

IRONTON CENTRAL CATHOLIC SCHOOLS

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IRONTON, OHIO 45638
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**ST. LAWRENCE ELEMENTARY SCHOOL
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PARENT / STUDENT

HANDBOOK

MISSION STATEMENT OF IRONTON CENTRAL CATHOLIC SCHOOLS

The mission of Saint Lawrence Elementary School and Saint Joseph High School is to provide our parish communities a Catholic education, identified by Christian values in conformity with Catholic teaching, academic excellence and a spirit of evangelization.

IRONTON CATHOLIC SCHOOLS STATEMENTS OF BELIEF

1. We believe all life is a sacred gift from God.
2. We believe Christian values are to be taught and lived.
3. We believe that a Catholic education is important.
4. We believe that every student will be challenged to excel in their academic endeavors.
5. We believe that knowledge of the Catholic faith is foundational to living and sharing the Gospel.

GENERAL GUIDELINES PHILOSOPHY OF IRONTON CENTRAL CATHOLIC SCHOOLS

While the Ironton Central Catholic School System reflects the philosophy of the Office of Education of the Diocese of Steubenville and meets the education standards of the State of Ohio, Department of Education, it exists for the express purpose of assisting the parents of our faith community in the religious education of their children. We have a firm commitment towards the establishment and preservation of the principles and values which are a part of our tradition and inherent in the Gospel of Jesus Christ.

In striving to continue as an asset of this community, our belief that all life is sacred guides our efforts to educate the whole child. Attempting the fullest development of the spiritual, mental, and physical abilities of each child demonstrates our reverence for the gift of life given by God. Thus we share in the ministry of the “Church which has been divinely entrusted with the mission to assist men and women so that they can arrive at the fullness of the Christian life.” (C.794)

As a community, we are committed to a harmonious and interdependent working relationship among students, teachers, administrators, parents, alumni and the larger society of which we are a part. This relationship will be strengthened and developed by effective communication, shared responsibility, and mutual respect. An attitude of “servant” based upon the Gospel message will guide this working relationship.

On this journey to our eternal destiny, we realize that there is a continuous discovery of our intellectual, physical, emotional, social, and spiritual potential. Thus we endeavor to encourage the student to see learning as a life long process; a process in which parents and teachers are actively involved.

We must use our time, our talents, our wealth, and our very lives to the full service of justice, as this is the only way we can know real peace. The Catholic Church in America exists for the service both to God and to our country in which we enjoy freedom. We hope that we can bring the light of the Gospel to

bear challenges of our century, that we may, through genuine selfless love, learn humility and service, and finally come to know that peace that only the Lord can give.

Providing the student with a Christian value-oriented quality education, we seek to enable them to pursue a vocation in life that brings them to the fulfillment of their journey – with God forever.

DECREE ON CHILD PROTECTION

The requirements of the Decree on Child Protection for the Diocese of Steubenville as promulgated by the the Most Reverend R. Daniel Conlon, Bishop of Steubenville, effective March 5, 2003, together with any amendments and/or modifications thereto are observed by all the Diocesan Schools in the Diocese of Steubenville.

NOTICE OF NON-DISCRIMINATION POLICY

The Catholic Schools of the Diocese of Steubenville recruit and admit students of any race, color or ethnic origin, to all rights, privileges, programs and activities. Schools shall not discriminate on the basis of race, color or ethnic origin in the administration of their educational policies, scholarships, loans, fee waivers, or educational programs. In addition, the schools are not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The Catholic Schools of the Diocese of Steubenville will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.

PHILOSOPHY OF GUIDANCE

The basic philosophy of the guidance program of the Ironton Central Catholic School System centers around the concept that each individual is a worthwhile person.

The process of assisting individuals to discover and develop their abilities and interests while knowing and accepting limitations is of prime importance. The Ironton Central Catholic School System guidance program holds that the key to this discovery is a development of individual talent coupled with early identification and solving problems. Through this process, the guidance staff will promote academic success, personal happiness, and usefulness to society.

The guidance program is based upon certain assumptions, which include the following:

1. Every student has worth as an individual.
2. Each student is complex.
3. Each person has many differences.
4. The whole person reacts to a situation.
5. Adjustment is a continuous process.
6. Motivation is the key to adjustment.
7. Self-determination is the right of every individual.
8. The individual can be understood only in relation to his/her environment.
9. Self-guidance is the goal of education.

The guidance program is to foster the educational career, civic, personal, and social growth of students, and will provide systematic aid and assistance. The program will strive to assist in the preparation of students to cope and function more effectively in an ever-changing, technological world.

The program will operate within the conceptual framework of the nine dimensions of guidance as outlined in the publication Guidance Services for Ohio Schools. The nine dimensions include:

1. Information service
2. Pupil Appraisal and Record Service
3. Group Guidance Service
4. Counseling Service
5. Consultative service
6. Parent Conference Service

7. Resource Coordination Service
8. Placement, Evaluation, and Planning Service
9. Testing Service

The Ironton Central Catholic School System complies with federal law and practices the concept of non-discrimination in all areas of human and personal relations. The Ironton Catholic School System does not discriminate on the basis of race, color, sex, handicap, political affiliation, and religion, national or ethnic origin in the administration of educational policies, educational opportunity and employment.

The guidance program will consistently adhere to Christian principles and the doctrines of the Roman Catholic faith, but neither of these conceptual bodies of thought and belief will be forced upon an individual by the guidance staff.

ADMINISTRATOR'S OFFICE

The Ironton Central Catholic School System is committed to achieve excellence in education; to help the students in their individual growth and development; and to help cultivate student's interest and participation in order to prepare them in the best manner possible for their adult Christian life.

Not only is the office of the Administrator charged with the responsibility of the total school program, but also with the individual needs and problems of each student. Hence, the office of the administrator is open to all students.

STUDENT PRAYER

“CONSECRATION OF THE DAY TO THE LORD”

FATHER IN HEAVEN, WE ARE AMAZED AT YOUR CREATION. THE WHOLE UNIVERSE HAS BEEN PUT TOGETHER WITH SUCH WISDOM AND INTELLIGENCE. THE STARS, THE SUN, AND OUR GOOD EARTH YOU CREATED. YOU PLACED THE SUN MILLION OF MILES AWAY. MILLIONS OF STARS, WHICH YOU HAVE MADE, HAVE YET TO BE SEEN BY THE HUMAN EYE. AND YET YOU HAVE CREATED ME IN YOUR OWN IMAGE. MY BODY, MY MIND, MY FREEDOM, ALL THAT I AM YOU HAVE CREATED AS PART OF YOUR BEAUTIFUL UNIVERSE. AND SO IN GRATITUDE, I CONSECRATE THIS DAY TO YOU. HELP ME MAKE IT A DAY OF PRAYER, FUN AND UNITY FOR ME, MY CLASSMATES AND TEACHERS. HELP ALL OF US TO BE AWARE OF YOUR PRESENCE THAT SURROUNDS US LIKE THE AIR WE BREATHE. HELP ME TO LEARN OF YOUR LOVE AND TO LOVE YOU IN RETURN WITH ALL THAT I AM. YOU ARE FATHER, SON AND SPIRIT. AMEN.

(This prayer is to be memorized by each St. Joseph student and prayed at the beginning of the first period class each day.)

CODE OF ETHICS

The foundation of every nation is the education of its youth. Therefore, students of the Ironton Central Catholic School System:

1. Remember always that an effective, full life must be based on a firm faith in God which can be attained through Mass, Sacraments and prayer in their daily lives.
2. Remember the special privilege that we have as American citizens and thus always respect the flag that represents our freedom and those who have died for that freedom.
3. Maintain high standards in thought, speech, and behavior.
4. At all times, be considerate and courteous of others.
5. Have respect for and pride in school and public property.
6. Remember that whether a spectator or participant, win or lose, good sportsmanship is always of paramount importance.
7. Continually strive hard to set a good example for those students who come after them.

8. Use productively the talents they have to their fullest advantage.
9. SMILE!

CODE OF CONDUCT

The single key to effective self-discipline is respect. When students show respect to their teachers, administrators and other adult staff, to one another, to themselves, and to the school buildings and grounds, an educational environment will exist that ensures the best education possible – spiritually, academically, and physically—for every student.

Every student is to keep in mind the purpose of the school: namely, the formation of educated Christian ladies and gentlemen. Since every student of the Ironton Catholic School System has the right to acquire the best education possible, no student has the right to interfere with this opportunity. All students will be held directly accountable for their actions.

Violation by a student of any one or more of the following rules of conduct will result in disciplinary action or actions, such as assignment of detention, parent contact, suspension, and/or expulsion, and/or referral to Juvenile or Municipal Court.

NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS

A student shall not possess, use, conceal, or be under the influence of any alcoholic beverage, dangerous or illicit drug, narcotic or mind-altering substance while under the jurisdiction of the school.

ASSAULT

A student shall not cause physical injury to another person or behave in such a manner as to threaten or cause physical injury to any member of the school staff, other student(s), or visitor while under the jurisdiction of the school. Any student or students who may be involved in any form or confrontations not including physical contact with one another but are found to be arguing, bickering, or making threats that instigate reaction, may be considered dangerous, therefore proper precaution will be taken by the staff, which may include some type of punishment.

DISRUPTION OF SCHOOL

A student shall not, by use of violence, force, coercion, threat, harassment, any form of insubordination, or by any such means, cause disruption or obstruction of the educational process. This applies to and includes all curricular and extra-curricular school activities and events.

VIOLATIONS OF THE LAW

A student shall not violate any law or ordinance when he/she is on the school property or while in attendance at school-sponsored activities.

DAMAGE TO SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or private property while on school premises or while attending school sponsored or related events and activities. Anyone deliberately defacing or damaging school property will be required to restore the property, pay for the damage, and will face other disciplinary action such as detention or suspension at the discretion of the school administrator.

FALSIFICATION

A student shall not falsify in writing, or by any other means, the name of another person, times, dates, grades, addresses or other information on school forms or correspondence directed to the school, parents or legal guardians.

STEALING

A student shall not steal or be in possession of stolen property. If implicated the student will be suspended or expelled and prosecuted.

INSUBORDINATION

A student will not willfully refuse to obey or fail to respond or carry out a reasonable request or command by authorized school personnel, for such will be considered insubordination. Disrespectful behavior, such as rudeness, coarseness, insolence, harassment of any form is offensive not only to the victim but also to all fair-minded observers, and therefore will be considered a form of insubordination. The use of indecent or obscene language shall also be considered as insubordination. Persistent disobedience or gross misconduct will serve as grounds for disciplinary action in conjunction with school policy.

FIGHTING

Fighting or any type of physical violence at school, on school property or in connection with any school-sponsored activity will be subject to immediate disciplinary measures. Any physical contact during an altercation will be considered fighting and will receive no less than the following:

FIRST OFFENSE – Three day inschool suspension with further disciplinary action at the discretion of the administrator.

SECOND OFFENSE – Five day inschool suspension with further disciplinary action by the administrator.

THIRD OFFENSE – Possible expulsion and/or referral to the Lawrence County Prosecutors Office and possible remandment to the Lawrence County Alternative School at the expense of the student/parent/legal guardian.

WEAPONS

A student shall not possess, handle, use, transmit or conceal any object which might be considered to constitute a dangerous weapon or instrument of violence, (e.g. gun, knife, sharpened object, fireworks, pellet guns, BB guns, ammunition, chains, wallet chains, etc.). This includes look-alike weapons. Violation will lead to severe disciplinary action that may include but is not limited to suspension and expulsion. If it is found to be of immediate danger, law enforcement authorities will be notified and charges will be filed and pursued.

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 ordnance onto these premises. A valid carry concealed license does not authorize the licensee to carry a weapon onto these premises. Violators will be prosecuted.

PUBLIC DISPLAY

Public displays of affection (holding hands, kissing, hugging, etc.) are not conducive to a business-like educational atmosphere and will not be permitted on school grounds or school sponsored extra-curricular activities.

ELECTRONIC DEVICES

The use of all-electronic transmitting or receiving devices is prohibited during regular school hours. Electronic devices include but are not limited to the following: cellular telephones, pagers, beepers, radios, jam boxes, portable t.v.'s, c.d. players, I-pods, or cassette players.

ACADEMIC MISCONDUCT

Academic misconduct includes cases of cheating and plagiarism. Cheating implies dishonesty or deception in fulfilling academic requirements. Plagiarism involves the presentation of some other person's work as if it were the work of the presenter. A faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to the School Administrator for proper disposition.

CLASSROOM RULES

Each teacher will establish and convey to students specific expectations for behavior and academic performance relative to his/her classroom. Each teacher will provide a copy of his or her classroom guidelines to each student and the school office.

TEXTBOOKS

Textbooks are issued to each student in their subject area. The student is responsible for seeing that proper care is taken of each book. If a book is lost or defaced in any manner, the student is responsible for making payment according to what the cost will be to replace the book with a new one.

BOOK BAGS

Book bags, duffel bags, handbags, backpacks and purses are allowed but subject to inspection by teachers and administration if there is cause for suspicion of illegal items.

GAMBLING

Student gambling, in any form, on school grounds or during school sponsored activities is strictly prohibited.

FACILITIES – RANDOM SEARCHES

The buildings, grounds, classrooms and lockers located within Diocesan Schools are the exclusive property of the Diocese of Steubenville and may be searched randomly in accordance with the Ohio Revised Code and case law promulgated by the courts of Ohio

ANTI-HARASSMENT POLICY

It is the policy of the Office of Education of the Diocese of Steubenville that any harassment of students by students shall not be tolerated. Students shall not be permitted to engage in physical or verbal harassment based upon race, color, creed, ethnic origin, gender, and physical and mental limitations or other students. The Administrator and Teachers shall enforce this policy as an integral part of their employment responsibilities.

PEER SEXUAL HARASSMENT

Peer sexual harassment is strictly forbidden in the Ironton Catholic Schools, on its premises and during programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex that interferes with the ability of a student or students to receive an education.

Students enrolled in the Ironton Catholic Schools shall treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. Ironton Catholic Schools strongly encourages students to report sexual harassment immediately to Teachers and Administrators. The Ironton Catholic Schools will take prompt and fair action to investigate any report and to stop the sexual harassment.

PEER HARASSMENT IN GENERAL

Peer harassment is strictly forbidden on the premises and during programs and activities of all Diocesan Schools. Peer harassment is any unwelcome physical or verbal conduct directed at a person that interferes with the ability of a student or students to receive an education

Students enrolled at all Diocesan Schools shall treat fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action shall result from violations of the anti-harassment policy. Students are strongly encouraged to report peer harassment immediately to

Teachers who shall report it immediately to the Administrator. The student may also report peer harassment directly to the Administrator. The Administrator shall take prompt and fair action to investigate any report and to stop the peer harassment.

EDUCATION FOR CHILDREN WITH DISABILITIES

Students who require special education services must be identified through the procedures specified by the Individuals with Disabilities Act (IDEA) Amendments of 1997, effective date of 3-12-1999, or the Individuals with Disabilities Education Improvement Act of (IDEAI) 2004.

Diocesan Schools may provide, at their discretion, an Instructional Adjustment Plan (IAP). Parent(s)/Guardian(s) are advised that this program is not a substitute for the IDEAI specified by federal legislation.

PARENT / STUDENT RESPONSIBILITIES

CARE OF SCHOOL PROPERTY

Cooperation of the students is needed if our facilities are to be maintained for future students. Caring for the schools property is the responsibility of everyone. This is keeping with the Christian demand to respect the property of others. It witnesses to the type of student we have attending our school. Therefore:

1. Students should aid in keeping the building clean and an attractive place of study and work.
2. Students marking or defacing school property will be assigned either a work detention or pay the cost of replacement or repair to the item(s).
3. All damage, whether accidental or malicious, should be reported immediately to the administration.
4. Place all paper and other debris in their proper receptacles.

CUSTODY OF ENROLLED STUDENT

Questions concerning the legally designated Custodian(s) for enrolled students will be referred to the Diocesan Attorney whose determination shall be final.

SCHOOL GROUNDS

The buildings, grounds, classrooms and lockers located within the Ironton Catholic Schools are the exclusive property of the Diocese of Steubenville and may be searched randomly in accordance with the Ohio Revised Code and case law promulgated by the courts of Ohio.

IMMUNIZATIONS (ORC 3313.671)

Students are required to provide proof on immunization against mumps; rubeola; rubella; chickenpox, poliomyelitis; diphtheria; petussis; tetanus; and, hepatitis B at the time of their original entry into the school or at the beginning of the school year. Parent(s)/Guardian(s) objecting to this requirement must submit a written statement explaining their objection. The Administrator shall make the final determination as to whether the student is admitted. Students who do not provide the required documentation for immunization will be withdrawn from the school on the fifteenth day after admission.

PRESCRIBED MEDICATION PROCEDURES

It is strongly encouraged that all scheduled taking of prescribed medication by students be at times outside of school hours.

When that is not possible (when regular attendance at school would be impossible without the medication) the possession and use of medication will be permitted, insofar as feasible, during school hours if the following procedures are strictly followed:

1. The parent/guardian MUST request in writing permission for his/her child to possess and use medication during school hours. The parent/guardian must also provide the school a doctor's signed verification, with the name of the medication, dosage, times to be taken, instructions, precautions and possible side effects.
2. The parent/guardian will assume the safe delivery of the medication to the school.
3. The parent/guardian will notify the school immediately if there is any change or deviation in the use of the medication.
4. The parent/guardian releases the School Board, school officials, administration, staff and faculty and all employees from any and all liability for damages or injury resulting directly or indirectly from his/her authorization.

EMERGENCY MEDICAL FORMS

At the beginning of each school year, parents will complete an emergency medical form with accurate and up-to-date information. This record will be kept on file and parents MUST update any changes throughout the school year.

PAYMENT OF TUITION

The parent(s), guardians(s) agree to pay the tuition and all fees for the grade in which the student is to be enrolled.

The fact the School allows tuition and fees to be paid in two or more installments does not create a fractional or divisible contract or in any way relieve the parent(s), guardian(s) of the responsibility for the entire year's tuition and fees or the pro rata portion thereof in the case of late entrance. The parent(s), guardian(s) further agree that the total amount due and payable to the School shall be considered as agreed upon liquidated damages between the parties to this agreement.

The parent(s), guardian(s) agree that if payment of tuition is not made in accordance with the agreement, the School shall have the right to refuse to admit the student to class and to terminate the agreement. The parent(s), guardian(s) also agree that the School shall have the right to withhold the transcript of the student's academic record and the student's diploma until all tuition and fees have been paid.

Like any business, the school depends on prompt payment of tuition in order to continue providing outstanding service to the students. The following regulations are enacted in order to insure that the financial aspects of the school are handled in a smooth, expeditious fashion. In those instances when difficulties arise, please contact the school before it becomes a crisis. Together, we can work out some type of an arrangement that will help both parties achieve their goals and responsibilities.

1. Tuition rates are for the school year. The school year is defined as August through May. Exact dates are determined by the yearly school calendar. The rates are established by the Board. The different rates for Parishioner and Non-Parishioner reflect the support of the Lawrence County Catholic Parishes and the expected support of the local parish from parishioners. The difference is not meant to discourage registration of non-parishioner students.
2. In order to receive the tuition rate for parish members, the family must be a registered family of a Lawrence County Catholic Parish and are expected to be actively involved in their parish. A student from Holy Family will pay a tuition rate similar to the rate of Holy Family School.
3. A binding tuition contract is signed by the parent/guardian during the designated registration period.
4. A **first** month payment of tuition is paid at the time of Registration. This payment is nonrefundable. The **second** payment is made at the time of Orientation. The remainder of the tuition may be paid in one of the following manners:
 1. payment in full
 2. 9 equal monthly payments (Aug.,Sept.,Oct.,Nov.,Dec.,Jan.,Feb.,Mar.,Apr.)
 3. equal installments as agreed upon.

5. SWEEPSTAKE TICKETS:

- Every family with students in the Ironton Catholic School System will be required to sell Sweepstakes tickets worth a total value to be determined annually by the School Advisory Board and annual budget. These tickets should be sold to other individuals or purchased by the family.
- Every ticket should have purchaser information and seller (student) name.
- All students that **register in April/May**, with first month's tuition paid, will be mailed Sweepstakes tickets in June. All ticket stubs and money are to be turned in to the sweepstakes chairman by September 15, or the balance will be added to tuition. Those registering late must have all stubs and money in by the September 15th deadline.
- A \$12.50 bonus will be issued to the seller of the winning ticket for every monthly drawing during the school year. The seller bonus for the special December drawing is \$50.00. These amounts will be credited to the seller's tuition balance. **If tuition is paid in full**, a check will be issued to the seller.
- Any seller who is the purchaser of their Sweepstakes tickets and wins a monthly drawing shall have the **winning amount credited to the tuition amount remaining** if he/she is behind in tuition payments. If tuition is paid in full or current, a check will be issued to the seller.

- PRORATED REGISTRATION (to be determined annually)

MONTH	TICKETS	DOLLARS
JULY-SEPTEMBER	25	\$625.00
OCTOBER-NOVEMBER	12	\$300.00
DECEMBER-FEBRUARY	10	\$250.00
MARCH-APRIL	8	\$200.00

- **DRAWING INFORMATION:** The Sweepstakes drawing will start the (3rd) Tuesday in the month of September and continue every third (3rd) Tuesday of the month through the month of May. A special Sweepstakes drawing will be held during the month of December. The drawing amounts are:

MONTHLY: \$500.00, \$300.00, \$150.00, \$100.00, \$50.00

SPECIAL: \$1,000.00

6. The prompt payment of tuition according to the conditions of the tuition contract is extremely important. It is understood that failure to make the payments as scheduled may result in the student being ineligible to attend our school until such time as delinquent payments are paid in full. Depending upon the availability of funds, a tuition assistance program may be available to eligible families. A copy of the guidelines and application form may be obtained from the administrator's office.

All tuition and fees **MUST** be paid in full before official transcripts will be released; diplomas issued or records transferred.

MOVEMENT OF STUDENTS

Students are to be respectful and courteous to each other. Good manners should be shown at all times. There should be no running, screaming shoving; tripping knocking books out of others hands or loitering in the hallways. When changing floors, please walk on the right-hand side of the stairs. Students should not be going to their lockers between classes. This avoids running in the hallways and class tardiness.

ASSEMBLIES

Assemblies are held for a variety of reasons periodically throughout the school year. The assemblies may be recreational, entertaining, cultural, and educational. Student behavior will always be appropriate for the type of assembly that is being held.

GYMNASIUM

Food and drink are not permitted in the gym unless the administrator grants special permission. During any form of practice, the gym is off limits to all individuals except the participants.

POSTERS, ADVERTISING, AND DISPLAYS

The administrator prior to being exhibited in the schools MUST approve all posters, advertising, signs and displays. These should all be related to school functions and activities. When preparing a poster, advertisement, signs or displays, keep in mind that it should not in anyway be embarrassing to either the students or faculty members. They should not in any manner distract from the high standards of students' character and school cleanliness.

FUND RAISING ACTIVITES

An annual Fund Raising Plan is to be developed and presented, by the Development Director, to the Board for approval by September 1st of each year. The Fund Raising Plan is to outline projected fund raising activities planned by the Development Office for the ongoing school year. In addition, the Plan is to provide the projected scheduling along with the earning goal for each of the individual activities. This includes individual class fund raising and all student organizations. The plan is to be reviewed and approved annually by the Administrator and the Board. Any amendments to the plan will be presented by the Development Director to the Administrator for approval. The Director will report all approved amendments to the Board.

BUSES

In most cases, the State of Ohio provides bus transportation. Students riding these buses must conform to the rules and regulations imposed by the local school district, which has control over that particular bus. **VIOLATIONS OF THESE REGULATIONS WILL CANCEL THE STUDENT'S PRIVILEGE OF RIDING THE BUS.** These regulations also pertain to all athletic teams use of the bus.

PHONE CALLS

The main office of each individual school will only deliver messages of importance to students from their immediate family. Students are to make phone calls outside of class time. The office personnel will make any important phone calls that the student needs to make during class time. The office personnel have the right to determine the urgency of the message to be delivered. In special situations, students may use the school phone when permission is given. Only local calls and out of state calls, collect or credit card, may be made. There may be a .25 charge.

CONFIDENTIALITY

Confidentiality is generally held to mean that one individual will not reveal private information that has been given to another. It sometimes happens that a student provides information to a Teacher or other Staff Member and asks that it be treated as confidential. **Any Teacher or Staff Member who receives any information that may be interpreted as threatening to the health, life and safety of any person shall report it to the Administrator immediately.**

RELEASE OF STUDENT RECORDS

The Ironton Central Catholic School System will not release information contained in a student's permanent school record unless given written permission by the student, if eighteen years of age, or by the parent/guardian of the student, if the student is under eighteen years of age. This is in accordance with the "Family Educational Rights and Privacy Act of 1974".

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974: The parent(s) and the legally designated Guardian(s) who have contracted for the education of an enrolled student will be permitted to review the student's educational record. Parent(s) and Guardian(s) who have not contracted for the education of an enrolled student will not be permitted to review that student's educational record. The final determination in all cases involving parental/guardian rights and privileges with respect to reviewing a student's education record rests with the Diocesan Attorney.

DIRECTORY INFORMATION: The following information is defined by the Office of Education for the Diocese of Steubenville as “Directory Information”: name, address, telephone listing, date and place of birth, major field of study, participation in officially-recognized activities and sports, weight and height (if member of an athletic team), dates of attendance, date of graduation, any awards received, most recently-attended school or institution. The parent(s) and legally designated guardian(s) have the right to inform the Administrator in writing that they do not want “Directory Information” released to non-school organizations or individuals.

MILITARY RECRUITMENT: Diocesan High Schools cooperate with requests from the United States Military relative to being provided with the names, addresses and telephone numbers of students enrolled in Grades Eleven and Twelve. The parent(s)/guardian(s) will be notified by the High School Administrator when such a request has been received and will be afforded an opportunity to specify that information concerning their child(ren) be excluded from release to the United States Military.

SCHOOL CLOSING OR DELAY OF OPENING

At times of inclement weather, in regards to the closing of school or delay in opening, the Ironton Central Catholic Schools will concur with Ironton City Schools’ decision. Please listen to local radio and TV stations for this information between the hours of 6:00 a.m. and 7:30 a.m.

AFTER SCHOOL HOURS

Students are not permitted to enter the school building after school hours without the supervision of an advisor or athletic coach.

There is a common understanding among schools that students from other schools do not enter the school building without proper authorization during or after school hours. Given permission, these students may enter for scheduled activities planned for after school hours.

VISITORS TO THE SCHOOL

We welcome visitors, alumni and parents to our schools. So that the school activities may always be conducted in an orderly manner, we request that these individuals report to the school office when entering the building. This is merely an act of courtesy that can prevent embarrassment to all concerned. Our concern is for the safety of our students. Persons found in the building who have not registered with the main school office will be considered trespassers.

SUSPENSION

A student may receive an administrative in-school suspension for violation of school rules and code of student conduct. A student receiving an in-school suspension will not follow the normal class schedule and will be assigned to a designated area where the student may reflect on his/her behavior. At the discretion of the administrator, the student may be provided the opportunity to complete class work. Parents are to be notified of any suspensions.

Out-of-school suspensions are the means the school system uses to bring parents, students, and school administration and staff officials together to attempt a solution and clarification of various disciplinary problems. When a student receives an out-of-school suspension, he/she will be given assignments to do at home so that the student can keep up with their class work. However, the student will receive a zero on all graded assignments during the suspension period. As an alternative, the student on out-of-school suspension may be reprimanded to the Lawrence County Alternative School for a specified amount of time at the **expense of the student/parent.**

OUT-OF –SCHOOL SUSPENSION PROCEDURES

The Administrator:

- Provides a hearing for the student to review the reason(s) for the suspension

- Determines the number of days of suspension to be assessed to a maximum of ten (10) days.
- Informs the Pastoral Administrator of the decision to suspend the student.
- Notifies the Parents/Guardians by certified mail of the reason(s) for the suspension and the number of days and dates involved; and that the student is responsible for “making up” classwork missed during the period of suspension.
- **There is no appeal of the Administrator’s decision to suspend a student.**

STUDENT IN-SCHOOL SUSPENSION REGULATIONS

1. Student must report to the office by 7:55 a.m.
2. Student must bring to the office all books, notebooks, and other materials needed for assignments. Daily assignments must be completed on time.
3. Student must stay in designated area and not leave unless permission from the office is given. Restroom privileges will be granted only during class time when other student’s are not in the hall.
4. Student must not visit with other students, while serving the in-school suspension, without permission from the school office.
5. Student will eat lunch in suspension area and will not be allowed to leave to obtain lunch. Brown bag lunch is strongly suggested.
6. Student will not be allowed to participate in any extra-curricular activities during the period of the in-school suspension.
7. Student will be expected to participate in guidance sessions during the period of the in-school suspension.

The student will remain on in-school suspension until he/she meet the following conditions:

- A. Completes all assignments prescribed by his/her teachers.
- B. Has a conference with the school counselor.
- C. Makes a commitment to correct inappropriate behavior.

DISCIPLINARY PROBATION

Students who present serious and continuous disciplinary problems will be placed on disciplinary probation at the discretion of the school administration. Probation places the student in a situation, which may lead to dismissal for continued disciplinary problems. The length of the probation period will be determined by the school administration. Students placed on disciplinary probation may be subject to dismissal from the school.

EXPULSION

If it is deemed necessary by the administration that a student’s continuation in the Ironton Catholic School System is not in the best interest of the student or that it seriously disrupts the academic and/or spiritual environment of the school, he/she will be expelled.

EXPULSION PROCEDURES

The Administrator:

- Gathers the appropriate documentation leading to a recommendation for expulsion and provides a hearing with the student and the parent/guardian.
- Confers with the Pastoral Administrator to recommend expulsion.
- Recommends expulsion (in writing) to the Diocesan Superintendent of Schools who will conduct a formal review (to the extent needed) of the recommendation and inform the Administrator of concurrence or non-concurrence with the recommendation.
- If the Diocesan Superintendent concurs with the recommendation of the Administrator, the Parents/Guardians will be notified in writing by the Administrator that the decision to expel is

final and the effective date of the expulsion. **There is no appeal of a decision to expel a student.**

- If the Diocesan Superintendent does not concur with the recommendation of the Administrator, the Administrator shall implement the recommendation(s) of the Diocesan Superintendent and notify the Parents/Guardians of those recommendations in writing.
- All written communication to the Parents/Guardians will be sent by certified mail.

The Administrator may make exceptions to written disciplinary procedures at the building level where in his/her judgement such exceptions is warranted and such exceptions are not in conflict with the Diocesan Handbook for Schools.

THE USE OF ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, AND NON-MEDICAL DRUGS

PREVENTION

Schools in the Diocese of Steubenville, which include St. Lawrence Elementary School and St. Joseph High School, will provide students and school employees with information and activities designed to discourage and prevent them from using alcohol and other drugs in a manner harmful to themselves and others. Information and activities will clearly and consistently convey the message that illicit use of alcohol and other drugs is wrong and harmful, and that abstinence is desirable. Prevention activities include classroom instruction, parent education, inservice training, guidance and counseling, and the promotion of a positive school environment.

INTERVENTION

The Ironton Central Catholic School System has established and will follow procedures that convey the message that possession, use, or sale of alcohol and other illicit drugs will not be tolerated. There will be ZERO TOLERANCE for such activities.

The purpose of intervention is to assist students, who may be involved with alcohol or other drugs of choice through immediate and decisive action when alcohol or other drug(s) is suspected or discovered, including consistent application of consequences appropriate to the nature and severity of the offense. These procedures are designed to help students successfully address their harmful involvement with alcohol or other drugs, maintain membership in the school community, and restore and support satisfactory progress in the attainment of personal, social, emotional, spiritual, and academic and vocational goals. Intervention and enforcement policies balance concern for the provision of a safe and positive learning environment for the common welfare with compassionate concern for the welfare of each individual. They are applied in a manner that safeguards the moral and legal rights of individuals and families with respect to matters of personal reputation and privacy. Intervention with students will require the involvement of parents as primary educators and decision-makers affecting their children, reflected in efforts to obtain parental cooperation, assent, and participation.

CORRECTIVE ACTION (STUDENT INVOLVEMENT)

Schools in the Diocese of Steubenville will forbid students 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, anabolic steroid, barbiturate, marijuana, or any controlled substance, as defined by Federal or Ohio law or rule, or any counterfeit of such or substance; all be collectively referred to as drugs.

School setting includes school building, school premises or areas adjacent to school property; 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.

RECOVERY SUPPORT

The Ironton Central Catholic School System will work cooperatively with students and employees, parents of students, and community resources to support students in their transition from treatment environment, efforts to maintain a drug-free life-style, and attempts to cope successfully with the emotional, academic, and social demands of the school experience.

VIOLATIONS OF DRUG/ALCOHOL POLICY

Upon receipt of information indicating that a policy violation has occurred, the student is automatically considered to have received an out-of-school suspension.

REFERRAL AND REQUESTS FOR ASSISTANCE

Members of the school community themselves may request assistance with a variety of problems that may or may not be related to alcohol and other drugs. Assistance is usually requested through contact with the administrator of the school. Students and their family members are assured that requests for assistance will be handled in a very sensitive and confidential manner.

NOTE: Referral of students for special services under this policy does not, in itself, constitute an allegation that a student has an alcohol or drug-related problem.

ANABOLIC STERIODS

Warning: Improper use of anabolic steriods may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale or use of anabolic steriods without a valid prescription is a crime punishable by a fine and imprisonment. (Ohio Revised Code 3313.752)

SEARCHES

Student lockers, desks, and storage facilities, provided for the convenience of students, are the property of the school and may be searched at any time. Searches of student's personal possessions (purses, backpacks, book bags, etc.) may be conducted when there is reasonable suspicion that a student has violated the school policy. Individualized testing may be required when there is reason to suspect that a student may be under the influence of alcohol or other drugs.

COMPUTER AND NETWORK POLICIES ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Diocesan Schools of the DIOCESE OF STEUBENVILLE are pleased to make available to student's access to interconnected computer systems and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the Diocesan Schools of the Diocese of Stuebenville to be able to continue to make its computer network and Internet access available, all student's must take responsibility for appropriate and lawful us of the access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the Diocesan School's teachers and staff will make reasonable efforts to supervise students use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy (AUISP) of the DIOCESE OF STUEBENVILLE and the Date Acquisition Site that provides Internet access to Diocesan Schools. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at Diocesan Schools and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Diocesan Schools cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the

Diocesan School as directed or, if under 18, does not return the Policy as directed with the signature of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your Diocesan School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules of this Policy, but also to report misuse of the network to the person designated by the Diocesan School for such reporting. Misuse means any violation of the Policy or any other use that is not included in the Policy but has the effect of harming another of his or her property.

II. TERM OR PERMITTED USE

A student who submits to the Diocesan Schools, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the Diocesan School year only. Students will be asked to sign a new Policy each year during which they are students in the Diocesan Schools of the DIOCESE OF STEUBENVILLE before they are given an access account.

III. ACCEPTABLE USES

- A) **Educational Purposes Only.** The Diocesan Schools of the DIOCESE OF STEUBENVILLE are providing access to their computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the Diocesan School to help you decide if a use is appropriate.
- B) **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of the Policy are the following:
1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the Diocesan School's discipline policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse", "time bomb" or other harmful form or programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. Uses that jeopardize the security access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
 4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- C) **Netiquette.** All users must abide by rules of network etiquette which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Do not access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipients system and is in a format which the recipient can open.

IV UNACCEPTABLE USE OF TECHNOLOGY

Technology resources that are located within the school; or, are the personal property of the student (including those owned by student's parents/guardians) may not be used to transmit, retrieve, or store any type of communication, message, image or material that: 1) is discriminatory, defamatory, or harassing; 2) contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, or physical attributes, or any other condition or status protected by Federal, State or local law; 3) is obscene or X-rated; 4) contains abusive, profane or offensive language; or 5) violates any policy of the Diocese of Steubenville. Including, but not limited to its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the Diocese of Steubenville.

NOTE: THE BUILDING ADMINISTRATOR RESERVES THE RIGHT TO DISCIPLINE STUDENTS FOR INAPPROPRIATE OFF-CAMPUS CONDUCT RELATED TO THE USE OF TECHNOLOGY DURING NON-SCHOOL HOURS.

V. INTERNET SAFETY

- A. **General Warning: Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents or minors are the best guide to material to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the Diocesan School.
- B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information, which might allow a person to locate you without first obtaining permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. **"Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the Diocesan School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers or Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. **Active Restriction Measures.** A Diocesan School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent student from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The Diocesan School will also monitor online activities of students through direct

observations and/or technological means, to ensure that students are not accessing such depictions or any other educational projects being conducted by student's age 17 or older.

The term "harmful to minors" as used above means any picture, image, 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;
- Depicts, describes, or represents in patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

VI. PRIVACY

Network and Internet access is provided as a tool for your education. Diocesan Schools reserve the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Diocesan School and no user shall have any expectation of privacy regarding such materials.

VII. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the Diocesan School may refuse to reinstate for the remainder of the student's enrollment in the Diocesan School. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Diocesan School may also take other disciplinary action in such circumstances.

VIII. WARRANTIES / INDEMNIFICATION

The Diocese of Steubenville makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered directly or indirectly, by any user or his or her parent (s) or guardian (s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Diocesan School, the DIOCESE OF STEUBENVILLE, and the Data Acquisition Site that provides the computer and Internet access opportunity to the Diocesan School and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the users access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user, or if the user is a minor, the users parent (s) or guardian (s) agree to cooperate with the Diocesan School in the event of the Diocesan Schools initiating an investigation of a user's use of his or her access to its computer outside the Diocesan School's network.

IX. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardians) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the Diocesan School to receive such information.

ATTENDANCE POLICY

The attendance of all children of compulsory school age (Section 3321.01 of the Ohio Revised Code) is expected every day school is in session. The school administration demands that students have **written excuses** from parents or guardians for absences. Failure to provide this means that the absence was unexcused and the student will not be permitted to make up the missed work in any class. Routine doctor appointments should be made outside of school time.

Students enrolled in Diocesan Schools are expected to maintain a ninety-five percent (95%) attendance rate based upon the 178 days of instruction required by the Ohio Revised Code. It is the responsibility of the parent(s)/guardian(s) to support the Administrator's efforts to maintain this standard through notification, counseling and where necessary, referral to appropriate legal sources. Administrators shall notify parent(s)/guardian(s) of the school's concern about the student's attendance when five (5) days of absence have been recorded. Parental/Guardian failure to comply with the program of compulsory attendance will result in the withdrawal of the student from the school. The Administrator shall be the final arbiter of what constitutes a satisfactory record of attendance.

EXCUSED STUDENT ABSENCES

1. Students absent from school must have the parent or guardian notify the school office by **9:00 a.m.** of the student's absence. If the parent /guardian fails to make the call to the school, the school is obligated to call the home, and if no answer is received, the absence will be reported as truancy on the students record and subject to further disciplinary action.
2. When the student returns to school, an excuse written, signed and dated by the parent/guardian must be submitted to the school office before the student will be permitted to return to class.
3. Classroom work must be made up for an excused absence. All classroom work must be made-up prior to one (1) week before the end of the nine-week grading period.
4. The number of excused absences is recorded on the student's permanent record.
5. The following reasons for an absence from school will be accepted as valid:
 - A. Personal Illness
 - B. Death in the family
 - C. Quarantine
 - D. Senior College Days
 - E. Emergency or circumstance judged sufficient by school authorities and parent/guardian.

VACATIONS

Vacation days are permitted but will be counted in total days absent (excused). Learning is not confined to the classroom and school. Valuable learning can be attained by travel and permission will most likely be granted. Written requests must be submitted to the administrator for excused vacation days one (1) week prior to the vacation dates. The student is responsible for make-up work under handbook guidelines. Students may also be asked to report to their classmates about their travel experiences.

TO BE EXCUSED FROM SCHOOL DURING THE DAY

1. If a child must be excused from school during any part of the regular school day, a written excuse stating the reason is required to be submitted to the school office at the beginning of the school day before the requested absence is granted. No child is ever permitted to leave the school premises without the written consent of the parent/guardian or the administrators permission. Grades 7-12 will follow the appropriate sign-out procedure.
2. If there is a deviation from the normal method of transportation, it is recommended that the school office be notified by the parent/guardian.
3. If leaving because of an illness, the office personnel must have a verbal permission from parent/guardian before the student may be dismissed. Parents/guardians please make sure that you

have work numbers and home numbers listed on your child's emergency medical forms and that you continually update in the event of changes.

4. If leaving for a school sponsored activity, parent permission form must be signed and returned to the school office as specified, prior to participation in the activity.
5. Students absent from school for the full day or part of the day because of illness, need for rest, or similar excuse are not permitted to participate in extra-curricular activities for that day. This includes the actual event or practice.

UNEXCUSED STUDENT ABSENCES

1. If a student absence from school does not meet the above excused absence criteria, the students' absence will be considered unexcused and the following consequences will occur:

- A. After three (3) unexcused absences – a notice will be sent home requiring the parent/guardian to contact the school administration.
- B. After six (6) unexcused absences – a notice of a conference hearing is presented by the school to juvenile court with a conference date set up between the parents/guardian, school and when possible a juvenile court officer. This conference will be held at the school where the student is enrolled. The school is responsible for sending out notification to parents/guardians.
- C. After nine (9) unexcused absences – the third notice is sent by the school to the court for filing of a formal truancy complaint. A summons is issued to the parent/guardian, child and school official for a hearing in juvenile court.

DAYS ABSENT

Any student missing more than ten (10) class periods during a semester per subject will automatically receive "65" credit for that semester in that subject. The class periods will include all excused and unexcused absences. Any student excused from a class by the school or a teacher for a school or church related activity, such as field trips, will not be counted absent. It is imperative that you do not miss ½ of the class, if so you will be counted absent.

COLLEGE DAYS (SENIORS ONLY)

All seniors are afforded the privilege of being excused from school for up to two (2) days to visit potential college campuses. The student must complete the necessary request forms for these visitation days, and they must be approved one (1) week in advance by the guidance counselor.

Since these days are to assist a student's decision in selecting a college to attend, under most circumstances, these days must be used prior to May 1.

Upon return to school, the student must bring a note from the admissions office of the colleges visited stating date and time of visit. Failure to follow the above procedures will result in the day missed being unexcused.

MAKE – UP WORK

If a student misses more than the number of class periods allowed, and does not want to receive a "0" credit in the class (assuming he/she is doing passing work), they will be required to report to after school or make arrangements with the respective class teacher to make-up hour by hour every class missed above the number allowed. If a student is going to be out of school for an extended period of time due to illness, etc. then the student or parent/guardian should contact the school to make arrangements for work being sent home for the student to complete. Any lost time is the student's responsibility to make-up.

TARDINESS

Those students arriving in the classroom after the tardy bell has rung are to be counted as tardy.

Any student reporting tardy to school must report immediately to the school office. Any student that is more than five (5) minutes tardy for the start of school must have a written or verbal excuse from the parent/guardian submitted to the office personnel before being admitted to class as having an excused absence. The student will receive a detention for each tardy after the third (3) tardy during the school year.

Tardiness to class – Students must have a “tardy slip” from the school office to enter a classroom after the tardy bell has rung. If students are detained by a teacher, that teacher must send written verification of this to the next teacher. Students must use the restroom during the allotted class change time, no exceptions for being tardy. Student may go to the restroom if they have a hall pass.

Since punctuality is the responsibility of the student, reasons for tardiness should be rare. A student may accumulate only three (3) tardies during the school year. Every tardy after three (3) will warrant a detention.

ATTENDANCE COMMITTEE

An attendance committee consisting of the administrator, guidance counselor, and teachers will oversee these policies and make decisions on any special situations or circumstances that may arise. If a parent/guardian is concerned about the policy and its application to their child, they should contact the school counselor so that the committee may evaluate the situation.

SUBJECT AREA DEFICIENCIES

GRADES 1 – 8:

1. Whereupon a student receives an “F” as the final grade in one or more of the following areas: reading, English, Mathematics, Religion – that student MUST receive professional tutoring in that subject(s) in order to be promoted to the subsequent level.
2. Tutoring must be subject to the following provisions:
 - A. The tutoring teacher in Reading, English, Mathematics must be certified by the State Department of Education and approved by the School Administration.
 - B. The student must meet the teacher a minimum of thirty (30) clock hours in each deficient subject area and be assigned thirty (30) clock hours of additional work. The time a teacher meets with a student is not to exceed five (5) hours per week in each subject area.
 - C. An individual tutorial plan is to be prescribed by the student’s regular teacher and approved by the school administrator. The plan should state the work to be accomplished and conditions under which it will be accepted as passing.
 - D. Tutoring does not insure promotion.
 - E. Student must keep a notebook, which will be turned in when tutoring is completed.
 - F. The tutoring teacher must list dates and times met on first page of notebook. The second page must contain the tutoring teacher’s evaluation of the student and giving reasons or statements to support the evaluation
 - G. The school administrator and student’s regular teacher decides on pass or fail after seeing all work and the notebook.

IRONTON CATHOLIC SCHOOLS SUPPORT ORGANIZATION

This organization supports the academic and athletic programs at St. Lawrence Elementary School and St. Joseph High School. Members of the organization provide their time, talent and funding for various activities of the two schools. All parents and interested individuals are encouraged to become active members of this organization.

GEORGE AND MARY KREMER FOUNDATION

The George and Mary Kremer Foundation provides scholarship funding for needy children in elementary Catholic schools, grades one through eight, throughout the United States. Interested individuals, who meet the qualifications of the foundation, may obtain information and an application for scholarship funding from the school office.

TUITION ASSISTANCE

Depending on the availability of funds, a tuition assistance program may be available to eligible families. A copy of the guidelines and application form may be obtained from the administrator's office.

DECREE ON CHILD PROTECTION

Faithful to the Lord's desire to let the children come to Him, the Church has from its beginning initiated children into the sacramental life. It has opened to them the treasure of truth and has striven to form them in gospel values. It has attempted to guide and support parents in their crucial role. Parishes have devoted tremendous energy and resources to the development of their young members, and countless individuals have dedicated themselves to nurturing young Catholics. God has placed those most fit for the Kingdom of God in our hands. We have taken our charge seriously.

But there are sometimes exceptions. Both through neglect and active abuse, adults in the community of faith on occasion inflict harm upon children instead of serving as channels of life and grace. This is a very serious matter. It is especially so because children and adolescents are not equipped to understand the situation or to defend themselves. It is not the victims alone who suffer. Their families are confused and angry. The offender, who may well suffer from a sickness that cannot easily be controlled, often experiences terrible guilt, and his or her relationship with the community is shattered. The Church's reputation in the community, and therefore its ability to fulfill its mission, is harmed.

Although the abuse of children and adolescents is a reality in our society, such abuse, whether mental, physical or sexual, whether inflicted by laypersons or clerics, professionals or volunteers, cannot be tolerated in the Church. The Diocese of Steubenville recognizes the need to address child abuse and attempts to do so through the Decree on Child Protection.

The purpose of the Decree on Child Protection is two-fold. It is intended to first to prevent the abuse of children and adolescents. Prevention can best be achieved by educating children, parents, professionals and volunteers about the realities of abuse. It can be aided by the screening of professionals and volunteers who aspire to serve the youth of our parishes and other institutions and through assistance to those who might be inclined toward abuse. The second purpose of this Decree is to provide a system for handling incidents of abuse after they occur. The key elements of this system include a thorough assessment of the allegation, care for the victim and the victim's family, appropriate action with regard to the accused person and attention to the affected local church community.

The complete Decree on Child Protection may be viewed in the schools administrative offices.

ST. LAWRENCE ELEMENTARY SCHOOL

SCHEDULES

7:30 a.m. – Inclement Weather

The doors are open for students riding a bus during inclement weather. Students are to report to the gymnasium.

7:55 a.m. – First Bell

Students enter the building in an orderly manner and report to their classroom.

8:00 a.m. – Tardy Bell

Signals the beginning of the class period and school day.

11:45 a.m. – 12:25 p.m. Lunch Period

2:40 p.m. - Dismissal Bell

For the safety of those students going home in cars, parents are requested to use the Eighth Street side but not to park in the bus area.

REGULAR SCHEDULE

Period 1.....	8:00 - 8:45
Period 2.....	8:45 - 9:30
Period 3.....	9:30 - 10:15
Period 4.....	10:15 - 11:00
Period 5.....	11:00 - 11:45
Lunch.....	11:45 - 12:25
Period 6.....	12:25 - 1:10
Period 7.....	1:10 - 1:55
Period 8.....	1:55 - 2:40

ONE HOUR DELAY SCHEDULE

Period 1.....	9:00 - 9:38
Period 2.....	9:38 - 10:16
Period 3.....	10:16 - 10:54
Period 4.....	10:54 - 11:32
Lunch.....	11:32 - 12:12
Period 5.....	12:12 - 12:50
Period 6.....	12:50 - 1:28
Period 7.....	1:28 - 2:06
Period 8.....	2:06 - 2:40

TWO HOUR DELAY SCHEDULE

Period 1.....	10:00 - 10:30
Period 2.....	10:30 - 11:00
Period 3.....	11:00 - 11:30
Period 4.....	11:30 - 12:00
Lunch.....	12:00 - 12:40
Period 5.....	12:40 - 1:10
Period 6.....	1:10 - 1:40

Period 7.....1:40 - 2:10
Period 8.....2:10 - 2:40

ST. LAWRENCE DRESS CODE

We are a Catholic Christian School where simplicity, cleanliness and neatness should be expected. Being students in the Ironton Catholic School System sets us apart. We are expected to act and look like Christian ladies and gentlemen and should enjoy that privilege. Our clothing also directly reflects our Christian principles, especially through our expression of the Christian value of modesty.

GIRLS

Dress pants, skorts, or shorts in navy or khaki (Capri pants are not acceptable)

Navy jumpers

Navy cardigans or sweater vests

Navy, white or light blue: Polos with St. Lawrence logo

Peter Pan blouses with St. Lawrence logo

Navy or gray sweatshirts with S. Lawrence logo (sweatshirts can be zip front hooded or crew neck style) **** Polo or oxford shirts must be worn under all sweatshirts.

Navy or white tights and socks

White, black or navy tennis shoes or dark colored dress shoes (shoes must be enclosed at toe and heel)

BOYS

Dress pants or shorts in navy or khaki

Navy cardigans or sweater vests

Navy, white or light blue: Polos with St. Lawrence logo

Oxford shirts with St. Lawrence logo

Navy or gray sweatshirts with St. Lawrence logo (sweatshirt can be zip-front hooded or crew neck style) **** Polo or oxford shirts must be worn under all sweatshirts.

White, black or navy tennis shoes or dark colored dress shoes (shoes must be enclosed at toe and heel)

The source for the uniforms will be French Toast or IZOD uniforms from J.C. Penney, only specific styles are allowed.

** All polos, blouses, and oxford shirts must be tucked in at all times.

** All polos, blouses and oxford shirts must have the St. Lawrence logo added before wearing**

HAIR

Hair must be combed, clean and well groomed at all times. Boy's hair may not grow beyond the collar of the shirt. Hair for both boys and girls may not fall below the eyebrow. No eccentric hairstyles, e.g. braids on boys, girls with shaven heads, Mohawks, etc. are permitted.

JEWELRY

Students may have no more than two earrings per ear. Body piercing is not permitted.

TATOOS

Visible tattoos are not acceptable.

HEADWEAR

Hats, bandannas, etc. are not to be worn in or at school anytime.

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DETERMINE WHETHER A STUDENT'S ATTIRE IS PROPERLY FOLLOWING THE DRESS CODE AND FULFILLING THE SPIRIT OF THE CODE. WHEN A STUDENT IS FOUND TO BE IN A VIOLATION OF THE

DRESS CODE, PARENTS/GUARDIANS WILL BE REQUESTED TO BRING APPROPRIATE CLOTHES.

Your cooperation and support in helping us provide an atmosphere conducive to the education process is greatly appreciated.

ADMISSION TO KINDERGARTEN (ORC 3321.01)

Students enrolling in Kindergarten **must be five (5) years of age by August 1st of the year of admission.**

ST. LAWRENCE TARDY POLICY

Any student reporting tardy to school **must** report immediately to the school office. Any student that is more than five (5) minutes tardy for the start of school must have a written or verbal excuse from the parent/guardian submitted to the office personnel before being admitted to class as having an excused absence. The tardy will still be noted.

The student will receive a “silent lunch detention” for each tardy after the third (3) tardy during the school year. Parents will be informed of the detention and when it will be served. During the “silent lunch detention”, the tardy student will be assigned to a lunch table where silence is to be maintained during the entire lunch period. The tardy student will have no contact with other students during the lunch detention. During the lunch recess period, the student will walk silently around the playground area, having no contact with other students. The teacher on duty will be assigned to monitor each “silent lunch detention”.

LUNCH PERIOD

No child, in grades K-6, is ever permitted to leave during lunch period without the written consent of the parent/guardian or the administrators permission. Requests to leave on a daily basis will only be granted to those students who live within a reasonable walking distance or to those students who will be under adult supervision.

LUNCHROOM POLICIES AND SUPERVISION

1. Students are to remain in a single line to obtain their lunch.
2. Students are not permitted in the kitchen area.
3. Food is prohibited outside the lunchroom.
4. Each student is responsible for the proper disposal of his/her trash in the garbage cans available. Teachers should inspect the tables.
5. Students are to use the steps when entering or exiting the stage area.
6. Students use of glass containers is not permitted.
7. Students are to talk quietly in the lunchroom area.
8. Students are to remain seated except for disposing of trash, use of the restroom, or going for a drink of water.
9. During inclement weather students will remain in their classroom instead of going outside.

FIRE DRILL PROCEDURES

1. Kindergarten, first grade, second grade – exit front door.
2. Preschool, library – exit Washington St. doors.
3. Gym – exit Vernon St. door.
4. Art room, teacher lounge, Fifth Grade. Sixth Grade – exit rear doors to playground
5. Third Grade, Fourth Grade, Computer lab. Music room- exit Washington St. door

LOCKDOWN PROCEDURES

1. Stay in classrooms.
2. Lock doors.
3. Close windows

4. Turn off lights
5. Close window shades
6. Move all students away from doors and windows
7. Take roll
8. Remain in classroom until informed from school office with code word.

TORNADO PROCEDURES

1. Preschool, Kindergarten, First Grade – First floor girls bathroom
2. Grades Second thru Sixth – First floor inner hallway.

MORNING ARRIVAL

1. On each school day, students should not arrive on the playground before **7:30 a.m.** A teacher will be on duty at that time and no supervision will be provided before the specific time.
2. In order to provide orderly conduct, during the pre-start time of school, the students will stand with their class in the designated area. **Grades K, 1 and 2** shall gather in the area closest to the school building, on the 7th Street side of the basketball goals. **Grades 3,4,5, and 6** shall assemble in the area in the back of the playground on the opposite side of the basketball goals, 8th Street side.
3. Once entering the playground area, students are to assemble in their appropriate areas with their classmates. Any belonging they bring to school such as book bags, lunch boxes, coats, etc., should remain in the students' possession at all times. Students are not to lay their belongings down and leave them unattended.
4. The time before the start of school each day is a period where the students should be preparing for their school day activities. For safety reasons due to the number of students present on the playground at this time, the following procedures should be enforced:
 - NO RUNNING
 - NO BALL PLAYING
 - NO ROPE JUMPING
 - NO FORMS OF TAG
5. **INCLEMENT WEATHER CONDITIONS:** When weather conditions dictate, students are to report to the gym during pre-school start time. **Grades K, 1, and 2** shall gather on the side of the gym floor closest to the stage. **Grades 3, 4, 5, and 6** shall assemble on the opposite side, gym floor space. The students are to sit/stand with their class in the designated area. All policies previously stated above shall apply when students report to the gym before the start of school.

PLAYGROUND SUPERVISION

1. Students are not permitted to play games that lead to aggressive physical contact.
2. Playground equipment is to be properly used and safety observed for others playing in the area.
3. Playground balls must be of the soft nature. Hard rubber footballs, baseballs, tennis balls, frisbees, etc. are not permitted on the playground. Wiffle balls can only be played during an organized class recess situation or during gym class.
4. Students are to remain inside the playground area at all times.
5. Students are not permitted to walk on top of the concrete wall adjoining eighth street.
6. Primary students are not permitted to sit on top of the concrete wall.
7. Students are not to pick up rocks.
8. The area designated for basketball, tether ball, and swings should be used for the intended purpose.
9. Students are to be seated in the swings, moving in a back and forward motion only.
10. Students are not to swing, hang or climb on poles.
11. Do not throw or kick balls against the building.
12. If a ball goes off the playground, a "Patrol" must go and get it.
13. No more than two students should be permitted in the building at a time.
14. Students are to be kept clear of stray animals.
15. Student are not to bring toys from home to take out on the playground.

SAINT JOSEPH HIGH SCHOOL

Although the beginnings of Ironton Saint Joseph High School are obscure, we do know that high school subjects were offered prior to 1898. Two diplomas in a business course were issued in June 1898. Ninth grade enrollment figures for 1909; ninth and tenth grades only from September 1913 to 1925, and four-year enrollments from 1925 until the present day are available.

The move from the school erected in 1898 to the present site at 912 South Sixth Street in 1925 enabled the "Flying Dutchmen" later to be called the "Flyers", to field athletic teams in football, basketball, and baseball and to be accredited by the Ohio State Department of Education.

The class of 1937 with thirty-seven students became the first class to complete all twelve years in the new school building.

The opening of the school year in 1952 saw the beginning of Ironton's Central Catholic School System with the total school budget being distributed over the St. Joseph's, St. Lawrence's and St. Mary's parishes with Chesapeake St. Ann's being added in the late 50's.

Father John J. Schneider and Father Francis W. Gloeckner with the Franciscan teaching Sisters are responsible for the development of Saint Joseph's Central Catholic High School today - an educational institution admired, respected and loved by all of the Southeast Ohio community.

THE SCHOOL ALMA MATER

Join your hands, loyal fans
While we pledge one another
Unity and fealty
To our Queen and Mother,
One our aim, one our hope
One our leader and Lord
One our aim, one up above
One united accord.
Mother Beloved,
Of God and of man
Here at your feet
Faithful we meet
Comrades of Mary
Redeemed by your Son
Keep us to love you
In all things one.

THE SCHOOL SONG

It's St. Joe High School
It's St. Joe High School
The pride of every student here.
Come on you old grads,
Let's join the new lads
For St. Joe High School

Now we cheer, Rah, Rah
 For it's time, boys,
 To make a big noise
 No matter what the people say
 There's none to fear
 The gang's all here
 So hail to St. Joe High School, Hail!!

SCHEDULE

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY

First bell 7:55 a.m.

Homeroom	8:00 – 8:05
Period 1.....	8:07 - 8:47
Period 2.....	8:49 - 9:29
Period 3.....	9:31 - 10:11
Period 4.....	10:13 - 10:53
PREPARATION PERIOD.....	10:55 - 11:55
LUNCH PERIOD.....	11:55 - 12:25
Period 5.....	12:27 - 1:07
Period 6.....	1:09 - 1:49
Period 7.....	1:51 - 2:31

MORNING ASSEMBLY SCHEDULE

First bell 7:55 a.m.

PREPARATION PERIOD.....	8:00 - 9:06
Period 1.....	9:08 - 9:48
Period 2.....	9:50 - 10:30
Period 3.....	10:32 - 11:12
Period 4.....	11:14 - 11:54
LIUNCH PERIOD.....	11:55 - 12:25
Period 5.....	12:27 - 1:07
Period 6.....	1:09 - 1:49
Period 7.....	1:51 - 2:31

AFTERNOON ASSEMBLY SCHEDULE

First bell 7:55 a.m.

Homeroom	8:00 – 8:05
Period 1.....	8:07 - 8:47
Period 2.....	8:49 - 9:29
Period 3.....	9:31 - 10:11
Period 4.....	10:13 - 10:53
Period 5.....	10:55 - 11:36
LUNCH PERIOD.....	11:38 - 12:06
Period 6.....	12:08 - 12:48
Period 7.....	12:50 - 1:30
PREPARATION PERIOD.....	1:32 - 2:31

PREPARATION PERIODS

MONDAY - PHYSICS LAB
 TUESDAY - CHEMISTRY II LAB
 ONE HOUR DELAY SCHEDULE

WEDNESDAY- CEMISTRY I LAB, COMM. SERV.
 THURSDAY - MASS

First Bell 8:55 a.m.

Homeroom	9:00 -	9:05
Period 1.....	9:07 -	9:41
Period 2.....	9:43 -	10:17
Period 3.....	10:19 -	10:53
PREPARATION PERIOD.....	10:55 -	11:45
LUNCH PERIOD.....	11:47 -	12:15
Period 4.....	12:17 -	12:51
Period 5.....	12:53 -	1:27
Period 6.....	1:29 -	2:03
Period 7.....	2:05 -	2:34

TWO HOUR DELAY SCHEDULE

First Bell	9:55 a.m.	
Homeroom	10:00 -	10:05
Period 1.....	10:07 -	10:38
Period 2.....	10:40 -	11:11
Period 3.....	11:13 -	11:44
Period 4.....	11:46 -	12:15
LUNCH PERIOD.....	12:17 -	12:47
Period 5.....	12:49 -	1:20
Period 6.....	1:22 -	1:53
Period 7.....	1:55 -	2:31

GRADING POLICY

1. The grading scale for report cards is as follows:

- 100 - 93 %: 'A'
- 92 - 85 %: 'B'
- 84 - 77 %: 'C'
- 76 - 70 %: 'D'
- 69 - 65 %: 'F'

An 'A' indicates that the student demonstrates a profound comprehension of the matter, an independent mastery of the material, and a facility for establishing relationships with the knowledge that is discovered.

A 'B' indicates that the student demonstrates a thorough comprehension of the subject matter and logically integrates the knowledge earned with these principles.

A 'C' indicates that the student demonstrates adequate comprehension of the material and meets the general requirements of the course.

A 'D' indicates that the student demonstrates comprehension of only some of the concepts and principles of the course and needs constant supervision and direction in his/her studies.

A 'F' indicates the student receives no credit for the course.

2. No grade lower than a 65% shall appear on a grade card. This applies to the quarter grade, semester exam, semester average, and the final average.
3. All grades are reported as percentages on grade cards.
4. Semester exams shall be 1/3 of the semester grade (i.e. average of first quarter, second quarter and semester exam.)
5. The final grade shall be an average of the first semester and the second semester grades.
6. Students shall be informed at midpoint in each quarter, if they are currently failing or in danger of failing, via the standard progress report form, available in the office.

7. Copies of all semester exams are to be submitted to the office prior to the close of school on the final day of the exams.
8. Students receiving an "I" for incomplete work have TWO (2) weeks from the receipt of the grade card in which to complete all necessary work.
9. No altering of teacher's grades placed on cards will occur, unless upon direct instruction of the teacher to the office staff.
10. Each student is required to receive a passing grade in the religion class that they are enrolled for each semester. Should the student fail to receive a passing grade the work must be made up through work assigned by the teacher that gave the failing grade. A student not having a passing grade for each semester will not receive a diploma from Saint Joseph Central Catholic High School.

SAINT JOSEPH CENTRAL CATHOLIC HIGH SCHOOL GRADUATION REQUIREMENTS

RECOMMENDED COURSE OF STUDY BY GRADES

FIRST YEAR

ENGLISH 9
SPANISH I
RELIGION I
INTRO PHYSICS/CHEMISTRY
WORLD HISTORY
GEOMETRY
COMPUTER TECHNOLOGY/ART

SECOND YEAR

ENGLISH 10
AMERICAN HISTORY
RELIGION II
ALGEBRA II
BIOLOGY
SPANISH II
PE/ COMMUNICATIONS/GEOGRAPHY
PERFORMING ARTS/PRATICAL MATH

THIRD YEAR

ENGLISH 11
RELIGION III
WORD PROC/SPANISH II/ARTII
CHEMISTRY I/ACCT/PUBLISHING
PE /COMMUNICATION/GEOGRAPHY
GOVERNMENT/ECONOMICS
BUSINESS LAW/PERSONAL FINANCE

FOURTH YEAR

ENGLISH 12
RELIGION IV
CALCULUS/WORD PROC/ART II
CHEMISTRY I/ACCT I/SPANISH IV/PUBLIC.
PE/COMMUNICATION/GEORGRAPHY
CHEMISTRY II/ANATOMY
PHYSICS/NOVEL APPROACH/ACCT II

PHYSICAL EDUCATION REQUIREMENT

The Ironton Catholic School System has adopted the policy to excuse from the high school physical education requirements for each student who, during high school has participated in interscholastic athletics or cheerleading for at least two (2) full seasons. In adopting this policy, the Board with authority shall not require the students to complete any physical education courses as a condition to graduate. However, students shall be required to complete the one-half unit of at least 60 hours of instruction, in another course of study. The above policy allows for further development of our students in other elective course areas.

DIPLOMA WITH HONORS

Beginning September 15, 2001, the student who completes the college preparatory curriculum in high school must meet any of the eight of the following nine criteria:

- (a) four units of English
- (b) three units of mathematics that include algebra I, algebra II, and geometry or complete a three-year sequence of courses that contain equivalent content
- (c) at least three units of science that include instructional emphasis on the physical, life, and earth and space sciences
- (d) three units of social sciences
- (e) either three units of one foreign language or two units each of two foreign languages
- (f) one unit of fine arts

- (g) either one unit of business/technology and two additional units in (a) through (f) above or earn three additional units, in (a) through (f) above
- (h) maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- (i) obtain honors level scores on four of the twelfth-grade proficiency tests or obtain a composite score of 27 on the American College Testing (ACT) tests or a score of 1210 on the Scholastic Assessment Test (SAT)

OHIO GRADUATION TEST

Beginning in March of 2005, the Ohio Graduation Test (OGT) will replace the OPT and will be administered to all tenth grade students. The disciplines to be tested are: Writing, Reading, Mathematics, Social Studies and Science. Each student will be required by State law to pass each of the individual tests to receive a high school diploma. If a student fails to pass an individual test, he/she will have an opportunity to retake the test in the Fall of the next school year. An intervention program will be provided to prepare students for the administration of these tests.

ST. JOSEPH DRESS CODE

We are a Catholic Christian school where simplicity, cleanliness and neatness should be expected. Being students in the Ironton Catholic School System sets us apart. We are expected to act and look like Christian ladies and gentlemen and should enjoy that privilege. Our clothing also reflects our Christian principles, especially through our expression of the Christian value of modesty.

It should be understood that no dress code can possibly be explicit in every detail, nor can it cover all future contingencies. Therefore, the interpretation of the code is left to the immediate discretion of the administration. **Students in violation of the dress code will not be permitted to attend class (thus receiving a 0) until properly clothed in accordance with the dress code. To meet dress code standards, students may be sent home to change or parents may be contacted to bring proper clothes to the student at school. Students out of dress code may also lose jean day privileges and/or be issued detention.**

APPROVED UNIFORMS MUST BE WORN.

Boys:

Dress pants or shorts Navy or Khaki

Short or long sleeve monogrammed polo shirts in white, light blue or navy

Or

Short or long sleeve monogrammed oxford shirts in white or light blue.

Girls:

Dress pants, skirts, skorts, or shorts in Navy or Khaki

Short or long sleeve monogrammed polo shirts in white, light blue or navy

Or

Short or long sleeve monogrammed oxford shirts in white or light blue.

Boys and Girls:

Gray zip-front hooded sweatshirts with school emblem

- For girls, Knee High socks in navy or white to be worn with skirts.
- Socks for pants, shorts, or skorts in navy, khaki or white.
- Tights for girls to wear with skirts in solid or cable knit, navy or white.

- Belts to be worn at all times with all pants or shorts – brown or black leather.
- Dress shoes to be worn with pants and skirts – toes enclosed, brown or black shoes.
- Tennis shoes may be worn with shorts or skirts – low-top solid white (or mostly white. E.g. colored swish ok).
- All shirts must be ordered from School Belles (they monogram our school emblem)
- The source for pants will be School Belles, IZOD uniforms(from J.C. Penney), or French Toast.
- All polos, blouses and oxford shirts must be tucked in at all times.

NOTE: All field trips requiring a school uniform will consist of a white shirt and khaki pants. This includes, but is not limited to Quiz Bowl and Mock Trial.

Hair

Hair must be combed, clean and well groomed at all times. Boy's hair may not grow beyond the collar of the shirt. Hair for both boys and girls may not fall below the eyebrow. Sideburns may not exceed below the earlobe. No eccentric hairstyles, e.g. braids on boys, girls with shaven heads, are permitted. Boys are to be clean-shaven at all times. Beards, mustaches, etc. are not permitted.

Jewelry

Students may have no more than two earrings per ear. Body piercing is not permitted.

Tattoos

Visible tattoos are not acceptable.

Headwear

Hats, head garments, bandannas, scarves, etc. are not to be worn in or at school at anytime.

Jean Days

Jean Day attire is more casual than regular attire. Jeans, shorts, casual T-shirts, and similar clothing may be worn at the students discretion. However, all clothing must be clean and in good repair. Material printed on shirts, sweatshirts, or T-shirts must be in good taste (e.g. no alcohol or tobacco references, no wording offensive to an ethnic group, etc.). Bare midriffs or sleeveless shirts are inappropriate. Tennis shoes are permissible, but socks are still required.

INAPPROPRIATE ATTIRE WILL BE DEALT WITH BY THE ADMINISTRATION.

DETENTIONS

1. Detentions are normally held each Friday in the detention room during the scheduled Preparation Period. Detentions may also be assigned after school from 2:45 p.m. until 3:45 p.m. In cases of students having more than one detention, additional days during the week may be assigned.
2. The student is expected to study during this time. However, punishment assignments or work assignments may be given at the discretion of the administration.
3. The following reasons will necessitate school detention:
 - a. Chewing gum is an automatic detention.
 - b. A detention is assigned for each tardy in excess of three tardies during the school year. (C.f. the section on "tardiness".)
 - c. In cases of truancy or being absent from the school grounds without proper authorization, a detention will be assigned for each period missed.
 - d. Improper dress or improper personal grooming.
 - e. An offense deemed to be of a serious nature by the administration. (I.e. offensive language, writing on desks, throwing objects, leaning in desk chairs, shoes on the seats of chairs, etc.)

- f. Misbehavior in corridors, locker sections, gym area, assemblies, and liturgical services.
 - g. Attitudes or actions that are improper actions for young Christians.
 - h. Senior Skip Day
4. Failure to report to school detentions may lead to suspension if judged to be a serious behavior problem.
 5. A behavior problem may also be indicated when a student is frequently assigned detention.
 6. A teacher may give a detention at any time for conduct unbecoming a student. The teacher should normally deal with classroom situations, but a teacher may assign the student to the school detention by giving proper notification to the office.
 7. Student s will be given a written statement that tells them the assigned date for their detention. This form **MUST BE SIGNED BY THE PARENT/GUARDIAN** and returned to the detention monitor.
 8. Excessive detentions assigned to a student indicates a behavior problem that is not conducive to the learning environment of the school. Students receiving excessive detentions will be subject to but not limited to the following consequences:
 - A. Five (5) detentions per school year – Saturday detention and/or one (1) day in-school suspension. Parents are notified with possible conference scheduled. Saturday detention will be served from 9:00 a.m. to 12 noon on a Saturday specified once a month by the administration. Failure to attend an assigned Saturday detention will result in an in-school suspension.
 - B. Ten (10) detentions per school year – Two (2) day in-school suspension with a conference scheduled with parent(s)/guardian(s).
 - C. Fifteen (15) detentions per school year – Three (3) day in-school suspension with possible expulsion. Parent conference mandatory for student to remain in school.

LUNCH DETENTIONS

Lunch detentions will be assigned for certain violations of school policies, notably dress code. Lunch detention is a closed/restricted lunch. At the bell for lunch dismissal, students are to report directly to the detention monitor for that day. Students **MUST** bring their lunch. Students **WILL NOT** be permitted to leave to get lunch or have lunch ordered or brought to them. Exception: pizza sale days. Students are to eat their lunch in silence and will remain in silence until released at the end of the lunch period. Detention slips must be signed by parent or guardian and handed in at the assigned detention. If a student does not report to serve their detention, or they are tardy for their assigned detention, they will receive an additional day of detention.

RESTRICTED AREAS

Certain areas on the school grounds are **OFF LIMITS** to all students unless given special permission by the administration or faculty. These areas are:

1. Faculty lounge
2. All maintenance areas: e.g. boiler room and storage areas.
3. Coaches office area.
4. All academic and athletic storage areas.
5. Athletic directors office.
6. Teachers desks.

PREPARATION PERIOD GUIDELINES

1. A bell will be rung to signal the beginning of the Preparation Period.
2. Students will be given ten (5) minutes to use the rest rooms, purchase and consume pop/juice if so desired, use the restrooms and get their books.
3. All students not participating in an assigned laboratory period will return to their home base, engage in quiet individual study, and remain there for the entire preparation period.
4. Students who have a laboratory period will report to the lab where they remain for the duration of the Preparation Period.
5. There will be no pop/juice or food permitted in the home base.
6. Headphones and CD's are not permitted in the building.

7. Any student who needs to consult with a teacher will be issued a pass. Only one pass will be issued at a time. No more than one student will be excused from the home base at a time, without prior permission from the office.
8. No restroom passes will be issued during the Preparation Period.
9. The lower level of the building (locker area and rest rooms) is OFF-LIMITS during the Preparation Period and maybe locked to assure adherence to this regulation.
10. One bell will be rung to signal the end of the Preparation Period and the beginning of lunch.

LOCKERS

Locker assignments, with combinations, are made to all students for storing books and personal clothing. All student lockers are property of the school. Each student will assume responsibility for the locker assigned. Any damage, regardless of responsibility, will be charged to the student occupying the locker. Students are not permitted to attach anything to or decorate lockers inside or outside without the permission of the administration. The malfunction of any locker should be reported to the office immediately. Students are encouraged to keep their locker locked at all times. The administration cannot aggressively investigate an alleged theft from an unlocked locker.

STUDENTS DRIVING TO SCHOOL

During school hours, students are requested to park their cars along the street. Students are NOT permitted to park in the church/faculty parking lots. This enables those attending daily Mass to park close to the Church and student activities to be held on the blacktop area.

LUNCH PERIOD

The lunch period for grades 7 & 8 shall be closed. These students may eat their lunch on school outside premises or in the school store area on the first floor. Written parental/guardian permission must be submitted to the office by 8:00 a.m. to go off campus for lunch.

Students in grades 9 –12 presently enjoy an open lunch period.

STUDENT ORGANIZATIONS

STUDENT COUNCIL

JUNIOR HIGH AND SENIOR HIGH ORGANIZATIONS

The purpose to the Student Council shall be to strengthen the bond established between the students and the school, to promote better morale, to act as mediator between the students and the faculty, to stimulate interest in school activities, and in general, to maintain a high standard of conduct throughout the school.

A complete copy of the Constitution of the Student Council may be obtained from the school office.

HIGH – Q

JUNIOR HIGH AND SENIOR HIGH ORGANIZATIONS

The purpose of the High-Q team is to develop a spirit of academic competition amongst students and to enable them to challenge other schools.

A complete copy of the guidelines may be obtained from the school office.

PEP CLUB

The purpose of the Saint Joseph High School Pep Club is to support our male and female athletic and academic teams and to elevate school spirit. To this end, Pep Club members will engage in activities designed to increase the student's appreciation of Saint Joseph High School. These activities include:

1. Participation in pep rallies.
2. Group attendance at athletic and academic events.
3. Preparation of banners for use in the school and at contests.

4. Approved fundraisers.

The membership of this organization is open to all students. A student is welcome to join anytime he or she is moved by school spirit.

JUNIOR – SENIOR PROM

The Junior Class as a gift to the Senior Class sponsors this springtime pageantry. The events of the Prom usually include a Grand March, a dinner and a dance.

The dance is “closed”. Invited guests will be approved of by the administration when it is determined that this is needed for each Junior or Senior to be able to have an escort.

The Queen and court consists of the class officers and their escorts. All members of the court MUST be students of Saint Joseph High School.

A Junior High Dance will be held each year, hosted by the eighth grade, the night following the Junior/Senior Prom.

SCHOOL DANCES

Any school organization wanting to sponsor a dance MUST first schedule the activity with the Administrator and Development Director ONE-WEEK prior to the anticipated scheduled dance.

The organization moderator MUST attend.

Either a deputy sheriff and two regular chaperones or four regular chaperones must be present. The chaperones must monitor the gym, the restrooms, and the outside of the school building.

Teachers should be made to feel welcome as guests. They should not be in the capacity of chaperones.

A “closed dance” means that only students of Saint Joseph High School may attend.

An “open dance” means that the students may bring an invited guest who does not attend Saint Joseph High School.

Admission fees are collected at the door upon entering.

Students may not go in and out of the dance. When they leave they MAY NOT return to the dance. The moderator has the right to grant individual exceptions to this rule and may notify parents.

HOMECOMING

The Homecoming is an event held each year during on of the athletic seasons. The activities of Homecoming are arranged and prepared by the members of the Senior Class and their advisor.

The Homecoming Court consists of an attendant from grades 9 – 11 and three attendants for grade 12. The class attendants are selected by their classmates. The attendant selects her escort. The escort MUST be a student from Saint Joseph High School.

One of the three senior attendants will become the Homecoming Queen. Students in grades 9 – 12 will vote for the Homecoming Queen by private ballot, voting for only one of the three senior attendants. The Queen will be announced during or prior to the athletic event.

The Homecoming Dance is restricted to participants in grades 9-12.

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character in all students. Membership in the National Honor Society has become recognized nationally as one of the highest honors that can be bestowed upon a high school student. It represents the fundamental objectives for which a school is instituted and gives recognition to those who have attained most of the desired ends.

INDUCTION PROCEDURES:

1. Selection of students shall be based on both personal and scholastic attributes. Leadership, character, and service, together with a high scholastic standing, describe a National Honor Society Member.
2. Chapter members from the previous year will become automatic members of the current year, unless their behavior is deemed inappropriate, or their cumulative grade point average falls below 3.5. Under such circumstances, the member(s) will be issued a warning and given one academic quarter to rectify

the situation. Should rectification not occur the faculty would vote on dismissal. Once dismissed, a student is never eligible for membership again.

3. New members shall be selected at the end of the fall semester. To be considered eligible for membership, a student must have a cumulative grade point average of 3.5 effective with the freshmen class of the 2010-2011 academic year. Senior NHS membership is not open to freshmen.
4. These provisions are in accordance with the Handbook of the National Honor Society.

By-laws of the National Honor Society are available upon request.

JUNIOR HIGH NATIONAL HONOR SOCIETY

The purpose of the Junior High National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character in all students. Selection of students shall be based on both personal and scholastic attributes. Leadership, character and service, together with a high scholastic standing, describes a Junior High National Honor Society Member. Qualifications for admission to the Junior High National Honor Society are:

1. An overall GPA of at least 3.5 (Scholarship)
2. Integrity and trustworthiness (Character)
3. Willingness to assume responsibilities (Leadership)
4. Participation in activities beyond those which occur in class (Service)

CLOSE – UP

Close-up is a weeklong experience of our national government in Washington, D.C. and surrounding areas. The students enjoy tours of national monuments and governmental buildings. National leaders and those working politically on the federal level address students. These experiences are further enhanced by workshops presented by the Close-Up staff.

The opportunity for this experience may be given any junior or senior. The student is responsible for the financial obligations associated with this activity. A faculty advisor works with students in this endeavor.

LAMP POLICIES

THE LAMP

Saint Joseph students under the direction of a faculty advisor publish the Lamp, student yearbook, once yearly.

The book contains photos of student life as well as group photos of all organized activities within the school system.

The staff is dedicated to presenting a true picture of the Christian atmosphere of the school and at no time seeks to consciously misrepresent any person or group within the school.

Students have the option to publish the book at a cost determined by the advisor, in line with current printing expenses. Delivery occurs in the fall of the following school term.

ATHLETICS

FLYER SPORTSMANSHIP CODE

We, the students of Saint Joseph Central Catholic High School, share in the responsibility of maintaining the following Sportsmanship Code:

1. To be modest in victory.
2. To be gracious in defeat
3. To accept the decisions of officials as final
4. To support our cheerleaders wholeheartedly
5. To consider fans, officials, opponents as our guests
6. To know that we represent Saint Joseph Central Catholic High School, the Catholic Church, and the Ironton community as well as ourselves.
7. To play to win fairly, regardless of the odds that we face.

ELIGIBILITY OF ATHLETES

Saint Joseph Central Catholic High School will abide by the Ohio High School Athletic Associations directive in declaring athletes and cheerleaders eligible for participation in interscholastic athletics.

1. JUNIOR HIGH ELIGIBILITY

- A. A student enrolling in the seventh grade for the first time will be eligible for the first grading period (nine weeks) regardless of previous academic achievement.

Thereafter a student, currently enrolled in grades 7 or 8, must receive passing grades for the immediately preceding grading period in 75% of those subjects carried, which meet five days, a week or its equivalent.

2. HIGH SCHOOL ELIGIBILITY

In order for a student to be eligible to participate in interscholastic athletics in grades 9 – 12 at Ironton Saint Joseph Central Catholic High School, the student must meet the following qualifications:

- A. A student must be currently enrolled and must have been enrolled in school the immediately preceding grading period.
- B. During the preceding grading period, the student must have obtained a minimum of a 1.0 grade average, based on a 4.0 grading scale, for all classes taken during that grading period.
- C. During the preceding grading period, the student must not have failed more than one (1) subject area and maintained an over-all grade point average of 1.0 to remain eligible.

FATHER GLOECKNER AWARD

1. This Senior student award will be given each year during the Commencement Ceremony unless the possibility of points earned through the extension of the spring sports might influence the determination of the recipient.
2. The recipient of this award will be determined by the total credits earned from the following three categories:
 - A. Participation in athletic programs
 - B. Classmates evaluation of Christian lifestyle
 - C. Grade point average
3. Criteria used to establish the awarding of points can be obtained through the administrator's office.

ATHLETIC AWARD SYSTEM

Athletes are given awards for each year that they may participate in a particular sport. The student must participate from the first practice to the last event of the sport to qualify for an award.

The following is a listing of the year and corresponding award:

1. The first year an athlete participates in a particular sport, he or she will receive a varsity "J" letter.
2. The second year that an athlete participates in a particular sport, he or she will receive a medal depicting that sport.
3. The third year that an athlete participates in a particular sport, he or she will receive a 5" x 7" plaque stating the third year award and sport.
4. The fourth year an athlete participates in a particular sport, he or she will receive an 8" x 10" plaque stating the fourth year award and sports. All sports in which the person receives a fourth year award will be listed on one plaque.

WEIGHT ROOM REGULATIONS

The following are basic guidelines to be followed by all using the weight room:

1. Saint Joseph students only are allowed in the weight room.
2. Lift weights only when the supervisor is present in the room.
3. Wear athletic clothes and not regular school attire.
4. When using free weights (i.e. bench press) always have spotters.
5. When using free weights do not slam them to the floor when finished lifting. Weights should never be dropped.

6. When finished with the weights, return them to proper racks or benches.
 7. Language and behavior suitable for Christian men and women should be maintained at all times.
 8. Food is NOT permitted in the weight room at any time.
 9. Follow the program outlined by the supervisor in charge.
 10. Avoid accidents. Do not do things that will endanger the safety of others.
- Continuous disregard of these guidelines in the judgement of the supervisor will result in the limitation of your freedom to use this facility.**

TORNADO DRILL PROCEDURES

On the alert signal, all students and staff members shall walk in an orderly fashion as so indicated:

1. Rooms 101, 102, 105, 201, 202, proceed to the school basement, bottom floor, via north side of the building (Quincy Street side).
2. Rooms 107, 108, 109, Lab, Library, Office proceed to the school basement, bottom floor, via south side of the building (Chestnut Street side).
3. Home Economics, Gym, Room 8, Room 9 proceed to the school basement area, bottom floor.
4. Students, teachers, and staff will seat themselves in the locker and basement areas with hands shielding their head.
5. Quiet MUST be maintained until the "ALL CLEAR" signal is given

FIRE DRILL INSTRUCTIONS

When the bell (three (3) consecutive rings) or the fire alarm is sounded, students should stand in silence, and in a single file, proceed out to the classroom to the designated area by following these specific directions:

Home Ec. Room , Room 8, Room 9: Proceed to Chestnut Street Exit Door, then Chestnut Street sidewalk.

Room 101: Proceed left to Main Door Exit, then to Sixth Street sidewalk.

Room 102: Proceed left downstairs to Quincy Street Exit, then to Quincy Street sidewalk.

Room 105: Proceed left to Main Door Exit, then to Sixth Street sidewalk (left side).

Room 107: Proceed right to Main Door Exit, then to Sixth Street sidewalk (right side).

Room 108: Proceed right downstairs to Chestnut Street Exit, then to Chestnut Street sidewalk.

Room 109: Proceed left downstairs to Chestnut Street Exit, then to Chestnut Street sidewalk.

Room 201: Proceed right downstairs to Quincy Street Exit, then to Quincy Street sidewalk.

Room 202: Proceed left downstairs to Quincy Street Exit, then to Quincy Street sidewalk.

Library: Proceed left downstairs to Chestnut Street Exit, then to Chestnut Street sidewalk.

Science Lab: Proceed right downstairs to Chestnut Street Exit, then to Chestnut Street sidewalk.

Gym: Proceed to Quincy Street Exit, then to Quincy Street sidewalk.

ALL STUDENTS MUST REMAIN WITH THEIR CLASSES AND REMAIN IN SILENCE UNTIL THE TEACHER HAS TAKEN ROLL CALL.

LOCKDOWN PROCEDURES

1. Stay in classrooms
2. Lock doors
3. Close windows
4. Turn lights off
5. Close window shades
6. Move all students away from doors and windows
7. Take roll
8. Remain in classroom until informed from the office with code word.

POSTSECONDARY OPTIONS PROGRAM

The Postsecondary Enrollment Options Program provides eligible students with an opportunity to take classes at eligible postsecondary institutions. The purpose of the program is to promote rigorous academic pursuits and to provide a wider variety of options to high school students. Interested students and parents are encouraged to contact the Guidance Counselor for eligibility requirements and information concerning this program.

DR. JOHN J. HANEY MEMORIAL AWARD

The Dr. John J. Haney Memorial Award is presented each year to a member of the graduating class. Selection of the recipient is based on the following criteria and determined by the total accumulative points upon secret ballot of each high school faculty member: character, service, leadership, scholarship and practicability. The award and recipient is determined by a tabulation of points by the Board.

ACADEMIC FAIR

1. All students in grades 7 –11 must participate.
2. An academic project must be completed by each seventh grader. A science project must be completed by each eighth grader. A project may not be repeated if the title has been done within the last 5 years.
3. Science project must be completed twice during the 9th through 11th grades. Science or any other academic subject may be researched during the high school years. A project may not be repeated if the title has been done within the last five years.
4. The Academic Fair project areas are:

Religion	Health	History	English
Art	Music	Spanish	Health

The Science Fair Project areas are:

Behavioral and Social Sciences	Biochemistry	Botany
Chemistry	Computer Science	Earth/Space
Engineering	Environmental Science	Physics
Mathematics	Microbiology	Zoology
5. The project components will be graded throughout the year and the grades will be averaged into the class grades for the subject area chosen.
6. All projects are conducted under the guidance of a teacher/advisor knowledgeable in the subject area chosen.
7. A point will be deducted for each day a part of the project is turned in past the due date.

REGULATIONS FOR SCIENCE PROJECTS

- I. Paper
 - A. Title Page
 - B. Abstract (250 word maximum)
 - C. Table of contents
 - D. Purpose
 - E. Hypothesis
 - F. Presentation of Research (Must be at least three pages)
 - G. Experimentation
 - H. Report of Data
 - I. Conclusions
 - J. References
 - K. Acknowledgements
- II. Experiment must include:
 - A. Materials used
 - B. Steps in procedure
 - C. Data
 1. Must have evidence of at least three experimental trials
 2. Data may be in form of:
 - a. Diagrams

- b. Pictures
 - c. Graphs
 - d. Charts
 - e. Log book
 - D. Analysis of Data
 - E. Conclusion in relationship to hypothesis
- III Bibliography
 - A. Minimum of five different types of resources (i.e. books, magazines, internet)
 - B. No more than one encyclopedia
 - C. At least one personal interview with someone knowledgeable in the subject area must be used.
 - D. No more than **2 internet sources**.
- IV Oral presentation must include:
 - A. Explanation of research
 - B. Steps in experimental procedure
 - C. Results of experiment
 - D. The student is expected to answer questions, from judges, about his/her research and experimentation.
- V Structure of Paper:
 - A. Title Page
 - 1. Title in center of page
 - 2. Lower right corner
 - a. Name
 - b. School
 - c. Grade
 - d. Academic Fair 200_
 - B. Type Written
 - 1. Double spaced
 - 2. Margin settings 1.25 inches on each side. Font set at **12**.
- VI Display Area
 - A. A tabletop poster display, totally self-supporting (maximum 3 feet wide). Use data Tables, diagrams, charts, photographs, and graphs on poster. Scientific equipment and supplies, plants, or any other apparatus or research paraphernalia are **not permitted** at a display. **No** animal project will be accepted. **Logbooks are required**. Battery-powered computers may be used only for simulation or animation integral and essential of the project **results or data and not for general PowerPoint presentations**. Freestanding floor exhibits are not permitted.
 - B. Shipboard displaying:
 - 1. Name of student
 - 2. Title of Project
 - 3. Abstract (250 words – two copies for judges)
 - 4. Hypothesis
 - 5. Materials
 - 6. Procedure
 - 7. Results (Data in form of charts, graphs, and/or tables)
 - 8. Discussion of results
 - 9. Conclusions

VII Judging Criteria for Science Projects

REGULATIONS FOR ACADEMIC FAIR PROJECTS

- I. Paper
 - A. Title Page
 - B. Abstract
 - C. Table of Contents
 - D. Purpose

- E. Hypothesis
 - F. Presentation of research (**MUST BE AT LEAST FIVE PAGES**)
 - G. Application of research
 - H. References
 - I. Acknowledgements
- II Demonstration
- A. Material used
 - B. Steps in procedure
 - C. Data (must include **at least three** of the following)
 - 1. Model
 - 2. News articles
 - 3. Diagrams
 - 4. Maps
 - 5. Pictures
 - 6. Diorama
 - 7. Time line
 - 8. Flags
 - 9. Graphs/ charts
- III Bibliography
- A. Minimum of five different type of resources (Internet, Books, periodicals)
 - B. No more than one encyclopedia
 - C. At least one personal interview with someone knowledgeable in subject area must be done.
 - D. No **more than 2 internet sources**.
- IV Oral Presentation
- A. Explanation of research and data
 - B. The student is expected to answer questions, from judges, about his/her research and data.
- V Structure of Paper is the same as for Science Projects
- VI Display Area
- A. 36x30
 - B. Shipboard displaying
 - 1. Question
 - 2. Abstract (plus two copies for the judges)
 - 3. Purpose
 - 4. Hypothesis
 - 5. Procedure
 - 6. Data
 - 7. Conclusion
 - 8. Name of student
 - C. Display in front of poster allowed
- VII Judging Criteria for Academic Projects

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

WHEN STUDENTS ARE PARTICIPATING IN ACTIVITIES AWAY FROM SCHOOL PROPERTY, THE SIGNATURE OF PARENTS IS NEEDED ON A PERMISSION FORM OF THIS TYPE WITH COMPLETED INFORMATION FOR ITEMS 1-6.

DEAR PARENT OR LEGAL GUARDIAN,

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the supervision of personnel from St. Joseph – St. Lawrence Central Catholic School System. A brief description of the activity is as follows

- 1. Name of event _____
- 2. Destination _____
- 3. Designated supervisor of activity _____
- 4. Date and time of departure _____
- 5. Date and time of return _____
- 6. Method of transportation _____

If you would like for your child to participate in this event, please complete, sign and return the following consent and release liability. As parent or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I hereby consent to participation of my child in the event described above. I understand that this event will take place away from school grounds and that my child will be under supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including method of transportation.

Parent/Guardian Signature

Date

Student Signature

Date

THIS FORM MUST BE RETURNED BY _____ FOR PARTICIPATION IN THIS EVENT.

LAWRENCE COUNTY SCHOOLS POLICY ON SEXUAL OFFENDERS

The Lawrence County Schools in order to protect the citizens of all school districts from exposure at school events , whether Academic or Athletic/extra curricular events, resolves to ban from all school events those individuals that have been convicted of a sexual offense, labeled as a sexual offender and who are required to register.

The Ohio Legislature in the passage of the Revised Code Chapter 2950.02 sought to insure public safety by requiring the registration of those individuals convicted of sexually oriented offenses or who commit child-victim oriented offenses. Communities are notified when such individuals move into a school district. They are banned, by the Law of the State of Ohio, from living within 1,000 feet of a school. Therefore the Lawrence County Schools will not permit these individuals to attend school events by any Lawrence County School or to be present on school grounds.

Whenever school personnel are notified by the law enforcement agencies of these individuals living in the School District, they shall notify all school personnel of such convicted individuals, so they may be recognized. Each individual will be notified by proper authorities by letter that he/she is not permitted on school properties. If any individual violates this policy, law enforcement will be notified immediately to remove the individual from school property.

Any of these individuals who have children enrolled in Lawrence County Schools must call the Administration to schedule any academic conferences. Such conferences will be held via telephone conferences as can be scheduled. Confidentiality of all school records, as well as student records will be maintained.

Violating this policy may result in being charged with criminal trespass under ORC 2911.21.

References: ORC 2950.02, 2550.04, 109.42(A) (16), 3313.47, ORC 2911.21