



333 Brookside Drive
Swanton, Ohio 43558
419-826-5041
www.saintrichard.org

Parent and Student Handbook

2022-2023

NON-DISCRIMINATION POLICY



St. Richard Catholic School admits students of any race, color, national and ethnic origin to all 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.

CONDUCT POLICY

At St. Richard Catholic School, the conduct of students/parents/faculty inside or outside of school must uphold our Christian values at all times. Any behavior that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code and the laws of the State of Ohio.

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

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

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

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

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

Code of Conduct for Catholic Schools

The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in a relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. "All rights have to be balanced by responsibilities because we are in relationship" (Putney, 2005).

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of

the school that all parents/guardians/caregivers/volunteers and visitors model acceptable behavior always within the school setting, at school-sponsored activities or when the school can be involved in any social or professional media. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (The Code of Canon Law, Canon 796, Para. 2).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models in your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (Gravissimum Educationis, 1965, para. 3).

All Catholic schools are private property; This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community.

In living out the Gospel values, we strive to create a safe environment for all stakeholders developing:

- An inclusive and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- An open, positive and honest communication
- The ability to work civilly with other people
- The reverence for Creation
- Trusting relationships
- Responsible actions

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Support in words and actions the philosophy of Catholic Education
- Respect the decisions made by the administration, even if you disagree with them.
- Work in trust with the school for the common goal of achieving what is best for all
- Communicate with the school in a supportive manner, which does not interfere with the administrative functioning of the school
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Help your child/ren to understand that 'giving of your very best' is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school's policies, as outlined in the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct and follow specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Refrain from engaging in gossip and hearsay by communicating with the school and always model good manners for your child/ren

- Sustain a positive and co-operative attitude and interact positively with other parents and community members *f*
- Encourage community building with other parents and community members *f*
- Value the school community and its reputation especially when engaging with social media *f*
- Do not smoke on school premises
- Do not use offensive language on school premises

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner *f* To have a timely response to concerns raised, usually within 48 hours
- To be treated with professionalism by all faculty/staff members

Specific Guidelines for a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on campus, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events

Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:

Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected that the following steps be followed:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator or other designated leadership personnel
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties

Deliberate breaches and inability to respect the Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or vexatious complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.

TABLE OF CONTENTS

Absence/Tardiness	10
Academic Assessment	12
Acceptable Use Policy—Technology	36
After School Activities	36
After School Care	34
AIDS	23
Allergies	24
Arrival Procedures	34
Assignments during absence	11
Auxiliary Services Program	31
Birthday Clothing	26
Boxtops for Education	39
Bullying Policy	17
Bus Transportation	35
CADA	
-Crusaders Athletic Development Association	32
Cell phones and Technology items	26
Cell Phones And Other Electronics—FORM	45
Child Abuse Reporting	20
Child Custody	13
Classroom Prayer	9
Code of Conduct Violations	15
Code of Conduct--Parents/Guardians	2
Code of Conduct--Students	2, 15
Communication	31
Computer Literacy	29
Conduct	2
Contagious Diseases	36
Corporal Punishment	21
Curriculum and Courses of Study	28
Daily Schedule	10
Dean of Discipline	15
Deliveries during School	35
Dismissal Procedures	35
Dress Code	24
Drugs, Alcohol and tobacco	21
Endowment Council	32
Enrollment	26
Faith and Worship	8
Field Trips	29
Fire Drills	35
Fundraising	32
Fundraising reminder sheet	39
Gangs	22
Grading system	12

GRADELINK	13
Gym Uniform	26
Hazing	22
Homeschooling	34
Homework	30
Honor Roll	12
Illness	36
Immunizations	37
Inhalers	38
Inhaler use--FORM	42-43
Jeans Days--dress down days	26
Leaving school grounds	11
Library	29
Liturgy	9
Lunch and recess	33
Medical/Dental Appointments	11
Medication	12
Medication Administered at School—FORM	40-41
Medication Information	37
Missions	35
Mission, Vision and Statement of Beliefs	8
New Student Probation	27
Non-Discrimination Policy	2
Outdoor Education	28
Parent Club	32
Parent Grade Reports	13
Parent Involvement	32
Parent/Student Handbook Signature Page— FORM	46
Parent -Teacher Conferences	13
Parking	36
Parties and Invitations	32
Payment by Check	36
Personal Convenience Absence	11
Physical Education	29
Playground	16
Prayer Services	9
Pregnancy and Abortion	22
Promotion Policy	13
Registration	27
Respect for Flag	14
Sacrament of Confirmation	9
Sacrament of Eucharist	9
Sacrament of Reconciliation	9
Sacramental Preparation	9
Safety	34

School Advisory Council	32
School Pictures and Yearbook	31
School Visitors	34
School Volunteers	33
Scrip Program	28
Search & Seizure	23
Service Hours	33
Shelter-in-Place Drills	35
Student Book Orders	32
Students becoming ill at school	11
Student Personal Convenience Absence-FORM	44
Student Services	31
Suspension and Expulsion	23
Telephone calls	36
Textbooks and Learning Materials	30
Tornado Drills	35
Threats	24
Trimesters	13
Truancy	12
Tuition	28
Weapons	22
Weather Emergencies	36
Withdrawal of students	28

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

Our Mission

St. Richard Catholic School, a ministry of St. Richard Parish, is dedicated to the formation of students in their faith, the pursuit of knowledge, and service to others through education of the Gospel and world.

Statement of Beliefs

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

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

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

We believe that all students can learn.

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

Vision Statement

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

FAITH AND WORSHIP

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

We are called to:

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

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

LITURGY

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

PRAYER SERVICES

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

CLASSROOM PRAYER

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

SACRAMENTAL PREPARATION

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

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

SACRAMENT OF RECONCILIATION

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

SACRAMENT OF EUCHARIST

During the season of Easter students receive their First Holy Eucharist at weekend Masses. This gives these students the prayers and support of the parish community.

SACRAMENT OF CONFIRMATION

During the 8th grade year, students who have completed the formation classes for Confirmation receive the sacrament either at the Cathedral of the Most Holy Rosary or at a parish weekend Mass.

ATTENDANCE

DAILY SCHEDULE

7:30 a.m. Students may enter building and wait in the gym. Teacher is on duty to supervise.
7:40 a.m. First bell rings and teachers get students from gym
7:45 a.m. Second bell rings. Prayers, announcements, Pledge to Flag
11:10 a.m. Recess for Kindergarten to Grade 4; Grades 5-8 eat lunch
11:25 a.m. End of above sessions
11:30-11:50 am Lunch for Grades Kindergarten to Grade 4; Grades 5-8 recess
11:50 a.m. Lunch and recess ends
2:20 p.m. Prayers, announcements
2:30p.m. Dismissal

ABSENCE/TARDINESS

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

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

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

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

TARDINESS

A student is tardy if he/she arrives after the 7:40 a.m. bell but before 8:45 a.m. Tardiness is recorded on the teacher's GRADELINK attendance sheet, the student's report card, and their permanent record card. A note is required for all late arrivals and a tardy slip will be issued by the office. Continued tardiness adds up to hours of missed instruction by all students present and those who are tardy. Trying to catch somebody up doesn't make up for what they missed. Tardiness in the work place may result in job loss.

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

TARDY = One (1) minute up to one (1) hour: 5 TARDIES=1 ABSENCE

HALF DAY ABSENCE = one (1) hour to three (3) hours

FULL DAY ABSENCE = over three (+3) hours

MEDICAL AND DENTAL APPOINTMENTS

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

STUDENTS BECOMING ILL AT SCHOOL

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

LEAVING SCHOOL GROUNDS

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

ASSIGNMENTS DURING ABSENCES

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

PERSONAL CONVENIENCE ABSENCES

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

covered while a student is absent. Extra tutoring resulting from personal convenience absence is the responsibility of the parent/guardian.

TRUANCY

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

MEDICATION

Written permission must be obtained from a physician before any medication (either prescription or over-the-counter) can be administered during school hours. The form "Request for Administration of Medication" etc. as well as more complete medication information can be found in the back of the handbook. Medication must be in the original container in which it was dispensed from the pharmacy and must be accompanied by the administration form.

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

ACADEMIC ASSESSMENT

GRADING SYSTEM

KINDERGARTEN:

E = Excellent

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory (Blank items indicate skill NOT EVALUATED at this time)

GRADE 1

E = Exceptional

S+ = Satisfactory/Excellent

S = Satisfactory

S- = Low Satisfactory

NI = Needs Improvement

U = Unsatisfactory

GRADES 2-8:

93-100 = A (4.0)

85-92 = B (3.0)

77-84 = C (2.0)

70-76 = D (1.0)

0-69 = F (0)

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

HONOR ROLL:

First Honors GPA 4.0 – 3.7

Second Honors GPAS 3.6 – 3.0

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

Perfect Attendance Award will be given to any student Grade 2 to 8 who has no absences or tardy times.

PARENT GRADE REPORTS: GRADELINK

Parents and students will be given instructions to access the **GRADELINK** computer program which teachers use to record grades. Parents and students are encouraged to check weekly to see if grades are recorded. If assignments are missing ask the student if they are completed and turned in to the teacher. GRADELINK is also a good communication tool for teachers and parents.

PARENT-TEACHER CONFERENCES

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

Parent-Teacher Conferences are scheduled formally at the end of the first trimester. They can be scheduled informally at any time during the school year. Teachers will alert and confer with parents as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. Parents may also request a conference. To schedule a conference, please send a note or E-mail to the Teacher.

A conference will be scheduled as soon as possible. **Please do not expect to confer before or after school without an appointment.**

CHILD CUSTODY

Normally one copy of all communications is sent home with the student. It is expected that this information will be shared *by* the parents and *between* the parents. In cases of an actual divorce decree involving clear *custody by one parent*, the principal is to be informed by the custodial parent of this fact. A copy of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the *custodial parent*. However, the non-custodial parent does have the right to request copies of all material and information unless specifically denied this right in the divorce decree.

PROMOTION POLICY

A student is promoted to the next grade level when current grade curriculum has been satisfactorily mastered. A decision to place or retain a student will not be finalized without the consultation of the parent/guardian. All options such as: learning disability, testing, summer school tutoring, and other accommodations will be considered. **Parent permission is not required to retain, place or promote a child at grade level. Grade 3 students must pass the Ohio Grade 3 Reading requirements to be promoted to Grade 4.**

TRIMESTER GRADING PERIODS

The school year is divided into Trimesters. Parents and students are encouraged to check GRADELINK for the latest grades and assignments...

CODE OF CONDUCT

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

Trustworthiness – Truthfulness – Positive Comments –

Active Listening – Personal Best

By using the following Life skills:

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

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

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

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

RESPECT FOR FLAG

We are not a public institution. It is expected that all of our teachers, coaches, staff members, and students alike will show respect for our country's flag, and for those who defend it, by standing during the National Anthem and Pledge of Allegiance. Any other form of behavior will

not be tolerated and will result in consequences in accordance with the school's local discipline policy.

FOR STUDENTS

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

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

DEAN OF DISCIPLINE

Students will be referred to the Dean of Discipline when there is a lack of repeated cooperation with the teacher. The Dean of Discipline will work with the Principal and Pastor/Pastoral Leader in major discipline situations.

CONDUCT CODE VIOLATIONS

Students who violate this Conduct Code will receive a demerit notice that will be sent home. This demerit slip needs to be signed by the parent and the student before it is returned the next school day to the teacher or principal issuing it.

CONDUCT CODE DEMERIT-POINTS

	REASON FOR DEMERIT Please sign and return to staff person who signed below.	NUMBER OF DEMERIT-POINTS
	Any purposeful act that causes serious bodily injury—Fighting, punching, choking, etc.	3
	Cheating	3
	Chronic tardiness (5 tardies=1 absence) every tardy after 5 per trimester will =	1
	Dress code violation (includes gym clothing)	1
	Forging of signature/document	3
	Misbehavior at school functions	2
	Misbehavior during lunch and/or recess	1
	Misbehavior on school property or in Church	1
	Not actively listening with respect	1
	Not bringing back signed papers	1
	Not completing or turning in homework	1

Not respecting school and personal property	1
Not working and playing safely	1
Not working quietly--disturbing others with words and action.	1
Repeated rudeness to anyone in authority or to fellow students or staff members	3
Repeatedly not following directions after one reminder	1
Stealing	3
Using coarse, rude/abusive/vulgar language or gestures	3
Abusive treatment or threats of violence to fellow students or staff members	Parents and police will be called
Possession, sale, use or being under the influence of drugs, alcohol, cigarettes, or pornographic materials.	Parents and police will be called

Students who accumulate the above demerit points will receive the following consequences:

	NUMBER OF DEMERIT-POINTS	CONSEQUENCE
	3	Walk marked area—to be determined
	6	Lunch table seclusion
	9	After school detention

Students will begin each trimester with no Demerit-Points.

The principal is authorized, in all cases, to impose appropriate student discipline, up to and including expulsion.

Students who receive three (3) detentions in one trimester will have a one-day in-school suspension. Students will be separated from their class, given assignments to complete, and receive 0% for work missed in class that day.

Suspension for three or more days and expulsion are extreme penalties and will be enforced for serious and repeated infractions.

PLAYGROUND

1. **Supervisors are to be obeyed at all times.** Students are to treat all volunteers with the same respect given to all school personnel.
2. No food is permitted on the playground.
3. The school provides equipment and students are expected to take good care of it. Equipment brought by students is not the school's responsibility. Students are not allowed to bring headphones, I-pods, cell phones, cameras etc.
4. No contact sports are permitted or any type of rough play. Students may not tackle or be tackled on the ground during play for any reason.
5. No skateboards, bikes, scooters, roller blades etc. are permitted.
6. Children must remain outside for the entire recess time unless they have special permission. **PLEASE MAKE SURE YOUR CHILD IS DRESSED FOR THE WEATHER, THIS MEANS HATS, MITTENS, BOOTS, WARM COATS, LONG PANTS, ETC.** The

children go outside even on days with a wind chill of 27 degrees or below; they need to run and play after sitting in a classroom all morning.

7. Children must stay in their assigned areas.
8. When the bell rings, students are to immediately line up at the doors of the school and wait for their teacher to bring them inside.
9. Most cases of misbehavior will be handled by the teacher or supervisor on duty, but in cases of chronic misbehavior the principal will be consulted.

POLICIES

BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS IN THE CATHOLIC DIOCESE OF TOLEDO

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 constant 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.

B. Bullying is Prohibited:

- 1. On school grounds owned/ leased/used by a 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 location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
- 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:
- 7. Create a hostile environment at school for the target.
- 8. Infringe on the rights of the target at school.
- 9. Materially and substantially disrupt the education process or the orderly operation of a school.

C. Prevention and Intervention Plan:

On or before October 1, 2012, the Principal, in consultation with teachers, staff, administrators, parents, community representatives, consistent with the requirements of this policy, as well as Ohio and federal laws, shall be responsible for overseeing the development and establishment of a prevention and intervention anti-bullying plan for their respective building.

The plan shall include the following:

- 1. Clear procedures for reporting prohibited incidents for students, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.
- 2. A provision that reports of bullying, harassment, intimidation may be made anonymously, so that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.
- 3. A requirement that school personnel report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal.

4. In cases where the aggressor or target is not students 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.
5. A requirement that the custodial parent(s) or guardian(s) of any student involved in a prohibited incident is notified.
6. A procedure for documenting reported incidents, responses to incidents including steps taken to investigate reported incidents.
7. A strategy for protecting a victim or other person from new or additional harassment, intimidation, or bullying, and from retaliation following a report, including a means by which a person may report an incident anonymously.
8. A strategy for providing counseling or outside referral to appropriate services for aggressors, targets and family members of students as needed.
9. A disciplinary procedure for any student guilty of harassment, intimidation, or bullying, that infringes on any student's rights and expressly providing for the possibility of suspension of a student found responsible for harassment, intimidation, or bullying.
10. A range of disciplinary actions that may be taken against an aggressor for bullying or retaliation provided that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.
11. A statement and a disciplinary procedure prohibiting students from deliberately making false reports of harassment, intimidation, or bullying and for any student responsible for deliberately making a false report.
12. Provisions for informing parents and guardians about the anti-bullying prevention and intervention plan of the school and shall include how parents and guardians can reinforce the curriculum at home and support the school and the dynamics of any and all forms of bullying.
13. A strategy for introducing the plan to all students/families.
14. A strategy to ensure a parent or legal guardian signs off confirming that the plan was read.

D. Plan Review and Updates:

The plan shall be reviewed and updated preferably every year, but at least every two years and the principal is responsible for the implementation and oversight of the anti-bullying prevention and implementation plan within the school.

E. Training:

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

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

1. Developmentally appropriate strategies to prevent bullying incidents.
2. Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents.
3. Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witnesses to the bullying.

4. 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.
5. Information on cyber-bullying emphasizing Internet safety.

F. Publication and Notice:

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

G. Reporting:

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or to the staff member designated in the plan as responsible for receiving such reports.

H. Minimum Required Actions

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

1. Take appropriate disciplinary action as stated in the plan.
2. 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.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

I. Policy Questions and / or Concerns:

If any staff member has questions concerning this policy, he or she is encouraged to contact the Catholic Schools Office at 419.244.6711.

Report Child Abuse and Neglect at 855 O-H-CHILD

If you suspect child abuse or neglect, please follow these procedures and notify the principal.

The Ohio Department of Job and Family Services has launched 855-O-H-CHILD (855-642-4453), an automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county.

Reports can be anonymous.

What information do I need to make a report?

- The name and address of the child you suspect is being abused or neglected
- The age of the child
- The name and address of the parents or caretakers
- The name of the person you suspect is abusing or neglecting the child and the address if available
- The reason you suspect the child is being abuse and neglected
- Any other information which may be helpful to the investigation

- You have the option of giving your name or reporting anonymously. Giving your name can help the investigator clarify information. The agency will not give your name to the person suspected of abusing the child.

Please Note: All of the above information is not needed to make a report. If you are not sure you have enough information to report, always err on the safety of the child. Children's Services screens all reports to determine if there is enough information to investigate.

What happens after a report is made?

In Ohio, after a report is made,

- A child protective services investigator will interview the child, family members & others as deemed appropriate.
- The investigator determines if the child is being abused or is at risk for abuse.
- The case may be referred to local social service agencies, or to juvenile, family or criminal court.

What is a mandated reporter?

A mandated reporter is someone required by law to report if they suspect or know that child abuse is occurring. A list of mandated reporters for Ohio includes: Attorneys

- Audiologists
- Child care workers
- Children Services personnel
- Clergy
- Coroners
- Day care personnel
- Dentists
- Nurses
- Podiatrists
- Psychiatrists
- School authorities, employees and teachers
- Social Workers
- Speech Pathologists
- Animal Control Officers/Agents
- Physicians including hospital interns and residents

CORPORAL PUNISHMENT

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

DRUGS/ALCOHOL/TOBACCO

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

Parents will be notified immediately if a student is found to have or be under the influence of tobacco, alcohol, and drugs or to have drug paraphernalia in his/her possession on school property, on the bus, or during off-campus activities sponsored by the school. A mandatory conference with both parents will be arranged before the student returns to school.

Intervention by trained professionals may be required as a condition for the student to remain at St. Richard Catholic School. Lack of cooperation by either the student or parents in this

matter will result in the student suspension or expulsion. If a student gives evidence of signs of chemical dependency, the Principal and teachers will contact the parents, and an appropriate course of action will be decided upon. Parents who are aware of these or similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.

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

HAZING

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

WEAPONS

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

GANGS

Youth gangs and gang related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Membership in gangs, which have been identified with disruptive, disorderly, or criminal behavior, is not consistent with the expectation of a student who attends St. Richard Catholic School. Students who are found to be a member of a gang, or shows signs of graffiti, dress, etc. shall be held accountable and may result and suspension or expulsion.

PREGNANCY

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

ABORTION

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

AIDS

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

SEARCH AND SEIZURE

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

SERIOUS INFRACTIONS

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

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

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

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

EXPULSION is a semester long or permanent removal and exclusion of the student from school. A decision to expel is very serious and may occur only when all other recourse and reasonable efforts to conform a student's conduct have been exhausted. Expulsion may be the consequence for behaviors such as arson, assault or battery, false fire alarm, possession of drug, alcohol, theft, etc. or any good or just cause as determined by the principal. The process for expulsion will be:

- The student is to be told of the offense and given an opportunity to be heard by the principal.
- Parents are to be notified in writing and given an opportunity for appeal. This notification should state the possible punishment and reason for punishment.

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

THREATS

A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, electronic or symbolic—for example, motioning with one's hand as through shooting at another person. Threats made through an electronic media, including texting and social media pages on the Internet, are also subject to disciplinary action even if they are not made on school property or during school hours. All threats of violence will be taken seriously. If the principal feels that the presence of a student in the school poses a safety threat for others in the school, the student will be removed from the school setting. In that situation, any or all of the following consequences may be imposed:

1. A minimum 3-day suspension will be given;
2. A forensic evaluation to be administered by a licensed psychologist to evaluate the likelihood of future violence. If this is deemed to be necessary, the student will remain suspended until the evaluation has been completed.
3. A report to the Fulton County Sheriff's Department may be filed and further legal steps may be taken at the discretion of the authorities.
4. The child and parent(s) must meet with the principal to discuss the incident.
5. The student and parent(s) must enter into a contractual agreement with the principal in order to return to school.

ALLERGIES

FOOD ALLERGIES: If your child has an allergy to any food, we must have written medical plan signed by the child's doctor. This will guide the school in the event an emergency arises...

DRESS CODE AND THE UNIFORM

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

The St. Richard student is to be neatly attired at all times. No ripped clothing should be worn to school.

GIRLS AND BOYS

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

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

Slacks: K-4 Basic Twill or Corduroy **dress** slacks. Navy only. No jeans.
5-6 Basic Twill or Corduroy **dress** slacks. Navy or Khaki-- No jeans.

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

Socks: Tights, knee high or ankle height socks that cover the ankle at all times – white, navy blue, black or St. Richard School socks. These must be worn at all times.

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

K-8 Students are to wear tennis shoes and socks that cover the ankle with the uniform at all times.

GIRLS

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

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

- K-4 Navy skorts or skirts
- 5-6 Navy or Khaki skorts or skirts
- All jumpers, skirts, and skorts must be knee length.

White, navy, or black leggings may be worn under the skirt, skort, or shorts. They may not be worn alone.

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

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

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

Jewelry—Students may wear a watch. Girls may have one earring per ear that is attractive and appropriate and is flat against the ear lobe. No dangling earrings and necklaces may be worn during school hours. This is a safety issue to prevent injury.

Boys may not wear earrings and necklaces.

Consequences to all uniform violations:

1st violation: written warning

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

3rd violation: ½ hour detention after school.

GYM UNIFORMS: Students in Kindergarten to Grade 6 will be required to wear a uniform for gym. This will consist of:

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

SHORTS AND SLACKS: Knee-length Navy blue, gray, or black gym shorts, navy, blue, gray, or black sweatpants may be worn in the colder months. **Leggings may not be worn for gym.**

TENNIS SHOES and SOCKS that cover the ankle at all times.

All students are to wear their approved gym uniform all day on gym days.

HAIR POLICY **Boys and Girls**

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

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

Boys: Hair length must be above the collar.

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

BIRTHDAY CLOTHING—DRESS UP DAYS

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

JEANS DAYS—DRESS DOWN DAYS

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

CELL PHONES AND TECHNOLOGY ITEMS

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

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

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

ENROLLMENT

OPEN ENROLLMENT POLICY

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

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

REGISTRATION

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

Registration for families with children presently attending our school, for all Grades takes place in February. A nonrefundable fee of \$50.00 per family is due by March 1, \$100.00 per family is due after March 1. Open registration begins at the February Open House. The exact dates are announced in the Parish bulletin and local newspapers.

Entering Preschoolers must be 3 years old by September 1st, Pre-kindergarteners must be 4 years old by September 1st. Entering Kindergarteners must be 5 years old by September 1st. All new students must present a birth certificate with registration.

All students MUST have a current shot record, dental record, physical exam, and any other medical forms required by the State of Ohio for the student's particular grade no later than September 1. Emails, written notes and phone calls will be sent as reminders. No student may attend School after September 1 if this medical information is not in the school office.

Registration for the next school year will only be considered final once all tuition and fees for the present school year are paid. Incoming students will not be accepted from families with past due tuition. If they register, this registration will be considered tentative until the complete tuition amount is paid.

MEMORANDUM TO TRANSFER STUDENTS AND THEIR PARENTS

It is the policy of St. Richard Catholic School to accept students who transfer in from another school after Grade One **on a trial basis for one year.** Before being accepted, a transfer student shall be screened by means of an informal evaluation for proper grade placement.

During the course of the first year at St. Richard Catholic School, a transfer student's cooperation, behavior, attitude, and scholastic progress will be monitored and evaluated. If any problem arises during the course of the school year, the student's parents or guardian will be promptly notified. At the end of each grading period, a transfer student will be accepted for the next trimester if he/she has satisfactorily met standards for cooperation, behavior, attitude and scholastic progress. If he/she has not met these standards, he/she will be removed from St. Richard Catholic School's enrollment.

Acceptance into St. Richard Catholic School will be given once this document and all other required papers are presented and signed by necessary parties and returned with the proper fees.

TUITION

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

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

The families who choose to pay the tuition amount directly to St. Richard Catholic School must be paid in full by June 30th. Payments may be made by cash, check, or Venmo.

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

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

WITHDRAWAL

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

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

SCRIP PROGRAM

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

CURRICULUM

COURSES OF STUDY

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

OUTDOOR EDUCATION

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

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

PHYSICAL EDUCATION

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

Students wear a gym uniform that consists of black or navy blue soccer shorts or sweatpants and a gym T-shirt or a St. Richard Logo T-shirt from previous years. Tennis shoes and socks that cover the ankle are also required. No leggings or yoga pants are to be worn for gym unless they are under shorts or sweatpants.

COMPUTER LITERACY

Students learn keyboarding, word processing, spreadsheet, database, etc. An enriched program has also been added to our Computer Course of Study.

LIBRARY

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

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

FIELD TRIPS

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

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

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

Students are to be with the group at all times. No deviations may take place on fieldtrips. The dress code must be followed at all times while on the fieldtrip.

TEXTBOOKS

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

LEARNING MATERIALS

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

HOMEWORK

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

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

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

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

COMMUNICATION

Report cards are issued at the end of each trimester. The **GRADELINK** computer program for recording grades is used by all teachers. Parents and students are to check these grades weekly online and contact the teacher if there is a question about the grade. Teachers will also call; write notes, email, or request conferences as the need arises. Parents are encouraged to do the same. These can be done through the **GRADELINK** program.

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

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

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

CORRESPONDENCE – Email

A monthly newsletter and other information pertaining to activities in the school will be sent home at the beginning of the month in E-mail format. Families who do not have E-mail will have this information sent home in your family folder. Parents are asked to please **read** all of the information. Additional information may be sent home via E-mail or in the Family Folder if needed on other days so please check your E-mail and Family Folder daily.

STUDENT SERVICES

AUXILIARY SERVICES (ASP)

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

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

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

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

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

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

SCHOOL PICTURES and YEARBOOK

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

STUDENT BOOK ORDERS

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

PARTIES AND INVITATIONS

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

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

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

PARENT INVOLVEMENT

SCHOOL ADVISORY COUNCIL

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

PARENT CLUB

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

ENDOWMENT COUNCIL

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

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

CADA—Crusaders Athletic Development Association

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

FUND RAISING

Each family with students in Preschool to Grade 8 will be responsible for fundraising for \$150 per child or a maximum of \$300 per family.

SCHOOL VOLUNTEERS

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

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

SERVICE HOURS

Each family is expected to perform 20 hours per school year. Preschool families are to perform 10 hours of service. Each family is responsible for keeping track of their service hours. At the end of each trimester, every family will turn in a card with their total hours for that trimester to the school office to be put into the computer.

Each family can always do more than 20 service hours per year but cannot do less than 20 service hours per year. You will be assessed a charge of \$10.00 per unserved service hour. If a family does not perform any of the 40 hours of service for the whole school year, you would pay \$200 to the school.

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

SCHOOL SERVICES

LUNCH and RECESS

Students are to bring their lunches to school and may purchase milk.

1. Children are NOT permitted to have McDonald's or other fast food lunches dropped off at school. Exceptions can be made for birthday surprises.
2. Pop may not be packed or brought to school for lunch. Should your child bring pop to school for lunch, it will be taken away and they will be allowed to purchase milk or given water to drink.
3. Forgotten lunches should be dropped off at the office where the child can pick it up. These may not be delivered to the classrooms by parents.
4. Supervisors are to be obeyed at all times.
5. During inclement weather, children have indoor recess in the gym or classrooms.
6. No food or drinks are allowed outside of the lunchroom. Students must remain in the lunchroom until they have finished with their lunch.
7. Students are to make use of the restrooms prior to going outside for recess.

AFTER SCHOOL PROGRAM

St. Richard Catholic School's After School program was established to assist parents who need or desire after school care for their children under guided supervision. The program is

under the administration of the Principal of St. Richard Catholic School. The program will offer physical activity, learning games, and homework time. The program will be a time of fun and learning as well as offering companionship to children who often do not have anyone to be with after school. St. Richard Catholic School offers this program as a part of the total parish vision of ministry and service. The program will be conducted every school day from the hours of 2:30 – 6:00 pm. The charge is every 15 minutes = \$1.00 per child. AFTER 6:00 p.m. there will be a charge of \$2.00 per 15 minutes per child. Bills will be sent weekly and due upon receipt.

ST. RICHARD CATHOLIC SCHOOL'S HOMESCHOOLING INCLUSION POLICY

We as a school, church, and community recognize the importance of including all children in academics here at St. Richard Catholic School. Parents are their children's first educators and play an integral part in their schooling experience. We would like to offer some opportunities for homeschooled children to join us for classes during our school day. We provide physical education classes, art classes, library, music class and also classes in technology, religion and the required academic courses. We would like to extend the invitation to join us to our homeschooled community at a discounted tuition rate. Any homeschooled child can also choose to attend St. Richard for other subject areas, keeping in mind that especially in the younger grade levels subject areas such as reading and math are immersed in the whole school day. Classes can be pre-arranged by calling 419-826-5041 and tuition will be \$5.00 per class/ per day your child would like to attend. We look forward to seeing new faces and providing more opportunities to our community.

SAFETY

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

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

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

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

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

ARRIVAL PROCEDURES

Students are to enter through the gym door before school begins. A staff member will be out front at 7:30 a.m. The first bell will ring at 7:45 a.m. The 7:50 a.m. bell signals the beginning of the school day. Students are considered tardy after this 7:50 a.m. time and must report to the office for an admittance slip in the office before going to their classroom. Students who arrive after 7:50 a.m. must have their parents sign them in at the office and receive an admittance slip to enter their classroom.

BUS RIDERS

We will follow the Swanton Local Schools Bus Code of Conduct. Copies are available from the bus drivers. We will cooperate completely with the Swanton Local Schools Department of Transportation so as to not lose our bus usage.

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

DISMISSAL PROCEDURES

Bus riders will be taken to the busses in the horseshoe by a staff member. Students being picked up by drivers will be dismissed through the gym doors. Once cars have stopped, students will be called to go directly to their car in front of the gym. Students who walk or ride their bikes should go directly home when dismissed after buses and car riders have been dismissed and a staff member has given the student an okay to leave. Students should take care to stay off roadways and the property of neighboring people. Sign placards should be visible by staff. If you need to buckle a child, please pull forward in front of the church.

FIRE DRILLS

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

TORNADO DRILLS

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

SHELTER IN PLACE DRILLS

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

COLLECTIONS

MISSIONS

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

OTHER FUNDRAISING

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

MISCELLANEOUS

DELIVERIES DURING SCHOOL

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

PARKING

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

PAYMENT BY CHECK

When you send a check as payment for any bills owed the school, such as lunch money, material fees, money for fundraisers, etc. **Please put money and any necessary forms in an envelope with the student's name, grade, and what the money is for, such as lunch, tuition, zoo trip, etc.**

TELEPHONE

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

WEATHER EMERGENCIES

In the event of inclement weather, St. Richard Catholic School will follow the decision of the Swanton Local School District, broadcasting through WSPD radio. Other stations carrying our announcements are TV stations – Channels 11, 13 and 24.

Parents are requested to listen to the radio and not to call the school or rectory. When there is a delay announced, the teachers follow the same time delay as the students. **In the event of a two-hour delay, school begins at 9:50 am for all students Preschool to Grade 8.**

Morning buses will pick up children two hours later than their normally scheduled time.

Preschool (3 year olds) who come for only the morning session will not have class when there is a 2-hour delay.

AFTER SCHOOL ACTIVITIES

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

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

ACCEPTABLE USE POLICY – TECHNOLOGY

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

ILLNESS

CONTAGIOUS DISEASES

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, head-lice, chicken pox, pink eye, etc. If a

child has had a 24-hour throat culture one day, he/she should be kept home the following day until the results of the culture are known. Notice of the contagious disease is sent home to parents of students in the homeroom.

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

*****WITHIN COVID times, children need to be fever free for 72 hours with our medication of any kind.**

IMMUNIZATIONS

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

- Addition of a diphtheria, tetanus and pertussis (Tdap) booster for seventh grade students
- Addition of a second dose of varicella (a progressive requirement starting with kindergarten for 2010)
- Fourth dose of polio vaccine being administered on or after the fourth birthday

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

IMPORTANT MEDICATION INFORMATION

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

DO:

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

REMEMBER:

The nurse is only in the building 2 hours per week. Our school secretary or principal dispenses medication along with their many other duties when the nurse is not here. For legal

purposes and the safety of your child, we must have CLEAR, WRITTEN ORDERS FROM A PHYSICIAN BEFORE DISPENSING ANY MEDICATION.

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

A NEW FORM IS REQUIRED FOR EACH MEDICATION EACH NEW SCHOOL YEAR
Thank you for your assistance in this matter. Please direct any questions to the nurse at 419-826-5041

Fundraising Without Costing You Extra Funds!

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

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

HOW IT WORKS GET THE APP IN THE AP STORE



BUY BOX TOPS PRODUCTS

Look for the logo. You can find it on hundreds of products you know and love.

SCAN YOUR RECEIPT

No more clipping. Tap the scan button and snap a photo of receipt within 14 days of purchase.



your



EARN CASH FOR YOUR SCHOOL

It's that easy! Box Tops earnings are identified and automatically updated online.

Aluminum Can Tabs – Recycling of tabs from beverage cans are donated to Ronald McDonalds' Houses.

Cancelled Postage Stamps – Cancelled postage stamps are collected by the Sisters of Notre Dame. The money they earn is given to the poor and needy. Stamps must have a ¼ inch border of the envelope to be counted. If you would like to donate the envelope, the Sisters will be happy to trim the stamps.

Thank you for supporting St. Richard School through these fundraisers!



St. Richard Catholic School

333 Brookside Dr.

Swanton, OH 43558

Phone: 419-826-5041; Fax: 419-826-7256

REQUEST FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

Written request must be obtained from the physician and parent or guardian before medications can be administered during school time. Medications must be in the original container in which it was dispensed and marked clearly with student's name.

PHYSICIAN'S SECTION

Student's Name _____ Date _____

Address _____
Street City State Zip

Name and dosage of drug: _____

Date administration is to begin: _____

Date administration is to end: _____

Any adverse reaction that should be reported to physician: _____

Special instructions for storage: _____

Physician's Printed Name: _____

Physician's Address: _____

Physician's Phone: _____

Physician's Signature:

Date: _____

PARENT'S SECTION

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

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

Signature of Parents/Guardians:

Signature _____ Date _____

Signature _____ Date _____

Phone Number: _____
Home _____ Work _____

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

STUDENT'S NAME _____ DATE _____

STUDENT'S ADDRESS _____

NAME OF MEDICATION IN INHALER: _____

DOSAGE AND TIME TO BE TAKEN: _____

DATE to begin Administration: _____

DATE to Cease Administration: _____

SPECIFIC Instructions for use: _____

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

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

POSSIBLE ADVERSE reactions to an unauthorized user: _____

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

YES _____ NO _____

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

Physician's Signature: _____ **Date** _____

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

SELF MEDICATION FOR ASTHMA INHALERS

(Authorization Form)

MUST BE READ AND COMPLETED BY PARENT/GUARDIAN AND STUDENT

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

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

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

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

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

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

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

PARENT/GUARDIAN _____
(Signature) (Date)

STUDENT _____
(Signature) (Date)

Student Personal Convenience Absence

Student Name _____ Grade _____

Last Date at School _____

Date Returning to School _____

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

Statement of Student and Parent Responsibilities

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

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

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

Teacher initials: _____

Student Signature _____

Parent's Signature _____ Date _____

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

Principal's Signature _____



333 Brookside Drive

Swanton, OH 43558

Phone: 419-826-5041

Website: www.saintrichard.org

**Fully Accredited by the
Ohio Catholic School
Accrediting Association**



CELL PHONE AND OTHER ELECTRONIC DEVICE AGREEMENT

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

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

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

Monday

Tuesday

Wednesday

Thursday

Friday

Description on cell phone or electronic device: _____

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

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

Other stipulations that the parent or principal may request:

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Principal Signature: _____

Date: _____



333 Brookside Drive

Swanton, OH 43558

Phone: 419-826-5041

Website: www.saintrichard.org

**Fully Accredited by the
Ohio Catholic School
Accrediting Association**



Yes, I/we have read the Parent/Student Handbook along with my/our Child / Children and we will abide by the policies as set forth in the Handbook. We have also read and understand and will follow the Dress Code as stated in this Handbook.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

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