



**North Community Catholic School
Parent & Child Handbook**

**Most Blessed Sacrament Campus
Regina Coeli Campus**

**NCCS is sponsored by
St. Catherine of Siena
St. Clement
St. Michael the Archangel
Most Blessed Sacrament
Regina Coeli
St. John the Baptist**

Founded in the Catholic faith, our school ministry develops disciples of Jesus Christ who are intellectually and spiritually prepared to serve God and their community.

We Live and Teach the Gospel Guidelines

***Truthfulness
Trustworthiness
Active Listening
No Put Downs
Your Personal Best***

Understanding the **L**earning **I**n a **F**aith -filled **E**nvironment (**L.I.F.E.**) Skills as we serve our parish, school, and community

Integrity
Cooperation
Responsibility
Sense of Humor
Organization

Initiative
Perseverance
Flexibility
Common Sense
Trustworthiness

Courage
Effort
Patience
Friendship
Curiosity

Fairness
Respect
Caring
Sharing

Philosophy and Organization

This handbook is provided to acquaint parents and students with mission, policies, and procedures of the North Community Catholic Schools (henceforth referred to as NCCS). Policies listed here are subject to interpretation, adaptation, or revision by the North Community Catholic Board (henceforth referred to as Board) and school administration.

Mission Statement

Founded in the Catholic faith, our school ministry develops disciples of Jesus Christ who are intellectually and spiritually prepared to serve God and their community.

Beliefs Parents are the primary educators of their children. Parents have chosen the North Community Catholic School to assist them in education for the child(ren). Open and positive communication is necessary to meet each child's individual needs.

We believe in a partnership in which the family and the school together, support, encourage, and discipline the natural and spiritual gifts of the child. Parents and teacher minister together accept the God--given responsibility to nurture, direct, and to guide the child toward the Gospel Guidelines and the necessary Life- Skills to help achieve eternal life.

Because we are a Catholic School, we will work together to create a Christian environment for interaction with instruction of our students. We will provide curricular and extra-curricular programs that will nurture the intellect and physical growth of the child, to guide the child's ability for right judgment, to encourage their cultural heritage, promote the sense of values, and build the child's awareness of self and their place in family/school/parish/community. The teachings of our Lord Jesus guide us in our decision to accept and respect each other. Furthermore, as we learn from the Master, who came to serve rather than to be served, we are eager and willing to put ourselves at the service of others.

Each child is unique and a gift from God with different academic, social, emotional and religious needs. Our efforts will be aimed at ministering to each child and meeting each child's individual needs. Students will be challenged to accept the opportunities which present themselves to reach out in loving service to our neighbor. The North Community Catholic School works to put our Faith into Action living out our Catholic Social Teaching: emphasizing human dignity, the common good, and the preferential option for the marginalized.

The North Community Catholic School Board has the ultimate responsibility for the school. The Board, in consultation with the principal- ministers, establishes policy in the school on matters not mandated by state or diocesan regulations. The Pastors assist in developing their relationship with the Lord through meaningful worship, instructional and knowing each other personally. They maintain a close relationship with the principal ministers and faculty so they can be better informed when their assistance would be beneficial.

The Principal Minister

The Board delegates to the principal -ministers, the duties and responsibilities of educational leader of the school. The principal minister is directly responsible to the Board for the organization and the administration of the instructional and disciplinary activities of the school and for stimulating creative and innovative teacher minister learning situations. The principal minister assumes leadership in establishing good relationships with the children, parents, teacher ministers, all staff and the local community. The principal minister has a threefold responsibility as a religious leader, educational leader, and the manager of the total school program.

Expectations

Families can expect teacher ministers:

- to provide an environment of learning and meaningful experiences for their children
- will communicate with families regarding their child's progress
- to maintain fair classroom policies and to support and enforce school policies
- to protect their child's reputation
- to practice professional integrity by discussing their child's needs only with appropriate staff members
- to challenge children in high academic standards
- to cherish, nurture, and love their child/children
- to instill into the children a love of knowledge, an appreciation of the dignity of the human person, and a reverence for the truth

All North Community Catholic School staff expect families:

- to live their faith by being actively involved in the school family
- to live their faith by being actively involved in the Parish Community
- to attend Mass or be involved in their respective places of worship
- to teach their child the fundamentals of our Catholic Faith
- to support the school in their endeavors
- to put the curriculum into practice by helping with homework
- to communicate with the staff and school regularly

Sacrament Preparation

Sacramental preparation is of paramount importance. This is done in conjunction with the parish's religious education program. The Sacraments of Reconciliation and Eucharist are celebrated in second grade for the first time by the children. Students entering the 8th grade are being prepared for the Sacrament of Confirmation, which is usually completed in the spring. Students of other religious denominations are involved in every aspect of our religion program, with this exception: they do not receive the sacraments.

Section 2- Registration & Parent Involvement

Admissions and Nondiscrimination Policy

The North Community Catholic School does not discriminate on the basis of race, gender, ethnicity, national origin, ancestry, handicap (if student can function in the environment with the support and services that the NCCS can offer), and religion. The registration is neither

non--refundable nor applicable toward tuition. Registration fees are due at the time of registration. A certified birth certificate is required with the registration fee.

Admittance and Commitment for Attendance

Families wishing to transfer a child into the North Community Catholic School from another school must fill out all necessary forms provided by the office. The child's previous conduct, academic, discipline, and attendance records, along with communication from the child's previous school, will be reviewed prior to a child being accepted. An interview will be conducted between the family, the child, and the principal minister, and testing may be performed in order to properly place the student. The new family and child will sign a Commitment of Attendance Form. They will also enter a one- year probationary period with quarterly evaluations of conduct, attendance, and academics. Continued attendance is dependent on these quarterly reviews. Once school is in session, registration and admittance of a child into the North Community Catholic School may be limited to families that have recently moved and relocated into Toledo Diocese or community.

Tuition

Tuition is based on total cost to educate each student. *Active parish members may apply for scholarships. Other scholarship are available to families who qualify. T.R.I.P/SCRIP rewards are available to help reduce the cost of tuition.

Changes in family information

Families are to give immediate notice to the school office of any changes in the information given on the child's registration form (i.e.: marital status, custody, address, telephone).

Transfers and Withdrawals

If a child is transferring to another school, the parent is to notify the principal minister at least one week prior to withdrawal. Records will be released to the new school once a "Release of Record Form" is signed by the parents. All fees, tuition, fines, and school owned books must be up to date before records are released. Tuition refunds will be made from the business office upon notification from the school.

Review and Release of Records

Parents may request in writing to review, inspect and obtain copies of their child/ren's educational records. In case of separation or divorce, unless a court order is on file, to prevent a parent from reviewing and/or obtaining records both parents have the right to their child/ren's records. **No records are to be released if there is a balance on tuition or other school fees.** All records are confidential and remain in the office.

Mass Attendance:

Regular Sunday Mass attendance is a commandment by which we live out our Catholic faith. As such, families receiving the active parishioner scholarship will be expected to be at Mass for a minimum amount of time throughout the year. To do this effectively, the parish business managers will track envelopes that come in the Sunday collection basket. People currently receiving the parishioner rate that do not meet the Mass attendance guidelines will not receive the active parishioner scholarship for the following school year. Parishioner school families are

expected to attend 36 Sundays out of the 52 Sundays that are available during the year. Only offertory envelopes coming in through the Sunday collection from church or in the mail from other Catholic parishes will be counted. The verification period will run from January 1st to December 31st.

Service Hours

Families who are applying for parishioner scholarship are expected to demonstrate a willingness to volunteer. Service hours are activities performed to assist the school and the parish. These service hours may be served by extended family members i.e. aunt, uncle, grandparents.

Parent Involvement

Each campus of the North Community Catholic School has a Parent Association/Parent-Teacher Organization (PA/PTO). PA is an organization founded and functioning in cooperation with the principal minister and North Community Catholic Board at each school. Adult family members of students enrolled at each North Community Catholic School, as well as faculty and staff, are automatically members of the organization. The purpose is to help build a Catholic Christian Community and environment which will enrich the school life experiences of our students. Through projects and activities, the PA will strive to raise funds to be used to benefit the education of our students and improve the educational capabilities of the North Community Catholic School. Parents are strongly encouraged to attend the monthly PA meetings.

Volunteers

The North Community Catholic School welcomes and encourages people to volunteer at school. If you are a volunteer and will be spending time with students, without an employee of the school present, it is required that you attend a free "Protecting Youth Workshop" and sign the Expectations contract. All families are given this contract to sign in the beginning of the school year along with the school emergency forms. In addition, some volunteers may need to have the fingerprinting/background screening done at the diocesan office. This is required by law for the safety and security of our children. Please contact the diocese office, (419-)244--6711 for an appointment or if you have any further questions.

Athletic Boosters Club

The Athletic Booster Club supports the athletic program for students at all North Community Catholic School. All parents of students participating in athletics are automatically a part of the Booster Club. All communications are sent home to students through fliers for sports sign ups and phone numbers are on them. Catholic Youth Organization (CYO) publishes information about upcoming events in the local newspapers, the Church Bulletins and newsletters through school but the athletic board members are responsible for disseminating the information. Students as young as kindergarten may participate in some sports. Sports available to the students are:

- co-ed Cross Country
- co-ed soccer
- girls' volleyball
- boys' and girls' basketball
- co-ed instructional baseball

- girls' softball
- boys' baseball
- track
- football as the NCCS Saints

For information on CYO involvement as coaches, volunteers, and grade levels etc. please contact the CYO organization or visit the web site www.toledodiocese.org

Athletic Eligibility (Grades 4-8)

Students must be in good academic standing in order to compete in CYO sports. Students may not have more than one failing grade. Grades will be checked every two weeks and forwarded to coaches. Students with 10 behavioral infractions in a quarter (violations, demerits) will be benched for two games. If students acquire more than 15 infractions in one quarter, they will be removed from the team for the remainder of the season.

Tutoring

The North Community Catholic School welcomes and encourages volunteer hours to be served as tutors. There are always some students who need and would benefit from individual or small group tutoring. All volunteers must comply with Diocese rules and regulations on "Protecting Youth" and background checks when working directly with students. Please contact the office for more information.

Room Parents

To help facilitate activities and room celebrations, a room parent is needed to coordinate efforts with all the other parents. Please contact your child's teacher minister if you are interested in being a room parent. Sign-up sheets are available on move in day. We encourage parents help and participation at any time throughout the year. This is a great opportunity to log service hours.

TRIP/SCRIP

Tuition (School) Reimbursement Incentive Program (TRIP/SCRIP) is a program designed to help you reduce tuition costs by purchasing gift cards to spend at local businesses or local/internet sites. Each business sets a reimbursable percent's (%) that you will go towards reducing your tuition payments. You are encouraged to have other family members (i.e. grandparents, aunts, uncles, etc.) purchase the gift cards to places that they already patronize. Participation in the Kroger Community Rewards Program also helps benefit parish scholarship resources. Please see the school office for more information about these programs.

Section 3 – Curriculum

Children attending the North Community Catholic School are taught the skills and concepts outlined in the State Approved Diocesan Courses of Study for Religion, Language Arts, Reading, Mathematics, Science, Social Studies, Music, Art, Physical Education, Computer Education, and Foreign Languages. For more information, you may review the curriculum guidelines on the North Community Catholic School website or the Diocese web site <http://online.catholicschoolsoffice.org/course/view.php?id=807>

You may login to this site as a guest.

Testing

Standardized testing is a means to evaluate the learning program and to measure a child's achievement and ability. Standardized tests are administered according to diocesan guidelines. The National Catholic Education Association assessment (ACRE) is administered to grades 5 & 8 in the fall. Parents will receive a summary report of their child's standardized test results. All Ohio Scholarship recipients, grades 3--8, are required to take additional testing per regulations of accepting their scholarships to attend NCCS through the Ohio Department of Education Programs.

Religion

Religious Education is the purpose of our existence as a school. All children, regardless of religious affiliation, have religion as part of their daily school curriculum. Children attend Mass each week. Families are encouraged to attend the Children's Masses and Liturgies. Teacher ministers will make every effort to incorporate our Catholic Faith in every minute of every day by teaching and implementing the L.I.F.E. Skills and teaching as Christ taught us to love one another as I have loved you. (*John 13:34-35*) The school will incorporate various service projects as a core teaching method to help students live out our faith in the world.

Outdoor Education

Outdoor Education is a segment of our curriculum for the sixth grade class. The students and their teacher ministers will attend camp to live, work, and learn in an outdoor setting.

Textbooks

Textbooks and materials are made available for each child's use. Children are expected to treat their textbooks and equipment with respect. Children will be assessed a fee if textbooks and equipment are damaged, destroyed or lost. All books are to be carried to and from school in a plastic bag or book bag. All hardcover books are to be covered.

Homework

Homework may be expected on any day of the week. If your child tells you there is no homework on a frequent basis, call the teacher minister. Time may be given in school to begin homework under the guidance of the teacher minister. However, your child is then expected to complete the remainder of the work at home. Families are notified of missing assignments via the web based program, Progress Reports, notes, e-mail, assignment notebooks, or other forms of communication. Please supply your child a quiet space and time to complete his/her work along with the necessary supplies. Please check your web based grading program regularly to monitor grades and check for missing assignments. Please have your child read every day!

The time spent on daily homework is based on the ability and achievement of the average student. The average homework time for each grade level is:

Grades Kg-3 20--30 minutes

Grades 4-6 40--60 minutes

Grades 7-8 60--90 minutes

A child has one day for each day of absence to hand in homework assignments. A child who has not been absent has one day to hand in late/missing assignments at partial credit. Teacher ministers have their own homework guidelines and expectations. Please make sure you and your child are aware of these guidelines and expectations.

Discipline

Dealing with the “human element”, correction and redirection, is not easy or fun. We discipline out of love with a long-term perspective in mind. We remember that the benefits of discipline far outweigh its momentary discomforts. Our ultimate goal for corrective measures should be to train children in righteousness. Everyone will be accountable before God for their own life, actions, and attitudes. With this in mind, you can see that applying discipline properly takes perseverance, effort, and wisdom on the part of the adult. It should be an act of selfless, purposeful love. (In Touch, June 2013)

Discipline will be Biblically based, considerate of the individuals involved and practicing and using our L.I.F.E. Skills. The North Community Catholic School will have a demerit/infraction system in place. However, students may also be issued a detention or suspension (in or out of school) at the discretion of the principal minister regarding the behavioral issue at hand.

Students may receive demerits for violations of general school rules, classroom rules, dress code violations, and poor behavioral choices in non-structured school functions or activities such as playground, bus, CYO activities, or any activity in which the students are representing our school.

The accumulation of five infractions/violations will result in an after school detention. Violations are erased at the end of each quarter. In School Suspension is given to students who have reached 15 demerits/infractions in a quarter. Suspensions may also be assigned as determined by the principal ministers on a case by case basis. It may include but not limited to the following: stealing, cheating, bullying (on-line, verbal, emotional, physical) fighting, crude behavior, destruction of property, acts of defiance, or other behavior inappropriate or conduct unbecoming of a Christian.

Some circumstances call for immediate suspension or expulsion; this includes, but is not limited to, acts of vandalism, possession, use or sale of illegal substances or weapons, assault or battery of a student or staff member. In addition to major incidents, fifteen infractions in one quarter will result in a suspension. Students accumulating more than 30 infractions in a school year may jeopardize their continued enrollment at the North Community Catholic School.

Expulsions:

In the event a student is expelled, the following procedure will be in place:

1. The student and parents will be informed of the offense(s) and be given an opportunity to be heard by a discipline board. Only the student and parents are permitted in this meeting, no other counsel is permitted.
2. If the discipline board decides upon expulsion, parents have the right of appeal.

3. The appeal will take place with the Board Chair and the principal minister, the student and the parents. After the appeal, the decision of the Board Chair and the principal is final.

Professional Development

Staff members at North Community Catholic School will be provided professional development in line with Accreditation Goals and to keep up with current trends in education. Professional development opportunities are available through the Diocese, St. Agnes Deanery, Region I, and other professional organizations.

Section 4 – Student Services

Library

Each class visits the school library every week to check out books.

A nominal fee of \$.05 is charged each day for books overdue. Children are expected to provide the school with the funds to replace lost or damaged books.

Computer Room

Each class will visit the computer room to work on basic computer skills, various projects and programs that are supervised by the computer teacher minister. Efforts will be made to integrate curriculum with the classroom teacher minister across subject areas. All students will be expected to sign an internet use agreement and honor it. Teacher ministers are expected and encouraged to use the computer lab on days where classes are not scheduled. Teacher ministers also have the ability to check out the mobile tech lab to use within their classrooms. We are assessing policies on bringing your own device (BYOD).

Lost and Found

Please mark your child's name on clothing, boots, bags, lunch boxes and all belongings brought to school. Lost articles will be kept in the school office. Unclaimed articles will be donated to various missions at the end of the year.

Auxiliary Services Program

The State of Ohio provides us with some specific services and funds for textbooks and student materials.

The following services may be available to our children: Supplemental Reading and Math, Speech and Language Therapy, Limited Disabilities tutoring (if applicable) School Nurse, and Counselor. Please refer to the handout on Catholic school/private school special education guidelines for detailed information. Where available, Title I services may be provided to those students who meet the requirements for assistance in phonics, reading, or math. The school will contact you to get your permission to have these services if your child qualifies.

Section 5 – Student Activities

A variety of student activities are available at each campus such as: Safety Patrol, Field Trips, Student Council, band, quiz bowl, etc. Please consult your school for further student activities.

Section 6- Communication

Communication

Family teacher-minister communication is an absolute necessity for the success and wellbeing of the children. Families should not hesitate to contact their child's teacher minister or the principal minister. Families may contact teacher ministers through school voice mail messaging, leaving messages with office staff, notes and e-mail. Please consult the school web site, or your classroom teacher for staff e-mail addresses. Staff will return calls or e-mails within 24 hours or end of day on Monday, if communication is over the weekend. You should regularly receive a newsletter or updates on the teacher webpages informing you of projects, current studies, and future activities. Once a week each campus will send home a newsletter with information pertinent to each campus. Please keep this posted at home for frequent review. You may also find it helpful to find information about us on each school campus' web site. Every family has a user-name and password to access our online student data system for monitoring student progress. Please contact the office if you need your access information reset.

Continuous Improvement/stakeholder satisfaction

Each campus of the North Community Catholic School is accredited by the Ohio Catholic School Accrediting Association (OCSAA). Each 5 year accreditation cycle generates a plan for our continued improvement. A copy of our current school improvement plan is available in the office. Additionally this process requires the school to conduct internal evaluations to monitor the process and procedures of the school. As part of our accreditation process, parents and other stakeholders are periodically surveyed for input on their satisfaction.

Custody Issue

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

Parent/Student/Teacher minister Conferences

Conferences are held in November shortly after the first report card is issued. Conferences may be called at any time during the year by the family, principal minister, and or teacher minister. Student--Led Conferences will be available for the upper grades. Spring Conferences are by appointment, for those students who are in jeopardy with their grades.

Problem Resolution/concerns

If a family has a question, concern, or if a difficulty arises in the classroom, families are to first speak with the person directly involved. If the difficulty is not resolved at the initial level, families may contact the principal minister to schedule a conference. Families should not hesitate to contact their child's teacher minister with a concern regarding their child.

Report Card/Progress Reports

Progress reports are issued at the 4½-week period of each quarter for those students in need. Report cards are issued at 9- week intervals. Records/report cards may be withheld if the parent owes tuition or fees. In the fall, due to the scheduling of Conferences and the dates for Progress Reports, teacher ministers may elect to send home progress reports only for those individual students who may be in jeopardy of low grades. Quarterly Progress Reports will include the input from the main classroom teacher minister, “the specials”, classroom aides (if applicable), and initialed by the office.

Honor Roll Criteria

Honor Roll is prepared on a quarterly basis for students in grades 4--8. Award celebrations occur at the end of the semester in January and in June. Grades range from the following A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F GPA= Grade Point Average *

Principal’s Academic Honors	4.00 GPA- All A’s
1 st Honors	3.99-3.60 GPA
2 nd Honors	3.59-3.20 GPA
Academic Achievement	3.19-3.00 GPA

Improvement Honors = .3 or more improvement from previous grading period.

Effort & Conduct Award = No demerits or behavior referrals and or effort in work as improved from previous grading period.

School Honors are determined by the students’ behavior, attitude, and conduct displayed in and out of the classroom including recess, bus, and the SACC center.

* GPA will be calculated based on the scale listed on the report cards

Two D’s and or one F, will eliminate students from being eligible for Honor Roll.

Conduct/Effort Evaluation for Grades 4--8.

Students in Grades 4--8 will be evaluated on social and learner behavior.

Satisfactory (S)	0 to 4 demerits for minor classroom violations.
Need Improvement (N)	5 to 9 demerits for minor classroom violations.
Unsatisfactory (U)	10+ demerits, or a major disciplinary violation, suspension.

Teacher minister will also notify families of their child’s academic and behavior by notes, E-mails, LIFE Skill slip, online grading programs, and phone calls, as the need arises. It is also a family’s responsibility to contact the teacher minister if any concern may arise. Families are encouraged to contact their child’s teacher minister at any time with any concerns that may influence or reflect the behavior of the child at school.

Promotion Policy

Promotion policies are the responsibility of the school. Judgment as to whether a child is promoted or retained rests with the teacher minister and the principal minister. The decision to retain a child does not need the permission of the parents. Promotion is based on the ability and performance of the child at grade level. Families are briefed during the course of the school

year regarding the concerns of the teacher minister regarding the child's academic progress. Families are notified at the end of the 3rd quarter on the school's intention to retain. Consistent attendance is crucial to the success of your child. *Beginning July 1, 2015, requirements of the "Third Grade Reading Guarantee: pertain to students on an EdChoice, EdChoice Expansion Scholarship. These requirements DO NOT pertain to other students in NCCS schools.* No school shall promote to fourth grade any student who does not attain at least the equivalent level of achievement designated on the prescribed assessment unless the provisions regarding disability or limited English proficiency apply.

Complaints

All complaints should originate with the person with whom you may have an issue with. If the issue cannot be resolved, it should then be referred to the building principal minister. The Board Chair may become involved when the issue warrants it. Just as Jesus was talking to his disciplines about solving issues with one another, *Matthew 5:24* "Go and be reconciled to that person." We believe that all issues should be and can be resolved.

Section 7-Absences

Absences

State law requires children between the ages of 5 and 16 years of age to be in school regularly. State law also requires parents to call the school's office if their child will not be in attendance. If a child reaches 20 absences, it will be reported to the local public school district for appropriate action. Once a child reaches 10 absences, a letter will be sent home from the principal minister. Parents must bring in a doctor's note for excessive and or absences that are three or more days in a row. All parents are required to leave a message in the school's office regarding their child's absence for each day.

Many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Students in these circumstances are able to achieve only mediocre success in their school programs. The teacher minister cannot teach pupils who are not present. The entire process requires a continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits.

Absences from school for situations other than illness and family emergencies must have the approval of the principal minister. For reasons other than illness and family emergencies, a Personal Convenience Form must be filled out by the child's family and presented to the principal minister for approval. Ten absences per quarter will result in incomplete grades. An excess of ten absences will also result in a report of truancy to the Toledo Public School Attendance Officials or Washington Local Schools. Please make every effort to schedule family vacation time during scheduled school breaks.

Excused Absences

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death of a relative
- Medical or dental appointment

Observance of religious holidays
School visitation
Emergency or other set of circumstances

Absence notes:

Absence notes must be kept on file at the school
Students who are ill for 1-2 days: Must have a note from parent
Students who are ill for more than 3 consecutive days: MUST have a note from a doctor
See OAC 3301-69-02(B)(2) to view complete absence policy

Re-entry to School

A written note signed by the parent/guardian stating the reason for the absence is mandatory upon the child's return to school. Children should be free of a temperature, without the use of medicine, for 24 hours before returning to school.

Half -Day Absences-

A child who misses 2 ½ hours or more will be considered as a half -day absence. If a child arrives to school 1--2 hours late, due to an appointment,, a doctor's note must be submitted to be considered as an excused tardy.

Personal Convenience Form

This form must be used by a family member that is requesting that their child be absent from school for more than two days, due to reasons other than illness or family emergency. The principal minister reserves the right to approve or disapprove the request. Vacations during the school year are discouraged. However if such a situation arises, the teacher ministers are not expected to provide the lesson material in advance. Parents are asked to complete and return this form at least one week before leaving.

Obtaining Assignments - Make-Up Work

It is the responsibility of the child and family to obtain all missed assignments during an absence. A child will be permitted one day for each day absent to make up assignments missed during an absence. Unless special permission is granted, all missing work beyond the time allotted will receive no credit. A child who may be missing a vast amount of work may not be eligible to attend certain field trips and school activities and will be required to complete the work in school.

Notifying School of Absence

Families are to notify the school by 8:00 a.m. of their child's absence. If no call is received, the school office will attempt to contact the family. If the family cannot be contacted, an absentee slip will be sent to the family.

Excused during the school day

If a child is ill or if a situation arises that he/she must leave school during the course of the day, the parent/family member must sign the child out, sign in upon the child's return, and receive an admit slip from the office, before returning to class.

Late Arrivals and Late Busses

Children arriving after the second bell are considered tardy. The child must report to the school office and receive an “admit slip” to be admitted to class if they arrive after 7:45 a.m. Children arriving late due to bus transportation must report to the school office. The child will be given an excused tardy slip.

Unexcused Tardiness

Children with five unexcused tardy incidents, in a quarter, will receive a ½ hour detention and a detention for each subsequent 5 tardies that quarter. Repeated tardiness may result in a report of truancy to Toledo Public and Washington Local School Attendance Officials. An excused tardy is defined by a dentist/doctor’s appointment with appropriate documentation, extreme family emergencies, etc.

Exclusion from School; Illness and Vaccinations

The school reserves the right to exclude a child from school, if in the school’s judgment, the condition is serious enough to jeopardize the health of others. In some cases, a physician’s note is required for re-admittance. The school will not permit children to enter without the necessary documentation to indicate vaccines required by the State of Ohio are current. The general guidelines to follow are: the child must be fever free (without medication) for 24 hours before returning to school.

Emergency Forms

At the beginning of the school year, parents are asked to complete one emergency form per child (they are kept in the child’s classroom and office). In case of an emergency, the school will make contact with the people listed on the emergency form. Any change in information must be reported to the school immediately. If someone is not on the form and comes to pick up your child, your child will not be released to that person.

Section 8- School Delays and Closings

Washington Local Delays and Closings

Listen to the radio and television for school delays and closing information. If Washington Local School announces a delay or closing, this will include all three campuses. If school is delayed, do not send your child to school more than ten minutes prior to the start of school. Supervision will not be available until this time.

Emergency Closings

An emergency closing occurs when school is already in session and something happens that demands the children to be sent home. Parents are asked to fill out the Emergency School Closing form at the beginning of the school year. This form gives the school directions about how the children are to go home in the event of an emergency school closing. **Important Notice:** If school is closed, all activities scheduled for that day are cancelled.

Section 9- Transportation

PLEASE READ & OBEY THE FOLLOWING GUIDELINES

Parents are not to drop off and pick up students in the cut out lane designated for school buses. This area is reserved for buses only.

For the safety and well-being of our students, we require your strict adherence of our safety procedures. Please check with your campus for proper procedures.

Change in Transportation from the normal

When a child needs to walk or ride with another individual other than a parent, or in extreme emergencies, ride a bus, and this is not the regular manner in which the child gets home, parents are to send a note or call the office. Any time there is a change in your child's transportation home a note must be sent to the teacher minister or a call placed to the office. This is for the safety of your child.

Car Drop-off & Pick-up Procedures

Students who walk to school must cross the street at designated crosswalks. Please cross where crossing guards are provided. Parents who are transporting their children to school are to follow the procedure recommended by the Safety Division of Toledo Police Department.

Each campus will outline specific details for drop-off and pick-up, for all forms of transportation.

****Bus Transportation**

Parents, please contact your individual school office for more information regarding bus transportation or reimbursement vouchers. TARTA and Washington Local service children if they live more than one or two miles from school. Children are expected to maintain proper bus behavior. In addition, the children are to be seated at all times. Noise must be kept to a minimum, heads and arms are to be inside the bus at all times. Drivers are instructed to complete a bus report for unsatisfactory behavior to the principal minister and bus supervisor. A copy of the disciplinary report will be sent to the parents. Repeated or serious violations will result in suspension of bus riding privileges.

If you do not reside in the Washington Local School District (WLSL), you cannot ride the WLSL bus. Any student that is not issued a Toledo Public School (TPS) TARTA bus card may ride the TARTA bus by paying the student fare. Any change in how a student gets home must be put into writing and given to the teacher minister.

Section 10 – Health & Safety

Food Allergy Policy

The North Community Catholic School recognizes that food allergies, in some instances, may be severe and even life threatening. The school will accommodate students with food allergies and reduce the likelihood of severe allergic reactions of students with known food allergies while at school. Please contact the nurse if your child has a food allergy.

After School Practices/Activities

If your child has a sport practice or any other meeting/activity that begins after school, the child is NOT allowed to stay and loiter on building grounds after dismissal unless the supervisor is present. Supervision is not provided and the child may NOT stay in the school's office. If you will need supervision for your child in this time frame, your child may enroll in the School Aged Child Care (SACC) program. There is a fee for all students in the SACC program, please refer to the school's office for more information.

School Visitors

All parents and visitors are welcome, but for the safety of all, please enter the school through the main school doors only. All parents and visitors must report to the school office upon entering the school and sign in. No one may go to the classroom without permission. The office will call for your child or escort you to the classroom.

Fire/Tornado/Rapid Dismissal Drills

Safety drills are conducted on a regular basis. The children are to follow directions, remain silent, and act in an orderly manner. Practice drills are not conducted when there is inclement weather.

National Red Level Alert Procedure

The safety of your child/ren is our top priority. For this reason, we wanted you to know our procedures should a threat level RED be announced by the Department of Homeland Security. The following procedures have been instituted for Lucas and Wood Counties should our geographic area come under a threat level RED alert, or a national alert. If this alert happens outside of school time, schools will be closed and all activities cancelled until authorized to open by our Regional Terrorism Task Force. If this alert happens during school time, school will be secured and students will remain in class until normal dismissal time unless otherwise directed by the Regional Terrorism Task Force. All activities will be cancelled. Parents will be asked not to call or come to the school. This will greatly assist our effort to secure the building and keep your child/ren safe. Local safety authorities will keep us informed through the media. You may also use the Lucas County web site at www.co.lucas.oh/homelandsecurity for updates. Our school has a safety plan in place as well as an evacuation plan should the need arise. Thank you for your confidence in us and for your cooperation.

Internet Safety

The North Community Catholic School uses technology protection measures that block or filter access to some World Wide Web sites that are not in accordance with the policy of the Catholic Diocese. These measures protect against internet access by minors that are harmful to them. To ensure the enforcement of this policy, North Community Catholic School staff will monitor use of technology resources through direct supervision, monitoring internet use history, or various software and hardware tools. Parents, it is your responsibly to supervise this in your own homes. Children should never use the Internet or the World Wide Web behind closed doors. As a community we must do our very best to ensure the safety of our children. **In response to the number of criminal activities that have occurred on "Social Networks" we do not allow our students to use those sites on school grounds, and we would encourage our parents not to allow their children to place their photos or other identifying

information on this website or similar websites, (i.e. blogs, twitter, facebook). Please refer to the Acceptable Use Policy that is included in your registration packet. Students and parents MUST sign the Acceptable Use Policy prior to using the computer lab or other forms of technology at school.

Accident Reports

All accidents involving students must be reported by the teacher/adult in charge to the office. When an accident report is filled out, parents/guardians will be notified.

Immunizations

According to Ohio State Law all children must be immunized before entering school. Failure to comply with this regulation will result in exclusion of the child from school.

Medication Policy

The North Community Catholic School encourages all medication to be taken at home, both over the counter and prescribed medication. We understand, however, that there may be instances when a child may need to take medication at school. In these cases a medication form must be completed by the prescribing physician and signed by the parent before the medication can be brought to school. Medication MUST be in the ORIGINAL pharmacy container and brought to school by an adult. This applies to both prescription and over the counter meds, such as Tylenol or cold medicine. Students are not allowed to carry inhalers unless the form from the doctor states that they understand the proper use of the inhaler and that they may keep it with them.

Medication forms are available from the school office and can be faxed to us by the physician's office. Medication will be dispensed by the school nurse when present, the principal minister, or the principal minister's designee.

Emergency Forms

One emergency form is filled out for each child. The information on this form is used if your child becomes ill or injured during the school day, or if a natural disaster or emergency situation occurs. Families are to notify the school office of any changes during the school year.

In the event of illness, injury, and or the need to send a child home, the parents will be notified. If parents are unavailable, the school will contact the person listed on the emergency form. The school needs to have the MOST CURRENT information on the emergency form.

Lice

The North Community Catholic School has a no live lice policy. Parents of children with lice will be notified and will be expected to pick up their child. Children will be excluded from school until they are free of all lice. Students will be checked prior to being admitted back in school. All parents will be notified when there are lice present in school.

Screening

The children are screened by the nurse for the following:

Vision K, 1, 3, 5, & 7, Hearing, Grade K, 1, 3, 5, Scoliosis- Grades 6, 7, & 8. If parents do not want their child to be screened, they are to notify the school nurse in a written statement. All students new to the school will be screened for hearing and vision by the school nurse. Parent and teacher recommendations will also be considered. Contact the school nurse if you feel your child needs to be screened. Other screenings may take place from time to time with the changes to State and Federal Regulations. Parents are always afforded the opportunity to “opt out” of these screenings.

Section 11- - Monetary Collections and Offerings

Money is collected from the children in the morning at the time attendance is checked. Money must be in a sealed envelope or zip-lock bag, with the child’s name, grade, and room listed. The purpose and the amount in the envelope are to be written on the outside of the envelope. Money will not be accepted without an envelope. The school is not responsible for lost or stolen money that a child carries to school. Financial obligations and refund concerns are referred to the business office.

Section 12- -Phone Calls/Cell phones/IPODS/MP3 Players & Other Electronics

Use of the school phone by the children is for emergency purposes only. Forgetting homework, books, equipment, and wearing the wrong clothing for special dress days are not considered emergencies. We need to help teach children the natural consequences of their own actions of not being prepared. Children are not permitted to use the phone during school hours.

Cell phones, I-Pods, MP3 players, and other e-mail devices are not permitted to be used in school during the school day. If your child brings any of these items to school the teacher minister will hold on to them until a parent comes to claim it. There is a cell phone usage policy and procedure in place. The policy and use agreement is available in the school office. Please sign the agreement for your child to have a cell phone for after school use. The student is then responsible for following the agreement. The school is not responsible if these devices are lost or stolen. Failure to comply with the use agreement and policy, may result in disciplinary action.

WiFi electronics may be permitted in school for school/curriculum use only.

Section 13- -Lunch & Recess

Children need to bring their lunch daily if not ordering hot lunch. No breakable bottles or containers are to be used during lunch for safety reasons. Lunches should be healthy in nature with a variety of choices from the four food groups. All campuses of NCCS have closed lunch periods. Students may not leave the building during lunch unless they are signed out of the building by their own parent or guardian.

Hot Lunches

Hot Lunch orders and money are due by the dates listed on the order sheets and school calendar. Menus are sent out in advance, please keep a copy of your order for your records. The school will comply with Senate Bill 210 for healthy lunches. All students will be offered the full menu.

Milk

All hot lunches MUST include milk for the children. Children may purchase milk for their “brown bag lunches”; Individual milk may be purchased. You may purchase a milk ticket at any time. The money envelope is to include the child’s name, room number and their choice of chocolate, white, or skim milk.

Playground rules: Students are expected to demonstrate the gospel guidelines, L.I.F.E. Skills; and listen to the supervisors in charge.

1. Line up to be dismissed to the playground.
2. Walk do not run; stay on the sidewalk when leaving the building.
3. All equipment is to be used in a safe and proper manner in the way for which it was intended.
4. Get a playground supervisor if you need help at any time or if you have any questions about safety or rules.
5. Stay on the playground at all times. Tell a playground supervisor if a ball goes off the playground.
6. Food, drinks or gum are not allowed on the playground.
7. Stay away from the side of the building where classes are in session.
8. When the whistle blows/bell rings:
 - * carry all balls and equipment to the supervisor and place in container
 - * walk to your designated line up zone
 - *walk quietly back to your rooms or cafeteria

Section 14- - School Schedule

Daily Schedule All children must enter the school through the designated entrance.

Please check with each individual school as to where your child should report for a “latchkey” (before school) program.

7:30 a.m.- The first bell rings

7:45 a.m.- The second bell rings, morning announcements, then classes begin. **Children not in school at this time are tardy.**

Recess/Lunch- varies at each campus

2:30 p.m. Dismissal for bus students & extended day students

2:35 p.m. Dismissal for all walkers and car -riders

Teachers will remain on campus until 3:00 for your convenience

Every Wednesday students will be dismissed at 2:00 p.m. in order to provide team meeting time for professional development.

Section 15 - - Dress Code

The Dress code is a common sense guideline for uniformity to prevent jealousy, envy or greed. Vanity can often lead to arrogance and judgment of others; we are called upon not to think too highly of ourselves, and not to judge others. The Dress Code is a tool to help you, as parents, to prevent arguments over the latest fashion trends, styles, and demands for “things”. Dress Code violation slips will be given to the students. Efforts will be made to remind students to tuck their shirts in, hair length, or questionable compliance before being issued dress code violations.

Three dress code violations will result in a demerit/infraction, 5 demerits result in a detention, and 15 detentions will result in an In School Suspension (ISS).

Girls

Skirts/Jumpers:

Skirts and Jumpers must be Schoolbelles name brand. We have a drop waist design for jumpers, and a kilt pleated skirt design.

Grades K--8 may use jumpers or skirts, no shorter than 2 inches above the top of the knee, all around the skirt or jumper.

Shirts/Blouses/Turtlenecks

Solid white, *pastel* yellow, or navy blue, cotton, polyester, oxford cloth or knit are the only acceptable shirts. All shirts/blouses must have a collar and are to be tucked in at all times unless the bottom of the shirt is banded (usually girls). Students may only have the top button unbuttoned. They must not be form fitting, low cut, or oversized. They may not have contrasting seams and trims or have extra pockets on the chest or sleeves.

Boys:

Shirts/Turtlenecks:

Solid white, *pastel* yellow, or navy blue, cotton, polyester, oxford cloth or knit are the only acceptable shirts. All shirts must have a collar and are to be tucked in at all times. Students may only have the top button unbuttoned. They must not be form fitting or oversized. Boys are welcome to wear dress shirts and ties.

Socks:

Socks may be either solid navy blue, black, or white, anklets, knee socks or tights. No wording, symbols or contrasting trim/stitching. Ankle socks are permitted, however all socks should be visible when worn. Students may wear tights, leggings, or socks that are solid black, white or navy blue. Leggings must be full length and be worn with socks.

Boys and Girls

T-Shirts:

T-shirts may only be worn under a uniform dress shirt. T-shirts may only be solid white.

Sweaters/ Sweater vests:

Sweaters or sweater vests in solid white, navy blue, or hunter green may be worn. Sweaters may be cardigan, v-neck, or crew neck. NCCS monogrammed hunter green or gray ¼ zip or full zip fleeces (available from Jazz Textiles) are acceptable with the uniform. NO hoodies, emblems, decals, logos, contrasting stitches or trim may be on the sweaters.

Slacks:

All school dress slacks may only have four (4) waist level pockets. They **MUST NOT** have any of the following: extra outside pockets, bell bottomed, skin-tight, low -rise, knit/spandex, have

extra seams, or seams with contrasting stitching and trim. Logos or symbols, rivets, or patch pockets. Slacks must not be oversized. Cargo and carpenter pants are not allowed. Only navy blue colored straight legged dress slacks may be worn in grades K--4. Navy blue or Khaki colored straight legged dress slacks may be worn in grades 5-- 8. Belts must be worn unless the shirt is a banded shirt, or a sweater covers the belt loops.

Shorts: K--8, Navy blue parochial length, 5--8 may wear Khaki walking shorts. Shorts may be worn from May 1st – September 30th, or by principal discretion based on weather. These shorts must be at the knee or no shorter than 2” above the top of the knee. Cargo Shorts are not allowed.

Shoes:

Dress shoes should be brown, tan, black, navy blue, or classic saddle shoes. Shoes must have a sturdy sole and no more than two inch high heel. They must have an enclosed toe and a back. No sandals, moccasins, slippers, boots, flip flops or crocs.

Tennis shoes are for gym only, or dress up days/”spirit days”.

Hair:

Fad cuts, extreme styles or colors are not permitted; this includes feathers and highlights. Boys’ hair must be above the eyebrow and above or at the top of the collar. Boys’ hair may not be pinned up or in pony tails. Hair should be neat, clean, and well groomed. Girls must keep their hair out of their eyes.

Accessories and Jewelry:

Boys may not wear earrings. Girls must only wear a single pair of earrings and must not be longer than ½ inch. Body piercings are not allowed. A simple watch may be worn as well as a necklace or bracelet that has a religious charm or medallion. No other type of jewelry is permitted. This includes wrist bands. Purses are to be left in the lockers, backpacks, or coat racks.

Make-Up:

No eye make-up or blush may be worn. Girls in grades K--8 may only use nail polish that is clear, light pink, peach, or natural color. Acrylic and/ or fake nails are not permitted. No other make-up may be worn.

Alternate Dress Up Days

Dress up Days - Birthday/Picture Day

On dress up days: students are encouraged to “dress up” appropriate for school. **They may not wear jeans, sweatpants, flannel, or running pants.** Dress shirts with or without collars, neat cords, or khakis, polo shirts with collars, dress pants for boys or girls, dresses/skirts of appropriate length are acceptable options.

Spirit Days:

Spirit Days are to promote campus spirit wear and CYO teams. On spirit days, students may wear jeans. Students may wear t--shirts or sweatshirts that have the campus emblem, logo, or

CYO team sportswear. **Tennis shoes may be worn, but no boots, flip--flops, crocs or other nonconforming shoes.**

Jeans Days:

Jeans must be neat and clean and cannot be frayed, worn, or ripped. Jeans may not be tight fitting, and “jeggings” may not be worn. School personnel are the final judges as to the appropriateness of the jeans. Pants must never be sagging, and underwear must not be visible above the waistline. Yoga pants and leggings are not permitted. Appropriate t--shirts and sweatshirts (including those with hoods) may be worn for jeans days.

Gym Clothes

Guidelines for proper gym wear will come from your child’s Physical Education teacher.

Section 16 - Parent and Child Code of Conduct

The Code of Conduct of NCCS is centered on the gospel guidelines and the necessary L.I.F.E. Skills to live and function successfully in our school, parish, community, and society.

Students, teacher- ministers, and parents in Catholic schools respect each other because they respect Jesus who lives in them. This respect allows us to appreciate the uniqueness of others and is the foundation of discipline in our school. Students are to act respectfully, and allow the teacher minister and other students to carry out the planned lessons. Similarly, teacher ministers who act respectfully appreciate each child’s individuality. They strive to enhance each child’s feelings of self-worth in order to encourage them to reach their potential.

When students repeatedly act in a disrespectful manner, teacher ministers need to take more noticeable actions. These will involve conferences with students, holding students accountable for their actions (demerits, detentions, suspensions), conferences with parents and students that will provide a specific plan of action. Central to all these activities is the constant reminder that the students are expected to act in ways reflective of the Christian Community to which they belong.

Failure to comply with these expectations and support of the school’s philosophy, may result in a termination of the relationship with the family and NCCS. Termination of the family school relationship may also take place when the needs of the student are not adequately being met with the support and resources that NCCS is able to provide.

The following is a list of some behaviors from the expected Code of Conduct. This list is not exhaustive.

1. A student must respect others by refraining from disturbing the learning and teaching process. This applies to lunch, recess, and the after school program as well as the classroom.
2. A child will dress in accordance with the dress code, in clothing that is neat, clean, and modest. Students are expected to be in accordance with the dress code at all times, including at lunch, recess, gym, before or after school, or while on the school premises.

3. A student must be in school and to class on time. Please refer to the attendance section in the handbook to review what is defined as an unexcused/excused tardy.
4. A student must return all school communication on the dates due. Teacher ministers will give the student a verbal warning, after that, the student will be issued in infraction/violation. Forgery is a serious offense, and may merit an automatic detention.
5. A student must be prepared for class with books and supplies.
6. A student must not chew gum or eat candy without permission of the teacher ministers during school, recess, or church.
7. A student will respect others with proper words and actions.

The accumulation of five infractions/violations will result in an after school detention. Violations are erased at the end of each quarter. 15 violations/demerits/infractions in a quarter will result in in-school suspension.

CATHOLIC DIOCESE OF TOLEDO BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS

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 and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

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 or staff member has exhibited toward another student 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, electromagnetic, 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 another 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.

Bullying is Prohibited:

- 1) On school grounds owned, leased, or used by North Community Catholic School, or on property immediately adjacent to school grounds.
- 2) At any school -sponsored or related activity, function, or program whether on or off school grounds
- 3) At a school bus stop, on a school bus, or any other vehicle owned, leased, or used by the school.
- 4) Through the use of technology or electronic device owned, leased, or used by the school.

Bullying is also Prohibited:

- 1) At a location, activity, function or program that is not school -related
- 2) Through the use of technology or an electronic device that is not owned, leased, or used by the school if the acts in question
- 3) Creates a hostile environment at school for the target
- 4) Infringes on the rights of the target at school
- 5) Materially or substantially disrupts the education process or the orderly operation of a school.

Reporting of bullying behavior:

- Bullying may be reported on paper or verbally. Written reports should be returned to a staff member, the counselor, or the principal. The form may be completed anonymously; however, no disciplinary action shall be taken against a student **solely** on the basis of an anonymous report.
- School personnel must report prohibited incidents of which they are aware to the principal and/or counselor.

- In cases where the aggressor or target are not students of North Community Catholic School, information will be disclosed to the principal or appropriate administrator of the school in which the student is enrolled. Investigation of bullying incidents:
- Bully reports will be investigated by a staff member, the counselor, and/or the principal, and the incident will be documented.
- Parents or guardians of any student involved in a prohibited incident will be notified.
- An appropriate discipline consequence will be applied to any student found guilty of harassment, intimidation, or bullying including, but not limited to, conference with student and parents, infractions, loss of recess privileges. Repeated incidents can result in suspension or expulsion.

Retaliatory behavior:

Targets or other students shall be protected from new or additional harassment, intimidation, bullying, or retaliation following a report. Retaliation will be treated a serious discipline incident carrying the possibility of suspension.

False reports:

Deliberately making a false report of harassment, intimidation, or bullying will also be regarded as a serious discipline incident which will carry the possibility of suspension.

Student Code of Conduct

As a member of the NCCS Family, I pledge to live according to the teachings of Jesus. I will attend Mass regularly and practice Stewardship by giving of my time, talents, and monetary support. As a Non- Catholic, I pledge to be involved with my place of worship and use my talents, to the best of my abilities, to benefit my community.

Participation in my school community is a privilege. I serve as a role model for my parish, school, and community to show gratitude for receiving parish subsidy for tuition.

- I will show charity, honesty, and respect of self and others.
- I will act respectfully towards my teacher ministers, fellow students and others of the North Community Catholic School.
- I will conduct myself in such a manner that will not disrupt my classmates. I will act respectfully and participate in religious ceremonies.
- I will have pride in family, my school, and myself.
- I will practice the basic rules of courtesy and practice all the L.I.F.E. Skills.
- I will dress appropriately and abide by school regulations as written and supported by North Community Catholic Schools.

*Pre-school and Kindergarten students may place an “X” or first initial as their signature.

Name: _____ Grade _____
 Name: _____ Grade _____
 Name: _____ Grade _____

Parent/Guardian Code of Conduct

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

The NCCS campuses are committed to working with you for the good of your child. We are committed to open, honest communication. We will treat both you and your children with dignity and respect.

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

- To speak with a civil and respectful tone of voice at all times
- To discuss disagreements and conflicts out of earshot of your child/(ren)
- To follow proper channels when conflicts arise (Speak with the teacher minister first, then to the principal minister)
- To respect the principal minister's and teacher minister's time by seeking appropriate appointments for discussions of issues.

We look forward to partnering with you during this coming year!

Parent signature: _____

Sincerely,

The Faculty & Staff of NCCS campuses

Appendix A: Acceptable Use Policy North Community Catholic School 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.

I. 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 North Community Catholic School Toledo, students are not allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored either in the locker or in a specific place as designated by the school. Students are to turn in personal electronic devices to their teacher who will store them in a locked cupboard during the school day. Students who violate this policy will have their devices confiscated, and a parent must come in to retrieve the device. Students may also receive disciplinary infractions for repeated incidents.

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 North Community Catholic School 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.

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

III. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of North Community Catholic School 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 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).

IV. Content of Policy

A. Review and Revisions

- 1) *Current Policy*: Signed Acceptable Use Policies will be kept on file at North Community Catholic School
- 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 will be notified of the amendments.