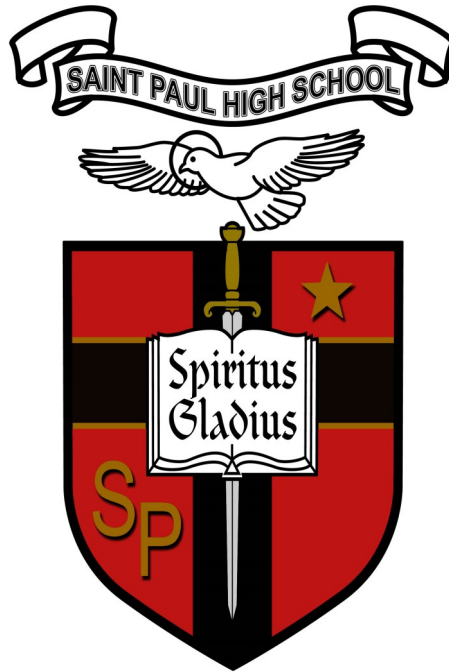


Norwalk Catholic School Jr. High and St. Paul High School

Student Handbook

2018 - 2019



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WELCOME

Welcome to all new and returning students. This school year will provide each of you with many new and exciting experiences. We would like to challenge each of you to set your own personal educational and spiritual goals. To achieve your goals requires hard work and dedication. View this school year as a new beginning and make the most of it. Get involved in the many activities at NCS Jr. High and St. Paul High School.

This handbook is designed to provide you with most of the school's operational procedures, rules and regulations. Adhering to these policies will help to provide the best learning atmosphere for all students. If you have any questions, please feel free to come into the office to discuss them. We encourage you to work with the SPH staff and administration to help provide you with the best educational environment possible.

PHILOSOPHY

NCS Jr. High and St. Paul High are founded on the Catholic tradition that education is the development of the total person. An educated person must have a respect for self, a love of fellow man, a commitment to social responsibilities, and an appreciation of truth and learning. A Catholic education must help a person learn to be a Christian by conviction, not by mere conformity.

The school tries to develop a positive self-image and an inquisitive mind, alive and responsive to the daily discovery of new knowledge; strives to aid students in establishing a hierarchy of values that will help them live as responsible adults in an ever-changing society; endeavors to prepare them to transform the world into the Kingdom of God.

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

MISSION

The mission of Norwalk Catholic School is to:

- Develop disciples of Christ
- Promote academic excellence
- Maintain a respectful environment

RELIGIOUS PARTICIPATION

All Catholic and non-Catholic students of Norwalk Catholic School must attend religion classes, retreats and all school religious activities. Masses, retreats and penance services are scheduled on a regular basis. **Attendance at class retreats is a required experience for our students.** Other functions such as prayer services are scheduled periodically. Development of spirituality brings balance and order to all aspects of life.

COMMUNICATION

What parents can expect of teachers: It is the responsibility of the teacher to provide a learning environment and meaningful learning experiences. In addition, the teacher must see that students make progress and that their parents are informed of such progress or lack of it by keeping grades and web sites up to date. Parents can expect their child's teacher to formulate fair classroom policies (approved by the principal) and to support and enforce all school policies. Parents can expect that teachers will protect their child's rep-

What teachers can expect of parents: Teachers can expect that parents will be supportive of them at all times. In the event of a question, a concern or a disagreement, **a parent must contact the teacher for clarification** Each teacher is entitled to respect as an educator as well as to his/her good name and reputation in the community. Teachers can expect parents to assist them in their dealings with students and to volunteer their services when classroom/school needs arise.

What teacher and parents can expect of students: Students can be expected to know and abide by all school and classroom policies. Each student has the responsibility to behave in a way that enhances the learning situation for all students. This implies self-discipline proportionate to his/her age and grade level. Students must accept the fact that learning is their responsibility and not that of their parents or teachers.

Parent-Principal: The principal is available to speak with students and parents. All the principal's calls are handled through the office. Mr. Tokarsky's e-mail address is: jtokarsky@ncsmail.org.

Parent-Student-Teacher-President: The president remains available to speak with anyone who has attempted to resolve concerns through the proper channels. The president is available to parents after all other channels have been exhausted.

GRADUATION REQUIREMENTS (GRADES 9-12)

Students enrolled at St. Paul High are required to meet the following minimum requirements for graduation.

Most students should expect to go well beyond them.

Religion	4
English	4
Social Studies.....	3
Mathematics	4
Science	4
Health and Physical Education	1
Electives	4

Dropping a course in grades 9-12 which a student is capable of passing is highly discouraged. Any such request must be approved by the parents, the counselor, and the principal. Courses dropped after the first two weeks of school may be recorded "Withdrawn Failing".

GRADING SCALE for grades 7-12

A+: 98-100	A: 93-97	A-: 90-92
B+: 87-89	B: 83-86	B-: 80-82
C+: 77-79	C: 73-76	C-: 70-72
D: 65-69	F: 0-64	

I: Issued Incomplete for quarter**

**An Incomplete grade shall be issued for the quarter only when a student has missed significant excused time out of school without the benefit of having time to make up the work. An "I" will automatically become an "F" after one week unless the principal deems an extension is necessary.

Grade-Point-Average (GPA) for a year is determined by adding the point values for all courses, and dividing by the total credits earned in high school classes.

Grade Reports are given out at the end of each nine-week quarter. The final grade in a course counts each quarterly grade as 20% and each semester exam as 10%.

PowerSchool passwords allow all parents to have access at any time to a student's current progress in any class. In the event that a student has outstanding fines, fees or other liabilities, PowerSchool access may be deactivated until all obligations have been satisfied.

EHOVE: Every effort is made to schedule all required classes (i.e. Religion, English, Math, Social Studies, Science) at St. Paul High for students who wish to attend EHOVE. We look at each individual student's vocational program to determine what will work for them. We would like our students to have more time at St. Paul's so as to remain connected to their classmates and participate in the school mission

College Credit Plus students should take all required courses (i.e. Reli-

STUDENT RECOGNITION AT THE END OF EACH

JUNIOR HIGH GRADING PERIOD

1st Honors: All A's: A+, A, or A- in every class

2nd Honors: All A's and B's

3rd Honors: All A's, B's and no grade below C and no more than one C.

STUDENT RECOGNITION AT THE END OF EACH

HIGH SCHOOL GRADING PERIOD

Honor Roll: GPA = 3.50 or above, no grade of C+ or below

Merit Roll: GPA = 3.00 to 3.499, no grade below C; no more than one C.

Valedictorian and Salutatorian are the two seniors with the highest averages at the end of 15 quarters in the high school, as determined by the principal. The principal may consider the number of credits earned in mathematics, science, and advanced courses; as well as the total courses taken.

SCHOOL ATTENDANCE

A child needs to develop academic skills as well as habits of dependability and punctuality. Parents are **legally responsible** for the daily attendance of their children, and for reporting any absences to the school office.

Required Activities must be attended by all students, unless specifically excused by the principal. These include:

1. All assigned classes and study halls
2. Mass and all special religious activities and services
3. Assemblies and pep rallies
4. Scheduled religious retreats.

Leaving the School Grounds without permission, whether during a class or during lunch, results in an automatic three day suspension. Any student with permission to leave the building or grounds must **SIGN OUT** in the office on the appropriate form and **SIGN IN** when returning.

If a student is unable to attend school, parents must:

- 1. Notify the school office at 668-3005 by 8:15 a.m.**
- 2. Send a note to the office with the returning student, containing:**
 - a. the date of the absence**
 - b. the specific reason for the absence**
 - c. signature of the parent or guardian**

EMERGENCY ABSENCES

The note from the parent explains the circumstances of the absence, but does not automatically excuse it. Additional documentation may be required to excuse the absence (doctor's excuse, legal appointment notice, etc.). **Only the principal/Dean of Students, using state guidelines, can determine whether the absence is excused.**

A student absence is normally **excused for** a serious reason which could not have been foreseen, such as:

- a. Personal illness / emergency medical treatment
- b. Severe illness in the immediate family
- c. Death of a family member or close friend

A student is normally **not excused for** casual, avoidable, or unverifiable reasons such as:

- a. Oversleeping or general tiredness
- b. Car trouble, missing a bus or ride
- c. Shopping, non-medical appointments, jobs

Students must have a doctor's excuse in order for the day to be excused after 5 parent excuses for illness absences per semester.

Excessive Absences: When students have more than 10 absences in a semester, they must make up each subsequent absence on an hour for hour basis in order to receive academic credit for courses. Students may be assigned detentions or Saturday School to make up hours. The "making up" of these hours should be completed by the end of the se-

FORESEEABLE ABSENCES

Absences which could be reasonably foreseen are unexcused unless approved by the principal in advance. A written request by a parent or guardian for any one-day absence should be made at least 24 hours in advance. Requests for extended absences should be made a week in advance so that arrangements can be made with teachers. A note from the parent after the absence does not excuse the absence. The student is always required to make up all work missed.

Truancy: A student is considered truant if they are missing from school without parental permission. Truancy will result in a 1-3 day suspension or Saturday School.

Doctor or dentist appointments which are not for an emergency should be scheduled for after-school hours. The principal may excuse a student during school hours if a written request from the parent or physician is submitted in advance. The request should contain the **time and nature** of the appointment as well as the **physician's name and telephone** number, so that the appointment can be confirmed before the student leaves. Upon returning to school, the student must present a note from the physician.

Doctor appointments will be excused (without consequence) if no more than two hours of class time are missed. This does include study hall, but does not include lunch time.

College visitations for seniors and juniors to visit prospective colleges and universities can be permitted by the principal upon a written request from parents at least 24 hours in advance. Juniors and Seniors may request **two** days for visits. Visitations during May are limited to requests from the college directly to the high school. Upon returning to school, students must **document** their visit. All colleges have forms for this purpose.

Vacations with family, which includes at least one parent, should be arranged so that they do not interrupt school attendance. Vacations may be approved for a family that could not otherwise spend time together. Such requests should be presented in writing for the principal's approval at least ten days in advance. Vacations will not be approved during semester exams. Vacations as guests of another family or with other students will not be approved

Early dismissal for work is prohibited by state law unless a student is in a state-approved program that requires the student to be placed in a job position. St. Paul High has no such program.

TARDINESS

Tardiness is the late arrival to school at the beginning of the day, to subsequent classes, or to other required activities. Any student receiving **two unexcused tardies** during a given grading period will receive a detention. Further detentions, as well as suspensions because of additional accumulation of tardies, will be handled at the discretion of the principal or the dean of students. The **principal or the dean of students determines** whether a tardy is excused. **Students will be considered tardy up to 60 minutes (8:55 AM). Anything beyond 8:55 AM will be calculated as a half day absence.**

HOMEWORK

Students are required to complete their homework as assigned by teachers. Students who receive a special warning from their teacher must have the "warning slip" signed by parents and returned to the dean of students with the missing assignment. The "warning slip" and missing assignment must be returned to the dean of students the next day that school is in session. Failure to complete the assignment will be considered a violation of the Serious Misconduct Code (Disrespect to School Personnel). Five violations in a grading period will result in a school detention. An additional detention will be given for each additional homework violation during the same grading period.

Make-up Work is the **responsibility of the student**. A student must always obtain and complete **all** missed class work, assignments, and tests.

For an **approved absence**, no penalty will be assessed for any work or tests completed within the same number of days as were missed. For a pre-approved absence, the student must obtain all assignments **in advance**.

For an **unexcused** absence, including out-of-school suspension, the student may lose credit for assignments missed but their completion is still required.

Teachers are not expected to notify or remind students of missed work. Make-up tests need not be of the same type as were originally given.

For elected or unexcused absences, the teacher is not expected to take unusual steps to assist in making-up work. Students not able to make-up missed work with a minimum of special help, should not choose to miss classes. The teacher will determine the penalty for late assignments.

SCHOOL DISCIPLINE

Students are more likely to exercise self-discipline when they know what is expected of them, and when they understand the consequences of breaking school rules or infringing on the rights of others. The highest standard of behavior is expected both during the school day and at times away from school. Students must be aware that they are also accountable for their actions when they are not in school if those actions do not meet the requirements of our Catholic school philosophy.

DETENTION

A discipline violation may result in a detention to be served after school for a period of forty minutes. The student reports to the assigned room at the time and date indicated on the detention slip, normally 3:05 – 3:45 the following Wednesday. Students are required to **bring work** with them, and will **work quietly**. **Failure to serve** on the designated day will result in an **additional** detention, unless the date is changed by the dean of students. Additional failure to serve will result in Saturday suspension. Parents must sign the detention slip and it must be returned to the Dean of Students.

1. **After four** referrals for detentions in a grading period, a notice will be sent to the parents.
2. A **fifth referral** will result in a one day, "Saturday Suspension". Further referrals will result in additional suspension(s).

MISCONDUCT CODE

(these actions are subject to disciplinary measures):

1. Disrespect or arrogance toward a person in authority
2. Lying, petty stealing
3. Loud quarreling, verbal abuse
4. Disruptive behavior in class or halls
5. Being in halls without a pass, or misuse of a pass
6. Tardiness to a class or assembly
7. Dress that does not meet the school dress code (1st Offense).
8. Disobeying classroom rules
9. Late return of forms
10. Eating or drinking in the building, unless approved
11. Gum chewing in Church or rooms where the teacher does not permit it
12. Littering on school property
13. Public Display of Affection: Students shall not engage in kissing, embracing or any other physical contact not appropriate to the educational environment.
14. Other unacceptable actions as judged by the Principal or Dean of Students.

SERIOUS MISCONDUCT CODE

Violations of the following rules will result in disciplinary action, which may include detentions, suspension or expulsion. **Any stated consequences are only a recommendation and may be revised at the discretion of the administration.**

1. **Off Schedule:** When a student leaves class without permission and cannot be located in the school building, they will be considered off-schedule. This will result in a 1-3 day suspension or Saturday School.
2. **Disruption of School/Hazing/Bullying:** A student may not use violence, force, coercion, threat, or intimidation of teachers, guests, other students, or any other employees of the school district to cause a disruption or obstruction to the education process or activity. This may be conveyed through spoken word, gestures, writing, or electronic means (cell phones, text messages, web pages, blogs, e-mail, etc.) Some examples of disruption include, but are not limited to, fighting, hazing, targeted exclusion, incessant teasing, rude remarks, hate speech, initiating false alarms, im-

violence or disruption.

If you believe that you are being hazed or bullied please inform the nearest staff member. If the concern is not resolved, speak to the Dean of Students or Principal.

3. Damage to School or Private Property and Theft: A student may not attempt to damage school property, nor remove it from the premises without written permission from the principal. A student may not attempt to damage or remove the private property of others without their knowledge and permission. No student may receive or purchase from another student any property which was stolen or, from the circumstances, appears to be stolen. Property includes data on electronic media.

4. Assault (Fighting)/Unauthorized Touching: A student may not touch another student without consent, likewise a student may not physically attack or behave in such a way as could cause physical injury to any person on the school premises while in the custody and control of the school or in the course of a school-related activity.

5. Weapons and Dangerous Materials: A student may not possess, handle, attempt to use or bring in sight of school grounds or to a school activity any guns, knives, other weapons, fireworks, explosives, hazardous chemicals, or dangerous devices.

Recommended consequence: 10 day suspension with recommendation for expulsion.

6. Alcohol: A student may not possess, consume, be under the influence of, handle, attempt to obtain alcohol or alcoholic beverages while in sight of school premises or at a school sponsored activity.

Recommended consequence: 3 or more days of suspension or Saturday suspension. Repeat offense will require greater consequence.

7. Drugs, drug paraphernalia, narcotics, counterfeit (look alike) drugs, inhalants such as glue, or other behavior altering materials. A student may not possess, handle, conceal, attempt to obtain or use, or show evidence of having used any of the above while in sight of the school premises or in attendance at any school sponsored function.

Recommended consequence: 10 day suspension with recommendation for expulsion.

Proven drug use off school grounds and/or outside of the school day: 12

Continued attendance at St. Paul High is contingent on seeking counseling and proof of treatment at a drug recovery center. A written agreement will be kept by the principal and signed by the student, parents and principal.

2nd offense: Recommendation for expulsion.

8. Tobacco Products, Nicotine Vaping Devices or Related Paraphernalia:

A student may not possess, transmit, conceal or use tobacco, nicotine vaping devices or related paraphernalia in sight of the school premises or while in attendance at any school sponsored function either at the home school or at a school where the home school is participating.

Possible consequences:

1st offense: 3 days suspension or Saturday School

2nd offense: 5 days suspension or Saturday School

3rd offense : 10 days susp; recommendation for expulsion

9. **Repeated Violations:** A student may not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, principal or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.
10. **Fires, Fire Alarms:** A student may not have cigarette lighters, matches or other flame producing devices on the premises. Such devices may be used only under the direct supervision of a teacher or staff member. A student may not handle the fire alarms even casually except to signal a fire emergency.
11. **Disrespect for School Personnel:** A student may not act in defiance of directions, be disrespectful toward school personnel, or fail to comply with lesser forms of disciplinary actions issued by school personnel. This may include actions off school grounds and/or using electronic means (cell phones, internet sites, etc.).
12. **Profane/Immoral, Disgraceful Acts:** A student may not be profane, immoral, disgraceful or abusive in speech, gestures, actions, or in writing or possess such signs, pictures, publications, or use any computer or device in such manner..
13. **Automobile and Motor Vehicle Use:** Students will operate vehicles

followed by students. Students driving recklessly, ignoring instructions or being abusive may lose driving privileges and/or receive additional school consequences.

14. **Sexual Harassment:** Sexual harassment is improper, immoral and illegal. It will not be tolerated within the school structure of Norwalk Catholic School. The Ohio Revised Code defines sexual harassment as any unwanted sexual advances or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to: unwanted sexual advances or proposition, repeatedly asking someone for a date after they made it clear they are not interested, and making threatening reprisals after a negative response to sexual advances.

Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive messages, objects, pictures, cartoons or posters.

Verbal conduct: making or using derogatory comments, slurs or jokes, making sexual based remarks about another person's body or one's own body.

Physical conduct: touching, assault, impeding or blocking movements.

If you are sexually harassed: When unwelcome activities of a milder nature occur, the best thing to do is tell the individual involved that you are uncomfortable with the behavior and ask that it stop. If the behavior does not stop, contact a staff member. In difficult or serious cases see the counselor, dean of students, or principal immediately.

15. **Cheating:** Work submitted by a student or in process of completion shall be their own work and completed in a way consistent with honor, integrity and the rules of the instructor. This includes the use of non-approved electronic devices during classroom activities. This includes, but is not limited to, texting during class work.

16. **Plagiarism:** In an academic setting, plagiarism includes:

- Submitting a paper, examination, or other assignment as your own when it was written or created by another. It is perfectly acceptable to consult with one or more of your classmates about an assignment, but when you turn your work in for a grade, it normally will look very different from those submitted by others.

There are many, many ways to express an idea, to portray data in a graph, or to assemble numbers into a table.

1. Verbatim copying of portions of another's writing without enclosing the copied passage in quotation marks and acknowledging the source.
2. Using a unique term or concept which one has discovered in reading, without acknowledging its author or source.
3. Paraphrasing or restating someone else's ideas without acknowledging that this other person's text was the basis for that paraphrase.
4. Presenting false data - for example, data that has been fabricated, or altered, or borrowed from someone else without the instructor's permission for you to do so.
5. Submitting the same paper for more than one course or purpose, without the express consent of all the instructors involved.

The consequence for plagiarism is that the student would receive a disciplinary action, rewrite the paper and turn it in for credit determined by classroom teacher.

17. Behavior Not Covered by Other Rules: The school reserves the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the written rules. This could include any action or use of technology that reflects poorly on the school's reputation.

SATURDAY SUSPENSION: Students receiving Saturday Suspensions will serve these from 8:00 a.m. to 1:00 p.m. on the following Saturday. Students will report to Room 15 or other designated room. This will be monitored by an adult. Students may have 2 restroom breaks. Students must bring their own lunch. Students need to bring \$20 to help defray the cost of an adult monitor. Students may wear jeans, but no sweats. Students may be required to do light housekeeping chores if they do not have school studies to complete.

OUT OF SCHOOL SUSPENSION may be imposed by the President or Principal for up to ten days. Suspension durations will generally increase

with each offense with suspensions of three days, five days, and then ten days in duration. During an out of school suspension the student is prohibited from attending classes or extra-curricular activities and may not be on school grounds (exceptions are permitted for parish functions) or at school functions at visiting sites. Work missed in school may not be accepted for a grade. Zeros may be issued for all grades due during the suspension.

EXPULSION involves removal from the high school on a permanent basis. In most cases, expulsion is used only when all other avenues of correction have been exhausted. In a serious incident, expulsion may be used at the discretion of the president or principal.

Expulsion may be for any student receiving more than 10 days of suspension or Saturday School.

LIBRARY POLICY

The NCS JH/SPH Library is open throughout the school day except during lunch and is available for classes and meetings. Study hall use of the library is possible if classes are not scheduled. Books and periodicals are loaned for a period of two weeks and renewed as needed. Reference materials, videos, and current periodicals are not loaned. Fines are \$.05 per day, per item. Students may be subject to disciplinary action for items over 2 weeks late or overdue at the end of the school year. There is no fine for weekends, holidays, illness, or days the library is closed. Replacement of lost or damaged materials will be at current prices. The library has several data bases for student and faculty use in addition to the Internet. Computers are used for academic purposes. Student behavior is to be respectful of others using the facilities.

HIGH SCHOOL STUDENT DRESS CODE

For general guidelines, a student should dress in a manner which respects learning and their own human dignity and humility.

Basic Guidelines:

Young Men: Collared dress shirt or polo. Khaki style pants with socks and dress shoes.

Young Ladies: Collared dress shirt or polo. Khaki style pants or non-denim skirt with socks/nylons and dress shoes. **Girls' skirts** must reach the knee. (Dresses are not permitted.)

The **principal or dean of students' decisions** in all matters of dress are considered school policy, equal to the following written guidelines:

Footwear: Students are to wear fully enclosed leather dress shoes (no open toe or open back). NO athletic shoes, canvas shoes, boots or sandals. Heels must be 1.5 inches or less. Boys must wear socks and girls must wear nylons or socks (footie styles are acceptable). **Shoes must be of solid color with no writing. Shoes must be a shade of brown, black or white.**

Hair styles should be conservative. Extreme styles, especially where hair is spiked or part of the head is shaved are not considered appropriate. Discreet coloring or highlighting is allowed. **Boys** hair should be cut in a short (less than 3"), neat manner. It should not hang below the eyebrows, sideburns shall not extend past mid-ear, hair shall not cover any part of the ears, and no hair shall cover any part of the shirt collar. No pig-tails or earrings are permitted in school or when representing the school at extra curricular activities. Boys must be clean shaven at all times.

Headwear including hats, caps, dew rags and sweat bands may not be worn in school, in the cafeteria or at any time during the school day, unless required by the classroom teacher for health or safety reasons.

Jackets or outside coats should **not be worn** during class.

Shirts or blouses: All students are to wear buttoned-front dress shirts

These should not have artwork, slogans, pictures or advertising. **Shirts/blouses must be long enough to be tucked in and stay tucked in at all times**, including lunch time. Shirts should not be low cut or sheer (see through). Shirts must be buttoned to 2nd highest button or other reasonable spot. Tank tops and camisoles are not permitted. Shirts should not have artwork, slogans, pictures, or advertising. Small pocket logos are acceptable. **No T-shirts or non- NCS/SPH sweatshirts.** Undershirts must be white with no visible writing/designs. **NOTHING MAY BE WORN OVER THE COLLARED SHIRT EXCEPT A SWEATER OR NCS/SPH SWEAT-SHIRT (hooded or unhooded).**

Girls' skirts must reach the knee. If the skirt has a slit, it should measure no more than 6". Skirts should not fit too tightly. Split skirts may not resemble shorts, and usually should be pleated.

Slacks or Pants should be of a full-length dress style. They should not be faded or stonewashed. They must be loose around the calf and ankle. Belts must be worn. Belts must be a solid color with no embellishments (studs, jewels, etc.).

No sweat pants, bibs, painter pants, blue jeans, blue denim pants, no drawstring waistband pants, tights, **jeggings** or tight fitting pants. All must be neatly hemmed. Pants must not ride low on hips or drag on the floor. No 5-pocket or more cargo styles.

Sweaters or St. Paul/NCS sweatshirts and St. Paul/NCS team warm-up jackets may be worn with a collared shirt underneath. Full turtlenecks may be worn.

Jewelry: No excessive jewelry or body piercing, other than girls' earlobes, are permitted in school or when representing the school at extra curricular activities. All jewelry must be conservative in choice. **Girls'** - No dangling earrings.

Make-up: Heavy make-up is not permitted. (No make-up may be brought to school).

No visible tattoos permitted.

JR. HIGH UNIFORM POLICY

The Principal has final authority in resolving questions or situations regarding compliance with the policy.

Parent Participation: Completed school registration at NCS Jr. High acknowledges the parent and student's acceptance and participation with this policy.

Uniform Exchange Sales: During the school year, NCS in coordination with the PTO will provide a forum for parents to trade/sell and purchase uniform/dress code clothing. New or used uniform/dress code clothing may also be donated to the school to be distributed as necessary to those families in need of assistance. All clothing must meet the uniform/dress code requirements. Unsold uniform items not picked up after a sale will be kept and brought to the following sales and/or placed on the NCS E-bay website for up to a 1 year period. Items not sold in a year may be given to the clothing bank.

UNIFORM

Boys Grades 7-8:

**Dress Slacks -With or without pleats – Khaki or Black with belt
Polo or Oxford Shirt - White, Black, or Red, Short or long sleeves,**

**Sweater / Cardigan / Vest - White, Black, or Red
Sweatshirt - NCS/St. Paul sweatshirts only (hooded or unhooded) . (Sweater, sweatshirt, cardigan or vest must be worn with a regulation collared shirt or turtleneck)**

Girls Grades 7-8:

**Dress Pants - With or without pleats – Khaki or Black with belt
(no jeggings or tight fitting pants)**

**Skirt, Skort or Jumper - Knee Length - Khaki, Black or Red/
White**

Polo, Oxford or collared blouse - White, Black, or Red, short or long sleeves

Sweater / Cardigan / Vest - White, Black, or Red

Sweatshirt - NCS/St. Paul sweatshirts only (hooded or unhooded).

Sweater, sweatshirt, cardigan or vest must be worn with a regulation collared shirt or turtleneck.

Boys & Girls 7-8 Accessory items:

Socks / Girls Tights / Boys Ties - Solid color White, Black, Red or Khaki

Turtleneck / Mock Turtleneck - White, Black or Red

Belts must be: Black, Tan or Brown

GENERAL GUIDELINES

All clothing and accessories must be sized to fit, neat, clean and without holes. Hems may not be frayed or cut.

Slacks or pants should be of a full-length dress style, neatly hemmed or cuffed with or without pleats, of dress fabric - not stretch jersey and they should not be too tight or dragging on the floor. Slacks/pants must be loose around the calf and ankle. Bibs, low riding pants, 5 pocket styles (with or without rivets) cargo pants, **jeggings** or Capri's are not permitted. No blue or colored denim allowed, except for specified special occasions.

Girls' skirts must reach the knee. If the skirt has a slit, it should measure no more than 6". Skirts should not fit too tightly. Split skirts may not resemble shorts, and usually should be pleated.

Shirts or blouses must have a collar. A turtleneck or mock turtleneck is permitted alone. All Shirts, blouses, turtleneck or mock turtlenecks must be tucked in at all times, including lunch. No visible t-shirts or crew neck shirts are permitted, except for specified special occasions. If wearing a t-shirt under a uniform shirt, it must be WHITE – no colored t-shirts. A collared shirt or turtleneck/mock turtleneck must be worn under a sweater, sweatshirt, cardigan or vest. All shirts must be of a solid color. No slogans, advertisements or brand names i.e. Gap, Abercrombie, etc. permitted (regardless of size). A heart patch, school oriented logo on the left side is permitted on any uniform shirt option. Approved styles from "The Hangar" are also permitted. If you question the appropriateness of the artwork, have the Principal approve before purchasing.

SPH and/or NCS sweatshirts may be worn over a collared shirt or turtleneck.

Belts must be worn. Belts must be plain tan, brown or black with no embellishments (studs, jewels, etc.).

Socks, nylons or tights must be worn at all times. Footie styles are acceptable.

Shoes: Only fully enclosed **dress shoes can be worn in JH and should be black, brown or tan only**. Heels may not exceed 1.5 inches in height. No sandals, canvas, open back, open toe, clogs, high heels, boots or high platform shoes allowed. **Boots** for wet or snowy weather can be worn to school with a change of shoes.

Gym: Gym clothing can be purchased anywhere - School logos and colors are highly recommended. T-shirt or sweatshirt, Athletic Shorts or sweat pants, Athletic shoes.

Coats and Headwear: Jackets, outside coats and hats are not permitted during class. No caps, dew rags or sweat bands are permitted during the school day.

Hair: Natural hair color only - No unusual colors or extreme highlights. Styles should be conservative. Extreme styles, especially where any part of the head is spiked or shaved, are not permitted. **Boys'** hair should be cut in a short, neat manner. It should not hang below the eyebrows, sideburns shall not extend past mid-ear, hair shall not cover any part of the ears, and no hair shall cover any part of the shirt collar.

Jewelry: No excessive jewelry or body piercing, other than girls' earlobes, are permitted in school or when representing the school at extra curricular activities. All jewelry must be conservative in choice. **Girls'** - No dangling earrings.

Make-up: Heavy make-up is not permitted. (No make-up may be brought to school).

No visible tattoos permitted.

POLICY ON PREGNANCY

NCS believes and teaches that sexually intimate relations outside of marriage are sinful and inappropriate. Students who become involved in pregnancy must understand the serious obligations they have regarding the care, love, and rearing of a child. Such responsibilities involve both the boy and the girl responsible for the pregnancy. Making decisions about the care and rearing of the child should involve sincere counseling. Very important is the care and welfare of the child to be born. Children need and deserve love, support and devotion of good family living. The option of adoption, giving the child to a couple who have a strong desire to have a child, should be considered.

Students involved in a pregnancy will not be permitted to participate in extra-curricular and co-curricular activities during the pregnancy and for six weeks following. Students so involved will withdraw from elected offices and will not be able to participate in leadership positions until after the six week period following the birth of the child (should they choose to parent the child). Among such are class offices, team captain, homecoming court, etc. Discretion of the administration can be used in these areas.

Compassion, understanding and support are to be given to students and parents of students in regard to unexpected pregnancies. Education in regard to love is the responsibility of the school and home. Chastity is to be viewed as reverence for what is good and lovely in marriage. Parents are to give security and instruction to their young people in regard to sexuality.

SPORTSMANSHIP AND ETHICS POLICY

NCS is committed to the promotion of good sportsmanship through the education of students, teachers, parents, coaches, administrators, and fans in the area of integrity and ethics. Classroom and extracurricular activities are enhanced when a spirit of goodwill and fairness are the foundation upon which competition is fostered. NCS encourages participation in educational and extracurricular activities for all students, and promotes the demonstration of support through attendance and encouragement to the participants. Admission and participation in school events are privileges that are contingent upon behavior that is respectful of players, coaches, officials, and all others in attendance. Inappropriate behavior will not be tolerated and may result in removal from the activity as well as suspension from involvement in future ac-

Good sportsmanship is all about respect. It is expected that each individual associated with NCS will display behavior that is respectful of the concerns of others. Each person must recognize the importance that honesty and respect play in the development of personal integrity. It is only through the development of respect for others that we can truly respect ourselves.

OTHER SCHOOL POLICIES and SERVICES

ANNOUNCEMENTS by any student for the daily announcement sheet must be approved by a faculty member or the principal.

CAFETERIA: Students have the opportunity to purchase a hot lunch at nominal cost, or they may bring their own lunch to eat there. All cafeteria sales are on a cash basis only. Each student is responsible for keeping the table and chairs clean and orderly. All students must spend the lunch period in the cafeteria, unless attending an approved meeting. (See the Lunch Charge policy on Page 31.)

CELL PHONES/MOBILE TECHNOLOGY devices may be brought to school or an activity under the following conditions:

1. Cell phones/mobile technology must be kept in lockers or placed in the designated receptacle in each of the student's classrooms. Cell phone/mobile technology may be permitted for use in the classroom for instructional purposes as directed by that teacher.
2. Teachers may post more restrictive or specialized rules regarding cell phones/mobile technology in their classroom.
3. No cell phones/mobile technology may be used for picture taking or recording, unless directed by an NCS staff member. Recording video, audio and/or picture taking without consent of the person who is the subject of the media is prohibited.
4. No picture taking in restrooms or locker rooms.
5. No harassment or threatening of persons via the cell phone/mobile device is permitted.
6. Cell phones/mobile technology may not be used for gambling, viewing inappropriate content or making purchases of any kind.
7. Those who violate any of the rules regarding cell phones/mobile technology

CATHOLIC DIOCESE OF TOLEDO
BULLYING PREVENTION POLICY AND PLAN FOR NCS/SPHS

Introduction

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students behave appropriately and treat others with civility and respect. Bullying, harassment or intimidation will not to be tolerated in any of the Diocese of Toledo Catholic Schools.

A. Bullying by Definition:

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student has exhibited toward another particular student more than once which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property
- (2.) Places another student in reasonable fear of harm or of damage to property
- (3.) Creates a hostile environment at school for another student
- (4.) Infringes on the rights of another student at school
- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying
- (7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a) Wire, radio, electromagnetics, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications
 - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates an other person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying

- c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying

B. Bullying is Prohibited:

- (1.) On school grounds owned, leased or used by a school or on property immediately adjacent to school grounds
- (2.) At a location, activity, function or program that is not school-related
- (3.) At any school-sponsored or related activity, function or program whether on or off school grounds
- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school
- (5.) Through the use of technology or electronic device owned, leased or used by a school
- (6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
 - a. Create a hostile environment at school for the target
 - b. Infringe on the rights of the target at school
 - c. Materially and substantially disrupt the education process or the orderly operation of a school.

C. Prevention and Intervention Plan:

Procedures for reporting

All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened; who was involved; exactly what was said or what the harasser did; witnesses to the harassment; what the student said or did, either at the time or later; how the student felt; and how the harasser responded.

Norwalk Catholic School encourages the use of the ANTI-HARRASSMENT/ BULLYING COMPLAINT FORM for reporting. Copies of this form are available in the high school office.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator may make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator may provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal may file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive a written or verbal notice as to the conclusion of the investigation.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process
- Retaliators will be disciplined up to and including suspension and expulsion.

In cases where the aggressor or target is not a student at this school, information shall be disclosed to the Principal or appropriate administrator of the public, private or charter school in which the student is enrolled. The custodial parent(s) or guardian(s) of any student involved in a prohibited incident will be notified.

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the governing board's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the

act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences.

The Norwalk Catholic/St. Paul High School Governing Board prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Norwalk Catholic/ St. Paul High School Governing Board prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

D. Training:

Bi-annual training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

Such anti-bullying training may include, but not be limited to:

- Developmentally appropriate strategies to prevent bullying incidents
- Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents
- Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witnesses to the bullying
- Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment
- Information on cyber-bullying emphasizing Internet safety

E. Publication and Notice:

The plan shall be posted on the school's website and included in student and employee handbooks.

F. Minimum Required Actions:

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

- Take appropriate disciplinary action as stated in the plan
- Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts

G. Policy Questions and / or Concerns:

If any staff member has questions concerning this policy, he or she is encouraged to contact the Catholic school office for the Toledo Diocese.

CLOSINGS are announced on One-Call Alert. This is done at the earliest possible time. Please do not call the school. If the school district in which you live closes and Norwalk remains open, please consider the safety of your children when sending them to school.

COMMENCEMENT/BACCALAUREATE: Participation in Commencement and the Baccalaureate mass is a privilege and not a right. Students may be denied participation in these activities because of their conduct, failure to meet financial obligations, and/or failure to meet all graduation requirements which includes, but is not limited to: course credits, OGT requirements, make-up hours.

DANCES are sponsored by various organizations throughout the year. Details are announced for each specific function. Students **leaving** any dance prior to its conclusion will **not be re-admitted**. Each student from another school must be escorted by an NCS student. Students are to dance appropriately. Dance styles change, and there are always acceptable and unacceptable movements. Inappropriate dancing includes any dangerous or sexually explicit actions which include, but are not limited to:

1. tight grinding, either front-to-front or front-to-back
2. pelvic thrusting
3. kissing/making out
4. crowd surfing

There is often a fine line between what is appropriate and inappropriate. If students are making peers or faculty uncomfortable, the line has been crossed. Chaperones will enforce this and all other school policies at SPH/NCS JH dances. Students who insist on dancing inappropriately will be asked to leave and may be subject to school consequences.

EMERGENCY DRILLS: During emergency drills students are expected to maintain order, remain quiet and respond immediately to all directives. The following emergency drills will be conducted throughout the school year:

Fire Drill: (Signaled by bell/alarm) The required evacuation route is posted in each classroom and office. Students are expected to follow the

1. All classroom windows and doors should be closed and lights turned off. Students are to follow the required evacuation route and move quickly and quietly from the building.
2. Students are to move a safe distance from the building and remain out of the way of all fire and emergency equipment.

Tornado Drill: (Signaled over the loud speaker) The specified evacuation route to designated safe areas is posted in each classroom and office. Students are expected to be familiar with the required evacuation route and will be expected to follow the procedures listed below:

1. Turn out lights and close doors. Students are to follow the required evacuation route and move quickly and quietly to the designated safe area.
2. Upon arrival in the designated safe area, students should face the wall and remain quiet until the all clear signal is given. If instructed to do so, students should assume the safe position.
3. Upon completion of the tornado drill, students are to return immediately to the classroom from which they were evacuated.

Emergency drills are required and should be taken seriously. Failure to comply with emergency procedures may result in serious injury or accident.

Cooperation is essential.

THREAT LEVEL RED: The safety of your child/children is our top priority. Should a Threat Level Red be announced by the Department of Homeland Security:

- We will handle all decisions pertaining to the closing or opening of our schools on a case-by-case, daily basis, unless instructed differently by local authorities.
- If a Threat Level Red occurs before school hours and we are directed by local or state authorities not to open, school will be closed and all activities canceled until we are authorized to be open by the appropriate local or state authorities.
- If a Threat Level Red occurs during school hours, students will remain in school until regular dismissal time unless we are otherwise directed by the local or state authorities. All after school activities and events will

Should a Threat Level Red alert occur during the school day, we would appreciate your cooperation in refraining from calling the school or coming to pick up your child/children. These requests are made with your child's safety in mind. We will need to keep our phone lines free to take calls from law enforcement agencies. In addition, by reducing the number of people coming into our buildings, we will be better able to secure school entrances and keep your children safe.

GUIDANCE is located in the main office. A counselor is available for personal counseling and for information on course selection, colleges, and career exploration. Appointments can be scheduled for study halls, lunch periods, before school, or after school. Appointments are not scheduled for class times.

HALL PASSES are needed by any students in the halls during class times, unless accompanied by a teacher. Students in the halls should take care of their business **quickly and quietly**, and must not disturb any classes by talking or slamming locker doors. Students must sign out of each classroom and sign back in upon return.

INJURY OR ILLNESS: Any student sustaining an injury or becoming ill during the school day or during a school-sponsored activity must notify the principal or faculty member in charge before leaving the classroom, building, or activity. During the school day, students may not leave the school grounds without the permission of the office.

LOCKERS are assigned for a student's use and are to be treated with care. Students may only use the locker to which they were assigned. Lockers should not be kicked or in any way defaced. Students will be **charged** for cleaning or repairs, including the replacement of damaged doors and the removal of any markings or adhesives. All lockers are the property of St. Paul High. Therefore, the lockers and the contents thereof are subject to random searches at any time without regard to any reasonable suspicion. (ORC 3313.20) The search of lockers by school personnel, law enforcement officials and drug sniffing dogs may be permitted without any violation of the student right to privacy. (see: Search)

ONLY MAGNETS may be used to attach objects. Scotch tape, adhesive backed stickers, and other objects which are difficult to remove are not permitted. Liquids in spillable containers should not be kept in any locker.

2. Locks for lockers must be registered with the office and a key or combination must be supplied before it is used. Any unregistered lock will be cut off.

MEDICATION: ALL medication should be dispensed thru the main office. A Medication Administration Record from the prescribing physician must be on file for all prescription medications. ALL medicine must be in the original container and brought to the office by an adult.

MONEY COLLECTIONS & FUND RAISING require the prior approval of the principal. All collected funds are to be held by the office.

PEP RALLIES and ASSEMBLIES: Students should sit in the bleachers and not on the floor. Because of the possibility of injury, students must not be lifted upon shoulders or otherwise carried. All activities that are to take place at a pep rally must have the prior approval of the principal or athletic director.

SEARCH: A teacher or principal who sees reasonable grounds has the right to search for and seize weapons, and other dangerous, illegal or stolen objects. Such searches may cover the person, cars, and other belongings. Lockers/desks may be searched at any time.

STUDENT PARKING: All cars parked on school grounds must be registered with the main office. Students must purchase a parking permit at the cost of \$2, and display it in a visible place in their car.

Registered vehicles may be parked behind the “student parking” sign in the Social Hall parking lot. **Any vehicle** may park along the fence in the Frederick building lot. This lot is for students driving cars that do not have a parking permit or when there is restricted parking at the Social Hall.

No vehicle may be parked in the Wooster Street lots or in front of the high school/church.

During the school day students may not go to their cars unless they have obtained permission from the principal or Dean of Students.

The school reserves the right to search, use drug dogs, and contact appropriate law enforcement authorities if there is any reason to suspect a car contains illegal or unauthorized substance. It will be the responsibility of the student identified to cooperate fully with the law enforcement offi-
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Violations of the parking policy:

1st offense: warning

2nd offense: detention

Subsequent offenses may result in more serious consequences.

Parking permission will be denied to any person operating a vehicle recklessly.

TELEPHONES: Students must receive permission from a faculty or staff member to use any school telephone.

VISITORS: Any visitor must report to the office upon entering the building. Ohio law states that non-students have no right to be on the premises without the permission of school authorities.

Any **student visit** from a neighboring school district must be approved at least two days in advance. Such visits are discouraged unless an educational purpose exists.

TEAM/EXTRA-CURRICULAR ACTIVITY POLICY

The following rules are to help students who represent St. Paul High School/ NCS Junior High at team competitions and other extra-curricular activities to achieve personal self-discipline as well as mental, physical, emotional and spiritual well-being. These rules apply to all male and female students.

Eligibility

Teachers mark whether students currently on a team have shown satisfactory academic progress and conduct during the previous week. Any student who receives two (2) failing marks during any week will receive a warning and be placed on probation. Failure to improve during the next week will result in restriction of play for one (1) week or until a student receives less than two (2) failing grades on weekly eligibility.

To be eligible to be a team member, a student must be currently enrolled and have received passing grades during the preceding nine (9) week grading period in subjects that earn 5.0 credits per year toward graduation.

St. Paul High School is a member of the Ohio High School Athletic Association and follows its bylaws regarding the age and residence of athletes. A student must declare their four years of high school eligibility for athletics at the beginning of their freshman year of high school. If a student transfers high

ineligible to participate in extra-curricular activities until the next grading period and demonstrate academic improvement to the level of no more than one (1) failing grade in all subjects taken. Failure to improve will result in denial of participation to another grading period. Students must also maintain a 1.7 grade point average to be eligible. If a student does not maintain the minimum quarterly grade point average of 1.7 they will be declared ineligible the next grading period.

General Regulations

While students are on either in-school or out-of-school suspension, the student may be required to attend a practice or game, but may not participate in the game. Team advisors and coaches are permitted to add their own training rules. All team members must receive written copies of such rules.

Inherent Risk

Although every precaution will be taken to avoid any possible injury to every athlete, there are inherent risks involved in participating in any practice, lifting session, conditioning and sport competition.

Attendance and Team Participation

A half day attendance is required in order to participate in any team practice or competition being held after school hours. If students come in late because they do not feel well early in the morning, they will be allowed to attend practice and participate if they are in school before 11:30 AM.

Behavior Not Covered by Other Rules/Guidelines

The school reserves the right to punish behavior which is subversive to the good order and discipline of the school or any of its athletic teams, even though such behavior may not be specified in the written rules.

Social Media

The school reserves the right to punish any action or misuse of Social Media

EXTRA-CURRICULAR POLICY GUIDELINES

All Athletic and Extra-Curricular Policies and Guidelines will be in effect and enforced beginning 14 days prior to the official OHSAA starting date.

Use of Non-Prescribed/Illegal/Look alike drugs:

Dismissal from athletic team and/or extra-curricular activity.

Follow school policy.

Violation of established hours:

1st Warning and extra work from the coach or advisor

2nd Suspension from one or more competitions

3rd Dropped from the team or activity for the season

Unexcused absence from a practice or game:

1st Discretion of coach or advisor

2nd One to two week suspension from competition

3rd Dropped from the team for the remainder of the season

Unsportsmanlike conduct at a competition whether as a participant or spectator:

1st One to four week suspension from competition

2nd Two to four week suspension from competition

3rd Dropped from the team for the remainder of the season

Suspension from a team will carry over to the next season by OHSAA rules

Smoking, possession or use of tobacco products:

1st Suspension from competition for 10% of the athletic season or extra-curricular activity

2nd Dropped from the athletic team or extra-curricular activity for the remainder of the season

Use or possession of alcoholic beverages on or off school premises:

1st Any student who consumes alcohol during an athletic season will be cut from the team immediately and will forfeit all awards, etc. for one complete season. Student will also be suspended from National Honor Society, Academic Challenge Team, Mock Trial Team, Student Council, class officer or any other extra-curricular that spotlights the student as a school representative for nine (9) weeks.

2nd If a student has a second offense while in high school, they will not be permitted to participate in athletics for one (1) year. The student will also be suspended from National Honor Society, Academic Challenge Team, Mock Trial Team, Student Council, class officer, or any other extra-curricular that spotlights the student as a school representative for one year.

3rd If the student has a third offense while in high school, they will not be permitted to participate in athletics and any other extra-curricular activity for the remainder of their high school career.

LUNCH CHARGE POLICY

In order to provide students and families of **Norwalk Catholic School (NCS)** with the best possible service and accountability surrounding school lunch, **NCS Cafeteria** has adopted a policy to govern situations when students do not have lunch money or when Meal Magic lunch accounts have insufficient funds. **NCS** will inform students and parents/guardians in writing of the School's policy regarding meal charges in each School's handbook and communicate on the school's website.

It is strongly encouraged that parents/guardians make Meal Magic lunch account payments in advance. Account balance information is readily available to parents/guardians utilizing the Send Money to School website (www.sendmoneytoschool.com).

Funding can be made through multiple methods:

1. Electronic Payment using the Send Money to School website.
2. Cash or check in designated locations the Early Childhood Center, Elementary Library (Grades 1-3), cafeteria or the Business Office.
3. **NCS** uses a "No Cash Back" policy when deposits are made in

The following policy will apply regarding lunch charges for Gr. 7-12:

1. Up to four (4) lunches may be charged**. If no payment is received to remedy the 4 charged lunches, students will be offered complimentary milk, cheese stick and vegetable/fruit offerings.
2. Students will not be able to purchase ala carte items with a negative balance.

**No charged lunches will be allowed the last two weeks of every school year to make certain all outstanding charges are funded. All negative balances, if not collected, will carry over to the next school year.

Methods of notifying parents/guardians of negative Meal Magic balances:

1. Cashiers notify JH/HS students daily in the serving line when Meal Magic balance is under \$5.00.
2. Parents/guardians can monitor Meal Magic balances and transaction details using the Sen Money to School website.
3. Low/negative balance e-mail reminders are sent 3 times a week (MWF) using the Meal Magic system.
4. Parents/guardians can call the **Business Office at 419-668-3005 x223** for student balance details.
5. If negative balances persist, phone calls will be made to coordinate payment arrangements.

If a financial hardship occurs, please contact the **Business Manager at 419-668-3005 x223**. Assistance may be available and eligible recipients may qualify for a reimbursable school lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program. On line application can be made at <https://lunchapp.com> or by manually completing an application available in the NCS Business Office.

Amendments to Handbook

The principal is the final recourse and reserves the right to amend this hand-
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Technology Acceptable Use Policy

Norwalk Catholic School

2017-2018

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; *Rome, 1992*).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At Norwalk Catholic School, Norwalk, students are allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, while a student is in the classroom phones and, or other pocket sized devices shall remain face down on the student’s desk, unless the presiding teacher/administrator gives them permission to use the device. The presiding teacher may have an alternative method of controlling the use of said devices and their method shall be followed. **Should a student violate this policy, the device(s) will be collected and turned into the designated administrator. The student will be allowed to retrieve the device(s) at the end of the school day from said administrator. The administrator shall determine, and be free to impose any further or future restrictions on the use of said device(s) by the student while on school property.**

The following policy applies to school computers, technological devices, and network and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of Norwalk Catholic School, Norwalk must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts.

III. Acceptable Uses

An acceptable use is one that is for educational purposes. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

A. Safe Communication

- 1) *Personal Information:* When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.
- 2) *Meetings:* Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

B. Netiquette

- 1) *Behavior:* Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

C. Copyrights

- 1) 1) *Honesty:* Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated

IV. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of Norwalk Catholic School, Norwalk in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (or Technology Coordinator). Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

A. Recording devices

- 1) *Messaging*: Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
- 2) *Prohibited Areas*: Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) *Sexting*: Students are not permitted to “sext” or transmit other sexually oriented images.
- 4) *Permission*: Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

B. Downloads

- 1) *Games*: Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) *Viruses*: Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

C. Unauthorized Access

- 1) *Bypasses*: Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts*: Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including online school resources such as Google Apps for Education, Microsoft Office 365, Powerschool, Edmodo, or Moodle.

- 3) *Mobile Hotspots*: Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.
- 4) *Proper Action to Take*: If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) *Internet Access*: Students are not permitted to connect to the internet through a source other than the school's specified provider. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

D. Other Actions

- 1) *Employees*: Students should not email or post to webpages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities*: Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) *Defamation*: Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking*: Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, and Myspace) unless for academic purposes as specified by the supervising teacher.
- 5) *Tampering*: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 6) *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) *Cyberbullying*: Cyberbullying is strictly prohibited.
- 8) *Jailbreaking*: Students are not permitted to "jailbreak" school-provided devices (or do any similar process that wipes clean the hard drive of a device).

V. Content of Policy

A. Review and Revisions

- 1) *Current Policy*: Signed Acceptable Use Policies will be kept on file at Norwalk Catholic School, Norwalk.
- 2) *Updating the Policy*: Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students

Internet Safety Policy

Norwalk Catholic School, Norwalk, Ohio

Please read this document carefully before signing. The signature page must be returned as part of the student/staff profile.

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; *Rome, 1992*).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Internet Safety Policy is to provide the school’s approach to Internet safety and security and provides overarching themes for how Norwalk Catholic School, Norwalk, Ohio will handle these issues rather than presenting a guide for students on the day-to-day operations of the school network, computers, and proper usages (this can be found in the Acceptable Use Policy, which complements this document). Norwalk Catholic School, Norwalk, Ohio recognizes that students must act responsibly and will hold students accountable for their actions in attempting to uphold the Internet Safety Policy.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of Norwalk Catholic School, Norwalk, Ohio.

It is the policy of Norwalk Catholic School, Norwalk, Ohio to:

- 1) Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;

- 2) Prevent unauthorized access and other unlawful online activity;
- 3) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- 4) Comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to the Internet, all students of Norwalk Catholic School, Norwalk, Ohio must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Norwalk Catholic School, Norwalk, Ohio reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following “Definitions” section for the sake of clarity.

III. Definitions

- 1) A *user* is defined as any student, faculty, or staff member using the technology resources at Norwalk Catholic School, Norwalk, Ohio.
- 2) (CIPA) A term *minor* is defined as any individual who has not attained the age of 17.
- 3) (CIPA) The term *harmful to minors* means a picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

IV. Internet Terms and Conditions

A. Safety

- 1) *Promotion of Internet Safety*: To the extent practical, steps shall be taken to promote the safety and security of users of the Norwalk Catholic School, Norwalk, Ohio online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

- 2) *Personal Information:* Norwalk Catholic School, Norwalk, Ohio encourages minors to be safe and take responsibility for their actions on the Internet. When using the computer network and Internet, minors should not reveal personal information about themselves or any other minors such as home address, phone number, full name, or any other identifying information.

B. System Security

- 1) *System Bypasses:* Norwalk Catholic School, Norwalk, Ohio treats security on any computer system as a high priority. Users should notify a teacher if a problem or potential bypass of security systems is detected. Norwalk Catholic School, Norwalk, Ohio strictly forbids students from accessing another individual's account and/or tampering in any way with the personal emails, files, or data belonging to another person.
- 2) *Hacking:* As required by the CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online.

C. Inappropriate Material

- 1) *Final Say:* The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final. These same authorities will be consulted to determine what matter is inappropriate for minors.
- 2) *Material:* **Norwalk Catholic School, Norwalk, Ohio** prohibits students from transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyberbullying or illegal materials. Reasonable measures will be enforced to prohibit students from obtaining inappropriate material online.
- 3) *Liability:* Norwalk Catholic School, Norwalk, Ohio makes no warranties of any kind, whether expressed or implied, for the service it is providing. Norwalk Catholic School, Norwalk, Ohio assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Norwalk Catholic School, Norwalk, Ohio specifically denies any responsibility for the accuracy or quality of information obtained through its services.

D. Copyrights

- 1) *Plagiarism*: Norwalk Catholic School, Norwalk, Ohio's honesty policy applies to the internet as well. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

E. Technology Protection Measures

- 2) 1) *Filters*: To the extent practical, Norwalk Catholic School, Norwalk, Ohio shall use technology protection measures (or "Internet filters") to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures while the school computers with Internet access are being used.
- 2) *Research*: Subject to staff supervision, Norwalk Catholic School, Norwalk, Ohio will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purpose.

F. Privacy

- 1) *Monitoring*: The Computer Teacher (or Technology Coordinator) and administration will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information insuring system integrity and responsible use of the system. A log will be kept of all Internet use by students, faculty, staff, and administration, and all activities will be monitored.
- 2) *Supervision by Staff*: It shall be the responsibility of all members of the Norwalk Catholic School, Norwalk, Ohio staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

G. Education

- 1) *Age Appropriate Training*: The Technology Director/Computer Teacher (or Technology Coordinator) will provide age-appropriate training for students who use the Internet facilities of Norwalk Catholic School, Norwalk, Ohio. The training provided will be designed to promote the school's commitment to:
 - a. The standards and acceptable use of Internet services as set forth in this policy

- b. Student safety with regard to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while online, on social networking sites, using email, or in chat rooms
 - iii. Cyberbullying awareness and response
- c. Compliance with the E-rate requirement of the CIPA

H. Content of Policy

- 1) *Current Policy:* Signed Internet Safety Policies will be kept on file at Norwalk Catholic School, Norwalk, Ohio.
- 2) *Updating the Policy:* This policy may be updated when new or changing technology warrants.

V. Loss of Privileges

Any violation(s) may result in a loss of computer access up to and possibly including suspension or expulsion, as well as legal action. Users are considered subject to all local, state, and federal laws.

Retain this policy for your records. Return the signature page.

GOOGLE APPS FOR EDUCATION ACCEPTABLE USE POLICY

Use of Google Apps for Education Account

While attending NORWALK CATHOLIC SCHOOL, each student has access to Google Apps for Education (GAFE). The Google Apps “suite” includes word processing, spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. Additionally, this suite of applications is available in “the cloud”, which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer. Finally, a student’s Google Apps login allows them to access our classroom mobile devices, in the form of Chromebooks and Android tablets.

In order to create a safe, effective way for students and staff to communicate with one another, NORWALK CATHOLIC SCHOOL issues to each a student a GAFE account under the domain @NCsmail.org. Students access their account using Gmail. NORWALK CATHOLIC SCHOOL is required by the Child Internet Protection Act (CIPA) to have measures in place which protect students from harmful materials. As such, NORWALK CATHOLIC SCHOOL takes the following steps with student email usage:

Students are only allowed to email other staff and students in the NORWALK CATHOLIC SCHOOL. They cannot send emails to any address that does NOT end in @NCSmail.org. This applies to receiving emails as well, as we will be blocking all email to students from outside of NORWALK CATHOLIC SCHOOL. **The student email service will be turned on for grades 7 through 12 only. Grades 10-12 will have the ability to send and receive emails with external sources.**

Student Gmail is ad free, and is filtered for spam.

Student email is archived internally, and is searchable by district administrators at any time, should the district deem it necessary.

NORWALK CATHOLIC SCHOOL also has the duty to abide by the Children's Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from children under 13. To meet this duty, Google advertising is turned off for all Google Apps for Education users, both staff and students. No personal information is collected while students are utilizing Gmail, or the Google Apps core suite which includes restricted Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites.

NORWALK CATHOLIC SCHOOL will act in accordance with the Family Education Rights and Privacy Act (FERPA) and not use the Google Apps for Education suite to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student's email account, and/or their student's Google Apps for Education files. School staff are responsible for monitoring a student's behavior online during the school day, while parents take over that responsibility at home. Students are responsible for their behavior at all times.

Students that adhere to proper use of Google Apps for Education, including email (if applicable), will do so by demonstrating the following behavior:

Students will have no expectation of privacy with their Google Apps account, and thus should remain committed to using it academically and professionally.

Students will avoid, at all costs, using their Google Apps for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.

Students will not post personal contact information about themselves or other people.

Students will inform a member of the NORWALK CATHOLIC SCHOOL staff should they receive any message that is inappropriate or makes them feel uncomfortable

Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, Google Apps for Education is considered a privilege and benefit to students in our district. NORWALK CATHOLIC SCHOOL maintains the right to immediately revoke the access and use of the Google Apps suite, including Gmail, where the district has reason to believe violations of law or district policy have occurred. Under normal circumstances, the district will follow the discipline process outlined in this document.

Retain this policy for your records. Return the signature page

The Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, and sought thy intercession was left unaided. Inspired with this confidence, I fly unto thee, O Virgin of virgins, my Mother. To thee I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate! Despise not my petitions, but in thy mercy, hear and answer me. Amen.

Salve Regina

Hail, holy Queen, mother of mercy, hail, our life, our sweetness, and our hope!

To you we cry, poor, banished children of Eve; to you we send up our sighs, mourning and weeping in this valley of tears.

Turn, then, most gracious advocate, your eyes of mercy toward us; lead us home at last and show us the blessed fruit of your womb, Jesus.

O clement, O loving, O sweet Virgin Mary!

Pray for us O holy Mother of God that we may be made worthy of the promises of Christ.

ALMA MATER

Oh come and sing of high school days
And St. Paul High we will praise.
Though the years have quickly passed
Our memories will always last.
Raise your voices, raise them high.
Our aspirations reach the sky
And our love will never die.
For we'll be true to St. Paul High.

FIGHT SONG

Fight that team across the field
And show 'em the Flyers are here.
Send the earth reverberating
With a mighty cheer. Rah! Rah! Rah!
Hit them hard and see how they fall.
Never let that team get the ball.
Hail! Hail! The gang's all here
And we're out for a victory!

REGULAR SCHEDULE

1st Period: 7:55—8:41
2nd Period: 8:44—9:30
3rd Period: 9:33—10:18
4th Period: 10:21—11:06
Lunch 11:06—11:42
5th Period: 11:45—12:31
6th Period: 12:34—1:20
7th Period: 1:23—2:10
8th Period: 2:13—3:00

FRIDAY MASS SCHEDULE

1st Period: 7:55—8:38
Homeroom: 8:41—8:50
Mass: 9:00—9:55
2nd Period: 9:58—10:34
3rd Period: 10:37—11:06
Lunch: 11:06—11:42
4th Period: 11:45—12:21
5th Period: 12:24—1:00
6th Period: 1:03—1:40
7th Period: 1:43—2:20
8th Period: 2:23—3:00

**PLEASE REMOVE
AND SIGN THE
GREY COVER PAGE
(FRONT AND BACK)
AND
RETURN TO THE HIGH
SCHOOL OFFICE
AS SOON AS POSSIBLE.**

