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**2021-2022**  
**Student Handbook**

**Rev. 8/5/2021**

**Founded:** 1948  
**Patroness:** Our Lady of Grace  
**Colors:** Green and White  
**Mascot:** Panther  
**Motto:** Wisdom is the Crown of Learning

## **INTRODUCTION**

This handbook is designed to acquaint the parents of our students with the philosophy and policies of Elyria Catholic High School. In this way, parents, administrators, teachers and staff can work together in the educational process. Registration of your son/daughter is considered an agreement on the part of students and parents to cooperate with the philosophy, policies and regulations of the school. Student enrollment at Elyria Catholic is on an annual basis. An invitation to return to Elyria Catholic for the following academic year is contingent upon the parent and the student's adherence to the philosophy of Catholic education. Updated information is available to parents in communications from the Main Office. Contact the school office between 7:00 a.m. - 3:30 p.m. for additional information or in an emergency.

"As a Diocesan owned and operated school, we adhere to Diocesan policies. During the course of the year, these policies and procedures may be revised, added to or deleted. Written notice will be given in those cases. These rules and regulations are not all-inclusive. It is the right of the Principal, after consultation, to make the final decisions about an issue/incident that may not be specifically stated in these pages."

Elyria Catholic has the right to amend this handbook without notice. Any mid-year changes will be communicated via the weekly newsletter.

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## **PHILOSOPHY OF THE DIOCESE OF CLEVELAND**

WE BELIEVE that a philosophy of Catholic education begins with faith. God, in creating us, gifted us with life, became one of us in Jesus, and in the Person of the Spirit awaits our response to this unconditional love. Jesus remains within the human community witnessing and sharing the Good News in every age and with all people. We return God's love by a sincere response to conscience and by membership in the Church. It is from this perspective that the educational ministry of the Catholic community flows.

WE BELIEVE that education, which is Catholic, begins with life in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love through involvement in the academic, cultural, social, and civic concerns of daily life.

WE BELIEVE that the Catholic school exists to teach the mandate of Jesus: "Love one another as I have loved you." This is the goal of all Catholic education. The school community, in sharing a global vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, physically, culturally, and socially. Among the values prized in the Catholic schools are self-worth, self-discipline in the search for a moral way of life, and appreciation for our American heritage. With deep concern for their sisters and brothers, young people in Catholic schools and the parish schools of religion form their personal response in truth, justice, and love.

Elyria Catholic is a comprehensive high school chartered by the Department of Education, State of Ohio and accredited by the Ohio Catholic School Accrediting Association.

### **Mission Statement of Elyria Catholic High School**

To empower young men and women to identify and use their God-given gifts to learn, worship and serve within the Catholic tradition.

### **Philosophy of Elyria Catholic High School**

Elyria Catholic is a co-ed high school which emphasizes a college preparatory curriculum. Elyria Catholic encourages the students to engage in extra-curricular experiences that will help them encompass the pillars of the Mission Statement.

Our expectation is that upon graduation, an Elyria Catholic student will:

- take an active role in the learning process and realize that it is a lifelong commitment;
- communicate effectively and think critically in oral and written form;
- recognize and practice self-discipline, have self-respect and model both;
- realize their God-given talents and act upon this realization by giving to the community;
- value life by making good moral decisions.

### **The Pillars of Elyria Catholic High School**

1. **Excellence** in all things
2. **Compassion** for all things
3. **Faith** in our Lord and Savior, Jesus Christ, expressed through a dynamic orthodoxy and nurtured by a vibrant spirituality, embracing a special devotion to our school's patroness, Our Lady of Grace
4. **Tradition** to the legacy of a "Loyalty that never dies!"
5. **Community** of Church, school, and family

## **Belief Statement of Elyria Catholic High School**

At Elyria Catholic High School, we believe:

- Students are granted individual gifts and talents by God to do His work. It is our responsibility to foster and develop them.
- As parents/guardians are the primary educators of their children, we must give them the encouragement and opportunity to participate in their child's intellectual, social, and spiritual formation.
- Our primary role is to develop the whole person by passing on the Catholic faith, teaching Gospel values, and providing academic excellence.
- All students can learn. It is our responsibility to provide a variety of instructional approaches to meet learning styles.
- Faculty and staff must foster a love of learning to encourage students to live a life of service to God and others.

## **Admissions Policy**

Elyria Catholic High School is a co-educational institution which permits students of any race, religion, disability, color, nationality, or ethnic origin to all the rights, activities and programs made available to students at our school. Additionally, Elyria Catholic does not discriminate on the basis of race, gender, age, sex, religion, disability, color, nationality, or ethnic origin in our academic policies, employment practices, athletic, scholarship or financial programs.

Acceptance to the school is based on past school achievement, behavioral and academic records, standardized test scores, and responses to the essay questions on the application. In certain circumstances, a personal interview may be required prior to acceptance.

Students in special education or those students with IEP/Services Plans who are seeking admittance to Elyria Catholic will also need to provide a copy of their ETR, IEP and/or Services Plan for review by a member of the Elyria Catholic intervention team to ensure that Elyria Catholic can meet the needs of the student.

## **I. RELIGIOUS FORMATION**

### **A. Service**

The student is required to complete a service project each semester at Elyria Catholic. The purpose of the project is to expand a student's awareness of social needs, to give the student an opportunity for generous self-giving, and to share his/her personal gifts with the school, parish and local community. Projects must have prior approval of the student's theology teacher. A student who fails to turn in a service project cannot receive a grade higher than a D- for either the second or fourth quarter.

### **B. Retreats**

Each student at Elyria Catholic is required to participate in the retreat program. If a student does not participate in his/her scheduled retreat, it is the student's responsibility to make arrangements to attend another approved retreat at his/her own expense before the end of the school year. Failure to complete a retreat without alternate arrangements will result in a grade reduction to a D- for the student's semester theology grade and will prevent seniors from participating in Baccalaureate and/or Graduation.

### **C. Religious Services**

All students, regardless of religious affiliation, are required to attend scheduled liturgies, prayer services and retreats. Opportunities to celebrate the Eucharist and Reconciliation are made available to all students throughout the year. Liturgies before sport seasons, drama productions, and other major school events are encouraged and celebrated together with parents and students.

## **II. ACADEMIC POLICIES**

### **A. Curriculum Offerings**

A detailed description of academic offerings is listed in the Course Offering Booklet and is posted under the Academic tab on the EC website.

### **B. Scheduling Procedures**

1. Parents will be informed around the start of second semester via the weekly newsletter and scheduling packet of the course selection/recommendation process.

Detailed information can be found in the Course Offering Booklet located on our school website.

2. Schedule changes will be implemented before the published schedule change date at no charge. After that date, a charge of \$55 will be assessed.

At the start of the school year, courses can be dropped up until the fifth day of scheduled classes for a fee of \$55. A change for second semester must be made before the second day of the second semester (\$55 drop/add fee applies). If a student chooses to

withdraw after the fifth day of classes, the grade will be recorded on his/her transcript a WF and will be calculated as an "F" into the grade point average.

**C. Registration Fee**

A non-refundable Registration Fee is required by all students enrolling at Elyria Catholic High School.

**D. College Credit Plus**

Students are offered the opportunity to earn college/high school credit through enrollment in courses offered by a college. The student must meet all eligibility requirements for participation set by the college of choice. Elyria Catholic High School offers several college credit courses on-site through Lorain County Community College. The State of Ohio offers free tuition if funding is available for courses taken. Students may also take advantage of credit in escrow courses for which the student is responsible for paying all costs. Credit in escrow courses will not be recorded on the Elyria Catholic High School transcript. For more information, please contact the Counseling Department.

**E. Credit Flexibility**

Elyria Catholic High School recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their individual learning styles and interests. As a model of education options, credit flexibility has been adopted by the Board of Education in the State of Ohio as a method to motivate and increase student learning by allowing access to more resources. Students may earn high school graduation credit by demonstrating subject area competency through the completion of traditional coursework.

It will be the provisional policy of Elyria Catholic High School to welcome applications for credit flexibility from its students. Each application filed appropriately on the school's submission form will be acted upon by the Credit Flexibility Advisory Committee. Credit flexibility forms are now available in the Main Office as well as on the website under Academics.



## **F. Graduation Requirements**

### **1. Academic**

The required courses are:

- 4 credits in Theology
- 4 credits in English
- 3 credits in Social Studies
- 4 credits in Mathematics
- 3 credits in Science
- 1 credit in Fine Arts
- 0.5 credit in Health
- 0.5 credit in Physical Education\*
- 0.5 credits of Electives
- 2.0 credits in Foreign Language
- 0.5 Personal Finance
- 0.5 Performing Arts
- 0.5 Visual Arts
- Total: 24 credits

Students must meet testing requirements for graduation as mandated by the State of Ohio.

\*Physical Education waivers meet State of Ohio graduation requirements but have no credit value. Students who elect to use waivers will choose .50 elective to replace PE credit.

### **2. Honors Diploma**

Due to changes by the Ohio Department of Education in regard to Honors Diplomas, please see the Counseling Department for grade specific requirements. Students must meet all but one of the following criteria unless it is a minimum graduation requirement.

1. 4 credits in Social Studies
2. 4 credits in Mathematics (Algebra I, Geometry, Algebra II, and one additional higher level course)
3. 4 credits in Science (2 credits of Advanced Science are required)
4. 3 credits World Language (three credits in one language or two units of two different languages)
5. 1 credit Fine Arts
6. Minimum Cumulative GPA of 3.5 up to the last grading period of Grade 12
7. Minimum Composite Score of 27 on ACT (excluding optional writing score) or combined 1280.

## G. Grading

1. There are four grading periods in the course of the school year.
2. A grade of incomplete (I) indicates that requirements have not been met because of excessive absence due to medical issues. An incomplete quarter grade must be made up within reasonable time.
3. Class rank and cumulative point averages are computed at the end of each semester. Cumulative GPA is based on SEMESTER GRADES.
4. Semester grades are computed by the following formula:  
40% of Qtr. 1 letter grade + 40% of Qtr. 2 letter grade + 20% of semester exam letter grade = Semester I grade.  
40% of Qtr. 3 letter grade + 40% of Qtr. 4 letter grade + 20% of semester exam letter grade = Semester II grade.
5. College Credit Plus (CCP) students receive high school credit. CCP courses are included in the GPA as weighted; however, Credit in Escrow classes are not included in the GPA. Credit in Escrow classes are classes for which students do not receive state funding unless the class is needed for high school credit and the student will be responsible for the payment.
6. Students must receive passing grades for two of the three grades given in a course each semester in order to pass the course.

### GRADING SYSTEM

A+	98 - 100%	C+	82 – 84.99
A	95 – 97.99	C	78 – 81.99
A-	93 – 94.99	C-	75 – 77.99
B+	90 – 92.99	D+	73 – 74.99
B	87 – 89.99	D	71 – 72.99
B-	85 – 86.99	D-	70 - 70.99
		F	0 – 69.99

\*An extra point (1.0) is added if a class is weighted.

## H. Semester Exams

1. Exams and/or final projects are administered to all students at the close of each semester.
2. Exemptions for second semester will be determined on an annual basis. Only seniors are given the privilege to be exempt when they achieve at least an A- or above in both quarters of the second semester of a subject. Individual teachers may choose to require all students to take exams.
3. In order to preserve the integrity of semester exams and provide consistent application for all students the following exam policy will be applied:
  - a. Students may not take an exam before the designated exam period.
  - b. A student who misses one exam due to illness will take the exam during the scheduled make-up exam period.
  - c. A student who misses more than one exam, the make-up exam schedule is as follows:
  - d. The student will follow his/her regular schedule on the first school day following the exams; make-up exams will begin at 3:00 p.m.
  - e. No student may take more than three exams per day unless approved by Administration. Additional days will be added if necessary.
4. Vacations do not warrant exemptions from exams.
5. Students who fail to report for an exam without a legitimate excuse will receive a failing grade on the exam.
6. If a student does not return his/her book at the end of the course, he/she will not be permitted to take the final exam until the book fee is paid.

## I. Academic Warnings

1. The purpose of an academic warning is to notify the student and his/her parents that he/she is failing or in jeopardy of failing a particular class. The teacher will notify the student and parent/guardian if a student is getting a D+ or below at the midpoint and two weeks prior to the end of the quarter.
2. Parents and students are encouraged to continuously check academic progress through ProgressBook.

**J. Academic Probation**

A student who earns a 1.69 average or below or 2 Fs for a semester will be placed on Academic Probation for the following semester. Students placed on Academic Probation will be required to attend a meeting with his/her school counselor, the assistant Principal and/or the Dean of Academics, all teachers of classes in which student earned an "F," and at least one parent or guardian to discuss specifics of being placed on Academic Probation.

At the end of the semester, a student on Academic Probation will have his/her academic record reviewed and evaluated. One of the following decisions will be utilized:

1. The student may be removed from probation.
2. Academic Probation is not designed to extend beyond two semesters. However, at that time, Administration will review the student's progress and issue a decision based on the student's commitment to his/her academic plan.
3. The student may be dismissed for insufficient commitment, which is defined as failure to comply with the prescribed remedial improvement plan.

**K. Conferences**

1. A parent conference day is scheduled after the first quarter and also in the early spring. Parents are encouraged to meet with teachers of courses that are difficult for their children at this time.
2. Parents may contact a teacher at any time via email or phone call to the Main Office.

**L. Credit Recovery**

All credit recovery courses must be pre-approved by the Counseling Department.

1. Students may recover credit through either Summer School or an Administration approved course at their own expense.
2. A student may not retake a course for the purpose of improving a "passing" grade.
3. All failed core courses which are necessary for graduation must be retaken for recovery credit.
4. Elective courses are to be retaken if they are necessary for graduation or for promotion to the next grade level.
5. Seniors who fail a 7th semester course must submit recovery credit grades to the Counseling Office by May 15th due to graduation requirements.
6. Seniors who fail an 8th semester course necessary for graduation must recover the credit in order to receive their diploma.

**M. Additional Graduation Information**

1. Seniors may participate in Baccalaureate or Commencement ceremonies if all credits necessary for graduation are completed. Outstanding financial obligations must be met.
2. If a senior fails a required course during the first semester, he/she is required to earn the necessary credits during the second semester in an approved program.
3. If a senior fails a required course during the second semester, he/she will automatically eliminate himself/herself from the Commencement ceremony. The credit(s) must be recovered in an approved program before the student can receive the diploma.
4. Students must meet the scoring requirements on the IOWA or ACT test as set by the Ohio Department of Education.
5. Seniors are given a calendar of end-of-the-year events. They are expected to be present for all activities in order to graduate. However, if a senior is uncooperative in terms of school regulations and policies and/or blatantly disrespectful, the administration has the right to deny the privilege of participation in Baccalaureate and Graduation exercises.

**N. Academic Awards**

1. The Valedictorian is a senior student who has the highest cumulative point average at the end of the seventh semester. The Salutatorian is the senior who has the next highest cumulative point average at the end of the seventh semester. These awards must be based on the minimum of four semesters at Elyria Catholic High School. The administration will rule on any exception to this norm.
2. The gold cord is awarded to any senior who at the conclusion of the seventh semester has a cumulative point average of 3.5.
3. Academic Letter: An academic letter is given to any student who maintains a 3.4 quarter average for any three quarters of an academic year. If a student has a 3.4 quarter average or above for each of the first three quarters, he/she will have the additional privilege of attending the Academic Recognition Ceremony in the Spring. A "Lamp of Knowledge" appliqué is awarded to a student who has received an academic letter in a previous year.
4. Academic Honors: Honors cards are awarded at the end of each semester based on the semester average.  
Honors: 1st Honors 3.9 or Above  
          2nd Honors 3.400 - 3.899  
          3rd Honors 3.000 - 3.399

### **III. ATTENDANCE**

To fully benefit from the program at Elyria Catholic, regular attendance is required. It is the student's responsibility to make up all work when absent. It is strongly recommended that parents/guardians consider the school calendar when planning vacations since vacations are still considered absences.

**In order to begin the school year, a student must:**

- **Be current with all vaccinations**
- **Have Final Forms completed in full by parents and students**
- **Be up-to-date with all tuition obligations**

IF A STUDENT LEAVES ILL DURING THE SCHOOL DAY THEY ARE NOT PERMITTED BACK TO SCHOOL FOR ANY REASON, INCLUDING ATHLETIC EVENTS AND EXTRA-CURRICULAR ACTIVITIES.

#### **EXCESSIVE ABSENCES**

A student may be placed on Attendance Probation for excessive absenteeism. Ohio Law states that excessive absences are considered 38 or more hours in one school month with or without a legitimate excuse; and 65 or more hours in one school year with or without a legitimate excuse.

#### **A. Procedures for Reporting Absences**

1. The day on which a student is absent a parent/guardian must phone the Main Office by 10:00 a.m. A voice-mail message may be left before regular hours by using extension 8605. In place of a call, an email may be sent to [attendance@elyriacatholic.com](mailto:attendance@elyriacatholic.com).
2. Students with excused absences are required to make up work missed. This is the responsibility of the student; it is not the responsibility of the teacher. The teacher determines when missed work is due. Usually, it is within a couple of days unless the absence has been of greater duration.
3. If a student is going to be absent for several days, a request for work may be made through the Main Office.

**Please see COVID-19 Addendum for additional details regarding absences due to quarantine.**

## B. Excused Absences

Students are excused from school for the following reasons:

1. Personal or parental illness
2. Death in the immediate family
3. Doctor appointments: A note stating the time and type of appointment must be signed by the parent/guardian and handed into the Main Office before school on the day of the request in order to be dismissed. A doctor's note is required to verify the appointment from the dentist/doctor upon the student's return. Failing to produce this documentation will result in an unexcused absence. (Parents are requested to schedule all medical and dental appointments during vacation, free days, or on weekends if at all possible.)
4. Family Vacations: In general, students take vacations on the days indicated as "vacation days" on the school calendar. If a vacation is planned for outside of the designated days off, it is strongly recommended that a maximum of five days be taken for family vacations in the course of a school year. Vacations taken with parents/legal guardians are excused absences when the student follows the pre-arranged absence process. Failure to follow this procedure may result in an unexcused absence(s). School work is due upon return from family vacations.
5. College visitation day:
  - Two days for college visitation during school time are reserved for sophomores, juniors and seniors in good academic standing. The school administration has the right to deny the second day if the student is careless about attendance and/or tardiness or if the student has missed several days of school.
  - It is the student's responsibility to meet all requirements in order to take an excused college day. Failure to meet any of the requirements will result in an unexcused absence.
  - Procedure: A student must obtain the pre-arranged absence form and return it to the Main Office for review by the Assistant Principal and Dean of Academics two days prior to the absence.
  - Students must obtain official visitation documentation from the college (signed letter, note card, etc. of a contact person with their telephone number) to verify the appointment/visit upon their return to school.
  - Any additional college days taken over and above the permitted two days will be unexcused. There are several three-day weekends throughout the year for college visits. For additional college visitations, parents must set up an appointment with an administrator to gain excused-absence status.

**C. Unexcused Absences**

Students who have an unexcused absence are not permitted to make up work missed or turn in assignments due that day. Students are not excused from school for the following reasons:

- Absence from school without notification from a parent/legal guardian within 24 hours of the absence
- Vacations taken without affirmation that parents/legal guardians will accompany the student
- Family vacations scheduled on the days of semester exams
- Non-school activities (work, senior pictures, etc.)
- Visiting another school

In the case of determining excused from unexcused absences, administration has the right to make the final decision.

**D. Habitual Truant/House Bill 410 Requirement**

1. Absent 30 or more consecutive hours without a legitimate excuse
2. Absent 42 or more hours in one month without a legitimate excuse
3. Absent 72 or more hours in one year without a legitimate excuse

Habitual Truancy will lead to Attendance Probation

**E. Tardiness**

1. Students are expected to be on time and seated in first period by the 8:00 a.m. start bell. Normally, any student who is late for school in the morning will not be excused unless the public school bus transporting the student is late.
2. Students arriving after 8:00 a.m. but before 8:15 a.m. will receive an unexcused tardy.  
Students are allowed two free unexcused tardies per quarter. For each tardy after, students will receive a demerit within the quarter. If a student receives six demerits for any reason they will receive a Saturday School detention.
3. Students arriving after 8:15 a.m. will have their tardy considered as a class cut, which may result in a Saturday School.



**In the case of determining excused and unexcused tardies, administration has the right to make the final decision. School work may not be made up if it is an unexcused tardy or class cut.**

**F. Extra-curricular Participation**

If a student leaves ill during the school day, they are not permitted to return back to school for any reason, including athletic events and extra-curricular activities.

In order for a student to participate in or attend after school events (i.e. sports or social event), he/she must be in school a minimum of six (6) full periods the day of the event (in by the start of fourth period – 10:31 a.m. on a regular school day). Failure to meet this requirement will result in forfeiture to participate in or attend the event. If the infraction is later discovered, the student will forfeit the privilege to participate or attend the next type of event they attended. This rule applies to practices, games, rehearsals, and all extracurricular activities such as sports, dances, marching band and drama. Administration will rule on extenuating circumstances.

**G. Calamity Days**

Calamity days are determined by Elyria Catholic High School. Notifications will be made through social media, email and television.

**IV. DISCIPLINE CODE**

The purpose of the discipline code at Elyria Catholic High School is to set the minimum standards of cooperation and respect expected of our students for themselves, for each other, for the faculty, staff and administration. Failure to comply with the code will result in detention time, possible suspension, and/or disciplinary probation. Continued refusal to comply with the demands of the code, or to cooperate with the administration and faculty (on the part of parents and students) may result in expulsion.

Disciplinary: A student must show general cooperation with the policies and personnel of Elyria Catholic. Any continued and deliberate infraction of rules and/or serious misconduct (in the areas of outright disrespect, theft, vandalism, drugs, drinking, firecrackers and weapons) can prevent a student from graduating with his/her class. A student must serve all detentions and/or suspensions before he/she is permitted to participate in Baccalaureate and Graduation activities.

Students are subject to the discipline code for all actions that directly affect the good order, efficiency, morale, and welfare of Elyria Catholic. Areas of disciplinary control shall include:

1. While in the school or during remote learning, on school grounds, or in sight of school premises during and immediately before or immediately after school hours (including schools where the student is not in attendance) and on school field trips
2. While engaged in or attending school-related activities on or off school grounds
3. While on school grounds, at any time when the school is being used by school or school-related groups
4. While engaged in any off-campus activity that will directly or indirectly be detrimental to the image and reputation of Elyria Catholic; repeated offenders may be dealt with more severely

### **ELASTIC CLAUSE**

**Because it is impossible to foresee all problems which arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit and philosophy of Elyria Catholic High School even though not specified in this Code of Conduct.**

#### **A. Disruptive Classroom Behavior**

The following disciplinary concerns will be handled accordingly:

1. Removal from class due to behavior
2. Repeated disturbances within the educational environment  
When a student is asked to leave a classroom or study hall and is sent to the office for disruptive behavior, this is considered a serious offense. The teacher will refer the matter to the Assistant Principal. If the disruption occurs a second time, a conference will be held with the parents/guardian, student, and teacher. Any further related incidents will be referred to the Assistant Principal.

#### **B. Discipline Violations**

The administration will determine the type of discipline ranging from demerits to expulsion from school. In all cases of suspension and expulsion, the administration will notify a parent as soon as he/she can be contacted.

1. **Abusive Communication Towards Others**  
A student shall not use vulgar, profane, or abusive language toward any person, nor communicate in any form, which is vulgar, profane, obscene, abusive, threatening or intimidating
2. **Cause or Attempt to Cause Physical Injury**  
A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to any person.

3. **Damage, Destruction or Tampering with Private or School Property**  
A student shall not intentionally or by careless act cause or attempt to cause damage to school or private property.
4. **Defiance or Violation of Directives or Requests**  
A student shall comply with directives and orders of authorized school personnel. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.
5. **Disruption of School**  
A student shall not cause, urge, encourage or engage in conduct that may cause the disruption or obstruction in the mission, process or function of Elyria Catholic High School
6. **Dress Code**  
A student shall follow the rules of the dress code contained in this handbook.
7. **Forgery**  
A student shall not forge a parent's or anyone's signature on any school form or document.
8. **Inappropriate Physical Contact**  
Students shall not engage in inappropriate physical contact, including public display of affection.
9. **Theft**  
A student shall not steal, attempt to steal, or have in his/her possession stolen property – including public or private.
10. **Trespassing**  
A student shall not be present on school property to which he/she is not assigned except with the permission of authorized school personnel. A student under out of school suspension shall not be present on school property or attend school related functions without the permission of the authorized school personnel.
11. **Truancy, Tardiness, Class Cut**  
A student shall not be absent from school, or from any portion of the normal school day, without school authorization.
12. **Unauthorized Duplication, Possession, or use of School Property**  
A student shall not duplicate, attempt to duplicate, be in possession of duplicated school property (i.e., keys, quizzes, tests, etc.), use or be in possession of any school property without proper school authorization.
13. **Unauthorized Student Movement**  
A student shall not leave his/her assigned school area at any time without proper authorization. A student shall not be in the halls or outside the school building without proper permission or authorized pass.
14. **Weapons or Dangerous Instruments**  
A student shall not bring, use, or possess any firearm, destructive device, knife or other dangerous weapon or instrument.
15. **Following COVID-19 guidelines, see addendum for specific code of conduct.**

## C. Special Discipline

### 1. Academic Integrity

Elyria Catholic High School students are expected to act with integrity at all times. Academic dishonesty, therefore, is considered a serious violation of this expectation. In an effort to discourage academic dishonesty of any kind, a record of major incidents will be kept by the Dean of Academics. Parents will be notified of any academic dishonesty incidents. Consequences may range from verbal discipline to expulsion.

Academic dishonesty includes, but is not limited to:

- Unauthorized sharing of one's own work and/or representing of another's work as one's own
- Copying answers on a test
- Creating/using unauthorized materials during formal assessment
- Plagiarizing written assignments from any source
- Providing another person with information that is not his/her own
- Misuse of electronic technology to assist in the improvement of a grade

### 2. Drinking and/or Drugs

A student shall not have in his/her possession any drugs and/or paraphernalia.

A student shall not possess, sell, or use any controlled substances or look-alikes:

- on school grounds
- during remote learning
- at a school function or school-sponsored event on or off school grounds
- on school buses, vans, motor vehicles going to and from school or events

**Any student selling or transmitting drugs/alcohol shall be expelled and the police notified.**

Any student violating the controlled substance policy other than selling or transmitting will be immediately suspended from school, during which time a chemical dependency assessment must take place at an adolescent chemical abuse problem / clinic / hospital. Failure to comply with such assessment and recommendations will result in expulsion. In addition, any repetition of this offense during the four years the student is enrolled at Elyria Catholic may lead to expulsion.

If two members of the faculty/ staff/ administration independently express concerns based on specific behaviors, or physical symptoms, that, although alone, may not be considered conclusive evidence of chemical use, abuse or dependency, the school

administration reserves the right to administer an alcohol or drug test at the time of a suspected violation. A student may be required to undergo a chemical assessment. Failure to comply with such pre-assessment and the subsequent recommendations may result in expulsion.

Students involved in extracurricular activities in which they represent Elyria Catholic are also subject to the discipline of that activity. Athletes and cheerleaders are subject to this code.

If an administrator has reason to believe a student to be in possession of items not appropriate for school as determined by administration, they may be asked to empty pockets/purse.

### 3. Smoking

Students shall not have in his/her possession any tobacco products, electronic cigarettes, juuls, or illegal instrument or pipes. Smoking and/or chewing tobacco by students is not permitted:

- a. on school grounds (including parking lots)
- b. during remote learning
- c. at a school function or school sponsored events on or off school grounds,
- d. on school buses or other school vehicles.

If an administrator has reason to believe a student to be in possession of items not appropriate for school, they may be asked to empty pockets/purse.

The following penalties are issued for violation of the above directives:

1st offense 1 day in school suspension

2nd offense 1 day out of school suspension

3rd offense 3 days out of school suspension and meeting with Administration

Additional offenses may result in recommendation of transfer from Elyria Catholic.

### 4. Harassment, Vandalism, Physical Abuse, Threats

Students will be subject to school discipline, including possible expulsion, for any harassment, vandalism, physical abuse or other disruptive behavior toward any student or school personnel.

## D. Conduct at Games/Extracurricular Activities

Activities/Misconduct Off Campus

Behavior at games and extra-curricular activities must be in line with the philosophy and mission of Elyria Catholic High School. Elyria Catholic students must sit in their own stands. Good sportsmanship should be exhibited at all times. Cheering should follow the cheerleaders' direction. There is no room for booing or attention-getting behavior at our games. Support our team's effort, respect opponents and referees. Students attending games should leave the building or field area immediately at the conclusion of the game.

Any conduct off school grounds that may endanger the health or safety of the student within the school community or adversely affect the educational process is not tolerated. A full range of disciplinary penalties may include, but not be limited to: detention, suspension, expulsion, or removal from extracurricular activities.

#### **E. Demerits**

Demerits are issued for minor disciplinary offenses, replacing detentions. For every six demerits, a student will be issued a Saturday School detention.

#### **F. Detentions**

1. Detentions are held with teachers when assigned by the teacher or with administration.  
A 24-hour notice must be given to the student to serve a detention. Students will be notified of their detentions.
2. If a student does not serve the detention when scheduled or make alternative plans with a teacher or Administrator, they will automatically be assigned a second detention. If neither are served when scheduled, a Saturday school will be issued.

#### **G. Saturday School**

1. Students may be assigned Saturday School for:
  - receiving six demerits
  - for disciplinary infractions
  - arriving to school after 8:15 a.m. unexcused
  - parking illegally in the near lot
  - at the discretion of an Administrator
2. Students will attend no more than two Saturday School sessions for accumulation of six demerits. A disciplinary-probation conference will be held with the student, parent(s), and Assistant Principal.
3. School appropriate attire is required during the 9:00 a.m.-12:00 p.m. Saturday School session. Students and parents will be notified of the Saturday School

date by letter. No one is excused from a Saturday School without the approval of Administration.

**IMPORTANT: If a student misses an assigned Saturday School session and is not excused, he/she will be assigned a three-day out-of-school suspension upon his/her return to school the following week.**

#### H. **Suspension**

1. Suspensions are treated as unexcused absences. The first time a student is suspended for any reason and regardless of the length of the suspension, the student will be permitted to make up missed work and missed evaluations during the time of the suspension minus 25% of the total grade for assignments and 25% from the student's scores on evaluations.  
\*\*\*The time frame for making up missed work is entirely at the discretion of the respective teachers.
2. A student who is suspended may not participate nor be in attendance at any extracurricular activities/functions on the day(s) of suspension. You may not return to campus unless permitted by Administration.
3. If a student is suspended more than once in an academic year, he/she will not be permitted to make up any missed class work.

#### I. **Expulsion**

Expulsion of a student from school is a serious matter. In some cases, the Principal may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the Principal.

#### J. **Disciplinary Probation**

A student will be placed on disciplinary probation for disciplinary reasons. During the probation period, the student will be placed on a disciplinary contract. The student is expected to demonstrate improvement in the areas of the contract; failure to do so is a violation of the probation.

The time span of probation is generally one semester but may include the balance of the current school year. All terms and conditions of the probation are solely the judgment of the administration and require complete acceptance by both the parents and student.

Students on probation who violate any of the serious rules of the school involving smoking, drinking, or drugs, or who are suspended for any offense, can be asked to withdraw from EC.

The student will attend regular counseling sessions with the Assistant Principal to evaluate the student's progress on probation and to discuss any difficulties that may arise. Parents will be notified of a student's progress or lack of it. Violation of any of these conditions can result in a request for transfer immediately or at the semester.

#### **K. Parent Conduct**

Parents are expected to protect the reputation and values of Elyria Catholic High School. Communication regarding issues with staff, faculty, students or fellow parents shall be respectful and well-mannered. Additionally, negative and derogatory remarks regarding members of the community and other issues should not be posted on social media, rather dealt with through dialogue with a member of Administration.

The education of your child is a partnership between families and the school. If the administration feels that the partnership is irretrievably broken, Elyria Catholic High School reserves the right to withdraw a child. Elyria Catholic requires all families and students to follow and support the policies contained in this handbook.

#### **L. Misuse of Technology**

When an internet issue is brought to school's attention the following steps will be followed in accordance to local jurisdiction:

1. A complete investigation will take place by administration
2. All parties will be interviewed
3. Parents will be notified
4. Written report of the investigation will be filed
5. If necessary, disciplinary action will take place; suspension, expulsion and/or referral to local authorities are all potential courses of action

Internet issues include, but are not limited to:

1. Any pictures/videos of students displaying behaviors that do not follow school's mission
2. Any written material, cyber bullying, or harassment that does not follow school's mission
3. Any illegal or inappropriate visual postings that displays the school's name, insignia, etc.
4. Any postings demeaning to the image or reputation of Elyria Catholic High School, including disparaging comments about faculty, staff, administration, coaches, or other students
5. Any unauthorized recording of videos with a cell phone or electronic device during school hours or at school sponsored functions
6. It is illegal to post or transmit pictures of minors without parental permission



## **V. DRESS CODE**

The dress code is meant to help the students look neat, learn self-discipline and provide the best academic environment Elyria Catholic feels it can in accordance with its mission and goals. The student dress code is in effect from the time a student arrives in the morning until he/she leaves the building at the end of the day. Also, wherever they go, students should be aware that they represent Elyria Catholic High School and their appearance should reflect well on the school. Any student violating the dress code will receive a demerit. Additionally, students in violation of the dress code will need to rectify the issue, if possible, before returning to class. This may involve calling a family member to bring proper clothing to school. Any classes missed will be considered unexcused absences. It is the responsibility of all students, as well as their parents, to cooperate with the school and to conform to the spirit as well as the letter of the dress code. Please do not allow your son/daughter to leave for school in violation of the dress code. The administration, faculty, and staff have the right to determine what is appropriate.

All school uniforms should be laundered regularly to promote good hygiene and prevent the spread of germs.

### **A. EC Dress Code for the 2021-2022 School Year**

#### **BOYS AND GIRLS:**

1. Students may wear black or khaki/tan Docker-style twill dress pants that are of the proper size and fit with a belt. The pants should have no outside patch pockets in the front or back. No cargo pockets, rivets, zippers or fad styles are allowed. Jean material, corduroy or stretch pants are not acceptable.
2. Students may wear a dark green or gray sweater vest, cardigan, or V-neck sweater embroidered with the EC logo with their uniforms. These can be purchased from Schoolbelles.
3. Gray and green Elyria Catholic crew neck sweatshirts and the black EC nylon ¼ zip up (this does not include team warmups for any sport) may be worn over the uniform top throughout the school year and are available for purchase in the Spirit Shoppe.
4. Students must wear solid black, brown, navy, gray or white dress shoes with backs and not exceeding the ankle bone, with dress socks. Tennis shoes or athletic shoe look-a-likes are not acceptable. Socks must be black, navy, hunter green, white or gray and solid in color.
5. No tattoo should be visible during the school day or any school or athletic activity.
6. Backpacks/side bags may not be carried between classes during the school day.

## **BOYS:**

1. Boys wear white, long or short-sleeve dress shirts with a collar. A white crewneck t-shirt, with no writing, may be worn under the dress shirt. A conventional tie that is in good taste must be worn with the dress shirts.
2. **On Mass days, boys must wear white dress shirts with the EC tie purchased from Schoolbelles. No sweaters, crewnecks or pullovers may be worn with the dress uniform.**
3. Seasonal uniform: From the start of school until October 1<sup>st</sup> and from May 1<sup>st</sup> until the end of the school year, boys may wear dark green or white polo shirts embroidered with the EC logo. These can be purchased from Schoolbelles. Khaki shorts (no cargo style) are also permitted during this time.
4. Length of hair should not exceed the top of the collar or hang over one's eyebrows. Hair must be at least ¼ of an inch long. No shaven heads. Sideburns may not extend beyond the bottom of the ear. Hair must be of natural color. No unnatural colors (oranges, purples, greens, grays, etc.) or combinations (blonde with black, brown with red, etc.) or attention-getting fad styles are permitted. Boys are to be clean-shaven or they will be asked to shave in the restroom in the Main Office and will receive a demerit. The time out of class is unexcused.
5. Jewelry and accessories brought or worn to school must be in good taste and reflect the philosophy of Elyria Catholic High School. One stud earring in each ear may be worn. Clear spacers for other piercings are not permitted.

## **GIRLS:**

1. Girls wear short or long-sleeve embroidered white oxford shirts purchased from Schoolbelles. **These shirts are mandatory Mass day attire. No sweaters, crewnecks or pullovers may be worn with the dress uniform on Mass days.**
2. Girls may also wear the banded polo shirt in white or green (this polo does not have to be tucked in), purchased from Schoolbelles. A white t-shirt, with no writing, may be worn under the polo or oxford shirts.
3. Girls may wear a uniform skirt purchased from Schoolbelles in navy/green plaid or forest green. Please note the length must be no shorter than 3" from the front and back of the knees.
4. Girls must wear socks covering the ankle bone or tights in solid navy, black, hunter green, white or gray. Solid black, navy blue, dark gray or hunter green leggings with matching socks are permitted with skirts.
5. Seasonal uniform: From the start of school until October 1<sup>st</sup> and from May 1<sup>st</sup> until the end of the school year, khaki shorts (no cargo style) are permitted.
6. Hair must be of natural color. No unnatural colors (oranges, purples, greens, grays, etc.) or combinations (blonde with black, brown with red, etc.) or attention-getting fad styles are permitted.

7. Extremes in jewelry or makeup are not permitted. Pierced jewelry may be worn in the ears as well as a small nose stud. Nose rings are not permitted. Clear spacers for other piercings are not permitted.

### **SENIORS ONLY:**

1. Senior boys are permitted to wear solid color dress shirts with a tie. Long sleeve crew neck, V-neck, cardigan sweaters or vests may be worn over visible dress shirts with tie only. Fleece material garments of any kind may not be worn. No turtleneck styles, sweatshirts or hoodies are permitted as sweaters.
2. Senior girls may wear long sleeve crew neck, V-neck, or cardigan sweaters or vests over the EC embroidered white-collared blouse or polo. Fleece material garments of any kind may not be worn. Sweaters must be long enough to cover the hip/waistline. No turtleneck styles, sweatshirts or hoodies are permitted as sweaters. No cropped-style sweater. No sweater may be longer than mid-thigh.
3. College sweatshirts may be worn on Pride Days starting in January.

### **B. Uniform Requirements When Injured**

If students are in a sling or cast due to an upper body injury, they are permitted to wear an EC pride top with uniform from the waist down.

If students have a lower body injury, they are permitted to wear an EC pride top with appropriate and comfortable bottoms. In the case of a foot injury, students can wear comfortable shoes with their EC uniform.

A doctor's note with the time duration (end date) or communication from the athletic trainer is required for these accommodations.

### **C. EC Pride Day**

On designated days, students may wear "official" EC team/club jerseys, t-shirts or sweatshirts. The purpose of these days is to reflect pride in our school by wearing tops representing participation in, or support for, extracurricular activities. All apparel worn on Pride Day must have been purchased through the school via the bookstore, official school club, or the Athletic Department. Dress code pants, skirts, socks and shoes remain regular dress these days.

### **D. Dress Down Day**

On designated days, students may wear school appropriate jeans (no holes), sweatpants (non-sagging) and shorts or gym shorts and athletic shoes. All shorts must be mid thigh length or longer. Leggings are permitted only if the top reaches fingertip

length. All shoes must have a back. All shirts must cover the shoulder, be in good taste, and school appropriate. Bare midriffs are not permitted. If a student's attire is deemed inappropriate by administration, they will be asked to call home for a change of clothing. Any time missed from class will be considered unexcused.

**E. Guidelines for Senior Pictures (for school composite)**

When seniors are selecting clothes for their senior picture, the EC Dress Code for Boys and Girls is followed in the areas of Shirts/Blouses, Hair/Shaving, Jewelry/Accessories as stated in the handbook.

Also note: Girls must wear shirts/tops that cover the shoulder and upper arm; no bare shoulders or cleavage will be accepted.

**VI. SCHOOL REGULATIONS/INFORMATION**

**A. School Hours**

The building opens at 7:00 a.m. No student should arrive before this time. Students must report to the cafeteria if arriving prior to 7:40 a.m. Students still in the building waiting to be picked up after 3:30 p.m. should also report to the cafeteria.

**B. Electronic Devices**

The use of electronic devices is not permitted during school hours from 8:00 a.m. – 2:55 p.m. with the exception of approved use of devices during lunch. If electronic devices are used outside of the designated time periods, the following will apply:

**First Offense:** \$20 fine, a detention, and the phone/device will be returned to the student after a phone call to the parent.

**Second Offense:** \$20 fine, a Saturday School, and the phone/device will be returned to the parent.

**Third Offense:** \$20 fine, a three-day out-of-school suspension, and the phone/device will remain in the Main Office until the end of the school year (unless separate arrangements are made with the parent).

**C. Study Hall Regulations**

1. Each student will have an assigned seat. Students are expected to be in their seat when the teacher takes attendance.

2. This time should be used for individual study activity which does not distract others, produce noise or require moving from seats. Students should have something to study to occupy time when assignments are completed. Students are not permitted to sleep during study hall. Please note that study halls in the cafeteria or auditorium may be open-style study halls where students can work with one another once attendance has been taken, at the discretion of the moderator. It is still expected that students not be loud or a distraction to others trying to work independently.
3. Students having appointments with student support staff, school counselors, teachers, and office staff must present an excuse pass to the study hall supervisor. These students must have a written excuse pass signed by the person with whom they have an appointment.
4. All school rules apply in study hall. Students are not permitted to play cards in study hall.
5. Students are to remain in the study hall room until the period is over. In an emergency, a study hall supervisor will issue a pass.
6. Electronic devices, other than Chromebooks are not permitted to be used in study halls.
7. Food and drinks are prohibited in study halls in the classrooms but are permitted in the cafeteria. The study hall moderator in the cafeteria reserves the right to revoke this and other privileges for any disciplinary concerns.

**D. Motor Vehicle Regulations**

1. Automobiles are forbidden to pick up or drop off a student(s) in the driveway on the plaza immediately after school from 2:45 – 3:05 p.m. This lane is reserved exclusively for school buses. The near lot entrance is closed to parents picking up students from 2:45 p.m. until 3:05 p.m. for the safety of the students. Students may be picked up in the far lot from 2:55 – 3:15 p.m., or in the near lot after 3:15 p.m.
2. Students may drive to school and use the far parking lot. The near lot is reserved for seniors who have paid a fee for the near-lot parking permit. Students must park in assigned areas. Cars in fire lanes, staff, visitor, or restricted handicap areas may be towed.
3. The near lot is reserved for seniors. Spots are chosen by a lottery. All cars on the property must have a hang tag. If students have more than one car, they must report all license numbers on the Senior Parking page on Final Forms. Students violating these regulations will be issued one warning. Students who do not have a parking pass for the near lot and receive two parking violations will no longer be eligible to park in the near lot their senior year and may jeopardize parking on the school campus. Further, a Saturday School will be assigned for unauthorized parking in the near lot.

4. Students who park in the far lot are required to fill out an information sheet on Final Forms. Students must park in the lines provided. Students who do not cooperate will lose their parking privileges.
5. Students who park in the far lot are not permitted to move their cars to the near lot or field house parking for the safety of students leaving school and evening activities in the building.
6. Driving to school is a privilege; any student who does not follow driving and parking guidelines or is reported driving dangerously on the school campus may lose their driving privileges and face disciplinary action.

**E. Visitors**

The intention of our visitation program is to offer a prospective student the opportunity to spend a day on our campus and within our community. Virtual student visits may be offered in the event that a student is unable to physically attend in person. A visiting student should have a serious intent to attend Elyria Catholic. In order to visit, the visitor's parent/guardian should contact the Admissions Office at least 2 days in advance. We reserve the right to deny any visitation request and to restrict visitors on certain days of the year.

**F. Fire, Tornado Drills, Rapid Dismissal, Shelter in Place and Lockdown**

State law requires fire, evacuation, lockdown drills, tornado drills and shelter-in-place drills at regular intervals. It is essential that all obey orders promptly, move QUICKLY AND SILENTLY by the prescribed route. If a parent opts to not have their child participate in any safety drill or training, materials can be provided upon request.

**G. Cafeteria Regulations**

1. Students are expected to clean their own area after eating lunch.
2. No food or drink other than water is to be taken out of the Cafeteria..
3. Electronic devices are permitted to be used during assigned lunch periods but may not become a distraction to others. Additionally, no pictures or video may be taken of another student without his or her permission.
4. Throwing food in the cafeteria will not be tolerated.
5. No food purchased from fast food/pizza outlets may be brought in or delivered during the lunch periods.
6. Students are not to play cards during lunch.

**H. Hall Passes**

To leave any class, students must have a hall pass from their teacher and go to and from the destination only as quickly as possible.

I. **Meeting with college representatives during the school day**

A student wishing to meet with a college representative during the school day must obtain a pass from the Counseling Office. A student may obtain a maximum of two passes per school year. It is recommended to arrange meetings at alternate times so a student does not miss the same class more than one time.

J. **Illness at School**

When a student becomes ill during the school day, he/she must report to the office. **Please do not call/text your parents on a cell phone and have them call the office to report that you are ill.** Permission from parents or guardians must be obtained from the office administrative assistant before the student is allowed to leave the school property.

In more serious cases, parents' permission will be obtained to take a student to the hospital for further attention. In case parents cannot be reached, a guardian or relative must be contacted. If a student needs emergency hospital care, the information on the emergency medical authorization form is followed. If no one is available, an administrator will accompany the student.

K. **Announcements**

1. Video announcements are played during first period. Requests for video announcements are to be submitted by the moderator by 7:00 a.m. the day the announcement is to be made.
2. Afternoon announcements are for large-scale cancellations only. Any exception must be approved by administration.

L. **School Dances**

School dances are held for the benefit of Elyria Catholic students. When students are permitted to bring a guest, the following procedures are to be followed:

1. Students are required to complete a dance guest application, due to the Main Office three (3) days prior to the dance.
2. No junior high or elementary students are allowed to attend any dances. Nobody over 20 years-old may attend.
3. All school rules and regulations apply during the dance.
4. Once a student leaves the dance, he/she may not return.
5. If students leave before the designated time or are late to the dance, parents will be notified.

6. Dance and dress styles must be in line with the philosophy and mission of Elyria Catholic High School.

**M. Pregnancy and Paternity Policy**

Elyria Catholic is a pro-life institution and all possible means will be employed in assisting a student, in respecting a student's dignity, accomodating the student in completing the course of studies, graduating with her/his class and continuing within the school setting in as normal a manner as possible. Each case will be handled individually by the administration. Once the student seeks counsel with the administration, the guardian will be contacted to assist the family in a strictly confidential manner (e.g. individual, professional counseling).

**VII. WITHDRAWAL POLICY**

Before a student officially withdraws, a conference should be held with the student, parent / legal guardian, and the Admissions Director. The student's parents must complete the Withdrawal/Transcript Request form and submit to the Admissions Director.

- A. Student returns his/her ID card, textbooks, Chromebook and supplies that are property of the school to the Admissions Office.
- B. If tuition is paid in full (to date), official grades and health records are sent to the new school.
- C. If tuition is not paid, the transfer request is sent to the new school with health records, standardized test results and a note that official grades will follow when financial obligations are met.

The education of your child is a partnership between families and the school. If the administration feels that the partnership is irretrievably broken, Elyria Catholic reserves the right to withdraw a child. Elyria Catholic requires all families and students to follow and support the policies contained in this handbook.

**VIII. DIOCESAN / SCHOOL POLICIES**

Elyria Catholic's Pregnancy Policy and Student AIDS Policy are on file in the Main Office due to the length and detailed nature of these policies.

**A. Weapons Policy**

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, Elyria Catholic's policy expressly prohibits the use,



possession, sale, or discharge of any weapons, look-alikes, an object that is indistinguishable from a deadly weapon, dangerous ordinances and instruments or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, teachers, administrators, volunteers and other personnel in the school or parish.

An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the Principal or other administrator should immediately contact the police department and the Diocesan Education Office before confronting the individual. A model disciplinary process should include immediate in - or out-of-school suspension, pending investigation and resolution.

This policy in its entirety is located in the Main Office.

## **B. Bullying, Sexual Harassment and Sexual Violence Policy**

Elyria Catholic High School seeks to create and foster a school community in which all individuals are treated with dignity, integrity, and respect. In light of this, every person has a human dignity which Elyria Catholic High School is committed to enhance and protect. We believe that all individuals are "created in the image and likeness of God." For these reasons, the Elyria Catholic High School community is one in which all faculty members, students, and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind interferes with this development and, therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile, and intimidating environment.

Examples of harassing behavior include, but are not limited to the following:

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.

- Physical Harassment: Unwanted physical contact, touch, impedence, blocking movements, assault, hazing or any intimidating interference with normal activity or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures or altered photographs physically produced or posted, including electronic avenues (cell phone / Internet).
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature.

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. As members of the Elyria Catholic High School family, we trust that you will embrace and practice these principles on campus and in your home.

The above list is not meant to be all-inclusive, but is intended to provide counseling as to what may constitute bullying or sexual harassment.

Allegations of bullying or sexual harassment are to be reported to the teacher and the Principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred.

Possible disciplinary actions may include, but are not limited to, any or all the following:

- verbal warning/reprimand and apology to the victim
- peer or guidance led mediation
- a parent/student/counseling/administration conference
- written warning/reprimand and parent notification, entered in the student's file
- detention or removal from selected school activities and/or extracurricular activities
- behavior/probation contracts, possibly requiring professional intervention
- suspension
- expulsion

## **Sexual Violence**

Some acts of sexual harassment are also criminal in nature. If an incident of sexual violence occurs, the Principal, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Children Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12) as examples. In each one of the above examples, the Department of Children Services and the police will be contacted immediately.

### **C. Student Threats/Violence Policy/Child Abuse**

Elyria Catholic High School has adopted the following policy regarding threats made by students to others:

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately. If an individual reports that he/she has been threatened and the individual believes he/she is in danger, criminal law requires that the individual report be taken seriously and reported to the police, who will make a determination.
2. If a student or staff member hears a threat, he/she should report it immediately to an administrator.
3. The police and/or parent/guardian of the student who made the threat will be notified immediately.
4. The student will be kept in the Principal or Assistant Principal's office under supervision until police or parents arrive. Minimally, the student will be suspended for an amount of time determined by the administration. Other consequences will be determined by the administration in accordance with Diocesan policy.
5. If child abuse is reported to an EC employee by a student, this requires Children Services to be notified. Failure to report the allegation is a felony.

#### D. **Alcoholic Beverages/Smoke Free**

Alcoholic beverages are not permitted to be consumed on school property unless proper Ohio Liquor Law Ordinance permits and liability insurance are procured through the Diocesan Insurance Department. Elyria Catholic is a Smoke Free campus.

#### IX. **SCHOOL FORMS**

1. Legal Custody Form – A certified copy of the entire court order including the case number and those sections referring to visitation rights and contacts with the school must be on file in the Main Office.
2. Final Forms – All parents and students are required to sign off on all posted Final Forms.

#### X. **TUITION**

##### Tuition Payment

1. The Registration Fee is non-refundable.
2. Yearly tuition and related information is sent home to the parents in a letter from the Finance Office each year. All stipulations contained in that letter apply throughout the school year. Students with delinquent tuition or fees will not be able to attend school on exclusion days as listed below, and a parent or guardian must come to school to discuss outstanding tuition and fees before a student may return.  
**Exclusion days begin: August 23, 2021, October 28, 2021, January 20, 2022, March 24, 2022 and May 12, 2022**
3. Fundraisers- As per the tuition contract, every student is required to participate in the mandatory fundraiser by selling the minimum number of raffle tickets.
4. Seniors who do not have all of their tuition and any other outstanding payments or fees paid in advance of graduation will not participate in the Baccalaureate or Commencement ceremonies or have their transcripts released. Diplomas will also be held until all balances are paid. Outstanding tuition or fees will also preclude a senior from taking final exams if proper arrangements have not been made with the Finance Office.
5. Students in grades 9, 10, 11 must be up to date with tuition payments one week prior to semester (mid-term/final) exams. Families who cannot complete tuition payments must make arrangements with the Director of Finance.

6. No student will receive report cards or transcripts until all financial obligations are met. No student will be permitted to begin a new school year until all prior year's financial obligations are met.
7. Transcripts: Official transcripts may be obtained by contacting the Counseling Office. A \$3 processing fee must be paid when the request is made. No transcripts will be released if there is still outstanding tuition and/or fines.
8. Scholarships Available: Parents may contact the Finance Office to obtain information regarding scholarships and tuition assistance. This information is also available on the school's website.

## **XI. ATHLETIC DISCIPLINE CODE**

Elyria Catholic student athletes are bound by the policies and regulations stated in the EC Student Handbook, the guidelines of the EC Athletic Department, OHSAA Sports Regulations, and the expectations of coaches in each sport. Failure to follow any of the above may include, but not be limited to: probation, suspension from a game/games, suspension from a team, suspension from athletic participation. Coaches will deal with minor rule infractions, the Athletic Director with more serious infractions, and members of the Administration and the Athletic Director with most serious infractions. Please refer to the athletic handbook for the policies specific to drug, alcohol and tobacco usage by student athletes. At all times, the good of the student athlete and the reputation of Elyria Catholic High School will be prime considerations.

The Athletic Department is dedicated to teaching our students the standards of Christian living and to teaching them to live according to these standards. As a group recognized by the OHSAA, cheerleaders are under the authority of the Athletic Department. Therefore, all rules and regulations apply to them.

### **A. Suspension**

If a student is suspended from school for disciplinary reasons, he/she may not participate in athletic practices or events during the days of suspension.

### **B. Eligibility**

Elyria Catholic, although recognizing the OHSAA eligibility standard for athletics, feels the need to establish its own standard beyond that of the OHSAA. All incoming ninth graders must have received passing grades in a minimum of five subjects in the immediately preceding grading period. High School students must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period.

Athletic eligibility is determined by the grades received the preceding grading period that is quarterly, as mandated by the OHSAA. At the conclusion of each quarter grading period (first, second, third and fourth quarters), an athlete's grades will be monitored, as

are all students. If an athlete earns a GPA below 2.0 or has two F's in a quarter, the athlete shall be declared athletically ineligible.

The student-athlete may not participate in any interscholastic contests/scrimmages during the period of ineligibility. The student-athlete cannot become eligible until the first progress reports come out for the next quarter at the three (3) week interval used for all probationary students at EC. At such time, the student-athlete must have above a 2.0 GPA and a maximum of only one F on the progress reports. If at the third week progress report the student-athlete has not progressed beyond a 2.0 GPA or still have two F's or more, the student-athlete shall be rendered athletically ineligible for the remainder of the season of the sport he or she is currently involved in.

The following procedure will apply: A student-athlete's eligibility or ineligibility takes effect five school days after the present grading period, with one exception: OHSAA Bylaw 4-4-2 which states "eligibility or ineligibility for the first grading period commences with the start of the fall sports season."

The Athletic Director is responsible for monitoring all athletic ineligibility and reporting.

### **C. Ejection for Unsportsmanlike Conduct**

According to the OHSAA Sports Regulations:

Any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests are played at the same level as the ejection (one contest in football). If the ejection, occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who is ejected a second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA Tournament Regulations. In accordance with Bylaw 8-3-1, the decisions of

contest officials are final. Any student that has been ejected from a scrimmage or contest will meet with the Athletic Director regarding possible further consequences.

**D. Physical Discipline**

Realizing the importance of setting a Christian example for athletes, the Athletic Department of Elyria Catholic High School, in accordance with the policies of the Diocese of Cleveland Board of Education and the dictates of the Christian faith, shall not use physical force when dealing with an athlete.

**XII. SCHOOL SERVICES**

**A. Cafeteria**

Lunch is offered daily for each student through AVI Foodsystems, Inc. Students may bring a lunch from home. Beverages, snacks and desserts are also available for purchase in the cafeteria. Money can be added to a student's lunch account via [www.payschoolscentral.com](http://www.payschoolscentral.com). A student's lunch balance may only go into a negative balance of \$5.00 or less. If a student is not able to purchase lunch, a healthy alternative will be provided.

**B. Field Trips**

In connection with the curricular program, opportunities for cultural or academic enrichment are provided. Field trips, however, are considered a privilege and, therefore, can be denied any student for poor attendance, grades, behavior, or any other reason deemed appropriate by administration. Students will be held to the same rules they follow when regular class is in session and accept full responsibility for his/her actions while on their trip. If the policies are not followed, a student may be required to return home at the parent's expense.

**C. Counseling Department**

Career information, school schedules, college information, and personal guidance are only a few of the areas in which our Counseling Department serves students and parents.

**D. ID Cards**

At the beginning of the school year, students are issued ID cards that enable them to attend athletic events and social events with any discounts available to students. Administration reserves the right to deny the use of the ID card.

## **E. Lockers**

1. Each student is assigned a school locker for storage of materials related to school activities. A student who uses a locker understands that the locker is the property of the school and is made available for his/her use. A locker should be kept in order at all times. The school maintains the right to regular inspection of its lockers and may enter any locker at any time with or without notice. There can be a monetary fine at the close of each semester for damages done to lockers. Only school issued locks may be used on the lockers and are available in the Main Office.
2. Students are responsible for the appearance of their lockers. Students are permitted to have appropriate signs, photos, and other decorations on the inside of their lockers. Only magnets should be used on the lockers. No tape is permitted. Administration reserves the right to determine the appropriateness of the materials.
3. Articles or materials not related to school work should not be brought to school or kept in the school's lockers. Large amounts of money or valuables should be brought to the Main Office for safekeeping.
4. The school is not responsible for the loss or damage of materials stored in lockers.

## **F. Records/Transcripts**

For information regarding student records, transcripts, etc., contact the Counseling Office during the school day.

## **G. Textbooks**

All textbooks are loaned to the students yearly. All textbooks are to be covered at all times. If textbooks or novels are lost or damaged, students will be responsible for the full replacement cost of the book. We will however accept a replacement book if purchased at a lower price from another vendor. The item must be identical to the original, with matching International Standard Book Number.

## **H. Transportation**

Elyria Catholic does not currently provide busing service for students. Contact your home school district to determine if they provide transportation to Elyria Catholic.

## **XIII. EXTRA-CURRICULAR ACTIVITIES**

### **A. Athletic Program**



Includes baseball, basketball, bowling, cheerleading, cross country, football, golf, ice hockey, soccer, softball, swimming, tennis, volleyball and wrestling.

## **B. Clubs/Organizations**

Elyria Catholic offers more than 30 extra-curricular clubs and organizations including: Ambassadors, Academic Challenge, CHALLENGE (School Newspaper), Drama, ECHO (Yearbook), Environmental Club, Eucharistic Ministers, Film Club, Key Club, Music Ministry, National Honor Society, Robotics, SADD, Science Olympiad, Socratic Club, Student Senate and the Writer's Club and many more. Any student who wishes to begin a new club can see the Assistant Principal.

## **C. National Honor Society**

The purpose of the NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Membership is an honor bestowed on a student. Initial selections are scheduled to be made by a Faculty Council during the third quarter, with inductions at the Academic Recognition Ceremony. A student denied admission his/her junior year, will have the opportunity to reapply in September of the following school year.

Selection Procedure:

1. The Faculty Council is selected by the Principal and the advisor.
2. All juniors and seniors who have attended Elyria Catholic High School an equivalent of one full semester and have a grade point average of 3.6 or higher are eligible candidates for NHS.
3. The advisor will meet with the juniors and seniors who are eligible and explain the CRITERIA (leadership, character, scholarship, service) and the application form. Late applications will not be considered.
4. To retain membership the students must maintain a 3.6 cumulative grade point average and continue to demonstrate sufficient evidence of leadership, character and service.
5. Students will be required to participate in the Peer Tutoring service project with underclassmen and participate in two other NHS service projects throughout the year as deemed necessary by the NHS Advisor.
6. All selection procedures will be distributed by the advisor to the candidates prior to the selection process.

## **D. Homecoming Court**

Eligibility:

A senior is eligible for selection to the Homecoming Court if he/she satisfies the following conditions:

1. has a GPA of 2.0 or better through his/her sixth semester
2. has not earned a Saturday School for accumulation of detentions during second semester of his/her junior year
3. has been a student of Elyria Catholic during his/her junior and senior year
4. has not been suspended during his/her junior and/or senior year
5. has not been on disciplinary probation during his/her junior and/or senior year

Responsibilities:

Being elected to the Homecoming Court means fulfilling the following obligations:

1. attending the pre-game gathering with the alumni on the day of the homecoming football game (a football player does have permission to stay with the team)
2. attending the homecoming football game and being presented and accompanied by parents/guardians
3. attending the homecoming dance
4. being available for pictures when required
5. attending the homecoming game the following year to assist with crowning the next queen/king.

## DAILY BELL SCHEDULES

### “A” Schedule – Standard

Period 1	8:00 – 8:52
Period 2	8:55 – 9:40
Period 3	9:43 – 10:28
Period 4A	10:31 – 10:55
Period 4B	10:58 – 11:16
Period 5A	11:19 – 11:43
Period 5B	11:46 – 12:04
Period 6	12:07 – 12:31
Period 7	12:34 – 1:19
Period 8	1:22 – 2:07
Period 9	2:10 – 2:55

### “B” Schedule – Delayed Start (Faculty Meetings)

Faculty Meeting	8:00 – 10:00
Period 1	10:00 – 10:37
Period 2	10:40 – 11:10
Period 3	11:13 – 11:43
Period 4A	11:46 – 12:10
Period 4B	12:13 – 12:16
Period 5A	12:19 – 12:43
Period 5B	12:46 – 12:49
Period 6	12:52 – 1:16
Period 7	1:19 – 1:49
Period 8	1:52 – 2:22
Period 9	2:25 – 2:55

**“C” Schedule – Rally**

Period 1	8:00 – 8:47
Period 2	8:50 – 9:30
Period 3	9:33 – 10:13
Period 4A	10:16 – 10:40
Period 4B	10:43 – 10:56
Period 5A	10:59 – 11:23
Period 5B	11:26 – 11:39
Period 6	11:42 – 12:06
Period 7	12:09 – 12:49
Period 8	12:52 – 1:32
Period 9	1:35 – 2:15
Rally	2:15 – 2:55

**“D” Schedule – Liturgy**

Period 1	8:00 – 8:41
Period 2	8:44 – 9:18
Period 3	9:21 – 9:55
Liturgy	10:00 – 11:23
Period 4A	11:26 – 11:50
Period 4B	11:53 – 12:00
Period 5A	12:03 – 12:27
Period 5B	12:30 – 12:37
Period 6	12:40 – 1:04
Period 7	1:07 – 1:41
Period 8	1:44 – 2:18
Period 9	2:21 – 2:55

## **“E” Schedule – One Hour Delayed Start**

Test/Meeting 8:00 – 9:00

Period 1 9:00 – 9:45

Period 2 9:48 – 10:25

Period 3 10:28 – 11:05

Period 4A 11:08 – 11:32

Period 4B 11:35 – 11:46

Period 5A 11:49 – 12:13

Period 5B 12:16 – 12:27

Period 6 12:30 – 12:54

Period 7 12:57 – 1:34

Period 8 1:37 – 2:14

Period 9 2:17 – 2:55

## ALMA MATER

Hail, all hail, the Green and White  
Guide us always by thy light:  
Ever grateful we will be,  
For the knowledge gained from thee.  
Give us faith and courage too,  
United in thy purpose true;  
Loyalty that never dies,  
Hail, Elyria Catholic High.

## FIGHT SONG

Fight, Panthers, fight!  
Elyria Catholic's proud of you!  
Come on and win, Panthers win.  
Your might and main will pull you through!  
Rah! Rah! Rah!  
Fight, green and white,  
and send our foes upon their way,  
and bring us victory bright,  
and make this our big day.



## ELYRIA CATHOLIC HIGH SCHOOL COVID-19 STUDENT POLICIES 2021-22 SCHOOL YEAR

In order to reduce the risk of exposure to COVID-19 and to help prevent its spread, the following policy will be in place during the 2021-2022 school year or until further notice. Please read this policy carefully and sign at the end to acknowledge that you have read and understand what is being expected of you and that you understand and assume the risks related to COVID-19 and attending school. This policy is subject to change as circumstances change.

1. **Consider Vaccination for Eligible Children.** Parents are strongly encouraged to consider having their eligible children vaccinated when recommended by the child's health care provider.
  
2. **Daily Health Check at Home.** Prior to coming to school each and every day, parents shall conduct a health check of their child, including, but not limited to, temperature taking, to assess whether the child is experiencing symptoms of COVID-19. Symptoms include:
  - i. Fever of over 100 °F
  - ii. Chills
  - iii. Cough
  - iv. Shortness of breath or difficulty breathing
  - v. Fatigue
  - vi. Muscle or body aches
  - vii. Headache
  - viii. New loss of taste or smell
  - ix. Sore throat
  - x. Congestion or runny nose
  - xi. Nausea or vomiting
  - xii. Diarrhea
  - xiii. Repeated shaking with chills

For up to date information about COVID-19 symptoms and for an interactive symptom checker/self-assessment tool, parents and guardians should visit the website of the Center for Disease Control ("CDC") at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

3. **Students Experiencing Illness.** If a student has a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing), they may not come to school and the school must be notified. If a student becomes ill while at school, they may not remain at school and must be picked up and taken home at the earliest opportunity. Any student who has a suspected or confirmed case of COVID-19 may not return to school until such student meets the local county health authority's criteria for returning to school.
  
4. **Students Exposed to COVID-19.** If a student is exposed to COVID-19, the parent must notify the school and the student will be expected to follow all guidance of the local county health authorities.
  
5. **Hygiene.** Students are expected to cover all coughs and sneezes with either a tissue or their elbow. Students are expected to wash their hands frequently for at least 20 seconds, including if their hands are dirty, before and after eating, after using the restroom, at other appropriate times (e.g., after blowing their nose/coughing/sneezing,

and after touching garbage), and as otherwise instructed. Hand sanitizer, provided by the school at various places around the school, should be used by students to supplement hand washing, including when entering the school or entering or exiting a classroom. Parents and guardians should discuss hygiene and handwashing with their child. For instructions and information about hand washing and sanitizing, parents and guardians should visit the CDC website at

<https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>.

6. **Social Distancing.** To the extent reasonably possible and when instructed, students must practice social distancing by maintaining at least 3 feet of space between students while inside.
7. **Face Masks and Coverings.** While students are not required to wear face masks or coverings, face masks or coverings are strongly encouraged by the Ohio Department of Health for children older than 2 years old while indoor at school or at crowded outdoor settings, except for individuals who cannot safely wear a mask. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. ***Please note that the decision to mask or not is a decision of the student's parent or guardian. You understand and agree that the school cannot guarantee and shall not be responsible for ensuring that a student complies with any masking or face covering instructions of his or her parent or guardian.***

**PARENTS AND STUDENTS MUST SIGN OFF ON THE COVID-19 POLICY  
ACKNOWLEDGEMENT AND ASSUMPTION OF RISK ON FINAL FORMS**