10:00 AM - 2:15 PM to insure a safe playground area. There may be times it is not blocked due to church/school activities or a funeral. When the playground is blocked off, Visitors can park on Fernwood Blvd. and walk down the side walk to the school office.

## **ATTENDANCE**

School is normally in session for students no less than 178 days as required by the Ohio Department of Education and the Office of Catholic Schools. In order to

achieve the goals and objectives of the curriculum, regular attendance is mandatory and a serious parental obligation. Irregular attendance may cause the student to miss important lessons and may result in poor grades and lack of enthusiasm for school.

**Parents are to contact the school each day a child is absent by 9:00 AM.** There is an answering machine available to take messages during non-school office hours. The school will call the home if it has not been notified of the child's absence. Please let the office know what symptoms or illness the child has when staying home sick. RCS cooperates with the Alliance City Health Department and daily tracks and reports the number of students out with a communicable disease.

A student who has been absent from school is required to present a written excuse stating the date, reason for absence, and the signature of a parent or guardian upon his/her return to school.

A student is considered present for the morning if he/she arrives before 10:00 AM or goes home after 10:00 AM. A student is counted present in the afternoon if he/she arrives before 12:30 PM. A student out of school more than two hours is counted a half day's absence.

Excessive absence will result in a conference with parents, student, and principal. Referral to outside authorities may be made.

No student who is absent from school may attend practice sessions, play in a game, or attend an event on that same day. If a student is ill on Friday, he or she may participate in Saturday or Sunday activities.

It is the position of the Office of Catholic Schools that there is ample time when school is not in session for arrangements to be made for students to go to their parents' work places. While discouraged, participation in "Parents Take Their Children to Work Day" is an excused absence from school. The school is to be notified in advance in writing if this is occurring.

## **TARDINESS**

Beginning at 7:55, students are to report directly to their classrooms upon arrival. Any movement out of their classroom from that point on is done with the permission of the classroom teacher.

Since tardiness interferes with the child's progress in school and disrupts the classroom teaching, parents are requested to see that their children cultivate the habit of punctuality. Students not in their classrooms are considered tardy after the last bell at 8:05 A.M. If a child is tardy, he or she is to go to the school office upon arrival. A note of explanation written by the parent is to be presented to the office. A Tardy-Admit slip is required for class admittance. A child arriving to school by 10:00 is marked tardy.

Excessive tardiness will result in a conference with the student, parent, and principal with other possible disciplinary action. (Also see Medical/Dental Appointments)

### **MEDICAL/ DENTAL APPOINTMENTS**

When at all possible, please schedule appointments outside of the school day. If a before-school appointment is made and the child arrives at school by 10:00 AM, the tardy entry is removed from the record. If the child leaves school in the middle of the day and is out less than two hours, the child is not marked tardy or absent. Students out more than two hours will be counted a half a day's absence.

### **MAKE-UP WORK DUE TO ABSENCE**

If a child is absent one or two days, assignments can be made up when he/she returns to school. It is the student's responsibility to request the work that was missed due to absence.

If a child is absent for two or more days, parents may request take-home work. Please make the request to the school secretary by noon of the day you plan to pick up the work. The work will be ready by **2:30 PM** in the school office. Parents should discuss with the teacher how make up work will be completed: a) Parents may request work ahead of time b) Make up work may be completed after student returns according to a set schedule.

At the close of a grading period, it is assumed that all work for the quarter is turned in. An incomplete instead of a grade in a particular subject area may be given in extreme circumstances (i.e. excessive absence) with the approval of the principal.

### **FAMILY VACATIONS**

Vacations taken during school time are discouraged. Much learning on the elementary level takes place through oral communication and experiences in the

classroom. However, if vacations are taken, parents should give the Principal and homeroom teacher written notification of the child's impending absence. After the vacation the student should contact the teacher to get the missed work. Students are responsible, under the supervision of their parents, for the mastery of material presented during their absence. Work is to be completed within one week of the student's return unless other arrangements are made with the teacher. Teachers MAY choose to give the student anticipated work before the planned absence. But it is impossible to accurately predict ahead of time exactly how much material will be covered over a period of time.

Parents going out of town should notify the school office in writing describing the length of time the parents expect to be gone and the name, address, and phone number of the adult responsible for child care in the parents' absence.

### **PERFECT ATTENDANCE**

School time missed due to funerals or the school bus not operating will not count against perfect attendance. Tardiness (except for medical or dental tardiness) does count against perfect attendance. While good attendance is extremely important for school success, please do not send a child who is ill to school.

### **EMERGENCY MESSAGES DURING SCHOOL HOURS**

In an emergency a message may be given to a child through the office. Parents should not call a student from the classroom or interrupt the teacher during school hours.

Children may not use the office telephone during school hours without permission, and then only in case of emergency. Students are not permitted to use a cell phone during school hours. Students forgetting things such as lunches, homework, gym clothes, etc. are usually not permitted to phone home. The office staff will make a judgment about the urgency of the child's request. Arrangements to go home in a manner other than the student's normal means should be made ahead of time.

**During school hours or on school-sponsored trips, children are not permitted to have or use a cell phone.** This includes their time on the school bus. If a parent feels a child should have possession of a cell phone for after school-hours use, the parent is asked to notify the office in writing. The cell phone is to be turned off and kept in the backpack and is NOT to be taken from there. Cell phones will be confiscated if the above guidelines are not followed.

## **EMERGENCY CLOSING**

Within 178 student attendance days, Ohio law allows the school to use the hours and minutes to determine how many inclement weather closing days. On average RCS has 14 days that can be used before making up those days.

In case of inclement weather, if the **ALLIANCE CITY SCHOOLS** close Regina Coeli School is also closed. While the principal will get a school listing on the TV station as soon as possible, parents can assume that RCS is closed if Alliance City Schools are closed due to weather. **DO NOT CALL THE SCHOOL OR THE RECTORY.** The message will also be relayed to TV channels 3, and 8. A (PARENT BROADCAST) will be made to all homes as soon as the principal knows that school is closed. There is a possibility there may be a “delay” in the start of the school day. This will also be on TV, and a “Parent Alert” will be called to inform all families.

If there is an emergency affecting Regina Coeli School only, an announcement to that effect will be carried on TV Stations and a “Parent Alert” will be made to all households.

On any day on which classes are canceled due to severe weather conditions or any other reason, all other school-related activities (e.g. school-sponsored social events, meetings, extracurricular activities, or athletic practices/ events held on or away from school property) shall be canceled on that day and evening. **This is mandated by diocesan policy.**

## **MILK AND LUNCHES**

All Regina Coeli students are expected to remain in school for lunch. Students may either purchase a hot lunch or carry a lunch from home. Parents are discouraged from bringing in fast food lunches. It is strongly recommended that soda pop not be packed as a lunch beverage.

An alternative lunch is available for students who forget a lunch and did not order for the day or a lunch will be given with an IOU slip.

The prices for all items available in the lunchroom will be announced each year.

## **RECESS**

At least one recess is scheduled per day. When the temperature or wind chill is below 20 degrees Fahrenheit, it is raining, or the playground conditions are judged not suitable, the students will remain indoors for recess. Otherwise, students should come dressed for the weather including coats, hats, gloves, and boots.

Generally, if a child is well enough to be at school, he or she should be well enough to participate in outdoor recess. When it is necessary for a child to be excused from outdoor activities, a written request signed by the parents must be given to the teacher.

## **SCHOOL SUPPLIES**

A basic list of supplies for each grade will be sent home in the spring for the following school year. The list will also be available in the school office during the summer and posted on the school website.

## **CARE OF BOOKS AND PROPERTY**

Students are financially responsible for the loss or damage of textbooks and other materials provided for their use during the school year.

One of the basic practices of Christian Community is respect for property- both one's own and that of others. Students are encouraged to take pride in their school building and classrooms. They are to handle equipment and materials with care.

Students will be required to make financial restitution for any damage caused to school property or the belongings of others.

## **PERSONAL BELONGINGS AND LOST AND FOUND**

Regina Coeli School does not assume responsibility for personal belongings. When money is brought to school it should be in an envelope with the child's name and grade and the purpose of the money clearly marked. A lost and found is placed near the parish hall. **Each student should have all belongings marked with his or her name, especially uniform and other clothing items.** Lunches and school supplies should also be labeled.

Toys, skateboards, skates, cell phones (see section on "Emergency Messages During School Hours"), hand-held computer games, and similar items should not be brought to school by a student unless special teacher permission is given for a special event with corresponding parent permission. There is generally no need for



these items on the bus or during the school day, plus the temptation for other children to use the items sometimes leads to broken or lost items or hard feelings. At times, other popular items that disrupt the academic community may need to be addressed and either prohibited or regulated.

Students are asked not to buy items from each other at school. The school reserves the right to monitor the music listened to by students on school property and at school functions.

Student lockers, desks, and storage facilities provided for the convenience of the students are the property of the school and may be searched at any time. Searches of students' personal possessions (purses, backpacks, etc.) may be conducted when there is reasonable suspicion that a student has violated the law or school rules regarding threats, the possession, manufacture, distribution, sale, or dispensation of illicit substance, drug paraphernalia, weapons, or any devices that are accessory to alcohol or other drug sales or transfers or of suspicion of possession of any item deemed a weapon. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

## **BIRTHDAYS**

A student may have an "Out of Uniform Day" on their birthday. Parents who wish may send a simple treat for the class on the occasion of their child's birthday. (Please no gum.) An alternative treat could be the donation of a book to the library in honor of the occasion. The special gift will be acknowledged with a special label of donation placed inside. The librarian will be happy to give ideas for selection.

Students with a birthday on a day that school is not in session may choose to celebrate an "unbirthday" with the class. Arrangements should be made with the teacher.

Our Catholic school considers itself to be a special community in which each student shares a unique fellowship with other students. With this in mind, we ask that invitations to private birthday parties not be distributed at school unless ALL of the boys or ALL of the girls in the class are invited. There are very good reasons why a parent may not want to invite all of the boys or girls of the class. It is the school's policy that partial invitations simply be distributed to the children outside of school.

## **RELEASE OF DIRECTORY INFORMATION**

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name, student's parent(s) / guardian(s) name(s), address, phone number, dates of attendance, honors, organizations and teams to which a student belongs, and pictures taken of the student participating in school activities. This directory information can be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

Annually, the school will give parents a *Waiver/Right to Object Form* to indicate preferences for student videotaping, audio recording, school pictures, other photography, or internet.

## **STUDENT CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time when a change in custody status/ arrangements occurs, it is the responsibility of the parent(s) to provide the principal/ administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

## **FAMILY CUSTODIAL SITUATIONS - DIOCESE OF YOUNGSTOWN POLICY ON RELATIONSHIP WITH THE SCHOOL**

Regina Coeli School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason we find it necessary to clarify procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. Regina Coeli School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to which ever parent currently has care of the child. It is assumed that this information is shared by the parents and

between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. Regina Coeli School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. Regina Coeli School will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Custodial parents should also realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching the children.

In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services.

Visitation should generally be at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

## **DIVORCE COMMUNICATION POLICY**

Divorce is a situation that intimately impacts families. It is the school's desire to be a support to children and families who are experiencing divorce.

The above policy is the Diocese of Youngstown policy, for dealing with the legal and school ramifications of divorce. The spirit of the policy is that when it comes to the children, it is the school's hope that the parents can rise above their differences and work together for their children. It is the school's policy to send home all communications with the child. It is up to the parents to share information with each other. The involvement of both parents in the educational process is most desirable. It is understood that sometimes circumstances make this more difficult. On the other hand, it is very burdensome and costly for the school to send double information to both parents.

First, THE PARENTS must be the ones to keep the school updated. Unless the school has copies of the certified, current, proper, official documents, it will not be known that there might be restrictions to access of records and information.

Secondly, the school will still send information (if there is nothing to prohibit us from doing so in the divorce decree) to the non-custodial parent upon request with these guidelines:

1. Written requests must be made each year.
2. Teachers will be given a list of names of parents who have asked for this service so that they will know to have extra copies run to send to the office. The office staff will do its best to keep up-to-date with this. It must be

realized that MANY things go on in a school office during a day that require immediate attention. Patience and tolerance are expected. Special circumstances should be discussed with the school principal.

## **ACCESS TO RECORDS**

Every student has a record in the school office containing attendance, academic and testing information, registration information, and health records. Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. Parents who wish to inspect their child's permanent record must make an appointment with the principal. The school shall respond to reasonable requests for explanations and interpretations of the records. If the parent challenges educational data, a signed copy of the challenge will be included in the student folder.

According to the regulations of the Family Privacy Act, no student's records can be released to another school or agency without the parent or guardian's written permission. When requesting records, a release form must be signed by a parent or guardian. Records copied for parents will be marked "unofficial."

## **WITHDRAWALS**

The school must be notified in writing by the parent(s) of a student who will be transferring to another school. At least two weeks notice is requested, and the last student date of attendance should be stated. All school-owned materials including textbooks and library books must be returned.

When a student transfers to another school, a copy of the permanent record, standardized test scores, and health records are sent to the new school when the school or parents request the records on an appropriate form signed by the parents. Psychological testing records, whether done through the public school-employed psychologist or originating from a private psychologist, must be requested to be sent from these sources. Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records will be placed in a sealed envelope and marked "hand-carried."

If a withdrawal occurs in the middle of the school year, all tuition and fee balances must be paid. Only the health record and standardized test scores will be sent to the new school until all outstanding balances are paid. (See Financial Policies)

## **HEALTH AND SAFETY POLICIES**

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for their children's health.

## **ACCIDENTS AND FIRST AID**

The school staff will administer basic first aid as needed. If beyond a simple scrape or bump, the parents of an injured student will be notified of the accident/injury by the administration or the administration's designee as soon as reasonably possible, given the severity of the injury and priority of providing assistance to the student. In addition, the staff may secure professional diagnosis or treatment if such action appears to be reasonably warranted. The school shall be expressly held harmless from any expenses associated with the professional diagnosis and /or treatment provided (including but not limited to the cost of transportation), such costs being the responsibility of the parents of the injured student.

## **EMERGENCY MEDICAL INFORMATION**

All parents **MUST** complete an emergency medical form for each child during the first week of each school year. In an emergency, parents are notified, or, if they cannot be reached, the person listed on the emergency medical form will be contacted. If the nature of the emergency warrants it, the child will be transported to the hospital via an emergency vehicle, accompanied by a school staff member. **It is essential that a parent notify the school of changes of phone number, address, employment, or baby-sitters throughout the school year so this data is always up-to-date.**

## **HEALTH RECORDS**

State regulations require specific immunizations according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines. This information must be on file by September 15th or the child will be excluded from school by state law until immunizations are up-to-date. Parents or guardians who object to immunizations for their child on the grounds of health or religious reasons must complete a form that can be obtained from the school office. This documentation will be kept on file.

Parents should inform the school of any serious ailment or health problem on an annual basis as needed. If there is concern about a child's health or physical condition, the school has the right to request written information from the child's doctor.

If a child cannot participate in a physical education class or other regular school activity, a note is required. Prolonged absence from a class requires a doctor's note.

## **HEALTH SCREENINGS**

As recommended by the Ohio Department of Health, vision and hearing screenings are given to students in Grades K, 1, 2, 3, 4, and 5. Any test may be given upon parent or teacher request. Please be reminded that these are SCREENINGS and will not uncover all possible problems. If concern exists because of the screening results, parents will be notified and asked to follow up with the family physician.

## **COMMUNICABLE DISEASE**

Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body. Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, chicken pox, and head lice, among others. When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours. If a child has had a throat culture one day, he/she should be kept home the following day until the results of the culture are known or the antibiotics have been taken for at least 24 hours and there is no sign of fever.

Notification of communicable diseases will be sent to parents upon the recommendation of the state and local health departments in compliance with their regulations.

All students infested with head lice are excluded from school until the head is completely free of lice and nits. Re-admission is permitted only after examination by the school personnel reveals the head to be clear of lice and nits.

## **DISMISSALS DUE TO ILLNESS**

When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the office to wait until a parent or other responsible party can be reached. Students cannot dismiss themselves by calling home, and an ill child may not go home alone.

## **MEDICATION**

In order to insure proper administration of medication, all medication must be brought to the school office and dispensed from there.

According to the Diocese of Youngstown and the Prescription Drug Medication Act, no prescription or non-prescription medication will be administered to a student without a “request for the administration of medication” form on file. Forms must be obtained from the Office to be signed by the parent and physician requesting medication to be given. If any of the information stated on the permission form changes, the parent is asked to furnish the school with a revised statement signed by the physician prescribing the medicine. Medication **must** be delivered by the parent to the school in a properly labeled container from the pharmacy containing the child’s name, the name of the medication, the dosage to be given, the time it is to be administered, and the name of the physician. Parents should not send in medications with the child to be administered in school. Parents are responsible for notifying the school in writing if there is a change in dosage or time of administration or if the administration of the medicine is to be terminated.

It is the responsibility of the parent to claim any unused medication within one week of the school year end or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed. Empty containers may be returned home with students.

Inhalers are an exception to the medication regulations. While a signed medication form is still required to be on file, a student may keep an inhaler in his/her possession if necessary.

### **HIV/AIDS --HBV (HEPATITIS B)**

Based on the Diocese of Youngstown policy available in the principal’s office, decisions concerning children infected with HIV or HBV virus will be made on an individual basis.

### **CHEMICAL USE/ ABUSE**

Parents will be notified immediately if a student is found to have possession of or be under the influence of tobacco, alcohol or drugs, or to have drug paraphernalia in his/her possession on school property, on the bus or during off-campus activities sponsored by the school. This includes non-prescription drugs (with exception of registered inhalers). Individualized testing may be required when there is reason to suspect that a child may be under the influence of alcohol or other drugs. A



mandatory conference with both parents will be arranged before the student returns to school.

Intervention by trained professionals may be required as a condition for the student to remain at Regina Coeli School. Lack of cooperation by either the student or the parents in this matter will result in a student's suspension or expulsion. If a student gives evidence of signs of chemical abuse or dependency, parents will be contacted by the principal and teachers, and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency. (See DOY Statement Regarding Alcohol/ Drug Abuse under SCHOOL POLICIES AND PROCEDURES.)

## **HEALTH AND PREVENTION PROGRAMS**

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to guidance programs, special assemblies and guest speakers, parent education programs, social activities that foster positive group identification and behavior, and parish-based youth ministry activities.

## **CRISIS MANAGEMENT PLANNING**

Regina Coeli School has a current crisis management plan that is periodically reviewed and updated. The school takes seriously its responsibility to provide a safe environment for students, staff, and visitors. All school doors are locked during the school day.

## **DRILLS**

Fire, tornado, lockdown, evacuation, and rapid dismissal drill procedures are explained to all students. These drills are practiced at regular intervals as required by law. All drills will be handled as if there is an actual emergency.

## **SCHOOL POLICIES AND PROCEDURES**

### **STUDENT CODE OF CONDUCT**

Regina Coeli Catholic School is called to be a faith community based on the shared acceptance of the message and challenge of the Gospel. With this in mind, the

faculty, staff, and administrator seek to establish positive behavior patterns in students with emphasis on developing within the student responsibility for his/her actions and on fostering quality relationships among students, teachers, and parents. A positive learning environment is one in which the dignity of each individual person is recognized and respected because of God's great love for all of his creation.

The Code of Conduct covers appropriate behavior for creating a Christian learning environment within Regina Coeli School. Each teacher develops a related classroom code of conduct to establish and define appropriate conduct in each classroom.

In requesting registration at Regina Coeli School, both students and parents agree to comply with and support the discipline policies and regulations.

The rules in the School Code of Conduct apply to all school situations during school hours, on the bus to and from school, and at any school-sponsored activity outside normal school hours. Because it is impossible to foresee all problems which may arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior, within or outside of the school community, which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

**Regina Coeli students are characterized by:**

- appreciation for the opportunity of a Catholic education,
- reverence during times of prayer and religious activities, participation in the Liturgy, openness and effort in learning their Catholic faith,
- an attitude of service to others,
- an effort to develop Christian leadership,
- personal responsibility for learning,
- respect for the right of the classroom teacher and fellow classmates to an atmosphere that is conducive to teaching and learning,
- cooperation, consideration and respect for others in speech and actions,
- respect for and cooperation with teachers, school authorities and other adults who assist them throughout the school day,
- honesty in speech and in school work,
- respect for school and parish property and the personal property of others,
- playground behavior that ensures the safety of all students,

- good study habits that lead to life-long learning, namely effort, confidence in their ability, punctuality, completeness and quality of assignments and class work,
- regular attendance and punctuality,
- appropriate behavior on school buses or walking to and from school, cooperation with bus drivers, crossing guards and other safety personnel,
- self-care, e.g. good grooming, personal appearance, cooperation with dress code.

**The students are supported and encouraged to develop a mature Christian character by all faculty and staff members by:**

- personal attention and interest in each student,
  - discussion with the student about their growth in character, appropriate behavior and self-discipline,
  - notification of parents when there is a concern about character development, self-control or cooperation with school rules,
  - parent conferences, both as regularly scheduled, or as requested by either the teacher or parents,
  - behavior and/or learning contracts,
  - conferences with student, parents, and other school support personnel,
  - conferences with the principal. So that each teacher and student has a safe environment where learning can take place and each person's dignity and property are respected, all students are asked to observe the following rules:
1. Show obedient, courteous, respectful behavior towards faculty, staff, visitors, and students.
  2. Speak kindly and respectfully to and about others.
  3. Use appropriate language. (Vulgar or obscene language and/or gestures are not permitted.)
  4. Be in the right place at the right time.
  5. Wear the full uniform at all times as stated by the dress code.
  6. Refrain from chewing gum in the school or on the school grounds.
  7. Respect school property and the property of others.
  8. Refrain from deliberate disruption in the classroom or on school property.
  9. Walk at all times in the school building. (with the exception of gym class)
  10. Be silent in the halls out of respect for others.
  11. Use restrooms appropriately and return immediately to class.
  12. Maintain silence during all tornado, fire, and safety drills.
  13. Be regular and punctual in attendance.

14. Do not leave the school grounds during school hours without permission.
15. Bring necessary paperwork and items to school in a timely manner.  
(homework, required forms).
16. Do not bring dangerous items such as the following to school: Knives, sharp objects, matches, lighters, firecrackers, firearms, alcohol, drug or drug paraphernalia, tobacco.

### **Recess Rules and Procedures**

1. Students exit by the parish hall doors.
2. Students are to stay in the playground area. If a ball goes out of the area, the student should tell the playground monitor.
3. No rough play, pushing, fighting, or name-calling is permitted.
4. No tackle tag, no tackle football, no throwing stones or snowballs, no sliding or climbing on snow piles.
5. No eating, drinking, or gum-chewing permitted on the playground.
6. Students are not permitted to go into the building during recess except in case of an emergency. Permission must be given by a playground monitor.
7. Students are to stay away from the cars and from the and recycling bins, and out of the woods.
8. Generally, student games should be played with students in their own grade unless otherwise granted permission from the playground supervisors.
9. Playground equipment and specialized areas will be used on a rotating basis according to the directions of the playground monitors.
10. The playground monitors have the right to establish any guidelines that will enhance the safety of the playground.
11. At the end of lunch recess, students line up when the playground monitor blows the whistle or the bell rings.
12. When inside recess is necessary, students must be seated somewhere in the room.

Other guidelines may be established by the classroom teacher and the playground monitors.

### **Lunch Room Rules and Procedures**

1. Students enter the lunchroom in lines according to packers and buyers. Buyers should be in alphabetical order and are to wait patiently in line. Packers get their lunches and proceed to their classroom tables to sit down.

Buyers get their lunches after being checked in by a lunch supervisor and sit down.

2. Students are to walk at all times.
3. Students are encouraged to use good table manners.
4. Students may talk in a conversational voice with the students near them at their table; no loud noises should be made in the lunchroom.
5. Students are to stay seated unless purchasing snacks or given permission to get up for another reason.
6. Throwing food or using food for games is not acceptable.
7. Students will be dismissed from their tables at the end of lunch when the classroom teacher comes to the tables or are dismissed by lunchroom aide. Students are responsible for thoroughly cleaning up and throwing away all trash.

### **Bus Rules**

1. Students are to be seated at all times. The driver has the prerogative to assign seats for order or evacuation purposes.
2. Students may speak quietly to the other students around them.
3. All parts of the body are to be kept inside the bus, and feet should be on the floor.
4. Nothing is to be thrown on the bus or out of the bus windows.
5. Hands and feet are to be kept to oneself; there is to be no pushing, shoving, or hitting.
6. There is to be silence at all railroad crossing and other danger points designated by the driver.
7. Students may not eat or drink on the bus.
8. Students may not damage the bus or litter.
9. Students are to speak respectfully to the driver and to follow all directives given by him/her.

Students who lack self-control to practice self-discipline or who violate the rights of others can expect to meet disciplinary action. These offenses will be dealt with according to the seriousness and frequency of the offense. Because of the wide grade span in the school, the grade level of the child may be taken into consideration. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline. If a student is involved in an ongoing police investigation related to and incident regarding the school or other students in any way, the student may be required to refrain from campus attendance during the investigation

period. During this time, assignments and coursework may be provided to be completed at home.

### **Consequences that may be employed for lack of cooperation with school rules:**

- supervising adult/ teacher talks with the child (warning)
- loss of minor privileges and/or recess
- temporary removal of the student from the classroom or activity to another supervised area
- lunch detention
- contacting parent by phone call or letter
- detention after school with parents' prior knowledge
- loss of privileges (ex. special video or class event, assembly, field trip, etc.)
- student conference with the principal
- request for student to be taken home from school early and/or not attend for a day
- development of a disciplinary or attendance contract
- principal/teacher/parent/child conference
- pastor/principal conference with the teacher, parents and child
- request for counseling services/ intervention by trained professionals for the student
- suspension for a period of time, either in-school or out-of-school, at the discretion of the principal and/or pastor and in accordance with the policies and procedures of the Office of Catholic Schools
- expulsion used only in a serious matter when deemed absolutely necessary in accordance with the policies and procedures of the Office of Catholic Schools with the authority of the superintendent in consultation with the principal and/or pastor or judicial proceedings if offense warrants

### **Situations with specific consequences:**

Regina Coeli School supports and cooperates with the procedures of the local school districts regarding **behavior on school buses**. These procedures include parent notification, suspension for a time from transportation, and loss of transportation privileges. Parents are required to sign and return the conduct slip to the principal. Unless the seriousness of the offense warrants otherwise, the usual sequence for dealing with bus conduct slips is as follows: first, warning; second, lunch detention; third, after- school detention; fourth, suspension from bus transportation for five days. If additional conduct slips are received, bus

transportation privileges may be suspended indefinitely up to a year after consultation with the district.

**Truancy** is understood to include leaving school without permission, being absent from school without parents' knowledge, and being absent from class without permission.. Other truancy will result in an in-school suspension and/or the case will be referred to Juvenile Court and/or Children's Services.

Action will also be taken on **continuous high absenteeism** from school, ranging from parent conference to request for counseling. In extreme cases, the case will be referred to Juvenile Court and/or Children's Services.

Students responsible for **stealing, destroying, or vandalizing** Regina Coeli School or Parish property or the property of others are financially responsible, with their parents, whether the damage is accidental or intentional. Deliberate infractions will merit detention or suspension. The police will be notified if the situation warrants it.

Students are prohibited from the **use, possession, or sale of drugs, drug paraphernalia, alcohol, tobacco, explosive materials or weapons** on Regina Coeli property, at sponsored events whether held during or outside of school hours, and on public school buses. Violations warrant notification of the police, immediate suspension, and mandatory conference with parents before the students return to school. Intervention by trained professionals may be required as a condition for the student to remain at Regina Coeli School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

Students may not verbally violate others, or write **threatening notes or letters**. Using the words, "I was just kidding," is not an acceptable excuse. Consequences may include conference with the parents, detention, suspension, intervention by a counselor or trained specialist, or notification to the police.

**Physical fighting**, whether a student provokes or partakes, will result in loss of recess, lunch detention, suspension, or, in extreme cases, expulsion.

#### **Extraordinary Disciplinary Measures:**

1. Regina Coeli School officials will at any time search student lockers and/or desks if there are reasonable grounds to believe that a student is using the

locker or desk to store and/or conceal illegal substances, weapons, stolen property, or other items related to a violation of school rules.

2. Exclusion from class or school: A student may be excluded from class or school, without academic penalty, to maintain and/or to restore an orderly environment during the investigation of a disciplinary incident.
3. Suspension: Serious or repeated misconduct may lead to suspension from class or school. It is within the authority of the principal or his/her designee to suspend a student from class or school. All privileges, academic and extracurricular, are withdrawn until the expiration of the suspension period. Missed academic work may be made up in a reasonable amount of time designated by the principal. A suspension period may consist of one to five school days (DOY policy). If the suspension is for an offense which can only be addressed through counseling in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of a duration to allow such counseling to occur. Suspension may be in-school or out-of-school.
  - In-School Suspension: In-school suspension isolates the student from the mainstream of school activity, but does not relieve the student of the obligation to continue daily studies and assignments. Reflection on the reason for the suspension is a part of the time spent in suspension.
  - Out-of-School Suspension: Out of school suspension is the removal of a student from school for a specified period of time.

**Suspendable Offenses include but are not limited to:**

- A serious offense involving the use of violence, force, threat, coercion, sexual harassment, or other conduct which violates the safety of others.
  - The use or possession of a weapon.
  - Vandalism, destruction or theft of school property.
  - Unauthorized absence from school.
  - Wrongful use of technology
  - Student leaving building and school grounds without permission  
“Flight Risk”
- 
- Repeated disregard for school rules or regulations.
  - Other serious offenses which violate the spirit and philosophy of the school.
4. Expulsion: Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior



affects school morale, safety, and/or when the student remains incorrigible. Only the Superintendent of Schools may expel a student. In diocesan schools, expulsion is the permanent removal of a student from the school community. When a student is expelled, official school records and withdrawal papers will so indicate that. Unless directed otherwise by the diocesan Superintendent of Schools, no principal shall admit to his or her school a student who has been expelled from another Diocesan or Public school.

The following are grounds for expulsion:

- Possession of, use, or attempt to use a weapon at school or a school-related activity.
- The repeated use of physical violence, force, threat, coercion or other aggressive behavior that threatens the safety and well-being of others at school or a school-related activity.
- Selling or distributing drugs or other chemical substances at school or at school-related activities.
- Involvement in a felonious act or other criminal behavior that causes public scandal or adversely affects the reputation of the school.
- Repeated incidents of incorrigibility or the repeated refusal to comply with school rules and regulations.
- Other behaviors deemed sufficiently serious by the principal in consultation with the Superintendent.
- Please also see the Diocese of Youngstown Statements on Student Acceptable Internet Use, Sexual Harassment and Violence, Youth Gangs and Gang-Related Behavior, Weapons and Firearms, and Alcohol/ Drug Use.

### **Conclusion:**

In all cases of disruptive behavior, the authority takes into consideration the whole child and makes decisions based on the Gospel values of love, respect, and justice. Each situation will be viewed with the growth of the student being the primary goal. Consideration must also be given to the common good. Any behavior which threatens the physical/emotional well-being of any child is considered serious and will be addressed accordingly.

### **PROBLEM-SOLVING**

Students who are experiencing problems with other students should seek the help of teachers, the guidance counselor, or the principal. Students are not to take

situations into their own hands or solve a problem in a physical way. Nothing is gained by having two students hitting each other. Authority has an important place in our lives. One way for children to solve their problems effectively is to use authority for their own protection or for help when needed. When children express genuine concern regarding misbehavior of other students that they are unable to handle in a peaceful way, parents are urged to encourage their children to report misbehavior to the appropriate person at school.

Regina Coeli School is committed to helping students learn problem-solving skills, as our children are growing into a society that will need creative cooperation among members. Our commitment to talk with children about conflict resolution and the way we treat one another comes from both our Gospel values and our concern for academic achievement. Jesus is very clear as to how we are to treat one another. Plus research supports the fact that teaching social and emotional skills can have a long-term positive effect on academic achievement. School safety is also enhanced as the students learn constructive ways to deal with conflict. “Rules for Fighting Fair” are taught and include the following:

1. Identify the problem.
2. Focus on the problem.
3. Attack the problem, not the person.
4. Listen with an open mind.
5. Treat a person’s feelings with respect.
6. Take responsibility for your actions.

“Fouls” include name-calling, blaming, sneering, not listening, getting even, bringing up the past, threats, pushing, hitting, put-downs, bossing, making excuses, and not taking responsibility.

Developing and maintaining friendships and relationships is an important part of growing up. Students learn how to “talk out” a problem with another person. Ultimately, the problem belongs to the children, and they are the best ones to figure out the solutions. The role of the adult is to serve as a facilitator to provide structure for children to solve their problems and opportunities to practice these skills. It is the tendency of adults to want to “fix” problems for the students, but they are in the best position to come up with workable solutions to their own problems with the support of the adults.

While these skills and practices will help to minimize and solve some discipline problems, they do not replace the rules and consequences from the Code of

Conduct. Treating others with respect is a theme that is always a priority. The world our students live in often does not model that value; thus, our job as parents and as a Catholic School Community is challenging. In addition to curriculum materials available to help to teach and process the above skills, staff development to support the teachers continues to be provided annually. The guidance counselor serves as support to students, teachers, and parents. Special programs provide different perspectives. We will never be done working with children in helping them treat each other well. But we will continually work to find ways to state our expectations and help them learn to be more sensitive, caring human beings. It is possible to make a difference in this world in how we live our lives.

## **Peacebuilders**

The Peacebuilder Pledge frames our days and is a constant reminder of what we want out school to be for all.

*I am a Peacebuilder*

*I Pledge... To praise people*

*To give up put-downs*

*To seek wise people as advisors and friends*

*To notice the hurts I have caused and make amends To right wrongs*

*To help others*

*I will build peace at home, at school, and in my community.*

## **Parent Partnership**

Parent cooperation is needed in this area outside of school. Often things that happen outside of school are brought into school and affect life at school negatively for some students. We would ask that parents reinforce with their children talking about others and treating others with respect. It is expected that a child will not always like or get along with every child or adult with whom he or she comes in contact, but there are positive and kind ways to handle these situations. If a parent hears a child pass on a rumor or disparaging remark about a child, a staff member, or other adult, please reinforce with the child that passing on such a thing is hurtful to that person and often unfair and false. If a parent has a serious concern about what a child has said about another, the parent is invited to share that concern with the principal.

## **DRESS CODE**

Regina Coeli Dress code is motivated by the following: 1.) All children, no matter what their economic status, are treated fairly and equally. We know that sometimes our culture makes this difficult. 2.) Uniforms contribute to placing attention where it belongs- on academics, not clothing. It is not unusual in today's workplace for a dress code to be in effect at a place of business that is in keeping with the image the business wishes to project. 3.) All persons are respected for who they are, not for what they wear. 4.) Safety at school is a factor in the design of the uniform code.

The school dress code is in effect for all students in grades K-5 beginning the first day of school. Any "special dress" days will be announced when applicable.

### **Girls' Skirts and Jumpers**

**Jumpers:** Grades K-5 Green/Blue Polyester Cotton Plaid, V-Neck Pleated, Drop Waist, Tunic, navy blue, khaki.

### **Boys' and Girls' Attire**

**Slacks:** Dress "uniform style" slacks only Khaki and Navy Blue in color. Solid cotton or cotton blend twill. No knit or sweatpants material. **Not form-fitting.** Jeans, jean styles, or slacks with rivets are not acceptable. No elastic ankles. No leg pockets. Belts must be worn on slacks with belt loops. Belts should be of the leather or canvas variety with a simple belt buckle of solid colors appropriate to our dress code.

**Shorts:** Navy blue or Khaki walking shorts of cotton or cotton blend twill. Shorts may be worn from August, September, October, March, April, May and June). No shorts for Mass and in November, December, January, and February. The shorts must be of appropriate length (no higher than 4 inches from top of knee) and color and "uniform style". No decoration or trim. Belts must be worn with belt loops (see above).

**Socks:** Solid white, navy blue, khaki, in color. No decoration or trim. Must be visible above shoes by at least an inch.

**Shirts, Blouses, and Turtlenecks:** Solid white, powder blue, yellow or navy blue in color. Sleeves may be long or short. Blouses and shirts must have a collar (oxford for boys, oxford or peter pan for girls). May be cotton knit combination material or 2-3 button down knit shirt. Blouses, shirts, and turtlenecks must be tucked inside slacks at all times. **No decorative trim** (lacy collars or sleeves, etc.).

Under shirts worn should not be visible (should be white with no imprint). Modesty must be considered.

**Sweaters:** Solid white or navy blue in color. Styles: pullover, v-neck, or buttoned cardigan. Long sleeves or sweater vest. Must be worn over a uniform shirt or turtleneck with the collar showing. Must be of traditional sweater material and waist/hip length.

**Sweatshirts:** Sweatshirts with a Regina Coeli Logo may be worn in lieu of a pullover sweater. Navy blue or white zipper jackets may be worn. NO Hoodies

**Shoes:** Dress shoes, oxfords or loafers may be worn in the following colors: navy blue, black, dark brown, or cordovan. characters (movie/ cartoon) of any kind. No sandals, open-toed or open-heeled shoes, or crocs. No narrow heels, no high heels above 1 inch. Hiking or snow boots are not to be worn during classes. Tennis or sport shoes (leather or otherwise) may be worn, but **NOT** on Mass Days.

**Hair Styles/ Jewelry/Tee Shirts:** Hair must be a natural color. It must be out of students' eyes. Fads in hair styles are not permitted. (Examples: Steps, tails, or spikes are not permitted.) Hair should be off/above the collar and earlobes for boys. The necklace and bracelet must be simple, thin, with a small medallion only. No choker-style necklaces. Only one necklace, bracelet, and ring may be worn at a time. Make-up, fingernail polish, and fake nails are not permitted. Tee shirts worn under uniform shirts must be white, short sleeved and must not show below the uniform shirt's hem or sleeves.

### **Boys' and Girls' Gym Clothes**

**On gym days, students may wear their gym uniforms all day. Eliminating the changing of clothes saves significant instructional time.** All students must wear **plain** blue shorts or sweatpants, no leg pockets permitted, no white or other colored stripes permitted. Shorts **must be an appropriate length**. Students may not wear only gym shorts to school when the weather is cold. (November through March.) variety.) Tee shirts worn **MUST** be the Regina Coeli tee shirts (short or long-sleeved). A Regina Coeli logo sweatshirt or hoodie may also be worn. There should be **no writing** on a tee shirt or sweatshirt other than the Regina Coeli logo, or what has been sold via Home and School. Because the gym uniform serves as a school uniform, parents are asked to monitor the clothing for rips, tears, and other "wear" marks. Sweatpants are not to be cut at the ankles or worn dragging on the ground.

### **Casual Dress Days**

Jeans or casual dress pants (No rips, holes, excessive length, or worn with a droop), tee shirts, or sweatshirts. NO logos for music groups, drugs or alcohol, violence, or inappropriate language. No sweatpants. No stirrups. Jeans or casual dress shorts or skirts of an **appropriate length** may be worn. No halter-tops, tank tops, spaghetti straps, or bare midriffs. If dress code is not followed, students will call home for another outfit. If we cannot get a hold of a parent, an alternate outfit may be given to the student to wear for the day.

## **Dress Up Days**

Dress slacks and shirts; no jeans, sweatpants, tee shirts, or sweatshirts. Dress shoes or school shoes; please watch the size of heel or any other feature that may cause a safety hazard. Girls may wear dresses or skirts of an **appropriate length and style**. No spaghetti straps. Modesty always.

## **Consequences**

Because the dress code is clear, well-defined, and given with ample advanced notice, failure to appear in regulation dress can result in a note home and disciplinary action on the first offense. A student is expected to correct a dress code violation on the spot if possible: shirt tucked in, non-code earrings and jewelry removed, non-code sweaters or sweatshirts removed.

In grades K-2, parents will be notified through notes home to inform parents of anything that needs to be corrected. Follow-up phone calls for repeated violations will be made.

In grades 3 through 5, dress code violation slips for uniform code infractions will be sent home to be signed by a parent and returned. Follow-up phone calls for chronic, repeated violations may be made. Three dress code violations in a quarter results in non- participation in an upcoming casual dress day. For continued or extreme dress code violations, parents may be called to bring correct clothing items to school and/or to attend a conference with the principal.

## **Conclusion**

If in doubt, parents should check with the office before buying an item of clothing in question. Parents are responsible for seeing that their children are dressed according to code. We ask your cooperation in fairness to all. Please do not put the school in the awkward position of telling you that a child can't wear a certain item that you have already purchased because it doesn't fit the code. The decision of the

principal is final. **If there is an extenuating situation that prohibits a child from being in uniform, the parent or guardian should send a note of explanation to school with the child. RCS understands that emergencies can arise.**

Children's Place, LandsEnd, French Toast supplies everything that is listed in our dress code. Most items are available at department stores. Gym shirt can be found at TRAPS in Alliance located at 528 W. State St. Alliance

## **TECHNOLOGY**

The use of technology is an asset to the school curriculum. Its use must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. The school makes every attempt to secure the system for safe student use. Firewall software is installed on the system to block undesirable sites. Search engines are used only with restrictions and under adult supervision. Using school facilities for internet and e-mail is a privilege, not a right. Inappropriate use includes, but is not limited to, attempts to log on to the system administration site, unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the internet, or any agencies or networks connected to the internet. Students are to immediately notify the technology coordinator or a teacher if they suspect that a security problem within the system or the internet exists or if they inadvertently ended up in an inappropriate site. Messages to others shall be polite and not abusive, with appropriate language. There shall be no links from the school home page to a student's personal home page.

### **Home Internet/ Website Use**

The internet has expanded the availability of knowledge and communication and has had a very positive impact on society. There can be a down side, in that some of the internet sites available are not appropriate for children. Many of our students have access to e-mail and instant messenger capabilities. E-mail and instant messenger and chat rooms can become very hurtful and public forums for damaging the feelings and reputation of others. While the monitoring of a student's home use of the internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder and negatively impacts the teaching/learning process.. The school will use the normal disciplinary procedures to deal with such situations. If the school

becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

## **STUDENT USE OF THE INTERNET: EDUCATIONAL USE POLICY**

### **Diocese of Youngstown**

#### **Students using the internet will abide by the Internet Acceptable Use Policy:**

Student use of the Internet on school computer hardware, on school premises, or through school obtained accounts, both on-site and through remote connections, is governed by the policies of the Board of Catholic Education, the procedures of the Administrators' Handbook of the Diocese of Youngstown, and this Handbook.

- Where applicable, student use of Internet accounts is governed by the Account Policies and Procedure of the DA-site providers.
- Student use of the Internet is also governed by principles of ethical use and current law governing copyrighted materials, etc. Each user is responsible for all material sent and received under their user account.
- The use of Internet accounts is a privilege and may be revoked by the principal, internet coordinator, teacher, or internet provider at any time for violations of these policies.
- All telecommunications access on school computers is limited to school-obtained accounts and is restricted to educational business and school related projects. (Personal accounts on commercial services or other internet providers may not be used in school.) Student use must be supervised by the teacher, internet coordinator or network administrator.
- An internet use consent form must be signed by the student, parent, and sponsoring teacher before a student account is established. This form must be kept on file and renewed annually.
- Computers, including all information, programs, software, and use privileges belong solely to the school and are subject to review and inspection at any time without suspicion or cause. The school reserves the right to inspect, copy, and/or delete all files and records on school computers or accessed through school accounts.
- Account holders are responsible to safeguard passwords and access protocols, and insure their account is protected from unauthorized access. Account holders will be held accountable for all activity logged on their account, regardless if they were personally the user. All users are required to adhere to the following password controls:
  1. Passwords shall be non-meaningful terms. Passwords should not be of a common nature such as last name, street name, etc.



2. Passwords should not be displayed, divulged, accessible or shared. If there is reason to believe that a password has become known, it should be changed immediately.
3. Passwords should never be written down, attached to the terminal, placed under the keyboard, or any other insecure place.
4. Account holders should notify the teacher aide or the teacher of the class if unauthorized access to their account is detected or suspected.

Student use of the Internet is governed by the student behavior code as included in this handbook. Inappropriate computer behavior/use includes, but is not limited to the following:

- Academic misconduct includes the transmission of unauthorized academic information.
- Theft, including copyright infringement and unauthorized copying, and unauthorized use of another's password, account or files.
- Damage or Destruction of Property including the alteration of or deletion of files and knowingly introducing viruses or otherwise disrupting others' use of the computer.
- Forgery including hacking into unauthorized computers, sites, or information databases.
- Attempting to access restricted computer nets or user groups or databases.
- Failure to cooperate with agreement regulations, supervisors' directions, or school procedures for computer use. Consequences of inappropriate computer use are stated in this handbook.
- In general, penalties for minor infractions are determined by the teacher, internet coordinator and/or network administrator, e.g. loss of computer privileges for a period of time. Students receiving the loss of privileges will have their password changed during the penalty time. Teachers may request reinstatement of privileges for a student only for the purpose of completing a required assignment. A student reinstated under this provision must be supervised at all times.
- For major infractions, or at the discretion of the principal in discussion with the teacher, student computer privileges may be revoked for the remainder of the academic year. Suspension and/or expulsion may result according to the procedures in the Administrators' Handbook
- Notification of parents of a student's inappropriate computer use may be made at any time.

## **STATEMENT REGARDING ALCOHOL/ DRUG USE**

### **Diocese of Youngstown**

Regina Coeli School recognizes that the problem of drug and alcohol abuse does not respect any group or age, and that the dependency stage of alcohol and drug abuse constitutes a treatable illness. It is further recognized that health and social problems of youth are primarily the responsibility of the family and that parents have the primary responsibility for assisting their children with such problems.

As educators in the church, we, in an effort to provide a drug-free environment, call ourselves to charity and compassion for those in need while at the same time ensuring a safe and productive environment conducive to learning. Alcohol and other drug-related activity endangers the ability to learn and teach; disrupts classrooms; threatens safety; contributes to a climate of fear and disregard for authority; and may put non-users at risk of becoming involved (inadvertently) in illegal acts.

It is forbidden for any student to manufacture, distribute, dispense, possess, use, or be under the influence of, in the school setting, any alcoholic substance, any intoxicating or auditory, visual, or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal or Ohio law, or any counterfeit of such drug or substance; all being collectively referred to as drugs.

School setting includes any school building or any school premises up to a thousand feet away (Ohio Law); any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the school. In the event school officials believe that a student is under the influence of an illegal substance, parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials.

Students who violate this policy will be subject to disciplinary procedures which may result in suspension or expulsion from school. While each student is expected to comply with the school's standards for performance, school authorities may hold penalties in abeyance if students and their parents demonstrate willingness to seek appropriate assistance and if acceptable progress and satisfactory performance is observed. Where violations of the law are involved, law enforcement agencies will be notified.

Regina Coeli School will promote, enhance, and maintain a drug-free school through a systematic program of coordinated student assistance services, prevention through instruction, intervention, administrative (enforcement) procedures and recovery support.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY Diocese of Youngstown**

### **Purpose**

Regina Coeli School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Regina Coeli School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

### **Sexual Harassment defined:**

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school- sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T- shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- verbal warning/reprimand and apology to the victim,
  - a parent/student/principal conference,
  - written warning/reprimand & parent notification, entered in the student's file,
  - detention or removal from selected school activities and/or extracurricular activities,
- 
- behavior/probation contracts, possibly requiring professional intervention, • suspension,
  - expulsion.

## **Sexual Violence**

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in this situation.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including gross sexual imposition, sexual battery, rape, importuning, voyeurism, public indecency, or felonious sexual penetration. In these cases, the Department of Human Services will be contacted immediately or police if warranted.

## **STATEMENT ON WEAPONS AND FIREARMS**

### **Diocese of Youngstown**

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to

convey a deadly weapon or dangerous ordinance onto these premises. O.R.C. SEC. 2923.1212. A valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

A “weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, brass knuckles, knives, butterfly knives, stun guns, and billy clubs, firecrackers or other explosive devices that would bring potential harm to people or property...

Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one’s locker or other area of the school property, or having a weapon on one’s person.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary action may include immediate in or out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, exclusion from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.

## **STATEMENT REGARDING YOUTH GANGS AND GANG-RELATED BEHAVIOR**

## **Diocese of Youngstown**

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, - initiation, - a manner of grooming, hair style, and/or wearing clothing, jewelry, head covering, or accessories which, by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang, - displaying gang markings or slogans on school or personal property or clothing, - having gang tattoos, - possessing literature that indicates gang membership, - fighting, assault, hazing, - extortion, - establishing turf, - use of hand signals, gang vocabulary, and nicknames, - possession of beepers or cellular phones, - possession of weapons or explosive materials, - possession of alcohol, drugs, drug paraphernalia, - attendance at functions sponsored by a gang or known gang members, - exhibiting behavior fitting police profiles of gang-related drug dealing, - being arrested or stopped by police with a known gang member, - selling or distributing drugs for a known gang member, - helping a known gang member commit a crime, - or any other action directly resulting from membership or interest in a gang.

## **Consequences**

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs is involved.
6. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism.

## **Jurisdiction**

Realizing that gang activity is a community concern, communication will be maintained with the police department and public-school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang-related incidents occurring outside the school or off parish/school property will be determined in cooperation with diocesan legal authorities and the police and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

## **DISCRIMINATION/HARASSMENT/BULLYING**

Regina Coeli students and staff say the Peacebuilder Pledge every day. Respect for human dignity and all persons is part of our core Catholic belief and Social Justice teaching.

All persons associated with our Catholic schools, including but not limited to, the administration, the staff and the students are expected to conduct themselves at all times, so as to provide an atmosphere free from discrimination of race, color, nationality, ethnic origin, sex, age, marital status, citizenship, handicap, or disability.

We prohibit verbal or physical conduct that denigrates or shows hostility or aversion toward an individual with the purpose or effect of intimidation, creating a hostile or offensive environment, unreasonably interfering with an individual's performance or adversely affecting individual opportunity. This includes words or actions on school grounds or at a school sponsored activity, which are repeatedly intended against the same person. Words and actions may include physical intimidation, assault, extortion, oral or written threats, teasing, putdowns, name calling, gestures or actions, cruel rumors, false accusations and social isolation.

Anyone witnessing or receiving reports of any of the above should report their concern to the school administration. Every attempt should be made to resolve the situation at the local level. If the issue is not resolved, a procedure to follow is included in the Administrative Handbook, available in the office.

## **FINANCIAL POLICY**

### **TUITION POLICY**

Tuition and Educational Fees are determined yearly by the Regina Coeli School Administration and Finance Committee. Active Regina Coeli parishioners pay a percentage of the per pupil cost and are expected to make weekly contributions to their church. Non-parishioners and non-Catholics pay a greater amount of the per pupil cost as there are no weekly contributions given to the church. Report cards and transcripts are withheld until all financial obligations are met.

**An active parishioner is one who is registered in the parish of either Regina Coeli, attends weekend Liturgy with their child, models and supports practices of Catholic Faith, and contributes to the financial support of Regina Coeli Parish through weekend offertory.**

- 1) Families are charged a set amount to be determined each year.
- 2) A tuition and registration contract must be signed by the parents/guardians and accepted by the pastor and/or principal before a child is officially placed on the class list for the new school year.
- 3) Payments may be made through FACTS Tuition Management. Families can also choose to pay the cost up front in August. **Any other payment plan must be noted in writing on the tuition and registration agreement form and approved by the principal.** Information about an optional electronic fund transfer choice for paying tuition will be provided to families.
- 4) The signed tuition and registration agreement is a contractual agreement between family and the school. By signing the agreement, a parent promises to follow all policies and procedures of Regina Coeli School as outlined in the handbook.
- 5) It is understood that a parent's obligation to pay the charges for tuition, student fee, and other school fees for the full academic year is unconditional and that no portion of such charges so paid or outstanding will be refunded or canceled notwithstanding the subsequent absence, withdrawal, or dismissal from Regina Coeli of the student. It is understood that enrollment may be canceled in writing, without penalty (except the registration fee) prior to August 1<sup>st</sup>. If enrollment is canceled after August 1<sup>st</sup>, parents or guardians financially responsible for the student are obligated to pay the full tuition, student fee, and any other fee incurred for services for the full academic year. In extreme circumstances, the school *may*, in its sole discretion, adjust the parent's or guardian's liability for tuition and fees for the full academic year.



## **STUDENT FEES**

Other fees as needed will be charged to families. They include, but are not limited to, band, field trips, Latchkey and athletic participation fees. A one-time registration fee is due with the family's initial child registration.

## **FUND-RAISER SUPPORT**

Tuition, fees, and parish support do not cover the entire cost of a child's education at Regina Coeli School. Budget dollars must include fund-raising income. There are a variety of fund-raisers that occur throughout the year that support the school's operational budget.

In addition, dollars raised by Home and School enhance the school program in ways that stretch beyond the capacity of the operational school budget.

We expect family support for fund-raisers, but it is not expected that each family participate in every fund-raiser equally. We do ask parents to choose the fund-raisers that best fit their family's capabilities. Fund-raisers enable families to keep tuition costs more affordable. As much as possible, fund-raisers will be chosen that enable the fund-raiser dollars to come from sources outside of school families.

Any program of fund-raising at the school must have the approval of the administration. Fund-raising activities are to be conducted in such a way as the school program is not interrupted, as required by the Diocese of Youngstown. Students may participate in and cooperate with worthy collections and fund-raisers projects conducted by the school or parish.

In addition to paying tuition, every family is required to volunteer throughout the year in an attempt to reduce expenses and /or raise money in support of the mission of Regina Coeli School.

## **Gratuitous Gifts**

A letter for tax information may be requested from the school/parish office for any monies donated over and above tuition and/or donated to the Endowment fund.

## **DELINQUENT TUITION AND FEES**

Prompt payment of all tuition and fees is important for the health of the school budget. Parents experiencing any difficulty making tuition or fee payments should contact the principal at once. Every effort will be made to work with parents; however, the school needs to be informed of and understand the situation in order to help. All information will be held in strict confidence. While cases of non-payment will be handled on an individual basis, the following guidelines are in effect:

1. Report cards will be held each quarter for any student whose family is not current with tuition and fees until payment is made or acceptable arrangements have been made. Parents may be asked to fill out a revision form for payment intentions.
2. “Fees” are defined as student fees, outstanding library book returns or fines, Latchkey fines, textbook charges for lost or damaged texts, band fees, outstanding athletic equipment, athletic participation fees, fees owed for property damage, fund-raiser money, NSF checks, and other outstanding fees.
3. If a tuition or fee balance remains at the end of the academic year, report cards, diplomas (if applicable), and student records for those moving out of the school will be held. If satisfactory payment arrangements are not made for the unpaid balance, the children will not be permitted to return to Regina Coeli School for the following school year.
4. Failure to meet financial obligations is a breach of the material condition of the contract between the school and family. Records (except for the health record and testing results obtained through state or federal funds) will not be sent to the new school until all financial obligations are satisfied. If all efforts to work with the family in tuition and fee collection are unsuccessful, the school may explore legal action or turn the account over to a collection agency.
5. A fee of \$25.00 will be charged for any check returned for non-sufficient funds. After a second NSF check is returned, a family may be asked to pay in cash or by certified check or money order.
6. Post-dated checks written to the school are done so at your own risk.

## **TUITION ASSISTANCE**

The Youngstown Diocese Scholarship Fund in honor of Mary Ellen Cushwa Wolsonovich is open for annual application by all families whose children attend a Diocese of Youngstown school, regardless if the family is Catholic or non-Catholic. These scholarships are based on financial need. Application

information will be made available to parents in the school newsletter. Funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

## **GUIDELINES AND IMPLEMENTATIONS**

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that may arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown, or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Changes may be communicated in a separate communication or as a part of the regular school newsletter. Any section heading in this handbook is for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and that they agree to abide by this handbook. Signing the annual enrollment/ tuition agreement indicates that the family intends to abide by all provisions in this handbook. Failure to have a signed form on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing to enroll) in the school.

## **APPENDIX**

### **CRISIS PLAN INFORMATION FOR PARENTS**

Regina Coeli School has a full Crisis Management Plan in place that is reviewed and updated on a regular basis. It defines the line of decision-making in the event of a crisis as well as procedures that will be used in case of an emergency. While procedures for many kinds of crisis are listed in the plan, each situation is unique and will be handled in accord with the circumstances that are presented. Regular updates with the local public school district, the Office of Catholic Schools, and county safety and emergency officials are made to insure that our plan remains viable. In an emergency, the above offices will be notified and consulted as needed.

Our first concern in an emergency will be to secure the safety of the students. Communication to parents will take place as soon as possible. **Any message that the school needs to get to parents will be broadcast on WDPN 1310 AM, WZKL 92.5 FM and WHBC 1480 AM or 94.1 FM. Unless** the situation prohibits it, parents will then be called to pick up their children or be given other specific information. Room parents may be enlisted to assist with calling parents. **If** possible, the school will also attempt to get the message on channels 3, 5, and 8. **If** circumstances allow, a message will be posted on our website under the “Safety Plan” section. Parents are asked not to phone the school if at all possible to avoid tying up the phone lines.

**If called to pick up their children at school or at another location,** parents will be asked to park their cars and enter the building. If at RCS, parents should enter by the school office doors. Each teacher will have a sign-out list for parents or the designated adult who is making the pick-up. If parents send someone other than themselves to pick-up their child, that person’s name must be on the emergency medical form. **It is the responsibility of the parent to keep emergency information up-to-date in the school office to insure accuracy in an emergency.**

**Evacuation procedures,** should a situation warrant one, are detailed in the crisis plan. Parents are advised to stay tuned to the radio as above for directions and information. Depending on the nature of the emergency, we will evacuate to:

1. A particular section of the school building
2. The church
3. If the emergency is such that we are advised to leave the area, we will evacuate to

First Friends Church on State Street. We have made arrangements with the pastor so that we can all congregate there until parents have been notified.

If an emergency situation arises in which it is advised by safety officials and the Stark County Emergency Preparedness Office for students to remain in the school building, all safety precautions possible will be taken for a **Shelter in Place - Lock Down**:

1. All building entrances will be locked.
2. Building ventilation systems will be disabled as possible and needed.
3. All exterior windows will be locked and curtains/ blinds may be closed.
4. Children will be confined to classrooms unless the situation warrants otherwise.
5. School personnel not otherwise occupied with a group of students will report immediately to the school office for assignment.

**IF** possible, parents will be notified as above. Parents should always turn to WHBC 1480 AM or 94.1 FM, WDPN 13.10 AM WZKL 92.5 FM as the official area disaster information source. **IF emergency officials are advising parents to not be on the roads or attempt to pick up their children at school, we would advise parents to comply and to follow directions being given on radio and TV.** However, if a parent does come to school to pick up their children during such a situation, they are asked to park their car and go to the office door. An adult will be monitoring that door. A parent may be asked to show a driver's license before being admitted. If the situation is such in which the office door is not the best point of entry, a sign will be posted indicating an alternative entry. Once admitted, the parent should follow directions about signing out their children. School personnel will retrieve students from classrooms and escort them to the designated parent area. Adults and children will exit through the designated door.

In the event that a state of **Red Alert** is declared, school will remain on as normal a schedule as circumstances allow and will remain in session unless directed otherwise by emergency personnel.

Staff and students are inserviced in emergency preparedness procedures each year and appropriate drills are conducted.

## **REGINA COELI SCHOOL VOLUNTEER HANDBOOK**

### **Welcome**

Thank you for volunteering! A main strength of RCS is the involvement of many people willing to share their time and talents with the school. Catholic education and formation are the responsibilities of all members of a school community, not

just paid staff. Volunteers can make the difference by enabling RCS to offer a wide variety of educational and extra-curricular programs. They help to stretch our resources- both “people” and “financial”. And the ones who benefit are the children! RCS has as one of its goals to make the best possible use of volunteer services. Your involvement is desired, needed, and greatly appreciated.

This handbook is intended to insure that volunteers have a good experience in our school. The following information will hopefully make you feel comfortable in your volunteer position at RCS.

Jesus gave totally of himself. Prayer to Him will help to insure that the ministry of Catholic education continues to make a profound difference in the lives of young people through the efforts of the adult community members, paid or volunteer. Thanks for the gift of yourself to RCS.

## **Philosophy**

Our school mission and belief statements define who we are as a school. Please review the philosophy that is printed in the parent/student handbook.

## **Application Policies**

The school makes known the many ways people can volunteer through a volunteer letter sent to parents at the beginning of the school year, and through the school newsletters.

The following information **may** be necessary, depending on the volunteer capacity. This information is intended to protect the safety of the students and to satisfy diocesan policies on volunteers:

1. Address and phone number (if not a school family member)
2. Religious affiliation
3. Names and addresses of three people who can provide a personal reference
4. Age (In some cases, a volunteer must be 18 years or older; drivers must be 24 years or older to comply with insurance requirements)
5. Information needed to comply with the Diocese of Youngstown Child Protection Policy, including a fingerprint check **if** a volunteer comes into regular contact with students

## **Volunteer Activities**

Some of the volunteer activities at RCS are listed below. If specific training or information is required for a volunteer to do a job, it will be provided by the school either through inservice meetings, written job descriptions, or verbal instructions by the appropriate staff member.

**Lunch Room Volunteer:** assist the staff to serve lunch and supervise the lunch room activities.

**Classroom Aide:** under their direction, assist the teachers through clerical work and small group or one-on-one activities planned by the teacher to support the students. **Library or Computer Aide:** assist in the library and computer lab as needed

**Room Parent:** assist the classroom teachers with parties and with other special class projects (Special Home and School orientation)

**Resource Person:** Many people have different skills or talents to share. Areas include but are not limited to, gardening, sewing, carpentry, painting, advertising/design, drawing, and other artistic abilities, calligraphy, dancing, a language, or a special career skill. Resource people can be guest speakers, work with a small group of children, or teach a “minicourse”.

**Social Concerns:** help plan and carry out outreach projects to get the students involved in service, especially Kids Who Care Service Club.

There are also lots of ways that volunteers can help after school hours and in their homes. Home and School, and the Advisory Board are a few ways to volunteer “after hours.” Home and School will keep parents informed of the many ways they can assist these organizations through newsletters, meetings, and personal contact. Participation in fund-raisers, clerical and other work done at home, school maintenance projects after hours, and prayer for the school are also vital ways to lend a hand.

## **Volunteer Rights**

You are a valued member of our school community. You have the right to be treated with the respect due any staff member, whether paid or not. You have the right to worship with us. You have the right to the tools and information necessary to perform the tasks you were assigned. You have the right to ask questions.

## **Volunteer Duties**

If working at school, volunteers are asked to arrive on time or report any delays or absences to the school office or the person in charge. So that the office is aware of who is in the building at all times, a volunteer staying for any length of time is asked to sign in and out of the office. You are asked to wear a button signaling that you are an approved adult in the building. All visitors are required to report to the school office upon arrival. If your volunteer activity brings you to school BRIEFLY (as a field trip chaperone for example), please stop in the office so that we are aware of your presence. The volunteer must respect and support school rules. Volunteers should ask for instructions or assistance as needed. If the volunteer activity requires the use of the school building after school hours, keys can be obtained through the school or parish center offices.

You are asked to keep to your scheduled times, unless other arrangements have been made. It takes time for a teacher or staff member to plan to use you effectively. If you come in unexpectedly, the teacher or staff member may not be able to stop what he or she is doing to plan for your best use. Please let the office know if you are unable to keep a scheduled time.

## **Discipline Code**

The school discipline code appears in its entirety in the parent/student handbook. You may remind students about school rules. If more than a friendly verbal reminder is needed, or if a student is disrespectful to you, please consult with the staff member for whom you are working. We ask that you leave the discipline in a situation up to a paid staff member. Please let the teacher or the immediate adult know of a situation or concern and allow her or him to handle it. Please do not allow a child to leave the room without teacher or supervisor permission.

## **Emergency Procedures**

State law requires that everyone evacuate a building when the fire alarm rings, even if it is a drill. If you are in the building during such a time, please leave the building as quickly as possible. This adds another dimension to the importance of signing in and out in the office, so that we can keep track of the volunteers that might be here in an emergency situation.

## **Child Protection Policy**



Any volunteer who comes into regular contact with students is bound by the Diocese of Youngstown Child Protection, revised May, 2020. Each volunteer will be given a copy of the policy. If applicable, the volunteer must also sign a questionnaire and statement regarding child abuse, plus be required to be fingerprinted. The fee will be paid by the school. The safety of children was the motivator behind this diocesan policy.

State law also requires that suspicions of child abuse be reported. Please inform the principal of any suspicions of abuse.

### **Loyalty to Church and School**

When you volunteer at our school, you are a representative of the church and school. You are asked to support the directions given by the staff and administration. If you disagree with a school policy, the principal will be happy to hear your concerns and discuss them with you. Since you are serving in a Catholic School, you are expected to support the teachings of the Catholic Church and to live in a manner consistent with them.

### **Confidentiality**

In the course of your volunteer work at our school, you may learn confidential information about students or faculty members. **You are expected to keep this information confidential in any setting inside or outside the school**, just as you would wish you or your child's privacy rights respected. Rumors and gossip and negativity are damaging to individuals and to the overall reputation of the school. However, any information which, if shared with parents and/or administrators may save someone from harm must be shared (i.e. a child confides a desire to commit suicide). The principal is always glad to discuss any concern with you. Any information about a child's behavior or academic situation should be communicated to parents by the classroom teacher or principal. That is the fairest, most ethical way for the child and family. It is also recommended that volunteers be conscious of "fairness" issues if they serve in any capacity that brings them into contact with their own children.

**RACIAL NONDISCRIMINATORY POLICIES** The governing board of the non-public school shall adopt and implement policies of non-discrimination on the basis of race, color, national and ethnic origin. After the policies are adopted, copies of adopted policies must be sent to Nonpublic Educational Options for approval on school letterhead. The adopted racial

nondiscriminatory statement must appear in the school's advertisement, policies, handbooks and manuals, etc. DEW will verify that the statements are included in handbooks and manuals when they are uploaded into the application. The policies must be sent to DEW at the same time as the Affidavit of Intent Not to Discriminate. Required Language for Governing Board and Advertisements "The governing board of [School Name] School located at [Street Address] in [City] Ohio [Zip Code] has adopted the following racial nondiscriminatory policies." "The [School Name] school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. "The [School Name] school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel." The adopted racial nondiscriminatory statement must appear in the school's advertisement, policies, handbooks and manuals, etc. DEW will verify that the statements are included in handbooks, manuals, and posted at the school during site visits

### **Supervision of Volunteers**

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school. A volunteer may be more directly responsible to a teacher, staff member, or other volunteer with whom he or she is working.

### **School's Right to Amend**

The school reserves the right to amend this handbook at any time. Volunteers will be notified of changes through the school newsletter or other written communication.

### **Volunteer Commitment**

By accepting a volunteer service position at Regina Coeli School, a volunteer demonstrates his/her willingness to be bound by the principles, policies, and procedures contained in this handbook.

Diocese of Youngstown Office of Catholic School - Regina Coeli School

### **Student Use of the INTERNET Educational Acceptable Use Policy and Agreement**

**Student use of the Internet on school computer hardware, on school premises, or through school obtained accounts, both on-site and through remote**

**connections, is governed in accordance with Diocesan Policy, the policies of the Administrators' Handbook and the Student/ Family Handbook.**

The MISSION of RC School Technology Committee, working in partnership with faculty, students and administrators, is to research and deploy common everyday technology into the infrastructure in such a way as to benefit the students and staff not by teaching technology, but teaching how to utilize existing technologies to gain a richer learning experience and understanding of how to most effectively utilize the technology that is now so common place in our everyday lives.

**Please read the following carefully before signing the attached agreement.**

**INTRODUCTION:** Regina Coeli School offers World Wide Web Internet access to your child. RC School provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only, offering vast, diverse, and unique resources to promote educational excellence at RC School.

The purpose of this document is to inform parents, guardians and students and all users of the availability of the Internet resources, as well as the rules governing its use, and to obtain express parental or guardian permission for an individual student to use technology and the Internet while at school.

The computer system and all computer software and hardware are the property of the school. Therefore, the school retains the right to monitor all access to and use the Internet, e-mail, computers and network. The system may be designed to keep a record of all activity on and off the Internet, and this information, if obtained, is also RC property. It is important for all users to understand that no use of the Internet or E-mail can ever be guaranteed private.

Because of the complex association between many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, student users and the parents/guardians of students are aware of their responsibilities.

*This is a living document, and subject to revisions. The school may modify these rules and guidelines at any time by publishing modified rules. The signatures on the AUP at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.*

RC school is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in section 1460 of Title 18, United States Code, child pornography, as defined in section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political or scientific value as to minor. The school will review on an annual basis that computers located within the school, media center, library, and classrooms are in compliance with the Children's Internet Protection Act.

**USER ACCOUNT PASSWORDS:** All users, staff and students, are given an account for the school year. Any person to whom an account is given is the *only* person to use that account. Each user is responsible for the security of the system. Passwords should not be shared or written down. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable. When creating a password, a user should not choose a breakable code. In other words, a word associated with them, any part of their name, etc. The best choice is a combination of words and numbers.

**The INTERNET** is an electronic highway, connecting millions of computers all over the world, which can give students and teachers access to a variety of rich, educational resources. The World Wide Web, a portion of the Internet that your student can use, includes some information specifically designed for children, up-to-the-minute scientific information, Supreme Court documents, and other information that is traditionally difficult to obtain in the school environment. To access the Internet at school, students will be using a web browser (a piece of software) called Internet Explorer. This allows students to navigate through "web" information by pointing and clicking the mouse. Information is presented richly in text, pictures, sound and video.

The educational value of appropriate information on the Internet is substantial and invaluable. The Internet is composed of information provided by institutions and people all over the world however, and hence, also includes material that is not of educational value in the context of the school setting. There is information which may be judged as inaccurate, abusive, profane, sexually oriented or illegal RC does not condone or permit the use of this material. The use of technology within the

school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Internet access is available to students only on computers that are in highly traveled areas of the school building such as classrooms, computer laboratories and the media center, and school personnel will, to the extent possible, supervise technology access. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

**E-MAIL:** Students will not be assigned or required to have E-mail addresses. If for a particular curricular purpose E-mail needs to be used, the teacher will notify the Director of Technology or Systems Administrator and the teacher will be assigned an account for any requested class. The teacher will be the sole owner of the password, which will not be shared. This allows for communication as a class or as individuals, with teacher supervision.

E-mail is not to be used by K-5 students on school computers under circumstances other than those described. This includes Instant Messenger and other network/web communication options.

**CHAT ROOMS:** are not to be used on school machines. If for a curricular purpose a chat room needs to be accessed, the teacher will notify the System Administrator or Technology Coordinator and that can be accommodated for the required period of time.

**FILE SHARING PROGRAMS:** are not to be used on school machines. At no time shall file-sharing software be downloaded or installed on ANY computer within the school nor shall file sharing be allowed within the network/wireless network. This includes the use of non-school owned computers utilizing the network operated by RC School.

**FILTERING TECHNOLOGY:** RC has installed and engaged Internet filtering software. This software is employed both in compliance with the Federal Children's Internet Protection Act as well as our belief that we must do our best to support our students' learning in a manner that supports the school mission and provides for them a safe learning environment. The filtering criterion employed is based upon the requirements of the *Internet Protection Act* as well as the

school mission. Use of filtering software does not guarantee that all inappropriate sites can never be accessed, but, it drastically reduces that opportunity.

**PROPER & ACCEPTABLE USE:** The use of the Internet must be in support of education and academic research and consistent with the mission of the school in accordance with Diocesan Policy.

**PLAGIARISM:** "To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism then constitutes intellectual theft." Taken from the *MLA Handbook for Writers of Research Papers* [New York:Modern Language Association, 2017, 30]

**USER SAFETY:** Users are not to post, publish or send personal information about themselves or others, nor are they to engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that student's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

#### **ACTIVITIES THAT ARE PERMITTED AND ENCOURAGED:**

- Investigation and research in support of school studies
- Investigation and research of opportunities outside of school related to community service, employment or college information
- Students are expected to show respect and consideration for the needs of other students, being willing to prioritize the urgency of the projects

#### **ACTIVITIES THAT ARE NOT PERMITTED:**

- Searching, viewing, sending or retrieving materials that are not related to school work, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted)
- Plagiarism, copying, saving or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted); Source, author, website source and date accessed, etc. must be present on

any printed copy or inclusion in any paper, on the same basis as using quotes from a text book or periodical

- Subscription to any services  
Ordering of any goods or services including buying, selling and trading of stocks and bonds.
- Any use of school computers for financial gain
- Sharing of the user's or another's home address, phone number or other personal information
- Playing games or using other interactive sites such as chats, unless specifically assigned by a teacher
- Unauthorized access, including "hacking", and any activity that violates a school rule or a local, state or federal law
- Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law
- Forging electronic mail messages or using an account owned by others  
Gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user  
Invading the privacy of others
- Posting anonymous messages  
Personal accounts on commercial server or other Internet providers may not be used in school

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material she or he should back out of that information at once. Backing out of a site is a task easily and quickly accomplished, with one click of the mouse.

### **Technology Rules of Conduct**

**THE RULES PRESENTED HERE ARE NOT NEW. THEY ARE EXPRESSIONS OF GENERALLY ACCEPTED STANDARDS OF CONDUCT APPLIED TO SITUATIONS INVOLVING TECHNOLOGY. FAILURE TO COOPERATE WITH AGREEMENT REGULATIONS, INSTRUCTIONS, DIRECTIONS, OR COMPUTER POLICIES WILL RESULT IN CONSEQUENCE AS DESCRIBED IN THIS POLICY. THIS POLICY MUST BE SIGNED EACH SCHOOL YEAR.**

### **Hardware, Networks and Servers:**

- Never share your password. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable
- Treat all hardware with respect. Use it in a way that will not cause damage Do not change settings, configuration, or in any manner make changes to the way a machine runs or is viewed.
- Do not attempt to circumvent any management controls
- Unauthorized access including “hacking”, and other unlawful activities will be prosecuted.
- Hubs, routers, servers, or connectors are off-limits to about Technology coordinator Students may not create servers. Faculty and staff may do so in cooperation with the coordinator.
- Do not adjust, connect, or disconnect components unless under the direct supervision of a staff member, or unless such action is required by an ISP Do not open school hardware.
- No food or drink near computer stations Software:
- Obey all copyrights. Assume all material is copyrighted unless explicitly noted
- Follow MLA Citation guidelines to avoid plagiarism Always use proper attribution. Give credit where credit is due. Be ethical. B
- Always honor copyright laws and licenses Students: do not install software Staff may install software in cooperation with the IT coordinator
- Do not change, copy, or delete software Virus protection is provided through the network, however caution should be used. No viruses may be knowingly introduced Do not attempt to circumvent any software controls

## Intellectual Property:

### Rules for chat rooms

Students may not enter chat rooms or talk sessions unless set-up and access is accomplished and supervised by a staff member.

Use proper and appropriate language, grammar, and spelling

*Never* give out personal information (Name, address, age, etc.) about yourself or others.



Rules for communicating with others via E-mail

Students may use E-mail only if access is obtained via a teacher-obtained class account. Do not send or display offensive messages or pictures Do not send email that harasses, insults or attacks others Do not forge a message or use another's account

Use proper and appropriate language, grammar, and spelling

*Never* give out personal information (Name, address, age, etc.) about yourself or others. If you receive inappropriate E-mail through a teacher obtained and supervised account, immediately notify teacher or other school authorities.

### **Rules for the World-wide Web**

Sites and materials accessed must be for educational purposes, supporting curriculum studies and the school mission.

Do not download any files from the Internet on school equipment.

Only files accessed for educational purposes, supporting the school mission, may be downloaded. If you accidentally browse to a web page that is inappropriate:

Back out immediately and notify a teacher.

Do not call others over to see a web page that is inappropriate, just back out. If you cannot back out, as is sometimes the case, exit the Internet.

Do not bookmark or share the addresses of pages that are inappropriate Never fill out on-line forms or give personal information about yourself or others. Be safe! Do not attempt to circumvent any management controls.

The computer systems which include Hardware, software, internet connection and wired and or wireless networks are the property of the school, and all computer systems belong to it. Therefore, the school retains the right to monitor all access to and use the Internet, e-mail, computers and network. The system may be designed to keep a record of all activity on and off the Internet, and this information is also RC/SJ property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private.

### **ACCEPTABLE USE POLICY**

#### **for School Technology**

#### **Penalties for Student Misuse of Technology**

**Technology and Internet use is a privilege extended by the school, and not a right. Breaking any of the rules is therefore a violation of that privilege and will have consequences which will be enforced by each building principal. Inappropriate computer use by students may be reported to other parent/guardian at any time. Those disciplinary actions may include, but are not limited to:**

**Use of networks/computers only under direct supervision**

**Suspension of network privileges Revocation of network privileges Suspension of computer privileges Revocation of computer privileges Suspension from school**

**Legal action and prosecution by the authorities**

The severity and/or frequency of the offense will determine the consequence, from an unspecified length of time to permanent exclusion from technology use. Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law.

***RELIABILITY:** RC School makes no warranties of any kind, whether expressed or implied, for the service it is providing RC will not be responsible for any damages you suffer. (While we continue to work to prevent the presence of viruses, you are reminded to scan disks before they are used in your home computer.) This includes non- deliveries, mis-deliveries, or service interruptions caused by its own*

*negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's own risk. RC specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. RC will not be held responsible for the loss of information due to network or equipment errors.*

This is a living document, and subject to revisions. The school may modify these rules and guidelines at any time and will publish the current AUP documents or modifications.

Any Questions or concerns please contact: The technology Instructor or the principal of RC School.

**Regina Coeli/St. Joseph School APPENDIX Dispensation of Medication**

**BOTH STATE LAW AND REGINA COELI/ST. JOSEPH SCHOOL REQUIRE A PHYSICIAN'S SIGNATURE AND THE FOLLOWING INFORMATION WHEN CHILDREN NEED ADMINISTRATION OF ANY MEDICATION.** (All prescription and over the counter medications including inhalers, cough drops, Tylenol,

Tums, Advil, etc.)

NAME OF STUDENT: \_\_\_\_\_

AGE: \_\_\_\_\_

Last First Middle

ADDRESS: \_\_\_\_\_

Street

City/Zip

GRADE AND ROOM: \_\_\_\_\_

NAME OF MEDICATION: \_\_\_\_\_ AMOUNT TO BE GIVEN: \_\_\_\_\_

TIMES TO BE GIVEN: \_\_\_\_\_

DATE TO BEGIN: \_\_\_\_\_ DATE TO END: \_\_\_\_\_

SIGNIFICANT SIDE EFFECTS (ADVERSE REACTIONS): \_\_\_\_\_

\_\_\_\_ SPECIAL INSTRUCTIONS FOR ADMINISTRATION OF THE MEDICATION INCLUDING STERILE CONDITIONS AND STORAGE: \_\_\_\_\_

DATE: \_\_\_\_\_

PHYSICIAN'S SIGNATURE: \_\_\_\_\_

PHYSICIAN'S EMERGENCY PHONE: \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN'S PHONE: \_\_\_\_\_

NOTE: The medication must be delivered to school by the parent/guardian. Prescription medication must be in the container in which it was dispensed by the prescribing physician or licensed pharmacist. The label should include student's name, drug, dosage, time of administration, and physician's name. Over the counter medication must be in original container with label clearly legible. Expiration date must be current.

**Physician's signature is required for ALL PRESCRIPTION AND OVER THE COUNTER MEDICATIONS TO BE GIVEN TO THE STUDENT.**

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**There must be notification to the school if any information provided by the physician changes.**

**Order of Handbook:**

**Administrative Procedures**..... Admissions  
General Requirements for Admission Preschool Nondiscrimination Clause Student  
Registration Kindergarten Admission Non-Catholic Students Class Placement  
Foreign Students, Initial Admission Requirements Release of Directory  
Information

**Attendance**..... Diocesan Policy for  
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Guardianship, Absence/Leaving School

**Curriculum**.....  
Spiritual Development Textbooks Library  
Liturgy Homework  
Sacramental Preparation Class Supply List Technology Implementation of Family Life  
Instruction Field Trips

**Instruction and Assessment**..... Student  
Evaluation Academic Recognition Graduation  
Grading/Report Cards Student-Parent-Teacher Communication Access to Records  
Students with Special Needs Appointment Scheduling with Principal/Teacher Transfer of  
Schools, Promotion/Failure Policy Testing

**Dress Code**..... School Uniform  
Policy Violation of Uniform Policy

**Discipline.....**

Student Behavior Expectations Gangs Searches  
Support of Teachers Weapons Consequences  
Lunchroom Regulations Substance Abuse Suspension Playground Regulations Student  
Responsibilities Expulsion Sexual Harassment–Students Care of School Property  
Sexual Violence Student Property

**Student Health.....**

Infectious/Communicable Diseases Medication  
Accidents and First Aid Chronic Medical Conditions of Students  
Illness

**Safety..... School**

Closing/Inclement Weather/Emergency Dismissal Telephone Use/Message for Students  
Fire/Rapid Dismissal/Tornado/Emergency Transportation/Parking School Visitors

**Co-Curricular and Extra-Curricular Activities.....****Miscellaneous Information .....**

Lunch/Milk Program Birthdays and Parties  
School Pictures Lost and Found

**Parental Role.....**

Parent Organizations Volunteer Program

**Guidelines and Implementation of Regulations and Policies.....****Finances.....**

Tuition and Education Fees DOY Tuition Assistance Program Application  
Process/Requirements  
Fundraising Memorial Funds  
Tuition Assistance Gratuitous Gifts

**Internet Policy Crisis Plan Information, Medication Dispensation Form****APPENDIX Tuition Payment Options**

**Option 1** – Single payment due on or before August 1st. Please pay this in the School office.

**Option 2** – FACTS monthly payment plan. Payments are budgeted over ten or twelve months beginning in August and can be made

on either the 5<sup>th</sup> or 20<sup>th</sup> of the month. See FACTS brochure for additional information and fee.

## **Rates for 2020-2021**

# **Regina Coeli Preschool Tuition**

Offered 2 to 5 days a week (M-F)

*\$45 non-refundable registration fee to hold the spot*

*11 Scholarships available for 4 yr. old program. Must meet financial requirements for eligibility.*

### ***HALF DAY***

**Session time 8:00 am - 11:00 am**

#### ***Options/cost:***

Tuesday & Thursday is \$195 per month

Monday, Wednesday, & Friday is \$240 per month

All Five Days is \$315 per month

### ***ALL DAY***

**Session time 8:00 am - 2:30 pm**

#### ***Options/cost:***

*Tuesday & Thursday is \$260 per month*

*Monday, Wednesday, & Friday is \$300 per month*

*All Five Days is \$400 per month*

# **Regina Coeli School Tuition Grades K-5**

*Registration fee is incorporated into tuition*

**Session time 8:05am – 2:45pm**

**Basic flat tuition rate of \$ 6,300.00 per child. State of Ohio Ed Choice / Ed Choice Expansion Scholarships may be available for our children / families. Please consult with the school office (330) 823 – 9239 on the availability of Ed Choice / Ed Choice Expansion Scholarships. The following shows the cost of educating one Child:**

***Yearly – (178 Days) – \$6300.00***

***Monthly – (10 Months) - \$630.00***

***Weekly – (42 Weeks) - \$150.00***

One last thought concerning financing your child's education experience here at Regina Coeli School: Things purchased for our children may come and go, but the gift of a quality education

experience within a faith based and inspirational Catholic Christian environment, enabling personal and social development – lasts a lifetime. This is what Regina Coeli School can provide. Many of our former students return and inform us of their deep appreciation for the education received at Regina Coeli School which prepared them for success in life. Give your child the gift that lasts forever – choose Regina Coeli School as YOUR school and become a part of the Regina Coeli School Family! Your children will thank you the rest of your lives.

*Every Family must sign up with our FACTS program unless paying in full by the first day of school.*

***Thank you for choosing Regina Coeli School***

***Prayer***

***O, God, I pray that you will be my shield***

***As I fight against ignorance, cruelty, and injustice. Through your unending love,***

***I pray that you will deliver me from my enemies,***

***And that you will grant me goodness and steadfastness, So I might lead others to do your will***

***And glorify your name,***

***Through the power of Christ, our Lord, Amen.***

- Contemporary Prayer 93