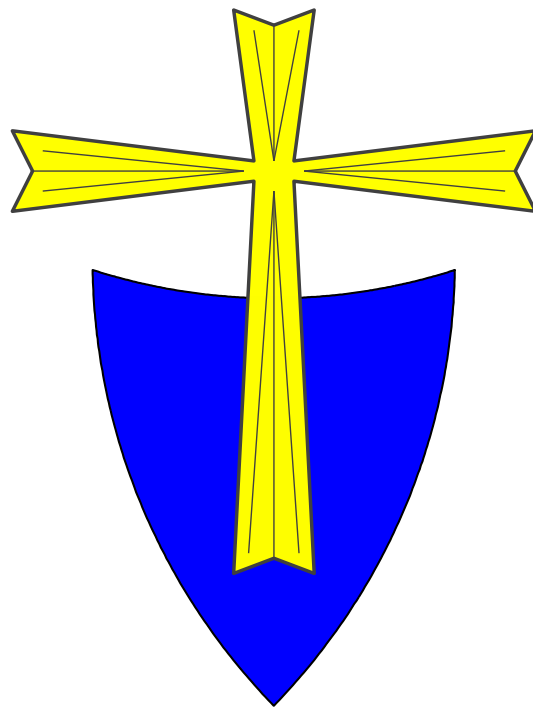


**St. Richard
Catholic School
Swanton, Ohio**



Parent and Student Handbook

2014

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“The Catholic School forms part of the saving mission of the Church, especially for education in the faith. It is not simply an institution which offers academic instruction of high quality, but, even more important, is an effective vehicle of total Christian formation.”
(USCCB, *Teach Them*, Washington D.C. 1976, p.5)

Vision Statement

St. Richard Catholic School Catholic School is a devoted, spiritually centered community growing together in faith by modeling the teachings of Jesus Christ and living by our Catholic values and beliefs. We are guided by the gospel teachings to embrace an attitude of respect, reaching out to all in need.

Our Mission

We the community at St. Richard Catholic School Catholic School are happily called to be Christ’s eyes in seeing the needs of creation; His ears in listening with mind, heart and spirit to others; his hands in reaching out to help; His feet is taking action.

Statement of Beliefs

We believe each child is unique in the eyes of God.

We believe parents are the primary educators. The vocation of St. Richard Catholic School Staff members is to assist parents with the development of the whole child.

We believe we are called to be disciples of Jesus Christ.

We believe that all students can learn.

We believe students need a safe, physically comfortable, and Christian environment to promote student learning.

OUR CHILDREN...OUR FAITH...OUR FUTURE

FAITH AND WORSHIP

The fundamental purpose of St. Richard Catholic School Catholic School is to help each child develop a conscious, loving relationship with God. Students are taught Catholic Christian doctrine in an atmosphere that reflects love, care, and respect for the uniqueness of each person. The gifts and talents each of us possesses are the means through which our commitment to the Christian challenge of service to others can be fulfilled.

We are called to:

- Help our children recognize their gifts and talents
- Foster in our children a sense of Christian responsibility and social justice
- Be witnesses to our Catholic faith, to teach by example, and to model Christian qualities
- Teach that which is the most difficult of teachings – the simple message of love.

All students (Catholic and Non-Catholic) are required to participate in religious instruction, prayer, liturgy, and related religious activities. Each class will incorporate service experience into the religious education program.

LITURGY

Mass is celebrated by the entire school community on a weekly basis. These Masses are opportunities to teach students about planning and participating in Liturgy. They are an important part of the prayer life of the students.

PRAYER SERVICES

Para-liturgical and other devotional services are held on special occasions throughout the year. The goal of these services is to encourage students to expand their personal prayer life beyond the celebration of the Mass and to instill an appreciation for Scripture and a variety of traditional devotions.

CLASSROOM PRAYER

The entire school community makes it a point to reflect on the daily Scripture in order to come to know Jesus and be able to imitate Him more closely. In addition, each teacher leads his/her students in a variety of classroom prayers suitable to various seasons and occasions.

SACRAMENT OF RECONCILIATION

During the seasons of Advent and Lent, parents are to take their children to the parish Penance Services. This gives them an example of how all of us are sinners and need God's forgiveness and mercy.

SACRAMENTAL PREPARATION

Meetings with parents are scheduled for each Sacrament through the parish religious education coordinator to prepare a meaningful program.

- A First Holy Communion
- B First Sacrament of Reconciliation
- C Confirmation for Grades 7 and 8

ATTENDANCE

DAILY SCHEDULE

7:10 a.m.	Students may enter building and wait in the gym. Teacher is on duty to supervise.
7:40 a.m.	First bell rings and teachers get students from gym
7:45 a.m.	Second bell rings. Prayers, announcements, Pledge to Flag
11:10 a.m.	Recess for Kindergarten to Grade 8 begins
11:25 a.m.	Lunch begins
11:55 a.m.	Lunch ends
2:10 p.m.	Prayers, announcements
2:15 p.m.	Dismissal

ABSENCE/TARDINESS

Students are expected to attend school on a regular basis. Under the guidelines set down by the State of Ohio, no student is to be excused from attending school unless sick, exposed to a contagious disease, or, upon parental request, excused for a limited amount of time for medical examination, emergency or a bona fide situation that enhances the educational or cultural growth of that student.

In accordance with Ohio Revised Code 3313.205, parents are to call the school (419-826-5041) before 9:00 a.m. each day with the reason their child will not be in school. This is for the safety of the student. Parents will be called at home or their place of work if their son or daughter is absent and no call is received. If the parent/guardian and school do not have telephone contact the day the student is absent, the student will not receive permission of or make-up work and will be recorded as an unexcused absence. **Staying home for minor reasons should be discouraged by parents, however, children with severe colds, coughs, fever or other signs of illness should be kept home.** A note stating the reason for the absence must be sent to the school with the child upon his/her return.

The State of Ohio report card standards require school districts to average an attendance rate of 93% or better. This means a student who is absent more than 13 days during the trimester will not be permitted to make-up assignments or tests, unless a doctor's excuse or funeral visitation verification is provided. They will be considered **unexcused (NO make-up work)**. If your child (ren) has exceeded or is close to exceeding the allocated number of absences, a letter will be sent home by the school notifying you of this.

Students absent from school all day will not be permitted to participate or spectate in any extracurricular activities for that day.

TARDINESS

A student is tardy if he/she arrives after the 7:45 a.m. bell but before 8:45 a.m. Tardiness is recorded on the teacher's attendance sheet, the student's report card, and their permanent record card. A note is required for all late arrivals and a tardy slip will be issued by the office.

Chronic tardiness is a serious violation of the State of Ohio laws governing attendance. A pattern of repeated tardiness will require a conference with parents and administration. Excessive tardiness will be reported to the Fulton County Children's Services in accordance with State Law.

TARDY = One (1) minute up to one (1) hour
HALF DAY ABSENCE = one (1) hour to three (3) hours
FULL DAY ABSENCE = over three (+3) hours

MEDICAL AND DENTAL APPOINTMENTS

If at all possible, medical and dental appointments should be scheduled for outside of school time. When a student must leave school for an appointment, a note signed by the parent/guardian must be presented to the office by 7:40 a.m. The student will be released from the office at the time requested to the person specified in the note. The parent/guardian must sign out the student in the school office.

STUDENTS BECOMING ILL AT SCHOOL

If a child becomes ill at school, parents will be notified through the nurse or school office. Parents must report to the office if they are picking up a sick child. We reserve the right to exclude a child from school if, in our judgment, a condition is serious enough to jeopardize the health of others. In some cases, a doctor's permission may be required for re-admittance to school.

LEAVING SCHOOL GROUNDS

Students may not leave the school grounds during the school day without written permission from their parents and approval by the Principal.

ASSIGNMENTS DURING ABSENCES

Students who are absent are required to make up missed assignments. **A student who is absent due to illness will not be expected to complete school work while ill.** The student will be allowed one day for each day absent to make up the assignments. **Upon the return of the student, it is the student's responsibility to find out from the teacher what work must be completed and the date due. Assignments not completed by this deadline will be treated as missing assignments. Sufficient time will be given to those students who are absent for a longer time.**

PERSONAL CONVENIENCE ABSENCES

Vacations during school are strongly discouraged. This includes the last day or two before long or after long breaks. If vacations are planned, parents/guardians must provide the principal and classroom teacher with written notification a week in advance of the child's upcoming absence. Teachers are not obligated to assign work during an extended vacation that is not on the school calendar. You are responsible for the make-up of missed work with your child. It is the student's responsibility to contact the teachers to receive the missed assignments and complete the assignments within the time agreed upon by the teachers. The proposed absence will be considered "UNEXCUSED" and parents are asked to complete the **APPLICATION FOR A STUDENT PERSONAL CONVENIENCE ABSENCE FORM at least one week before the proposed absence**. A copy of this form is in the back of the handbook or you may obtain one from the office. Teachers are not responsible for re-teaching material covered while a student is absent. Extra tutoring resulting from personal convenience absence is the responsibility of the parent/guardian.

TRUANCY

Truancy is defined as staying away from school without permission. Students who are truant will be referred to the Fulton County Juvenile court.

MEDICATION

Written permission must be obtained from a physician before any medication (either prescription or over-the-counter) can be administered during school hours. The form "Request for Administration of Medication" etc. as well as more complete medication information can be

found in the back of the handbook. Medication must be in the original container in which it was dispensed from the pharmacy and must be accompanied by the administration form.

- See the attached letter for information regarding asthma inhalers.
- Students may not carry Tylenol, Aspirin, etc.
- Having or using any medication without proper authorization will be considered a serious offense.
- Parents may come to school to administer medication to their children in the office.

ACADEMIC ASSESSMENT

GRADING SYSTEM

KINDERGARTEN:

M = Mastery of skill/Most of Time

ST = Some of the Time

NW = Needs Work—MORE practice needed at home AND school
(Blank items indicate skill NOT EVALUATED at this time)

GRADE 1

E = Exceptional

S+ = Satisfactory/Excellent

S = Satisfactory

S- =Low Satisfactory

NI = Needs Improvement

U = Unsatisfactory

GRADES 2-8:

93-100 = A (4.0)

85-92 = B (3.0)

77-84 = C (2.0)

70-76 = D (1.0)

0-69 = F (0)

Subjects used to determine Grade Point Average (GPA): Language Arts (Grammar, Reading/Literature, Spelling, Writing, and Vocabulary), Math, Science, Social Studies, Health, Religion, and Physical Education.

HONOR ROLL:

4.0 – 3.7 First Honors

3.6 – 3.0 Second Honors

Principal's Award will be given to any student who achieves "E"s in both conduct and effort areas.

Perfect Attendance Award will be given to any student who has no absences or tardy times.

PARENT GRADE REPORTS:

Parents will be given instructions to access the ENGRADE computer program which teachers use to record grades. Parents and students are encouraged to check weekly to see if grades are recorded. If assignments are missing ask the student if they are completed and turned in to the teacher.

PARENT-TEACHER CONFERENCES

Conferences provide an opportunity to discuss each child's progress and to assist parents in understanding the educational program. Communication is encouraged whenever the parent or teacher determines the need for such.

Parent-Teacher Conferences are scheduled formally at the end of the first trimester. They can be scheduled informally at any time during the school year. Teachers will alert and confer with parents as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. Parents may also request a conference. To schedule a conference, please send a note or E-mail to the Teacher. A conference will be scheduled as soon as possible. **Please do not expect to confer before or after school without an appointment.**

CHILD CUSTODY

Normally one copy of all communications is sent home with the student. It is expected that this information will be shared *by* the parents and *between* the parents. 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*. However, the non-custodial parent does have the right to request copies of all material and information unless specifically denied this right in the divorce decree.

PROMOTION POLICY

A student is promoted to the next grade level when current grade curriculum has been satisfactorily mastered. A decision to place or retain a student will not be finalized without the consultation of the parent/guardian. All options such as: learning disability, testing, summer school tutoring, and other accommodations will be considered. **Parent permission is not required to retain, place or promote a child at grade level.**

CODE OF CONDUCT

St. Richard Catholic School Catholic School is committed to creating a learning environment that is rooted in the values taught by Jesus Christ. Students are expected to practice the Gospel Guidelines of

Trustworthiness – Truthfulness – Positive Comments – Active Listening – Personal Best

By using the following Life skills:

Caring:	To feel concern for others
Common Sense:	To think it through
Cooperation:	To work together toward a common goal
Courage:	To act according to one's beliefs
Curiosity:	A desire to learn or know about a full range of things
Effort:	To try your hardest
Flexibility:	To be willing to alter plans when necessary
Friendship:	To make and keep friends through mutual trust and caring
Initiative:	To do something because it needs to be done
Integrity:	To act according to a sense of what's right and wrong
Organization:	To plan, arrange, and implement in an orderly way
Patience:	To wait calmly for something
Perseverance:	To continue in spite of difficulties
Pride:	Satisfaction from doing your personal best
Problem Solving:	To put what you know and what you can do into action
Responsibility:	Doing what's right
Sense of Humor:	To laugh and be playful without hurting others

We assume that parents and students who choose St. Richard Catholic School Catholic School will sincerely support the school's spirit, code of conduct and expectations. In guiding the child's growth in Christian Catholic attitudes, values and behavior, it is the intention at St. Richard Catholic School Catholic School to emphasize the positive rather than the negative. We want to teach children to make wholesome Christian decisions.

Therefore, in the school and classroom setting, rules are presented as expectations to help children as they grow and develop. These expectations are presented in the context of a journey whereby administration, teachers, students, and parents, work together to provide the best situation and environment of each individual student.

While at school or when involved in school-related activities, students are under the care, guidance, leadership, and authority of their teacher(s). Each teacher, in consultation with the principal, is responsible for establishing the rules, procedures, and consequences of misbehavior that will govern his/her classroom or school activity. Each teacher shall establish a climate in the classroom that is fair, just and caring. The school reserves the right to discipline students whether inside or outside of the school if the activity is detrimental to the reputation of the school.

FOR STUDENTS

At St. Richard Catholic School Catholic School, students are expected to:

1. Show respect and obedience to all school authorities.
2. Show respect and friendliness by their words and actions toward their fellow students and all visitors to the school.
3. Show respect for all school property, other students' property and their own property.
4. Cooperate with their teachers and classmates, exhibiting behavior that allows every teacher to teach and every student to learn.
5. Obey all classroom and school rules.
6. Be on time every day.
7. Be present at school every day, unless prevented by illness or other excusable reasons.
8. Be prepared for classes by having learning materials needed and all assignments completed.
9. Be properly attired and groomed according to the regulations of the St. Richard Catholic School Dress Code.
10. Exhibit proper behavior when riding on the bus, when on field trips, when in church, and on all occasions when representing St. Richard Catholic School.
11. Conduct themselves in a way that is safe to themselves and the school community.

FOR PARENTS/GUARDIANS

A Catholic school is most successful when the administration, teachers, and parents partner for the good of the child. The school is a community of faith where the dignity of each person is respected. Mutual support and cooperation among all those guiding the lives of the children are essential for effective formation and education.

St. Richard Catholic School is committed to working with you for the good of your child. We are committed to open, honest communication. We will treat both you and your children with dignity and respect.

For your part, your decision to enroll your child in this school indicates your willingness to support and cooperate with the leadership and faculty of the school, specifically:

- To speak with a civil and respectful tone of voice at all times
- To discuss disagreements and conflicts out of earshot of your children

- To follow proper channels when conflicts arise. (Speak with the teacher first, then to the principal).
- To respect the principal's and teacher's time by seeking appropriate appointments for discussion of issues.

An important goal of St. Richard Catholic School Catholic School and its educational program is to encourage independence and responsibility. In all of our actions dealing with students, parents, and faculty, the overriding virtue binding us together must be a deep respect and concern for one another.

PLAYGROUND

1. **Supervisors are to be obeyed at all times.** Students are to treat all volunteers with the same respect given to all school personnel.
2. No food is permitted on the playground.
3. The school provides equipment and students are expected to take good care of it. Equipment brought by students is not the school's responsibility. Students are not allowed to bring headphones, walkmans, miniature TV/radios, iPods, cell phones, etc.
4. No contact sports are permitted or any type of rough play. Students may not tackle or be tackled on the ground during play for any reason.
5. No skateboards, bikes, scooters, roller blades etc. are permitted.
6. Children must remain outside for the entire recess time unless they have special permission. **PLEASE MAKE SURE YOUR CHILD IS DRESSED FOR THE WEATHER, THIS MEANS HATS, MITTENS, BOOTS, WARM COATS, LONG PANTS, ETC.** The children go outside even on very cold days; they need to run and play after sitting in a classroom all morning.
7. Children must stay in their assigned areas.
8. When the bell rings, students are to immediately line up at the doors of the school and wait for the supervisor on duty to bring them inside.
9. Most cases of misbehavior will be handled by the teacher or supervisor on duty, but in cases of chronic misbehavior the principal will be consulted.

CONSEQUENCES FOR MISBEHAVIOR

Students can expect consequences for their misbehavior. These consequences are to help the student to remember not to make the same poor judgment in the future. The teacher and/or principal will talk with the student(s) to determine an appropriate consequence for the infraction.

POLICIES

CORPORAL PUNISHMENT

Corporal punishment is not a form of discipline advocated by or used in St. Richard Catholic School. This is based on the Christian philosophy of respect of person.

DRUGS/ALCOHOL/TOBACCO

Drug, alcohol, and tobacco abuse is harmful and usage is not permitted. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances.

Parents will be notified immediately if a student is found to have or be under the influence of tobacco, alcohol, and 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. 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 St. Richard Catholic School. Lack of cooperation by either the student or parents in this matter will result in the student suspension or expulsion. If a student gives evidence of signs of chemical dependency, the Principal and teachers will contact the parents, and an appropriate course of action will be decided upon. Parents who are aware of these or similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.

Under no circumstances is a student ever permitted to carry or give an over-the-counter medication. This includes, but is not limited to, Tylenol, Motrin, Advil, idol, and cough remedies. This constitutes a dispersement of Drugs.

HAZING

"Hazing," defined as any act initiating a person into any school or other organization, which causes or creates a substantial risk of mental or physical harm, is strictly prohibited. Students who participate in hazing of any kind will be subject to suspension or expulsion.

WEAPONS

The possession of any type of firearms, knife, deadly weapons, explosive or incendiary devices, or illegal objects jeopardizes the safety and protection of students. As defined by (ORC 2923.11A), a "deadly weapon means any instrument, device or thing capable of inflicting death, and designated or specially adapted for use as a weapon, or possessed carried, or used as a weapon." By definition, (ORC 2923.11B) states that "firearm means any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. Firearm includes any firearm that is inoperable but that can readily be rendered operable. "Students who bring such objects to school or are found in possession of any of these items will be subject to suspension or expulsion.

GANGS

Youth gangs and gang related activities 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. Membership in gangs, which have been identified with disruptive, disorderly, or criminal behavior, is not consistent with the expectation of a student who attends St. Richard Catholic School. Students who are found to be a member of a gang, or shows signs of graffiti, dress, etc. shall be held accountable and may result and suspension or expulsion.

PREGANCY

St. Richard Catholic School is convinced of the value and dignity of human life. If a girl becomes pregnant while in school, she is dealt with individually and treated with charity. Every measure is taken to preserve this life and reputation of the male and female students involved.

ABORTION

The Church does not view abortion as a viable alternative or a moral option. Since the first century the Church has affirmed the moral evil of every procured abortion. This teaching has not changed and remains unchangeable. When students experience unexpected pregnancies, very often they find themselves in a crisis situation. Pregnant young women, reacting to social pressures and to problems, which may seem unmanageable, may seek to have abortions. If a student is in conflict with the school's philosophy and policy, suitable disciplinary action including expulsion may result as a consequence.

AIDS

St. Richard Catholic School does not discriminate against students with Acquired Immune Deficiency Syndrome, AIDS related Complex or Conditions, or those who carry the Human Immunodeficiency Virus (HIV). Each case is treated individually with charity and compassion. The school recognizes its obligations to the common as well as the individual welfare of the students and personnel. This requires decisions that respect both the person with AIDS and the welfare of students served in the school. Continued attendance of a student with this condition will be based on medical recommendations and the student's school records and behavior.

SEARCH AND SEIZURE

For the safety and protection of all students, certified staff members may legally check lockers, desks and books to search for and seize weapons or other dangerous or illegal objects, if there is reasonable suspicion to believe that such are in possession of a student.

SERIOUS INFRACTIONS

Serious infractions can result in more serious consequences. Serious infractions may result in suspension or expulsion.

SUSPENSION is a short term (less than one semester) removal from school and/or exclusion from participation in some or all school activities, served in or out of school. Suspension may be the consequence for behaviors such as disrespect, fighting, disruptive behavior, bullying, or any other violation determined by the principal to be a serious offense. The process for suspension will be:

- The student is to be told what he or she did which was wrong and be given a chance to be heard by a school administrator, before the penalty is imposed, if feasible.
- Parents are to be notified and given an opportunity for appeal to a designated administrator. For a suspension longer than one day, a written notice of the offensive act and explanation of the process for appeal should be included.
- Students are not being allowed counsel in this process, other than parents, guardians, or licensed staff member.
- Appeals may be made to the Pastor/Pastoral Leader.
- Notification will be sent to the Superintendent of Schools.

Students may or may not be given assignments to make up during the suspension. If assignments are given, they must be completed and turned into the teacher upon the return of the child from the suspension.

EXPULSION is a semester long or permanent removal and exclusion of the student from school. A decision to expel is very serious and may occur only when all other recourse and reasonable efforts to conform a student's conduct have been exhausted.

Expulsion may be the consequence for behaviors such as arson, assault or battery, false fire alarm, possession of drug, alcohol, theft, etc. or any good or just cause as determined by the principal. The process for expulsion will be:

- The student is to be told of the offense and given an opportunity to be heard by the principal.
- Parents are to be notified in writing and given an opportunity for appeal. This notification should state the possible punishment and reason for punishment.
- Appropriate time for parental appeal should be allowed.
- Students may not be allowed counsel, other than parents, guardians, or a licensed staff member.
- At the time of the ultimate decision to expel, the school may be willing to consider readmission after a year (or semester) upon the student's attainment of specified objective goals (e.g., no serious disciplinary reports, effort at academic achievement, parental support, etc.). This offers some hope to the student and parents and reflects our Christian belief in forgiveness.
- Appeals may be made to the Pastor/Pastoral Leader.
- Notification will be sent to the Diocesan Superintendent of Schools.

DRESS CODE AND THE UNIFORM

While a student is dressed in the school uniform, we expect their conduct and language to be in keeping with the standards of the school. This means in the neighborhood and on the busses coming to school and going home, students are expected to live up to the good name that St. Richard School has justly established in its more than 50 years of excellent education.

The St. Richard student is to be neatly attired at all times.

GIRLS

Blue/White Plaid, V-neck, pleated Jumper for Grades K-4 (Available through SCHOOLBELLES) or solid navy jumper.

Blue/White Plaid Skirt for Grades 5, 6, 7, & 8 (available through SCHOOLBELLES)

- K-4 Navy skorts or skirts
- 5-8 Khaki skorts or skirts
- All jumpers, skirts, and skorts must be knee length.

Shirts: Button down or Polo Shirts (short or long sleeved); turtlenecks may also be worn – WHITE, LIGHT BLUE, YELLOW, OR NAVY. Blouses/shirts **MUST** be buttoned and tucked in. Shirts must have collars. *Plain white T-shirts, no colors (tucked in) may be worn under the shirt for warmth.*

Sweaters/Sweatshirts: *Solid navy blue or white sweaters or vests may be worn. Only St. Richard School hoodies/sweatshirts may be worn with a collared uniform shirt or turtleneck underneath.*

Slacks: K-4 Basic Twill or Corduroy **dress** slacks. Navy only. No jeans.

5-8 Basic Twill or Corduroy **dress** slacks. Khaki only. No jeans.

Navy is **dark** blue, not faded or light blue. Dress jeans and tight fitting knit slacks are not permitted! **Slacks must be straight-leg only. (NO hip-huggers, bell-bottoms, etc.) Slacks must fit properly, especially around the waist and be of appropriate length i.e. to the ankle but not touching the floor. NO Cargo pants or shorts.**

Socks: Tights, knee high or ankle height socks – white, navy blue or St. Richard School socks.

Shoes: Low-cut dress shoe of leather or leather substitute material. Shoes **MUST** be tied at **ALL TIMES**. **Sandals and shoes without backs ARE NOT ALLOWED (this is a safety rule) ** Heels should not be higher than 1".**

K-3 Students may wear tennis shoes and ankle height socks with uniform.

4-8 Students must wear dress shoes. Heels should not be higher than 1".

BOYS

Pants: K-4 Basic Twill or Corduroy **dress** pant. Navy only. No jeans.

5-8 Basic Twill or Corduroy **dress** pant. Khaki only. No jeans.

Navy is **dark** blue, not faded or light blue. No jeans. **Pants must be straight-leg. (NO hip-huggers, bell-bottoms, etc.) Pants must fit properly; waistband must be at the waist and of appropriate length i.e. to the ankle but not touching the floor. NO Cargo pants or shorts.**

Shirts: Button down or Polo Shirts (short or long sleeved); turtlenecks may also be worn – WHITE, LIGHT BLUE, YELLOW, OR NAVY. Shirts **MUST** be buttoned and tucked in.

Shirts must have collars. Plain **white**, T-shirts, **no colors** (tucked in) may be worn under the shirt for warmth.

Sweaters/Sweatshirts: *Solid navy blue or white sweaters or vests may be worn. Only St. Richard School hoodies/sweatshirts may be worn with collared uniform or turtleneck underneath.*

Socks: **Ankle height socks** – white, navy, or St. Richard School socks.

Shoes: Low-cut dress shoes of leather or leather substitute material** Shoes **MUST** be tied at **ALL TIMES**.

Sandals and shoes without backs ARE NOT ALLOWED (this is a safety rule) **

K-3 students may wear tennis shoes and ankle height socks with uniform. 4-8 students must wear dress shoes. Heels should not be higher than 1”.

SHORTS – NAVY (K-4) or KHAKI (5-8) loose fitting dress shorts may be worn until October 31 and beginning May 1. Shorts must be knee length. Students must wear the regulation uniform top with the shorts. Grade 4-8 may wear tennis shoes with ankle height socks, **ONLY** when wearing shorts. Sandals or open backed shoes are not allowed. St. Richard T-shirts may be worn when wearing uniform shorts. **NO Cargo pants or shorts.**

WHEN PURCHASING SCHOOL SHOES, KEEP IN MIND STUDENTS NEED A SHOE THAT IS SAFE AND FUNCTIONAL.

NOT PERMITTED: Make-up or nail polish, hats, caps, scarves in the building, tattoos, or body piercing.

Jewelry—Students may wear a watch. Girls may have one earring per ear that is attractive and appropriate and is flat against the ear lobe. No dangling earrings and necklaces may be worn during school hours. This is a safety issue to prevent injury.
Boys may not wear earrings and necklaces.

Consequences to all uniform violations:

1st violation: written warning

2nd violation: written warning and \$1.00 donation to the missions

3rd violation: ½ hour detention after school.

GYM UNIFORMS: Students in Kindergarten to Grade 8 will be required to wear a uniform for gym. This will consist of:

SHIRTS: A gym uniform T-Shirt or any St. Richard School T-shirt, a Walk-a-Thon T-shirt may also be worn as part of the gym uniform.

SHORTS AND SLACKS: Knee-length Navy blue or black gym shorts, sweatpants may be worn in the colder months.

TENNIS SHOES and SOCKS

Students in Kindergarten, Grade 1, and Grade 2 may wear their gym uniform all day on gym days. Students in Grades 3 to 8 will change gym uniform clothes before and after gym class.

HAIR POLICY **Boys and Girls**

Hair must be well-groomed, neat and clean. NO hair coloring or **excessive** highlighting. No bandanas or scarves. No extreme styles.

Bangs must be above the eyebrows. Other hairstyles must not obstruct or interfere with vision.

Boys: Hair length must be above the collar.

Girls: Hair accessories may not cause distraction in the classroom.

BIRTHDAY CLOTHING—DRESS UP DAYS

Birthdays and Dress Up days are special ones. On these days students need not wear their uniforms. Students are permitted to wear clothing of their choice on their birthday or half birthday if they have a summer birthday. All clothing must be school appropriate (no tank tops, open midriffs, short shorts, inappropriate written messages or pictures). Athletic shoes may be worn with socks. NO JEANS may be worn.

JEANS DAYS—DRESS DOWN DAYS

On these days students are not required to wear uniforms on jeans days. They may wear jeans or other neat, casual pants and an appropriate shirt. (No tank tops, open midriffs, short shorts, inappropriate written messages or pictures). Athletic shoes may be worn with socks.

CELL PHONES AND TECHNOLOGY ITEMS

Student owned toys, radios, iPods, CD players, computer games, beepers, cellular phones or other electronic devices are not permitted for use at any time in the school.

If you require your student to carry a cell phone for safety reasons, you MUST complete the Cell Phone and other Electronic Device Agreement form and return it to the school office.

Your child must keep his/her cell phone in the school office during the school day. The cell phone MUST be off during school hours. If your child is found with their cell phone on their person during school hours, the phone will be confiscated and you will need to pick it up from the Principal's office.

ENROLLMENT

OPEN ENROLLMENT POLICY

St. Richard Catholic School holds to the policy adopted by the Toledo Diocesan School Board:

“Catholic Schools of the Toledo Diocese admit students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational and admission policies, scholarships, and loan programs, athletics, and other school administered programs.”

REGISTRATION

St. Richard Catholic School gives preference in admission to Catholic students living within parish boundaries; secondly, to Catholic students living outside the parish boundaries; thirdly, to those who are not Catholic.

Registration for families with children presently attending our school, for Prekindergarten through Grade 8 takes place in February. A nonrefundable fee of \$100.00 per family is due by May 15th. Open registration begins at the March Open House. The exact dates are announced in the Parish bulletin and local newspapers.

Entering Kindergarteners must be 5 years old by August 1st. Entering 1st graders must be 6 years old by August 1st. All new students must present a birth certificate with registration.

Registration for the next school year will only be considered final once all tuition and fees for the present school year are paid. Incoming students will not be accepted from families with

past due tuition. If they register, this registration will be considered tentative until the complete tuition amount is paid.

TUITION

It is the policy of St. Richard Catholic School Parish that no child will be denied a Catholic education due to the inability to pay. The decision to send your child to a private Catholic school is truly a financial sacrifice for many families. This sacrifice is also an investment in your child's future. Education is the single most important gift you can give your child and an education at St. Richard Catholic School Catholic School will prepare your son or daughter for future successes.

Tuition scholarship and/or financial aid application forms are available from the school office. Deadlines vary by program so please, inquire early.

The families who choose to pay the tuition amount directly to St. Richard Catholic School Catholic School must be paid in full by June 30th. Payments may be made by cash, check, or credit card (M/C or Visa).

Families wishing to pay their tuition over the course of the academic year utilize FACTS. FACTS are a National tuition management company that services many parishes in the Toledo Diocese. They collect payments from parents and send them directly to the school. No interest is earned by FACTS on the tuitions they service. Tuition must be paid in full, or sign up with Facts Tuition Management Company, by June 30th or the student will not be allowed to attend. If a student is registered after school begins, tuition must be paid in full, or an application filed with Facts Management, the first day the student attends.

Remember, the school and/or Parish administration is willing to meet with you to discuss special situations that make adherence to this policy difficult.

A copy of the current tuition schedule is sent home and is available in the School Office.

WITHDRAWAL

When students withdraw from St. Richard Catholic School Catholic School, they are to return all property belonging to the School and pay any fines or charges that may be due. The parents/guardians must complete a release of records form with the receiving school before student records will be transferred.

The refunded tuition amount will be given on a prorated basis after review by the Principal and/or Pastor/Pastoral Leader. The final decision will be at the discretion of the Pastor/Pastoral Leader. **Tuition and fees must be paid in full before academic Records will be released to the receiving school.**

ST. RICHARD CATHOLIC SCHOOL SCRIP PROGRAM

By participation in the school's gift certificate program called SCRIP, families are able to make regular purchases such as groceries and gasoline and receive a credit that is applied toward their child's tuition for the coming school year. Relatives and outside friends can also participate and have their credits applied toward a St. Richard Catholic School Student. Please contact the school office to get started with SCRIP; it is an easy way to offset the cost of tuition.

CURRICULUM

COURSES OF STUDY

St. Richard Catholic School follows the Diocesan Courses of Study that are in compliance with the Ohio Operating Standards. Copies of these documents are on file in the school office and are available for review by parents/guardians.

OUTDOOR EDUCATION

An extension of our curriculum involving the fifth and sixth grade is an opportunity for the students and teachers to spend four (4) days at Storer Camp to live, work and learn together in a setting different from the classroom.

The YMCA Camp Storer is on Stony Lake Road in Jackson, Michigan. This camp is used by over 1,300 children from Toledo area parochial and public schools. It is mandatory that all students in the class attend camp.

The parents of each child assume the cost of the camp. However, the school will attempt to help by cooperating with parents in setting up some fund raising projects so as to keep the cost down for all students.

PHYSICAL EDUCATION

Our students are fortunate to have a qualified Physical Education teacher. Gym classes are held twice a week. These classes follow a prearranged course of study and are not to be seen as recess periods. Children are given the opportunity, in a non-competitive setting, to develop various skills as well as to learn the rules and basic principles of many physical activities. The gym teacher, like any other teacher, is available for conferences and may request to see some parents.

Students wear a gym uniform that consists of black or navy blue soccer shorts or sweatpants and a gym T-shirt or a St. Richard Walk-a-Thon T-shirt from previous years. Tennis shoes and socks that cover the ankle are also required.

COMPUTER LITERACY

Students learn keyboarding, word processing, spreadsheet, database, etc. An enriched program has also been added to our Computer Course of Study. Classes are formally taught twice a week. The lab is open to all grade levels throughout the week.

LIBRARY

Each class is scheduled weekly to go to the library to choose and check out books. The students are permitted to check out 1 or 2 books. Special permission must be obtained to take more books.

If a book is overdue, a nominal monetary fine of 10 cents per day is charged. Normally no child is denied permission to use the library because of overdue books (unless he/she is a chronic offender). Fines are charged for every day that the book is overdue. If a child is absent on library day and tells the teacher immediately upon return to school he/she is permitted to go to the library to return the book without a fine. If any days lapse after the child returns to school, the entire fine holds for all days absent.

Children are required to pay for damaged or lost books. We will charge what it will cost us to replace that book.

FIELD TRIPS

Field trips are educational excursions that are pre-planned learning experiences, related to the curriculum of the specific grade level and followed by evaluation and processing of the experience. Fieldtrips are a privilege afforded to students to which a student has no absolute right to a field trip. Fieldtrips can be denied to any student if they fail to meet academic or behavioral requirements at the discretion of the principal and teacher. These trips are arranged by the teacher with the permission of the Principal.

A **Diocesan permission form** is distributed by the school office, that is to be signed by the parent and returned to school is **mandatory** before the student is allowed to participate in the field trip. No other form or a phone call will be accepted for permission. Information about each trip will be provided prior to the event. Parents have a right to refuse to allow their child to participate in a field trip. If the child does not participate they must attend school and supervision and assignments will be provided. Students who do not attend the field trip or school will be considered absent.

Chaperones may be used at the discretion and need by the teacher. Parent drivers may be needed for field trips. All drivers are required to submit a copy of proof of insurance and a copy of his/her driver's license to be kept on file in the school office and are required to have a seatbelt for each student that they transport.

TEXTBOOKS

Textbooks are made available for each child's use. Students are expected to treat their books as learning tools. A student will be fined if books are lost, damaged, written in, or destroyed. ALL BOOKS MUST BE COVERED AND CARRIED TO AND FROM SCHOOL IN A PLASTIC BAG OR BOOKBAG. SELF-STICK BOOK COVERS ARE NOT ALLOWED. THESE COVERS LEAVE A STICKY RESIDUE ON THE TEXTBOOK.

LEARNING MATERIALS

The school provides most materials needed for learning. However, the students must provide their own personal supplies. The supply list will be sent in the spring, with the welcome back letter the first week of August and is also available in the school office.

HOMEWORK

An important goal of St. Richard Catholic School and the entire education program is to develop responsibility and self-discipline in our students. Homework extends the learning begun at school. It allows for individual student differences, while promoting individual initiative. **Parents can do much to promote good study habits by providing a definite time and place for study.** Encouraging your child to take homework seriously establishes a model for future success in school. When students are not prepared for class or have missing, incomplete, or late homework assignments, the learning process is hindered.

When students are absent, tardy, or dismissed early from class, they are responsible for any class work missed. Arrangements can be made to pick up homework daily at the end of the day in the office.

The student is responsible for turning in required work to appropriate staff within the allotted days. Those days are determined by the number of days approved as excused. Assignments made on the day of the absence must be submitted to the teacher by the end of the school day immediately following the day the student returned to school. (Example: A student who is absent for one day must submit class work by the end of the second day following the day the student's return to school, etc.). A grade of zero will be recorded for all incomplete required class work. Exceptions are made only by prior approval of the teacher or Principal.

Repeated violations of the homework policy established by each teacher will be reflected in both subject grades and effort grades. The student may also be ineligible to participate in extra-curricular activities, special events, and/or field trips.

COMMUNICATION

Report cards are issued at the end of each trimester. After reviewing the report card, please sign and return promptly or after three days maximum, return it to the classroom teacher. The ENGRADE computer program for recording grades is used by all teachers. Parents and students are to check these grades weekly online and contact the teacher if there is a question about the grade. Teachers will also call, write notes, email, or request conferences as the need arises. Parents are encouraged to do the same. These can be done through the ENGRADE program.

Teachers will not be called to the phone when they are in class. If you need to speak with a teacher, please call the school office and you may either leave a message or request the teacher's voice mail. A teacher's home phone number or cell phone number will not be given under any circumstances.

As teachers are responsible for all the students in their room and they have many responsibilities, please do not try to confer immediately before or after school without an appointment.

Classroom problems or concerns must first be directed to the teacher concerned. If the situation demands further clarification, the principal may be contacted. Only after these steps have been exhausted should the Pastor/Pastoral Leader become involved.

WEEKLY CORRESPONDENCE – E-mail

A weekly newsletter and other information pertaining to activities in the school will be sent home each Wednesday in an E-mail format. Families who do not have E-mail will have this information sent home with your oldest child. Parents are asked to please **read** all of the information. Additional information may be sent home via E-mail if need on other days so please check your E-mail regularly.

STUDENT SERVICES

AUXILIARY SERVICES (ASP)

At the present time, the State of Ohio provides us with funds for textbooks and personnel services. We are eligible for these funds because we are a Chartered Non-Public School in Ohio. Textbooks are regularly evaluated and updated under this program. In addition, the following services are available to our students:

PSYCHOLOGICAL SERVICES – These services are provided on a limited basis by a licensed school psychologist. A teacher and/or parent may make the referral after consulting with the Principal.

SPECIAL READING – Reading classes are offered to students who need extra help or incentive. The reading teacher makes special reports of achievement.

SPEECH THERAPY – New students and students referred by the teachers are tested by the therapist and grouped according to need. The therapist issues regular reports to parents. Students are serviced on the St. Richard Catholic School Catholic School grounds.

SCHOOL NURSE – A nurse is available 2 hours a week. Tests are conducted for vision, hearing, and Posture. The nurse also assists with injuries or common health problems that occur during the school day and serves as a resource person for health education.

A.S.P. CLERK – We have a part-time person responsible for the management of A.S.P. funds under the direction of the Principal.

SCHOOL PICTURES and YEARBOOK

School pictures are taken in the early fall. Spring pictures are optional. Order blanks are sent home with the students before pictures are taken. Payment is due at picture-taking time. Orders for the annual yearbook are taken in the winter for spring delivery. Individual class pictures as well as many miscellaneous activity pictures are featured in the school yearbook and newspaper articles.

STUDENT BOOK ORDERS

Students will be given the opportunity to purchase paperback books through reputable book clubs. Parents/guardians are encouraged to review the book lists with their children before making any purchases. Money must be placed in a sealed envelope clearly marked with your child's name and grade. At no time are students required to purchase books when they receive information from the book clubs.

PARTIES AND INVITATIONS

All activities that might be considered “parties” must be cleared with the teacher and principal.

Students may bring in treats for their entire class for their birthday if they wish. Treats should be simple enough so as to be distributed by the student. These treats will be given at a time specified by the classroom teacher.

Unless there are invitations for the entire class, no invitations will be given out at school.

PARENT INVOLVEMENT

SCHOOL ADVISORY COUNCIL

This is a body of seven members who act as an advisory council to the school principal and Pastor/Pastoral Leader. They represent the people of the parish and school in evaluating school policies, programs, practices and finances; and recommending courses of action to provide quality education while best utilizing all of our resources.

PARENT CLUB

The Parent Club is primarily a service organization committed to enhancing the educational and spiritual experiences of the students at St. Richard Catholic School. The Parent Club strongly supports the teaching, administrative, and auxiliary staff of St. Richard Catholic School in their endeavor to provide an enriching learning environment and to achieve academic excellence.

ENDOWMENT COUNCIL

The purpose of this Foundation is to support and assist St. Richard Catholic School in its educational mission by providing supplemental funding of existing and future programs and services such as: educational enhancement, student scholarships, and the continued existence of St. Richard Catholic School Catholic School.

Donations become a perpetual investment because under normal circumstances only the interest earned on the principal of the foundation is used.

CADA—Crusaders Athletic Development Association

The Crusader Athletic Development Association was formed to support the athletic program at St. Richard Parish. CADA supports school and parish children, offering equal and fair opportunities for them to participate in sports. The St. Richard Parish sports program is designed to be a character builder for our youth. The ideals of Christian behavior and good sportsmanship are the overriding goals of the program.

SCHOOL VOLUNTEERS

Volunteers of all kinds are an invaluable resource to the school. Parents can volunteer to help out in a variety of ways: instructional aides (tutors), teacher aides, library and clerical aides, recess supervisor, hot lunch program and field trip drivers. Frequent volunteers are required to take the Diocesan Protecting Our Youth Workshop (Diocesan Policy).

All volunteers are expected to display a professional attitude in dress and manner when in school, to be business-like in their work and to respect the reputation of families and children. Volunteers are expected to be loyal to both the school personnel and the students in their dealings outside of school. Volunteers are not considered part of the school staff, but they are nonetheless a real asset to the school community.

SERVICE HOURS

Each family is expected to perform 30 hours per school year. Each family is responsible for keeping track of their service hours. At the end of each trimester, every family will turn in a card with their total hours for that trimester to the school office to be put into the computer.

Each family can always do more than 30 service hours per year but cannot do less than 30 service hours per year. You will be assessed a charge of \$15.00 per unserved service hour. If a family does not perform any of the 30 hours of service for the whole school year, you would pay \$450 to the school.

If your child is in grades 5th, 6th, 7th or 8th, they can also help your family earn service hours. At the beginning of each new school year you will receive a list of service hours opportunities. It is the responsibility of each family to read this list and save for future reference throughout the school year.

SCHOOL SERVICES

LUNCH

A class “A” hot lunch is available every day. However, students may bring their lunches to school and purchase milk.

1. Children are NOT permitted to have McDonald’s or other fast food lunches dropped off at school. Exceptions can be made for birthday surprises.
2. Pop may not be packed or brought to school for lunch. Should your child bring pop to school for lunch, it will be taken away and they will be allowed to purchase milk or given water to drink.
3. Forgotten lunches should be dropped off at the office where the child can pick it up. These may not be delivered to the classrooms by parents.
4. Supervisors are to be obeyed at all times.

5. During inclement weather, children have recess in the gym.
6. No food or drinks are allowed outside of the lunchroom. Students must remain in the lunchroom until they have finished with their lunch.
7. Students are to make use of the restrooms prior to going outside for recess.

HOT LUNCH PROGRAM

1. Hot lunch must be ordered **BEFORE 8:30 A.M.** If a student is going to be tardy and plans on eating a hot lunch that day, you must call, even if that student has prepaid that lunch, so that we know whether that student will be there to eat it. If you fail to call the office by 8:30 A.M., that student must bring a lunch from home for that day.
2. Payment is daily or weekly only.
3. Each student pays for lunch in his/her own classroom, therefore, if you are paying for lunch with a check or cash; **please send in a separate check or cash for each child.**
4. Milk also can be purchased daily or weekly.
5. Students are allowed to charge a lunch if they forgot to bring one from home (however, we don't encourage this type of behavior). If a student has accumulated 1 unpaid charge, he/she will not be allowed to charge a second lunch or milk until the charge is paid. Therefore, if a student has an unpaid charge and forgets to bring a lunch, we will serve that student a peanut butter and jelly sandwich for lunch. Please stress the importance of remembering to bring either their lunch or lunch money each day.
6. Charges are due upon receipt of notice. If we have to constantly reissue notices, we will be forced to discontinue this privilege.
7. If a student orders hot lunch and does not eat that lunch for any reason other than being sent home sick; that student is still responsible for paying for that lunch.

EXTENDED DAY, AFTER SCHOOL PROGRAM

St. Richard Catholic School's Extended Day program was established to assist parents who need or desire after school care for their children under guided supervision. The program is under the administration of the Principal of St. Richard Catholic School. This program will offer physical activity, learning games, and homework time. The program will be a time of fun and learning as well as offering companionship to children who often do not have anyone to be with after school. St. Richard Catholic School Catholic School offers this program as a part of the total parish vision of ministry and service. The program will be conducted every school day from the hours of 2:15 – 6:00 P.M. The charge is \$3.50 per hour for the first child and \$3.00 per hour for each additional child. AFTER 6:00 p.m. there will be a charge of \$2.00 per minute per child. You will be charged for the full 4 hours for each child not signed out. Bills will be sent monthly and due upon receipt.

SAFETY

SCHOOL VISITORS—ALL VISITORS INCLUDING PARENTS MUST REPORT TO THE OFFICE AND SIGN-IN UPON ENTRANCE TO THE BUILDING.

Any parent who wishes to speak with the Principal is asked to call for an appointment. The Principal has many obligations and cannot always drop everything to talk with a parent about a problem. The Principal will set up an appointment for the earliest time convenient for all parties.

No one may go directly to the classrooms without permission from the office, even during lunch/recess and dismissal. This is for your child's safety as well as to prevent needless class interruptions.

We do not encourage parents to bring forgotten gym clothes, assignments, lunches, etc., to school. We believe that this breeds forgetfulness on the part of the child.

Visitors are welcome in the school. All arrangements must be made at least 24 hours in advance through the Principal if a visitor wishes to observe in a classroom.

ARRIVAL PROCEDURES

Students are to enter the gym door or the main door and proceed to the gym before school begins. A staff member will be on duty at 7:15 a.m. for supervision in the gym. The first bell will ring at 7:40 a.m. and teachers will pick up their classes from the gym at that time. The 7:45 a.m. bell signals the beginning of the school day. Students are considered tardy after this time and must report to the office for an admittance slip in the office before going to their classroom. Students who arrive after 7:45 a.m. must have their parents sign them in at the office and receive an admittance slip to enter their classroom.

BUS RIDERS

We will follow the Swanton Local Schools Bus Code of Conduct. Copies are available from the bus drivers. We will cooperate completely with the Swanton Local Schools Department of Transportation so as to not lose our bus usage. The same will be the guidelines for students riding the Evergreen bus.

A **note is required** if your child will be riding a different bus or getting off at a different stop than normal. The school will issue an authorization slip to be given to the bus driver.

DISMISSAL PROCEDURES

Those who are picked up by cars should meet their drivers in the gym if the driver has parked in the back parking lot. Drivers are asked to wait in the gym near the bleachers (not by the main door or in the hall leading into the gym) and wait until all students have entered the gym for pick up. Adults should wait an adequate distance inside the gym so that the entrance into the gym is not crowded. Bus riders will be taken to the busses in the horseshoe by a staff member. Students being picked up by drivers in the horseshoe will go directly to family cars once busses have left the front of the gym. Students who walk or ride their bikes should go directly home when dismissed after buses and car riders have been dismissed and a staff member has given the student an okay to leave. Students should take care to stay off roadways and the property of neighboring people.

FIRE DRILLS

Fire drills are conducted each month, weather permitting. Drills are executed promptly, silently, and in an orderly manner. Misbehavior during a drill is considered a serious offense. The students are taught how to use their regular exit as well as alternate exits.

TORNADO DRILLS

The directions of the Civil Defense Authority are implemented in the school to ensure the safety of the students in an emergency. Drills are conducted periodically, especially during tornado season, and students are taught how to best protect themselves. Misbehavior during a drill is considered a serious offense.

SHELTER IN PLACE DRILLS

The Shelter in Place Drills will take place periodically to prepare students for how to respond if the school has to deal with an intruder inside or outside of the building. Misbehavior during a drill is considered a serious offense.

COLLECTIONS

MISSIONS

In an attempt to teach children to give as well as receive, we encourage our students to donate to the missions. In addition, we ask their prayers for people, especially children, who are less fortunate than us.

CAMPBELL SOUP LABELS AND BOXTOPS FOR EDUCATION:

Labels may be saved for educational equipment. More information is sent home periodically through the school newsletter. Boxtops may be saved for a monetary reimbursement, which is used to purchase education equipment.

MAGAZINE and COOKIE DOUGH SALE

The entire school participates annually in the sale of magazine subscriptions and cookie dough in the fall. Proceeds are used for the benefit of the school to provide adequate income.

OTHER FUNDRAISING

Sometimes it may be necessary to have other fundraisers to support the budget of the school.

MISCELLANEOUS

DELIVERIES DURING SCHOOL

Students should be encouraged to develop a sense of personal responsibility about remembering to bring whatever they need for the school day. Students should check at the office if they have reason to believe something has been dropped off.

PARKING

At any time during the school day, if you park on the back lot, please remember to park near the church. This allows for deliveries and emergency vehicles to have access to the school building when needed.

PAYMENT BY CHECK

When you send a check as payment for any bills owed the school, such as lunch money, material fees, bibles, money for fundraisers, etc. we require that you send a separate check for each student and a separate check for each individual bill. The reason for this is that all items do not fall into the same checking account and we track students according to the individual classes not as a family group. We would appreciate your cooperation in this matter. **Please put money and any necessary forms in an envelope with the student's name and what the money is for, such as Marco's Pizza, zoo trip, etc.**

TELEPHONE

Students may call home with the permission of the principal. We also ask that parents do not call the office with a message for your child except in the case of an emergency or last-minute change of plans. **If possible, please call by 1:30.**

WEATHER EMERGENCIES

In the event of inclement weather, St. Richard Catholic School Catholic School will follow the decision of the Swanton Local School District, broadcasting through WSPD radio. Other stations carrying our announcements are TV stations – Channels 11, 13 and 24. Parents are requested to listen to the radio and not to call the school or rectory. When there is a delay announced, the teachers follow the same time delay as the students. **In the event of a two-hour delay, school begins at 9:40 for all students Prekindergarten to Grade 8.** Morning buses will pick up children two hours later than their normally scheduled time.

AFTER SCHOOL ACTIVITIES

If a student is to stay after school for an activity, a written parent note must be given to the homeroom teacher one day prior to that activity. Students involved in after school activities that do not begin immediately after dismissal must go home and not return for these activities until the proper time. Alternatively, parents must arrange with coaches, etc, to have parent supervision at school for those students who may just get home and need to immediately return to school for practice or games. Parents must arrange for transportation immediately following the end of the activity.

Teachers, secretaries, principal, etc. are not responsible for supervision after the conclusion of an after school activity.

ACCEPTABLE USE POLICY – TECHNOLOGY

St. Richard Catholic School Catholic School is pleased to offer students access to a computer network and the Internet which allows them to store files and use the Internet for educational purposes. To gain access to the network and the Internet, all students must obtain parental permission and return a completed permission form to the school office.

ILLNESS

CONTAGIOUS DISEASES

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat head-lice, chicken pox, pink eye, etc. If a child has had a 24-hour throat culture one day, he/she should be kept home the following day until the results of the culture are known. Notice of the contagious disease is sent home to parents of students in the homeroom.

Children who are sick should not be in school. Children who have a fever should not be in school. Children must be fever free for twenty-four hours without medication before returning to school. A fever is considered to be 99.4 degrees Fahrenheit or higher. Any child sent home with a fever, MUST NOT come back to school for 24 hours. **If a child is placed on an antibiotic, he/she may not return to school for at least twenty-four hours after taking the first does of the antibiotic. It is the responsibility of the parents/guardians to exercise good judgment in this regard.**

IMMUNIZATIONS

The Ohio Revised Code 3313.67 and 3313.671 indicate that schools are responsible for ensuring that students who enroll in school have immunizations required by the Ohio Department of Health (ODH). The statute also states that schools are to keep records of the immunizations. The requirements do not include new immunizations; rather, the schedule for when students receive them is:

- Addition of a diphtheria, tetanus and pertussis (Tdap) booster for seventh grade students

- Addition of a second dose of varicella (a progressive requirement starting with kindergarten for 2010)
- Fourth dose of polio vaccine being administered on or after the fourth birthday

For more information, call the Ohio Department of Health Immunization Program hotline at 1-800-282-0546. Further information, including a summary of all required immunizations, can be found on the ODH website:

IMPORTANT MEDICATION INFORMATION

Any child who must take medication during school hours (both prescription and over-the-counter) must have a "Request for Administration of Medication by School Personnel" form on file in compliance with suggested State of Ohio guidelines.

DO:

- ATTEMPT to administer medications outside of school hours whenever possible
- ONLY bring medication when accompanied by proper paperwork
- PERSONALLY bring medication to school office rather than sending it in with a child
- BRING medication in the ORIGINAL CONTAINER IN WHICH IT WAS DISPENSED WITH LABEL CLEARLY STATING CHILD'S NAME, NAME OF MEDICATION, and PROPER DOSAGE & DIRECTIONS
- KEEP the form on hand in case of an emergency visit to the doctor, which results in a medication being prescribed.
- ONLY return this form if your child requires a medication to be given at school

REMEMBER:

The nurse is only in the building 2 hours per week. Our school secretary dispenses medication along with her many other duties when the nurse is not here. For legal purposes and the safety of your child, we must have CLEAR, WRITTEN ORDERS FROM A PHYSICIAN BEFORE DISPENSING ANY MEDICATION.

SPECIAL NOTE REGARDING ASTHMA INHALERS: Ohio Law now allows children to carry asthma inhalers on their person IF their doctor feels this is necessary. If your child will be carrying his/her inhaler, please have the doctor complete the "Self Medication for Asthma Inhalers" form. In most cases, children with mild asthma have time to obtain their inhaler from the school office and will not be required to carry it during school hours. Although there are indeed cases where students need their inhalers quickly, self administration is difficult to monitor. If the inhaler is in the office, we are able to observe and record proper use. For inhalers being kept in the office at school, please have the doctor complete the "Request for Administration of Medication" form also found in this packet.

A NEW FORM IS REQUIRED FOR EACH MEDICATION EACH NEW SCHOOL YEAR

Thank you for your assistance in this matter

Please direct any questions to the nurse at 419-826-5041

Fundraising Without Costing You Extra Funds!

St. Richard School participates year-round in the following programs which in turn provide additional income for our school.

1

Box Tops For Education – Box tops are located on hundreds of everyday products including General Mills Cereals, Kleenex, Betty Crocker, Ziploc, Progresso Soups, Green Giant, Yoplait, Pillsbury, Avery Office Supplies, Hefty and so many more. Just clip the symbol. Each is worth 10 cents! They add up fast!



2

Labels for Education – Campbell's Soup, Pop Secret, V8, Post, Pace, BIC, Swanson, Pepperidge Farms and many more. Just clip the symbol (entire label needed from soup) and help provide classroom materials.



Kellogg's Family Rewards – Products include Kellogg's Morning Star, Keebler, Sunshine and more. Look for the symbol on the outside of the box and save the code on the *inside* of the cardboard of the box. We will happily enter the code to their site for our school.



1

Aluminum Can Recycling – Recycling of beverage cans has provided playground equipment and so much more for our students. Cans may be dropped off to the side of the red storage shed in the back of the parking lot.

3

Empty Ink Cartridges and more! – Containers are located in the church and school to collect empty ink cartridges, MP3 players, I pods, and old cell phones. If you know of a business looking to recycle these items, we will happily provide a box for their office.

4

Labels may be dropped off to the school or placed in the collection basket.
Thank you for supporting St. Richard School through these fundraisers!

PARENT'S SECTION

We (I) the undersigned, who are the parents/guardians of _____ hereby request that the health care services outlined and prescribed by the physician be provided to our child. We (I) understand the school undertakes no responsibility to diagnose, treat, or dispense medication, but will only administer or oversee the mentioned services as directed and authorized. We (I) authorize the Principal or other designated person(s) to administer the prescribed treatment as directed by the physician. We (I) agree to notify the school immediately if there is any change in either the child's treatment regimen or the authorizing physician.

In consideration for the overseeing and administration of medication for this child, I hereby release and discharge the Diocese of Toledo, the Toledo Catholic/Private Schools, this school, the Principal of the responsible school and his/her designees and any other persons connected with the overseeing and administration of medication or drugs herein described, from all claims, demands, actions, judgments, and executions which may arise from the overseeing or administration of the medication. The undersigned have read this form and understand all of its terms.

Signature of Parents/Guardians _____
Signature Date

Signature Date

Phone Number: _____
Home Work

**INFORMATION TO BE PROVIDED BY PHYSICIAN WHEN STUDENT IS
AUTHORIZED TO CARRY AN INHALER AT SCHOOL**

STUDENT'S NAME _____ DATE _____

STUDENT'S ADDRESS _____

NAME OF MEDICATION IN INHALER: _____

DOSAGE AND TIME TO BE TAKEN: _____

DATE to begin Administration: _____

DATE to Cease Administration: _____

SPECIFIC Instructions for use: _____

ADVERSE reactions, if any that might occur to the student using the inhaler _____

INSTRUCTIONS to follow if medication does not produce expected relief from the student's
Asthma attack: _____

POSSIBLE ADVERSE reactions to an unauthorized user: _____

**The above named student knows and understands the proper use of his/her
Inhaler and should be allowed to carry it on his/her person. He/she also understands
this Inhaler is not to be shared or used by another person.**

YES _____ **NO** _____

Physician's Name: _____ Physician's Emergency # _____

Physician's Signature _____ **Date** _____

**A new form must be completed whenever the prescription changes and at the
beginning of each school year.**

SELF MEDICATION FOR ASTHMA INHALERS
(Authorization Form)

MUST BE READ AND COMPLETED BY PARENT/GUARDIAN AND STUDENT

_____ has been instructed in the proper use of
(Name of student)

_____ inhaler. We request that he/she be permitted to carry the
(Name of medication)

on his/her person or keep in his/her book bag, as we consider him/her responsible. He/she has been instructed in and understands the purpose and appropriate method and frequency of use of this inhaler. He/she also understands this inhaler is not to be shared or used by others. I also understand that my child will not be monitored when using this inhaler nor will a specific record of its use be kept.

I **authorize** school personnel to allow use of this above medication to the above named child as ordered by our health care provider. I also authorize the school nurse to consult with the health care provider about my child's medication needs. I will see that my child's inhaler is properly labeled with the name of the medication and my child's name.

I understand that the student is responsible for the proper maintenance and use of the medication. I understand that if the student is found to have shared his/her inhaler with other students, or otherwise abused the medication or device, the student will not be permitted to carry his/her inhaler at school and disciplinary action may also occur. I understand, and have informed the student, that he/she must immediately notify the school bus driver, school principal, school nurse, or teacher if his/her inhaler is lost or taken from him/her by another person.

In consideration of the administration of medical services as requested and authorized by this form, I/we, or myself/ourselves, and my/our heirs, executors, administrators and assigns, do hereby waive, release and forever discharge and agree to indemnity and defend the School and the Diocese of Toledo, their members, officers, administrators, employees, servants and agents from and against all claims, demands, or causes of action by any person or entities, for loss, cost, injury, or damage whatsoever arising from or claimed to arise from or in any way connected with the administration of authorized medical services to the student named above.

As **parents/guardians** of the child names above, **I/We acknowledge that I/We have read and understand** the above statements. As the **student** named above, **I have read and understand** the above information and the responsibility I assume in keeping the above named medication on my person.

PARENT/GUARDIAN _____
(Signature) (Date)

STUDENT _____
(Signature) (Date)

Student Personal Convenience Absence

Student Name _____ Grade _____

Date Leaving _____ Date Returning _____

State clearly and concisely the nature of this absence and the reason why the leave must be taken during the school year.

Statement of Student and Parent Responsibilities

We understand that absence from school for the reasons listed above is not provided for under the school attendance laws of the State of Ohio that this absence will be "UNEXCUSED" but that by completing this form and fulfilling the requirements, the student will be permitted to make up tests missed and will not be considered truant.

We further understand that when a pupil returns from a personal convenience absence, teachers assume no responsibility for a drop in grades suffered by a pupil who is absent due to personal convenience.

Arrangements to make up tests must be made by the pupil by the second day he/she returns to school after a personal convenience absence or an "F" will be recorded for each test. Tests are not to be given to a pupil in advance of a regularly scheduled test day. It is the responsibility of the student to inform each teacher of the dates of the personal convenience absence in advance. Please be sure to meet with your child's teacher after school 4 to 5 days prior to leaving for vacation. Each teacher has his/her own classroom policy regarding missing assignments.

Teacher initials: _____

Student Signature _____

Parent's Signature _____ Date _____

It must be understood that the principal's signature does not indicate approval of the statement of absence, but only that he/she is aware of such.

Principal's Signature _____



St. Richard Catholic School
 Swanton, Ohio
 "EXCELLENCE IN EDUCATION"

333 Brookside Drive
 Swanton, OH 43558
 Phone: 419-826-5041
 www.saintrichard.org

CELL PHONE AND OTHER ELECTRONIC DEVICE AGREEMENT

This agreement allows _____ in Grade _____
 to bring a cell phone or electronic game to St. Richard Catholic School.

Reason cell phone or other electronic devices must be brought to school: _____

Days of the week that the cell phone or other electronic devices will be brought to school: Circle all that apply

Monday Tuesday Wednesday Thursday Friday

Description on cell phone or electronic device: _____

My child will bring their cell phone or other electronic device to the school office before going to class when they arrive and will pick up the cell phone or other electronic device at the end of the school day before dismissal.

School staff has the right to confiscate my child's cell phone or other electronic device if it is not brought to the office. The principal will hold the cell phone or other electronic device until a parent picks it up (first violation) or the end of the school year (second violation).

Other stipulations that the parent or principal may request:

Parent Signature: _____
 Date: _____

Student Signature: _____
 Date: _____

Principal Signature: _____
 Date: _____

Yes, we have read the Parent/Student Handbook along with my Child (ren) and we will abide by the policies as set forth in the Handbook.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Please return this signed form to the School Office by September 30th.