

# Elyria Catholic H I G H S C H O O L

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## **2016-2017 Student Handbook**



This handbook belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ HR: \_\_\_\_\_

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

## INTRODUCTION

### HANDBOOK

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 7:30 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 High School (hereinafter "School") admits qualified students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students of the School. It does not unlawfully 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.

**Revised June 2010**

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

## **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, accredited by the North Central Association and the Ohio Catholic School Accrediting Association.

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

Committed to **excellence** and **compassion**, Elyria Catholic High School is a Christian **community** within the Catholic **tradition** that calls young men and women to embrace their **faith**, recognize their full potential and establish a life-long relationship with Jesus Christ.

Through worship, academics, extracurricular activities and service, the Elyria Catholic community educates students to use vision and courage to act as caring, just and responsible citizens of the world.

## **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 Core Values (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.

### **Goals of Elyria Catholic**

In light of this philosophy, the Elyria Catholic school community adheres to the following educational goals.

Elyria Catholic students will:

1. live their lives showing that they value God, themselves, and others.
2. develop self-assessment skills.
3. realize the idea that education extends beyond the school walls and beyond the structured disciplines.
4. master oral, written, visual, and listening skills.
5. make decisions that stem from seeking out and using information.
6. reach out in service to the community.

## **I. ELYRIA CATHOLIC COMMUNITY**

### **A. EDUCATIONAL ENDOWMENT FOUNDATION**

The Educational Endowment Foundation is a trust fund that is administered by a board of 15 individuals. Three of these individuals serve as a result of their office and include the Superintendent of the Diocese of Cleveland, the Assistant Superintendent and the Principal of Elyria Catholic High School. The remaining 12 members have terms of staggered three years. The board member must either be a graduate of Elyria Catholic High School or have exhibited a sustained interest in the school.

Funds from the Foundation are distributed using the following priorities:

- To augment payment of operational expenses.
- For scholarships which benefit current and future students.
- For capital improvements to the real and personal property of Elyria Catholic High School.

All Board members serve without compensation.

### **B. PARENT GROUPS**

- Dads' Boosters - a support group providing financial assistance to the Athletic Department. Their primary source of revenue is earned from the sale of monthly raffle tickets.
- Panther Club - a support group providing financial assistance and manpower for the Athletic Department. All sports programs are helped through this organization.
- Band Boosters - a support group providing financial assistance and manpower for the Band.

## II. ADMISSIONS PROCEDURES

### A. Incoming Freshmen

1. To Apply from a Catholic Elementary School (while in Grade 8)
  - a. Take the high school placement exam given at Elyria Catholic in fall of the year prior to entrance. Placement exam results are also used to award academic scholarships.
  - b. File an application for Elyria Catholic through your Catholic elementary school based on the diocesan timeline. This normally occurs in January.
  - c. The application and other necessary records are forwarded by the elementary school to Elyria Catholic in late January. An Admission Committee will review the applicant's records and send a letter of acceptance, conditional acceptance, or non-acceptance to the student in February. Official correspondence comes only through the Admissions Office.
  - d. Freshman Registration is held early in March for those accepted or conditionally accepted. At this time courses are selected by the parent and student for the upcoming school year and the administration and staff share other pertinent information with the incoming student and his/her parent. A non-refundable Course Selection Fee is required prior to scheduling.
2. To Apply from a Public/Private (while in Grade 8)
  - a. Take the high school placement exam given at Elyria Catholic prior to entrance. Placement exam results are also used to award academic scholarship.
  - b. Request an application and Transcript Request Form from the Admissions Office.
  - c. The student returns the application form to the Admissions Office and requests his/her elementary school to forward his/her transcripts, test scores, and health records.
  - d. Once the application and elementary records are received by the Admissions Office, an Admissions Committee will review the applicant's records and send a letter of acceptance, conditional acceptance

or non-acceptance to the student in February. Official correspondence comes only through the Admissions Office.

- e. Freshman Registration is held early in March for those accepted or conditionally accepted. At this time courses are selected by the parent and student for the upcoming school year and other pertinent information is shared by the administration and staff with the student and his/her parent. A non-refundable Course Selection Fee is required prior to scheduling.

**B. Sophomores**

1. A transfer application should be requested and returned to the Admissions Office.
2. Records from the student's present school must also be sent to the Admissions Office. A parent/guardian needs to make this request. Records include grades, test scores, health records, and other pertinent data.
3. Further assessment may be requested based on the standardized scores received. An interview may also be requested prior to acceptance.
4. Records are reviewed by an admissions committee and the student is notified of acceptance or non-acceptance by letter. Official correspondence comes only through the Admissions Office.
5. Students receiving approval for admissions will meet with a guidance counselor. At that time the student & parent will complete necessary forms and select courses. A non-refundable Course Selection Fee will be due.
6. At either the beginning of the school year or at semester break, the student will begin classes at Elyria Catholic High School. The only instance a student may begin classes at another date is when a student is relocating from out of town or out of state.

**C. Juniors and seniors are not accepted under normal circumstances.**

If there is a substantial reason to deviate from this policy, steps #1 - 6 noted above will be followed.

**D. Local School District on Strike**

If a local school district is on strike, Elyria Catholic does not accept students during the duration of the strike.

**E. Course Selection Fee**

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

**III. WITHDRAWAL POLICY**

Before a student officially withdraws, a conference should be held with the student, parent / legal guardian, and the Admissions Director.

- A.** Student receives the following forms from the Admissions Office; completed forms are returned to the Admissions Office.
  - 1. Request to Withdraw and Request for Transcripts to be sent to new school (pink),
  - 2. Exit interview, if requested (white).
- B.** An administrator reviews and signs forms. The pink form is processed in the Guidance and Business Offices. The white form remains in the Admissions Office.
- C.** Student returns his/her ID card, textbooks, Chromebook and supplies to the Admissions Office.
- D.** If tuition is paid in full (to date), official grades and health records are sent to the new school.
- E.** 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.
- F.** All forms are filed in the student folder and kept in the Guidance Office file.
- G.** A student who is asked to leave Elyria Catholic by the administration will not be permitted to re-enroll.
- H.** Students who voluntarily withdraw from Elyria Catholic will not, under normal circumstances, be permitted to return.



#### IV. RELIGIOUS FORMATION

- A. Service Projects:** 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 religion teacher. A student who fails to turn in a religion 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 before the end of the school year. Failure to complete a retreat will prevent the student from receiving a passing religion grade or 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.
- D. Campus Minister:** It is the special responsibility of the Campus Minister to find ways and means to meet the spiritual needs of the students. He/she has the main responsibility for planning school liturgies and for preparing celebrations of the seasons of Advent and Lent. The campus minister is a special resource person for service projects. He/she works closely with the administration, faculty, and especially the religion department in order to provide for the presence of a Christian atmosphere and value-system in the school. Additional responsibilities of the campus minister include (but are not limited to) providing for prayer groups, prayer services, and one-on-one counseling.

## V. ACADEMIC POLICIES

### A. School Hours

The building **opens at 6:45 a.m.** No student should arrive before this time. Students must report to the cafeteria if arriving prior to 7:30 a.m. Students still in the building waiting to be picked up after 3:30 p.m. should also report to the cafeteria

### B. Curriculum Offerings

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

### C. Graduation Requirements

1. Academic: The required courses are:

4 credits in Religion

4 credits in English

3 credits in Social Studies

4 credits in Mathematics

3 credits in Science (Biology required)

1 credit in Fine Arts

½ credit in Health

½ credit in Physical Education\*

4.0 credits of Electives

**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.

### D. Honors Diploma

Students must meet a minimum of 7 of the following 8 requirements in addition to the graduation requirements for Elyria Catholic High School as stated above.

1. 4 credits in English

2. 4 credits in Social Studies

3. 4 credits in Mathematics (Algebra I, Geometry, Algebra II, Advanced Math or Pre-Calculus, AP Calculus)

4. 4 credits in Science (Physics & Chemistry required)

5. 3 credits World Language (three credits in one language or two units of two different languages)

6. 1 credit Fine Arts

7. Minimum Cumulative GPA of 3.5 up to the last grading period of Grade 12

8. Minimum Composite Score of 27 on ACT (excluding

optional writing score) or combined score of 1210 on SAT Verbal and Math (excluding the required writing score)

**E. Additional Graduation Information**

1. a. Seniors may participate in Baccalaureate or Commencement ceremonies if all credits necessary for graduation are met **as well as any outstanding financial obligations are met.**
- b. If a senior fails a required course during **first semester**, he/she is required to earn the necessary credits during the **second semester** in an approved program. (refer to I. Credit Recovery)
- c. 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 (refer to I. Credit Recovery).
- d. Students must pass all five areas the Ohio Graduation Test (OGT).
2. **Financial: All tuition and other fees must be paid in full prior to final exams. Any tuition payments made by seniors two weeks prior to exams must be cash or money order. Checks will not be accepted. Failure to pay tuition or other fees at this time will prohibit the student from taking exams and participating in Commencement.**
3. Attendance: A strong correlation exists between regular attendance and academic success. Credit for classes may be denied for excessive absences.
4. 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 in the line of march.
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.

## F. 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 **two weeks**.
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 grade + 40% of Qtr. 2 grade + 20% of semester exam grade = Semester I grade.  
40% of Qtr. 3 grade + 40% of Qtr. 4 grade + 20% of semester exam grade = Semester II grade.
5. College Credit Plus (CCP) students may receive high school credit; however, the grades are not calculated into the GPA unless the course is taught at Elyria Catholic High School. CCP courses will only have one credit per class calculated into school GPA.
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

#### **"A" Distinguished achievement, outstanding**

1. covers maximum requirements of course, including independent and supplementary work;
2. all work (tests, projects, assignments) is done consistently of very high quality (complete, thorough);
3. active and intelligent participation in class discussions.

#### **"B" Commendable achievement, above average:**

1. covers requirements over and above essentials evidence of independence;
2. work done is consistently of high quality;

3. effective participation in class discussions.

**"C" Average achievement;**

1. meets basic requirements satisfactorily;
2. active participation in class.

**"D" Passing**

1. acquisition of bare essentials for passing;
2. work done of poor quality; too much dependence on others, lack of interest, inadequate participation, low test grades;
3. student is entitled to credit but may not take advanced work in the subject.

**"F" Failing, No Credit**

1. unsatisfactory knowledge of subject;
2. neglect of participation in class, failure in tests, irregularity and incompleteness of assignments.

**\*An extra point (1.0) is added if a class is weighted and a grade of C- or higher.**

#### **G. Semester Exams:**

1. Exams 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:**
  - Students may not take an exam before the designated exam period.
  - A student who misses **one exam** due to illness will take the exam during the scheduled make-up exam period.
  - A student who misses **more than one exam**, the make-up exam schedule is as follows:
    - 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.
    - No student may take more than three exams per day. 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 and will be penalized on the semester average by the deduction of 8 quality points.
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. Outstanding tuition or fees may also preclude a student from taking final exams.

#### **H. 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 and discuss any matter at this time.
2. Parents may contact a teacher at any time via e-mail or phone call to the Main Office.

#### **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. After the final progress reports are issued for the quarter, the teacher will notify the student and parent/guardian if a student is failing.

2. Parents and students are encouraged to continuously check academic progress through Progress Book.

**Final Academic Warning for Seniors and their Parent/Guardian** Any senior in jeopardy of failing a course(s), with a grade of “D” or below, will receive a progress report during the fourth quarter, and be notified by the teacher via telephone call if the student fails.

**J. Academic Probation**

**Definition:** A student who earns a 1.69 average or below or 2 F’s for second and/or fourth quarter 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 Guidance Counselor, the Dean of Academics, and at least one parent or guardian to discuss the specifics of being placed on Academic Probation. Academic warnings will be mailed three times each quarter.

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. The student’s probationary status may be extended for one semester.
3. The student may be dismissed for insufficient commitment, which is defined as failure to comply with the prescribed remedial plan.
4. 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.

**K. Credit Recovery**

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

1. Students may not repeat a class at the Elyria Catholic High School campus. However, students may recover credit through one of the following options:
  - Summer School
  - Tutoring
  - On-line course
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. **The required credits for the beginning of each grade level are: Grade 10: 6 Grade 11: 12 Grade 12: 18**
4. **Elective courses** are to be re-taken if they are necessary for graduation or for promotion to the next grade level.
5. **Seniors** who fail a **7<sup>th</sup> semester course** must submit (recovery credit) grades to the Guidance office by May 15<sup>th</sup> due to graduation requirements.
6. **Seniors** who fail an **8<sup>th</sup> semester course** necessary for graduation must recover the credit in order to receive their Diploma.

**L. Earning Credit in Summer School/On-line Recovery Credit**

All summer/online credit recovery work must have the prior approval of the administration or the guidance counselor if credit is to be granted. The following regulations apply:

1. Students may not take classes during summer school or on-line in lieu of the required courses to be taken at Elyria Catholic High School.  
It is the responsibility of the student and parent(s) to contact their local school district and enroll the student in the appropriate course.
2. It is the responsibility of the parent to enroll the student in a pre-approved on-line recovery credit course.
3. It is the responsibility of the student and parent to request that a transcript be submitted to the Elyria Catholic High School Guidance Department by August 15<sup>th</sup>. (May 15<sup>th</sup> is the deadline for 7<sup>th</sup> semester Senior Recovery Credit.)

**M. Tutoring for Recovery Credit**

1. Tutoring arrangements must be pre-approved by the Guidance Department.
2. Tutors must follow the guidelines below and submit all materials to the Elyria Catholic Guidance Department by August 15<sup>th</sup> (May 15<sup>th</sup> for 7<sup>th</sup> semester senior failed courses).
  - Be state-certified in the content area and grade level to be taught.
  - Submit a copy of said certificate and a resume to the Elyria Catholic Guidance Department.
  - **Meet** with the student for a minimum of **20 clock** hours.
  - Assign additional course work to complete the total 60 hours required by the State of Ohio to earn .5 credit.



- Submit an outline of material to be covered, including a list of all assignments.
- Submit a time sheet to verify meeting and dates.
- Submit a printout of grade earned for each assignment.

#### **N. Scheduling Procedures**

1. **Parents will be informed in January, via Parent Newsletter and scheduling packet, of the course selection/recommendation process.** Detailed information can be found in the Course Offering Booklet located on our website: [www.elyriacatholic.com](http://www.elyriacatholic.com).

#### **2. Please note:**

**Schedule changes will be executed until March 24<sup>th</sup> at no charge. After March 24<sup>th</sup>, a charge of \$55 will be assessed.**

Courses may not be dropped after the second day of scheduled classes. Students may change their schedules the three days prior to the start of school and two days after school begins for a fee of \$55. A change for second semester must be made before the first day of the second semester (\$55 drop/add fee applies). If a student chooses to withdraw after the second day of classes, the grade will be recorded on his/her transcript as WF and will be calculated as an "F" into the grade point average.

#### **O. 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. **All core graduation requirements (previously stated) must be taken at Elyria Catholic High School.** Elyria Catholic High School offers several college credit courses on-site. The State of Ohio offers free tuition **if funding is available** for courses taken during the academic year. Students may also take advantage of credit in escrow courses for which the student is responsible for paying all costs (summer term). For more information, visit the Elyria Catholic High School website: Academics/Guidance/College Credit Plus or contact the guidance department.

#### **P. 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 3.4.
3. 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 spring. A "Lamp of Knowledge" appliqué is awarded to a student who has received an academic letter in a previous year.
4. Honors cards are awarded at the end of each quarter based on the **quarter average**.

<b><u>Honors:</u></b>	<b>1st Honors</b>	<b>3.9 or Above</b>
	<b>2nd Honors</b>	<b>3.400 - 3.899</b>
	<b>3rd Honors</b>	<b>3.000 - 3.399</b>

A student who receives a **D** or an **F** in a given quarter is **not eligible for honors in that grading period**.

#### **Q. 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, and the following consequences may be administered:

##### **First Incident:**

One day out-of-school suspension; Grade lowered at the discretion of the teacher.

##### **Second Incident:**

Two day out-of-school suspension; Grade lowered at the discretion of the teacher; Student ineligible for election to NHS or the Homecoming Court.

##### **Third Incident:**

Consequences, including possible expulsion, will be determined by the administration subsequent to a meeting with the parents. Student will be suspended at home until such meeting occurs, but for a period of no less than three days.

**Fourth Incident:**

Expulsion from Elyria Catholic High School

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 or homework assignment.
- Creating/using unauthorized materials during formal assessment.
- Plagiarizing written assignments from any source.
- Providing another person with information that is not his/her own.

**R. 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 State 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, testing out or otherwise demonstrating mastery of course content.

It will be the provisional policy of Elyria Catholic High School to welcome application 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. This provisional policy will be reviewed annually and adjusted according to need. Credit flexibility forms are now available in the Main Office as well as on the website under Academics.

**VI. ATTENDANCE**

In order 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 you as parents consider the school calendar when planning vacations since vacations are still considered absences.

- **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.

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

### EXCESSIVE ABSENCES

A student may be placed on Disciplinary Probation for excessive absenteeism. **Generally, twelve (12) absences (without written medical excuse)** will be determined “excessive”.

#### A. Procedures for Reporting Absences

1. The day on which a student is absent a parent / guardian **must phone the attendance secretary by 10:00 a.m.** A voice-mail message may be left before regular hours by using extension #110.
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.

If a student is going to be absent for several days, a request for work may be made through the Main Office. **However, a 24-hour notice is needed before work can be picked up.**

#### B. Excused Absences

Students are excused from school for the following reasons:

1. Personal or parental illness.
2. Death in the immediate family.
3. Orthodontist/Doctor appointments. **A note stating the time and type of appointment must be signed by the parent / guardian and handed in to the attendance secretary before or during homeroom on the day of the request.**

**\*\*\*A note/card 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. School sponsored activities.
5. Family Vacations: In general, students take vacations on the days indicated as "vacation days" on the school calendar. We do understand, however, that parents' work schedules might necessitate family vacations at another

time. Because of the continuity of any academic program, 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 OBTAINS THE PRE-ARRANGED ABSENCE FORM FROM THE MAIN OFFICE, COMPLETES IT, AND RETURNS IT TO THE MAIN OFFICE TWO DAYS PRIOR TO THE ABSENCE. FAILURE TO FOLLOW THIS PROCEDURE MAY RESULT IN AN UNEXCUSED ABSENCE.**

6. College visitation day:
  - a. Two days for college visitation during school time are reserved for **sophomores, juniors and seniors in good academic standing**. No visitations may be made after **April 30th** unless requested by the college to register for classes. 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.
  - b. 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.
  - c. Procedure: The student obtains the pre-arranged absence form from the main office, completes it, and returns it to the assistant principal two days prior to the absence.
  - d. Due to the accessibility of Lorain County Community College, a student will not be excused from school to visit the campus.
  - e. 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.
  - f. Students who turn in notes requesting a college visit that have a forged signature of either a parent/guardian or college official will be suspended for skipping school.
  - g. Any additional college days taken over and above the permitted two days will be unexcused. There are several "long weekends" throughout the year for college visits. Plan wisely and ahead of time! 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:

1. Vacations taken without affirmation that parents/legal guardians will accompany the student.
2. Family vacations scheduled on the days of **semester exams**.
3. Non-school activities (work, senior pictures, etc.).
4. Visiting another school.

**D. Tardiness**

1. 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.

IN THE CASE OF DETERMINING EXCUSED AND UNEXCUSED TARDIES, THE ADMINISTRATION HAS THE RIGHT TO MAKE THE FINAL DECISION. WORK MAY NOT BE MADE UP IF IT IS AN UNEXCUSED TARDY.

2. Students arriving after 8:00 a.m. but before 8:15 a.m. will receive an unexcused tardy.  
**3<sup>rd</sup> and 4<sup>th</sup> tardies** within one quarter will result in one detention.  
**5<sup>th</sup> and 6<sup>th</sup> tardies** within one quarter will result in a Saturday School detention and notification of the parents.  
**7<sup>th</sup> tardy** within one quarter will result in a meeting with the Assistant Principal.
3. Students **arriving after 8:15 a.m.** will have their tardy considered as a "class cut." Each "class cut" is considered a detention offense. On the third tardy after 8:15 a.m., the student will receive a Saturday School detention. **\*Anytime beyond one full period may be considered "cutting school".**

**E. Extracurricular Participation**

- **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.**

In order for a student to participate in, or attend, an after school event (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 third period – 9:56 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.

**F. Medication**

Any student who needs to take prescription or non-prescription medication during the course of the school day must have physician and parental permission forms on file and the medication stored in the Main Office. These permission forms can be obtained by contacting the Main Office.

**VII. 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.

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, 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).
2. While on school-owned and operated buses or other school-owned and operated vehicles, waiting at bus stops, walking to and from school bus stops or walking to and from school.
3. While engaged in or attending school-related activities on or off school grounds.
4. While on school grounds, at any time when the school is being used by school or school-related groups.
5. 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. Detention Offenses**

1. Dress Code Violation – A warning by teacher / administration, then detention.
2. Chewing gum, eating food or drinking beverages outside of the cafeteria.
3. Forging a parent's signature on any school form/document (may result in suspension).
4. Defacing property - plus additional time required to return property to original condition (may result in suspension).
5. Profanity, obscenity, disrespect, offensive language or behavior. **Insubordination or a failure to accept corrective action or discipline may include a detention or suspension.**
6. Skipping a class (first offense) or late to class.
  - a. Failure to report to / be in assigned area within 5 minutes. If later, may result in suspension.
  - b. Five minutes or more late for class.
7. Inappropriate display of public affection.
8. A male student who is unshaven will be sent to the office to shave, will be issued a detention, and pay \$1.00 for the supplies used to shave. Time missed from class is unexcused.

### **B. Serving Detention**

1. Detention is held every Tuesday, Wednesday, and Thursday from 2:50 - 3:20 p.m. and morning detention sessions are on Wednesday and Friday, from 7:20 - 7:50 a.m. Students are notified of detention schedule in writing.
2. **If a student does not serve the detention when scheduled, or make alternative plans with an Administrator, they will automatically be assigned a one-day, out-of-school suspension the Monday following the week the detention should have been served; the second offense is two day out of school suspension; the third offense is a three day out of school suspension, with possible expulsion.**
3. Teachers may issue a "teacher detention" which is served directly with that teacher on the day scheduled by the teacher.



4. The time to foresee the inconvenience caused by detention is before incurring the penalty. Students cannot excuse themselves from detention. Administrative approval is required to re-schedule detention assignments.
5. The student must be in dress code and follow the disciplinary code while serving. Work must be done; no sleeping.

**C. 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 and will notify the parent/guardian within 24 hours of the incident and document the call.

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.

**D. Suspension Offenses**

These offenses usually require suspension from classes and activities. The administration will determine whether the assigned school day will be in school or out of school. Length of suspension will be determined by the administration. In all cases of suspension, the assistant principal will notify a parent as soon as he/she can be contacted.

1. Leaving school property without permission during the school day.
2. Fighting at school or school-sponsored events, whether home or away.
3. Skipping / cutting class / study hall (over a 5 minute period of time or second and additional offenses).
4. Stealing; may result in expulsion.
5. Vandalism (significant or permanent destruction of school property). Punishment will be decided by the administration that will include monetary fines to cover the cost of the damage and/or expulsion.
6. Carrying of weapons, fire crackers; may result in expulsion.

7. Verbal or physical abuse, cyber bullying, bullying, hazing, or harassment; may result in expulsion.
8. Disruptive/offensive behavior including throwing food in the cafeteria.
9. Serious disrespect or offensive behavior directed toward an administrator, teacher, staff member, student or parent.
10. Actions that may lead to harm or injury to students, faculty, and staff; may result in expulsion.
11. Being in a car or the parking lot during the school day without permission. Driving dangerously on the school campus.
12. Missing a detention session without notifying an administrator
13. Throwing snow / ice on school property.
14. Not following parking / driving guidelines.

**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. Once a student is asked to withdraw from Elyria Catholic, he/she will not be permitted to return.

**E. Technology Policy**

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:

- Any pictures/videos of students displaying behaviors that do not follow school's mission.
- Any written material, cyber bullying, or harassment that does not follow school's mission.
- Any illegal or inappropriate visual postings that displays the school's name, insignia, etc.
- Any postings demeaning to the image or reputation of Elyria Catholic High School, including disparaging

comments about faculty, staff, administration, coaches, or other students.

- Any unauthorized recording of videos with a cell phone or electronic device during school hours or at school sponsored functions.
- It is illegal to post or transmit pictures of minors without parental permission.

#### **F. Serving 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.

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

1. Students will be assigned Saturday School for:
  - being tardy six times in a semester and each 3rd tardy thereafter.
  - being tardy three times after 8:15 a.m. in a semester.
  - parking illegally in the near lot.
  - accumulating five detentions per semester.
  - at the discretion of an Administrator.
2. Students will attend no more than two Saturday School sessions for accumulation of five detentions. A disciplinary-probation conference will be held with the student, parent(s), and assistant principal.
3. School dress 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. Special Discipline

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.

##### 1. 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:
  - a. on school grounds,
  - b. at a school function or school-sponsored event on or off school grounds,
  - c. 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 reserve the right to administer a breathalyzer 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.

It is possible that the seriousness of a situation where substance abuse is involved could result in immediate expulsion from Elyria Catholic. This is subject to the discretion

of the school administration.

**2. Smoking**

Students shall not have in his/her possession any tobacco products. Smoking and/or chewing tobacco by students is not permitted:

- a. on school grounds,
- b. at a school function or school sponsored event on or off school grounds,
- c. on school buses or other school vehicles.

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

1st offense	1 day suspension plus \$30 fine
2nd offense	3 days suspension plus \$40 fine
3rd offense	5 days suspension plus \$50 fine

The above fines are to be paid before the student returns to classes.

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

**3. 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 school personnel during non-school time.

**I. Conduct at Games / Extracurricular Activities / Misconduct Off Campus**

Behavior at games and extracurricular 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.

- When singing the National Anthem or the Alma Mater, students should stand, remove their hats, and express their respect and pride by joining in the singing in a respectful manner.
- 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 extra curricular activities.

#### **K. 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 E.C.

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

#### **VIII. 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 detention. **Additionally, students in violation of the dress code will need to rectify the issue, if possible, before returning to class. This may involve purchasing the requisite items through the bookstore or asking 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.

**Boys' Daily Dress Code:**

The following is appropriate clothing for boys:

**A. Shirts**

1. Seniors are permitted to wear white or solid-colored dress shirts with a tie.
2. All freshmen, sophomores, and juniors are required to wear white long or short sleeve dress shirts with collars and ties. Ties must be in good taste, appropriate and in place at the top button.
3. T-shirts worn under dress shirts or polo shirts must be **white with no writing or pictures**; all shirts must be tucked in.

**B. Sweaters**

1. All students may wear the green or black fleece monogrammed sweater or the black athletic top sold through the bookstore; only girls may wear the varsity sweater sold through the school bookstore. Fleeces and sweaters must be worn over the boys' dress shirt and tie.
2. **Seniors only:** Long sleeve crew neck, V-neck, cardigan sweaters, or vests may be worn over visible dress shirt with tie only. Fleece material garment of any kind, with the exception of the fleece uniform top, may not be worn. No turtleneck styles or hoodies are permitted as sweaters.

**C. Pants**

1. Black or khaki/tan **DOCKER-STYLE** dress pants with side pockets are required. Dress pants are defined at E.C. as having no outside "patch pockets" on front, side, or backs. Jeans and "jean look-a-likes" (metal rivets on pockets or patch "insignias" on front or sides), side zippers, cargo, corduroy, and other "fad" style pants are not acceptable. **Pants should be neat, clean, properly fitted and worn. "Frayed" edges, sagging and bagginess are not permitted.** No excessive slits on side seams.
2. Belts must be worn with pants.

**D. Shoes/socks**

1. Boys must wear dress shoes (black, brown, navy or gray) and socks to school. Socks must cover the ankle bone. Shoes should be clean, fully laced, and tied. Shoes worn to school may not exceed the top of the ankle bone (no boots). Canvas style shoes are not considered dress shoes and are, therefore, not permitted.
2. Tennis shoes, sandals, clogs, boots, backless shoes, canvas shoes, athletic shoes, and athletic look-alikes

with company logos are not to be worn. **ONLY** a physician's note will excuse a student's wearing tennis shoes.

#### **E. Hair/Shaving**

1. Hair should be neatly tapered/layered and cut/combed. Hair should not exceed the top of the collar or hang over one's eyebrows. Hair on the sides should not extend beyond the bottom of the ear. Cuts that feature drastic variations in hair length or shaved lines or designs are unacceptable. No shaven head; hair should be measurable to ¼ inch.
2. Hair must be a natural color. No "un-natural" colors (oranges, purples, greens, etc) or combinations (blonde with black, brown with red, etc.) or attention-getting "fad" styles.
3. Boys are to be clean-shaven. **Repeat offenders** will be sent to the office, purchase a razor from the school for \$1 to shave and receive a detention. The time out of class is unexcused. \*\*Sideburns may not exceed the bottom of the ear.

#### **F. Jewelry/Accessories**

1. Jewelry and accessories brought or worn to school must be in good taste and reflect the philosophy of Elyria Catholic High School (e.g. no cult symbols, drug or gang insignias, wallet chains, key chains, dog collars, or leash-type chain links may be worn). Boys may wear only one appropriate necklace. Extra or unacceptable jewelry will be sent to the office.
2. Earrings cannot be worn by boys in the building from 7:55 a.m. to 2:45 p.m. This includes any other variety of devices (clear space holders) that may be placed in the ear lobes or other visible parts of the body.
3. Backpacks/side bags may not be carried between classes during the school day.
4. Tattoo: No tattoo should be visible during the school day or school activity.

#### **Girls' Daily Dress Code**

The following is appropriate for girls:

##### **A. Skirts**

1. The uniform skirt provided by Schoolbelles in either hunter green solid or black watch plaid.
2. Length no shorter than two inches above the front and back of the knee. Students will forfeit this option (wearing a skirt) if length is repeatedly shorter than two inches above the knee.



## **B. Pants**

1. Black or khaki/tan Docker-style twill dress pants with side pockets are required. Dress pants are defined at E.C. as having no outside "patch pockets" on front, sides, or backs. Jeans and jean look-a-likes (metal rivets on pockets or patch "insignias" on front or sides), side zippers, cargo; corduroy, stretch pants, yoga pants, hip hugger-style pants and other "fad" style pants are not acceptable. Pants should be neat, clean, properly fitted and worn. "Frayed" edges, excessive sagging and bagginess are not permitted. No excessive slits on side seams.
2. Belts are to be worn with slacks with belt loops.

## **C. Blouses/shirts**

1. All girls will wear a long or short sleeve EC embroidered white blouse or the EC monogrammed banded polo. These items can be ordered through Schoolbellies. Banded polo shirts must be purchased long enough to cover the mid-section when arms are raised.
2. T-shirts or camisoles worn under dress blouses or polo shirts must be plain white short-sleeved for short sleeve tops / long sleeves for long sleeve tops. No pictures or writing.

## **D. Sweaters**

1. All girls may wear the varsity sweaters sold in the bookstore or the black or green fleece tops or black athletic tops available in the bookstore. Sweaters may not be worn tied around the waist during school hours.
2. The sweater must be worn over the EC embroidered white-collared blouse or polo.

**Seniors only: Long sleeve** crew neck, V-neck, or cardigan sweaters or vests may be worn over the EC embroidered white-collared blouse or polo. Fleece material garment of any kind may not be worn with the exception of the fleece uniform top. Sweaters must be long enough to cover hip/waistline. No turtleneck styles or hoodies are permitted as sweaters. **No cropped-style sweater. No sweater may be longer than mid-thigh.**

## **E. Shoes/socks**

1. Girls must wear dress shoes (black, brown, navy or gray) with backs. Moccasins are permitted as long as they have a solid rubber sole and are the appropriate color. Socks covering the ankle bone must be worn with pants. Solid-colored black, navy, hunter green, white, or gray knee highs (not crew socks) or tights must be worn with a

skirt. Athletic socks are not permitted to be worn with a skirt.

2. Tennis shoes, canvas-material shoes, sandals, clogs, boots, athletic shoes, and athletic look-alikes with company logos are not to be worn. ONLY a physician's note will excuse a student's wearing tennis shoes.

#### **F. Hair**

1. Girl's hair should be neatly cut/styled. No "fad" hairstyles are permitted in school. Cuts that feature drastic variations in hair length are unacceptable.
2. Hair must be a natural color. No "un-natural" colors (oranges, purples, greens, etc) or combinations (blonde with black, brown with red, etc.) or attention-getting "fad" styles. Highlights and lowlights are permitted as long as they are natural hair colors and blend appropriately. Drastic streaks or block coloring variances are not permitted.

#### **G. Jewelry/Accessories**

1. Make up should be of good taste and appropriate color.
2. Jewelry and accessories brought or worn to school must be in good taste and reflect the philosophy of Elyria Catholic (e.g. no cult symbols, drug or gang insignias, wallet chains, key chains, dog collars, or leash-type chain links may be worn).
3. **Pierced or clip-on jewelry may be worn only in the ear.** Clear spacers for other piercings (i.e. nose piercings) are not permitted. Extremes in jewelry or makeup will not be permitted. Unacceptable jewelry will be sent to the office.
3. Backpacks/side bags may not be carried between classes during the school day.
4. Tattoo: No tattoo should be visible during the school day or school activity.

#### **E.C. PRIDE DAY**

On designated days, students may wear "official" E.C. 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 on these days.

#### **GUIDELINES FOR SENIOR PICTURES**

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, pp. 29-33.

**Also note:** GIRLS must wear shirts/tops that cover the shoulder and upper arm; **NO BARE SHOULDERS / CLEAVAGE** will be accepted.

## IX. SCHOOL REGULATIONS

### A. Electronic Devices

The use of electronic devices is not permitted during school hours from 8:00 a.m. – 2:45 p.m. (laser pen, radio, cellular phone, MP3 players, video games, etc.) with the exception of approved use of devices during lunch and in designated study halls. 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 student after phone call to 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).

### B. 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: a) distract others, b) produce noise, or c) require moving from seats. Students should have reading material with them to occupy time when assignments are completed. Students are not permitted to sleep during study hall. Please note that study halls in the cafeteria are open style study halls where students can work with one another *once attendance has been taken*. ***It is still expected that students not be loud or a distraction to others trying to work independently.***
3. Students having appointments with annex staff, guidance 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. Approved electronic devices (including cell phones) are permitted to be used in study halls; however, electronic devices must be used responsibly and must not be a distraction to others in the study hall. Further, students may forfeit this privilege based on poor academic performance or disrespect for the guidelines for use of electronic devices (i.e. distracting others, taking unauthorized pictures, etc.). **No pictures or video may be taken of another student without their permission, and the permission of the study hall monitor.**
7. Food and drinks are prohibited in study halls in the classrooms but are permitted in the cafeteria. The study hall monitor in the cafeteria reserves the right to revoke this and other privileges for any disciplinary concerns.

#### **C. 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 2:30 – 2:55 p.m. **This lane is reserved exclusively for school buses. The near lot entrance is closed to parents picking up students from 2:30 p.m. until 2:55 p.m. for the safety of the students. Students may be picked up in the far lot from 2:45 – 2:55 p.m., or in the near lot after 2:55 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 chosen according to 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 to the Main Office. Cars 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 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 from the main office. Students must

park in the lines provided. Students who do not cooperate will lose their parking privileges.

**D. Visitors**

The intention of our visitation program is to offer a prospective student in grades 7-9 the opportunity to spend a day on our campus and within our community. 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 3 days in advance.

The visitation period is from September 15 - May 15 during the school year. We reserve the right to deny any visitation request and to restrict visitors on certain days of the year. Former students are not permitted to participate in the visitation program. Current juniors and seniors from local schools may not participate in the program: juniors or seniors may only visit if they are from out of state or out of the area. Visiting students will be hosted by an E.C. student of the same sex.

**E. Fire, Tornado Drills, Rapid Dismissal, Shelter in Place and Lock Down.**

1. 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.
2. Rapid dismissal drills replace fire drills in inclement weather. When the warning is sounded, students are to go to their lockers as quickly as possible, take the necessary items and return to homeroom. Homeroom teachers will take attendance and escort students out of the building. Students will not be re-admitted to the building until an all-clear bell has sounded. Students should move far enough away from the building to give emergency vehicles access.

**F. Cafeteria Regulations**

1. Students are expected to clean their own area after eating lunch.
2. After finishing lunch, students may move to the plaza (outside) if a monitor is available to supervise.
3. **Eating food outside and in the halls is not permitted. No food is to be taken beyond the Main Office.**
4. 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 their permission.**

5. Throwing food in the cafeteria will not be tolerated. Students caught throwing food will be suspended for a minimum of the remainder of the day.
6. No food purchased from fast food/pizza outlets may be brought in during the lunch periods.
7. Students are not to play cards during lunch.

**G. Hall Passes**

To leave any class, students have their teacher initial their planner and return as quickly as possible. If students leave class for the remainder of the class time, they must have a hall pass indicating time and destination.

**H. 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 Guidance Office. A student may obtain a maximum of two passes. It is recommended, whenever possible, to arrange meetings at alternate times so a student does not miss the same class more than one time.

**I. 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 parent on a cell phone and have them call the office to report that you are ill. Permission from parents or guardian must be obtained from the attendance secretary 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.

**Procedure:**

1. The student reports to the office.
2. Secretary calls the parent.
3. Secretary gains assurance that student has a way home.
4. Permission to leave is given via a written pass.
5. Student must sign out before leaving.

**J. P. A. Announcements**

1. P. A. Announcements are to be written by the moderator the day the announcement is made.

2. Morning announcements will be posted on the student bulletin board for the remainder of the day. Afternoon announcements are made on an as-needed basis.

#### **K. 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 may bring one guest. If a "date dance", the student guest must be of the opposite sex.
2. Students are required to complete a dance guest application, due to the Main Office three (3) days prior to the dance.
3. **No junior high or elementary students are allowed to attend any dances. Nobody over 20 years-old may attend.**
4. All school rules and regulations apply during the dance.
5. Once a student leaves the dance he/she may not return.
6. If students leave before the designated time, parents will be notified.
7. Dance styles must be in line with the philosophy and mission of Elyria Catholic High School.

#### **X. 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 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, impedance, 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 guidance 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/guidance/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.**

**XI. 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. **Internet Use / Technology Policy Form** – All students are required to sign an Internet Use / Technology Policy Form if they intend to use Elyria Catholic computers for Internet purposes.

**XII. TUITION**

**Tuition Payment**

1. The Course Selection Fee is always non-refundable.

2. Yearly tuition and related information is sent home to the parents in a letter from the principal each year. All stipulations contained in that letter apply throughout the school year. All fees, fines, etc. are to be paid prior to taking exams each semester.
  - a. Fundraisers - The Development/Fundraising Office must approve any fundraiser at Elyria Catholic.
  - b. 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 nor have their transcripts released. Diplomas will also be held until all balances are paid. Outstanding tuition or fees may also preclude a senior from taking final exams if proper arrangements have not been made with the business office.**
  - c. 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 business manager and principal.
  - d. 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.
3. Transcripts: Official transcripts may be obtained by contacting the guidance 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.
4. Scholarships Available: Parents may contact the school office to obtain information regarding scholarships and financial aid.

### **XIII. 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, OHSSA 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 consideration.

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. Please note that the offenses noted below **DO NOT** apply to violations relating to drug or alcohol use. As noted above, ***please refer to the athletic handbook for the policies specific to drug, alcohol and tobacco usage by student athletes.***

**A. Punishment for violations:**

**"IN SEASON"**

1. *First Offense* - The violator will not be able to participate in the next regular season or tournament contest.
2. *Second Offense* - The violator will not be able to participate for the remainder of that sports season, including tournaments. A conference will be held with the athlete, principal, coach and athletic director after the second offense.
3. *Third Offense* - The violator will be ineligible to compete in athletics for one calendar year from the date of the third offense. The athlete must petition the principal to be reinstated after the one-year period in which participation was denied.

**"OUT OF SEASON"**

1. *First Offense* - The violator will not be able to participate in the first regular season contest of the next sport the athlete participates.
2. *Second Offense* - The violator will not be able to participate in the first two regular season contests of the next sport the athlete participates. A conference will be held with the athlete, principal, coach and athletic director after the second offense.
3. *Third Offense* - The violator will be ineligible to compete in athletics for one calendar year from the date of the third offense. The athlete must petition to be reinstated after the one-year period in which participation was denied.

**B. Reinstatement**

1. In a written petition the athlete needs to give evidence of

participation in counseling or educational programs dealing with the area of violation.

2. The athlete's behavior must give witness to strict adherence to the Athletic Discipline Code.
3. The athlete must petition in writing and defend the petition in person before the principal, assistant principal, athletic director, and coach. The decision of the principal is final.

**C. Probation**

1. If a student is guilty of any conduct that is detrimental to the school or violates one of the serious discipline regulations of Elyria Catholic, the athlete will be placed on strict athletic probation for one year. (This term is one year from the date of violation.)
2. Terms of Probation
  - a. During the probation period, the violator must refrain from any other offense that is detrimental to the school or that violates the basic discipline regulations of the school.
  - b. Any matter brought to the athletic office or the principal's office while that student is on probation could result in the athlete being denied participation from sports for one year.
  - c. Punishment for a violation while a student is on probation can range from a warning to being denied the privilege to participate in a particular sport for one year. The maximum punishment for an offense will be the denial of the privilege to participate in all athletics for the rest of the student's stay at Elyria Catholic.
  - d. The matter is presented to the principal for approval.

**D. 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.**

**E. Eligibility**

Elyria Catholic, although recognizing the OHSAA eligibility standard for athletics, (which each family receives at the beginning of the school year and should refer to for OHSAA standards) feels the need to establish its own standard beyond that of the OHSAA.

As defined on page 14 of this Handbook, any student who earns a 1.69 grade point average or below or receives two (2) F's for a semester is placed on Academic Probation at E.C. Athletic eligibility, however, is determined by the grades

received the preceding grading period that is quarterly, as mandated by the OHSAA. Therefore, an E.C. student athlete's grades will be monitored each QUARTER to determine athletic eligibility.

In determining athletic eligibility at Elyria Catholic, the student-athlete must achieve a minimum of a 2.0 G.P.A. and not have no more than one failing grade at the end of the previous quarter. If an athlete earns below a 2.0 G.P.A., or has two F's in a QUARTER, the athlete shall be declared athletically ineligible. ***The only exception to the minimum 2.0 GPA is if the student athlete received no D's or F's in the previous quarter but still fell below a 2.0 GPA.*** The procedure regarding eligibility requirements will be as follows:

- A student-athlete's OHSAA eligibility or ineligibility takes effect five (5) school days after the present grading period; the student's eligibility specific to Elyria Catholic High School's criteria takes effect as soon as the quarter grades are posted.
- **The one exception to the OHSAA eligibility status is noted in Bylaw 4-4-2: "eligibility or ineligibility for the first grading period commences with the start of the fall sports season".**
- **The student-athlete cannot become eligible under Elyria Catholic's standards until the first progress reports come out for the next quarter at the three (3) week interval used for all probationary students at Elyria Catholic. At such time, the student-athlete must have at least a 2.0 G.P.A. and no more than one failing grade on the progress reports.**
- The student-athlete **may not participate** in any inter-scholastic contests/scrimmages during the period of either OHSAA or ECHS ineligibility.
- If at the third (3<sup>rd</sup>) week progress report the student-athlete has not met these standards, the student-athlete shall be rendered athletically ineligible for the remainder of the season of the sport currently involved in and may not participate in the sport or try out for another sport until the next quarter.
- If a student does not achieve the minimum standards for participation in athletics in a quarter and a new sport season is beginning, the student may try out for the team with the coach's knowledge that the student may be ineligible permanently at the next progress reporting for

probation students.

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

**F. Ejection for Un-sportsmanlike Conduct**

According to the OHSAA Sports Regulations:

Any student ejected for un-sportsmanlike 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 un-sportsmanlike 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.

**G. 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.

**XIV. SCHOOL SERVICES**

- A. Cafeteria:** We provide a hot lunch daily for each student at a reasonable price. If a student prefers to bring a lunch from home, he/she may purchase beverages, desserts, or snacks in the cafeteria.
- B. Field Trips:** In connection with the curricular program,

opportunities for cultural or academic enrichment are provided. **Field trips, however, are considered a privilege at E.C. 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 the trip. **If the policies are not followed, a student may be required to return home at the parent’s expense.**

- C. **Guidance:** Career information, school schedules, college information, and personal guidance are only a few of the areas in which our guidance department serves students and parents.
- D. **I.D. 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 E.C. students. Students may be asked by teachers to show their ID card at any time. Replacement cost is \$5. For serious reasons, students may be denied the use of the ID card.
- E. **Lockers:**
  1. Students are permitted to use school lockers 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. If he/she accepts this agreement, he/she will be assigned a locker and lock combination. A locker should be kept in order at all times and locked. **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. Students are responsible for the appearance of their lockers. No other locks or padlocks other than school issued ones are permitted on the lockers. New locks are available in the main office.
  2. Students are permitted to have signs, photos, and other decorations on the inside of their lockers. These materials should be appropriate. No reference to drugs, alcohol or nudity is allowed. The school reserves the right to determine the appropriateness of the materials.
  3. Articles or materials not directly 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. Library:** Use of the library is available to all students from 7:30 a.m. until 3:15 p.m.
- G. Records:** For information regarding student records, transcripts, etc., contact the Guidance Office during the school day.
- H. Textbooks:** Most textbooks are loaned to the students yearly. The students purchase religion books and all workbooks. All textbooks are to be covered at all times. Students will be assessed a fine for lost/damaged books; textbook - \$50, novel - \$20.
- I. Transportation:** In general, read the local paper for the school district's pick-up points and bus routes. The following school districts currently offer bus transportation to Elyria Catholic: Columbia Station, Firelands, Sheffield, Vermilion and Wellington. Contact the respective bus garage for further information as this is subject to change without notice.

#### **XV. EXTRACURRICULAR ACTIVITIES**

- A. Athletic Program:** Includes football, basketball, wrestling, cross-country, track, golf, volleyball, tennis, baseball, softball, bowling, soccer, cheerleading, ice hockey and swimming.
- B. Clubs/Organizations:**  
Ambassadors, Academic Challenge, Band, *CHALLENGE* (School Newspaper), Cheerleading, Drama, *ECHO* (Yearbook), Environmental Club, Eucharistic Ministers, Film Club, Key Club, Medical Career Club, Music Ministry, National Honor Society, Peer Ministry, Robotics, SADD, Science Olympiad, Socratic Club, Student Senate and the Writer's Club.
- 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 3.4 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 3.4 cumulative grade point average and continue to demonstrate sufficient evidence of leadership, character and service.
5. **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.

**“A” Schedule – Standard**

<b>Homeroom</b>	<b>8:00 – 8:07</b>
<b>Period 1</b>	<b>8:10 – 9:00</b>
<b>Period 2</b>	<b>9:03 – 9:53</b>
<b>Period 3</b>	<b>9:56 – 10:46</b>
<b>Period 4A</b>	<b>10:49 – 11:13</b>
<b>Period 4B</b>	<b>11:16 – 11:39</b>
<b>Period 5A</b>	<b>11:42 – 12:06</b>
<b>Period 5B</b>	<b>12:09 – 12:32</b>
<b>Period 6</b>	<b>12:35 – 12:59</b>
<b>Period 7</b>	<b>1:02 – 1:52</b>
<b>Period 8</b>	<b>1:55 – 2:45</b>
• 50 minute periods	

**“B” Schedule – Delayed Start (Faculty Meetings & Testing)**

<b>Testing</b>	<b>8:00 – 10:00</b>
<b>Homeroom</b>	<b>10:00 – 10:06</b>
<b>Period 1</b>	<b>10:09 – 10:42</b>
<b>Period 2</b>	<b>10:45 – 11:18</b>
<b>Period 3</b>	<b>11:21 – 11:54</b>
<b>Period 4A</b>	<b>11:57 – 12:21</b>
<b>Period 4B</b>	<b>12:24 – 12:30</b>
<b>Period 5A</b>	<b>12:33 – 12:57</b>
<b>Period 5B</b>	<b>1:00 – 1:06</b>
<b>Period 6</b>	<b>1:09 – 1:33</b>
<b>Period 7</b>	<b>1:36 – 2:09</b>
<b>Period 8</b>	<b>2:12 – 2:45</b>
• 33 minute periods	

**“C” Schedule – Rally**

<b>Homeroom</b>	<b>8:00 – 8:07</b>
<b>Period 1</b>	<b>8:10 – 8:53</b>
<b>Period 2</b>	<b>8:56 – 9:39</b>
<b>Period 3</b>	<b>9:42 – 10:25</b>
<b>Period 4A</b>	<b>10:28 – 10:52</b>
<b>Period 4B</b>	<b>10:55 – 11:11</b>
<b>Period 5A</b>	<b>11:14 – 11:38</b>
<b>Period 5B</b>	<b>11:41 – 11:57</b>
<b>Period 6</b>	<b>12:00 – 12:24</b>
<b>Period 7</b>	<b>12:27 – 1:10</b>
<b>Period 8</b>	<b>1:13 – 1:56</b>
<b>Homeroom – Call Downs</b>	<b>1:59 – 2:05</b>
<b>Rally</b>	<b>2:10 – 2:45</b>
• 43 minute periods	

**“D” Schedule – Liturgy**

<b>Period 1</b>	<b>8:00 – 8:38</b>
<b>Period 2</b>	<b>8:41 – 9:19</b>
<b>Homeroom</b>	<b>9:22 – 9:30</b>
<b>Liturgy</b>	<b>9:33 – 10:53</b>
<b>Period 4A</b>	<b>10:56 – 11:20</b>
<b>Period 4B</b>	<b>11:23 – 11:34</b>
<b>Period 5A</b>	<b>11:37 – 12:01</b>
<b>Period 5B</b>	<b>12:04 – 12:15</b>
<b>Period 6</b>	<b>12:18 – 12:42</b>
<b>Period 7</b>	<b>12:45 – 1:23</b>
<b>Period 8</b>	<b>1:26 – 2:04</b>
<b>Period 3</b>	<b>2:07 – 2:45</b>
• 38 minute periods	



### 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.

