



**ST. EDWARD  
HIGH SCHOOL**  
SPONSORED BY THE BROTHERS OF HOLY CROSS

**Student/Parent Handbook  
2013-2014**

St. Edward High School  
13500 Detroit Avenue  
Lakewood, Ohio 44107  
WEBSITE: [www.sehs.net](http://www.sehs.net)

Sponsored By The  
Brothers of Holy Cross  
Notre Dame, Indiana

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# OUR MISSION

ST. EDWARD HIGH SCHOOL, A CATHOLIC SCHOOL IN THE HOLY CROSS TRADITION, EDUCATES THE MINDS AND HEARTS OF YOUNG MEN TO HAVE THE COMPETENCE TO SEE AND THE COURAGE TO ACT AS MEN OF FAITH.



WE BELIEVE IN:

## FAITH

FORMATION OF YOUNG MEN  
IN THE HOLY CROSS TRADITION

## EXCELLENCE

AN ONGOING COMMITMENT TO EXCELLENCE IN  
ACADEMIC AND CO-CURRICULAR PROGRAMS

## RELATIONSHIPS

A WELCOMING FAMILY-ORIENTED SCHOOL COMMUNITY

## SERVANT LEADERSHIP

A CHRIST-LIKE COMMITMENT TO GENUINE LEADERSHIP  
THROUGH SERVICE TO OTHERS

## ALMA MATER

Hail to the Green and Gold  
Hail, our Alma Mater.  
Praise her with voices bold  
With hearts that never falter.  
Hail, to dear Saint Edward High  
Keep her banners waving,  
Loyal sons in unity,  
Everlasting praise we sing.

## THE ST. EDWARD SCHOOL SONG

On you mighty Eagles,  
You'll have to fight to win a victory!  
So fight, you mighty Eagles,  
and raise Saint Edward's green and gold on high.  
And when the game is on the record,  
No matter what the final score may be,  
With all your heart,  
With all your strength,  
You played the game and won a victory!

## EDUCATIONAL OPPORTUNITY

St. Edward High School maintains a policy of equal educational opportunity and does not discriminate on the basis of race, color, or national origin in its educational programs or any of the activities which it operates.

**Failure to read this handbook does not excuse students/parents from rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. By enrolling and attending St. Edward High School, students and parents/guardians are agreeing to the policies and procedures contained within the Student/Parent Handbook. A signed St. Edward High School Student/Parent Handbook Form needs to be sent or handed into the St. Edward Attendance Office by the first day of the 2013-2014 school year. The form can be found on the St. Edward High School website.**

The school reserves the right to change any of its provisions or requirements at any time within a student's term of enrollment.

## **Academics**

Academic Requirements  
Homework Expectations  
Class Load Requirements  
Course Registration and Change of Schedule  
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### **ACADEMIC REQUIREMENTS**

St. Edward students take a rigorous four year curriculum. To be eligible to graduate a student must successfully complete a minimum of 24 academic credits. Students take required classes in the following disciplines:

- Theology • Classical or Modern Language • English
- Mathematics • Computer Technology • Fine Arts
- Science • Health / Physical Education
- Social Studies • Summer Reading

Required classes in these core subjects are supplemented with an extensive selection of elective courses which serve to enrich and enhance the students' educational experiences.

It is the responsibility of the student, with the assistance of his Guidance Counselor, to select appropriate classes to meet the St. Edward graduation requirements. For a complete list of graduation requirements, see the annual Course Catalog.

### **HOMEWORK EXPECTATIONS**

The St. Edward educational program requires substantial study outside of the classroom. Students should expect an average of one-half hour's homework in each of his academic subjects. This is an average and will vary with circumstances, but it is important that the students expect to study for two to three hours each day outside of classes. While many assignments will be written, reading and study assignments are just as important, and each student is responsible for completing all assigned work well.

### **CLASS LOAD REQUIREMENT**

All students are required to carry a minimum of six classes each term, and students may enroll in seven classes if availability permits. Enrollment in an eighth class would be considered unique and based strictly on if availability permits.

### **COURSE REGISTRATION AND CHANGE OF SCHEDULE**

Registration for the coming year is held during the third quarter. Students will be introduced to the scheduling program to choose classes for the following year. Orientation to the program and class selection will be conducted through the school counseling department.

Schedules are mailed to the students in August. Changes in the time at which a student will take a course are not permitted. The school will NOT change a student's academic schedule to accommodate early dismissal for any reason including work. When seeking jobs and planning other out-of-school activities, students are to presume that they will not be dismissed from school until the end of the school day.

Once registration is completed, schedules will be changed only under the following conditions:

- There is an error in the original schedule
- The student is academically misplaced
- There is a scheduling conflict
- Students wishing to change elective courses may do so on a space-available basis for a fee of \$25 per change. Some requested changes may not be possible due to time or space constraints.

## GRADING PERIODS

The school year is divided into four grading periods (quarters) of approximately 9 weeks. Courses are of varying duration, with very few quarter-long courses. Most courses are semester courses or full-year courses that consist of two semester grading periods.

## GRADING SCALE

St. Edward High School uses the letter grading system. The passing grade is "D-." It is the lowest indication of passing work. Credit is awarded at the conclusion of each semester. Only final semester grades appear on the permanent transcripts. The cumulative grade point average (GPA) is determined by final grades only and is computed as classes are completed. Physical Education grades are not included in GPAs.

GRADE	COLLEGE PREP	HONORS	AP/IB	% CUTOFF
A+	4.0	4.5	5.0	97
A	4.0	4.5	5.0	93
A-	3.7	4.2	4.7	90
B+	3.3	3.8	4.3	87
B	3.0	3.5	4.0	83
B-	2.7	3.2	3.7	80
C+	2.3	2.8	3.3	77
C	2.0	2.5	3.0	73
C-	1.7	2.2	2.7	70
D+	1.3	1.3	1.3	67
D	1.0	1.0	1.0	63
D-	0.7	0.7	0.7	60
F	0.0	0.0	0.0	below

## SENIOR EXAM POLICY

At the discretion of the teacher, a senior may be exempted from an end of a course final examination provided he has achieved at an A- or higher level for that course.

## **HONORS, AP and IB COURSES**

Honors courses in English, Social Studies, Languages, Mathematics, Science, and Pre-Engineering are available to students who wish to pursue a more rigorous study of these required or elective subjects. Students must be approved by the respective departments in order to enroll in honors courses, and annual promotion from one honors level to the next is not assumed. In acknowledgement of their elevated rigor, weighted grades are awarded for honors courses.

Advanced Placement (AP) and International Baccalaureate (IB) courses prepare students to take the College Board AP Exams or IB Exams. College credit may be awarded to students who successfully complete these exams. Moreover, all students who complete AP or IB courses of studies are required to sit for the AP or IB Exams in May. There is a fee associated with each AP or IB exam. Only students pursuing the IB Diploma through the International Baccalaureate Diploma Programme (IBDP) may enroll in IB courses. A complete listing of AP and IB courses is available in the annual Course Catalog. Weighted grades are awarded for both AP and IB courses.

## **COMMUNITY SERVICE**

As a Christian community, St. Edward High School values and promotes service to others. Each year, students must fulfill a service requirement, either integrated into the course requirements for religion class or, for the classes of 2014 and 2015, a standalone grade on the report card. Students failing to complete the service requirement by the end of the academic year will not be permitted to begin the following academic year, including extracurricular activities, until the service requirement is fulfilled. Students must complete all of their annual service requirements in order to graduate from St. Edward High School.

## **ACADEMIC PROGRESS REPORTING**

Academic reports are consistently available through the school's online portal, NetClassroom. At the conclusion of each quarter and semester (the equivalent of two quarters) a formal grade report will be generated indicating the student's progress in his specific courses. These too are distributed online via NetClassroom. Parents and guardians are encouraged to attend Parent-Teacher conferences, scheduled annually during quarters 2 and 3.



## **HONOR ROLL**

St. Edward High School believes that public recognition should be given to students showing superior academic accomplishment. The Honor Roll is published at the conclusion of each quarter of the school year to recognize this achievement. A failure in any class excludes a student from the Honor Roll. A grade of "I" or incomplete is treated as an "F" until such time as the student removes the deficiency. All incomplete grades must be removed within two weeks of a new grading period. Students guilty of any academic dishonesty violation are excluded from the Honor Roll. Courses are computed for the Honor Roll in proportion to their credit and the quality points assigned. The Honor Roll has two divisions:

High Honors	3.500 and above
Honors	3.000 - 3.499

## **SCHOLASTIC AWARDS**

Scholastic Achievement Awards are presented to students whose names appear on the honor roll for the first three quarters of the school year. Scholastic Achievement Awards are presented at the annual Honor Awards Ceremonies in May.

## **CLASS RANK**

It is the policy of St. Edward High School not to rank students.

## **SENIOR SPEAKERS**

Near the conclusion of the senior year, two senior students are chosen to speak at the annual commencement exercises to deliver salutatory and valedictory addresses to their class and the assembled guests. Beginning in 2013-14, these speakers will not be selected on the basis of grade point average alone. Seniors wishing to deliver one of the commencement addresses must submit a draft of a speech to the selection committee in the fourth quarter of the school year. Finalists will be invited to deliver their addresses before a panel for selection of the senior speakers.

## **ACADEMIC ELIGIBILITY**

Eligibility Requirements: For a given quarter, any student who did not pass a minimum of five one-credit courses or the equivalent for the preceding grading period or whose quarter grade point average (GPA) fell below the minimum of 1.7 will be academically ineligible. Academic ineligibility begins at the start of the fifth school day of

the next grading period, at which time the newly recorded grades become effective. The “school day” includes faculty in-service days, calamity days and regular school attendance days, but not holidays or school breaks. A student coming off the “ineligible status” may become eligible 24 hours after the school-wide grade reporting date. During the period of academic ineligibility, students may not participate in practices, meetings, or competitions for athletics and other extracurricular activities. Students who are ineligible following fourth quarter grades will be permitted to participate in summer activities, including camps and tryouts, and then will be ineligible for participation beginning with the first full day of classes.

Academic Progress Verification Process: Students who fall below the quarter GPA requirement of 1.7 but have passed the state minimum of five one-credit courses or the equivalent for the preceding quarter may attempt to regain the privilege of extracurricular participation. They may do so only after an ineligibility period without participation, practice, or competition from the first day of ineligibility for the first three weeks of the new grading period. Qualifying ineligible students should meet with their guidance counselors to begin the Academic Progress Verification process and receive the required APV form. Reinstatement of academic eligibility through the Academic Progress Verification process is granted through the Dean of Academics or his designee. Eligibility regained through the process is contingent upon regular progress checks for the remainder of the grading period through the continuation of the Academic Progress Verification process.

## **ACADEMIC PROBATION AND ACADEMIC DISMISSAL**

When a student has not made satisfactory progress in his academic program, he is placed on Academic Probation. Academic Probation results when a student has a quarter grade point average of less than 1.800. Academic Probation lasts until, in the judgment of the school, a student’s academic progress is again satisfactory. A student on academic probation for 3 consecutive quarters may be subject to dismissal for academic reasons. Likewise, a student who fails more class work in one school year than can be made up in one summer or who fails to attend summer school to remove deficiencies is subject to academic dismissal. Academic dismissal is the result of chronic academic difficulty, an indication that a student is not benefiting from being at St. Edward High School and that another school may be more suitable for him.

## **SENIOR FAILURES AND ACADEMIC DEFICIENCIES**

Graduation is based upon satisfactory progress and completion of the program of studies of the school. Therefore, no student with deficiencies in credits, courses, or GPA will be readmitted to St. Edward High School for his senior year. Likewise, a senior who fails courses required for graduation or for whom failure makes it impossible for the student to complete the necessary credits in time for graduation with his class, may be required to transfer during his senior year. In addition, if at the 4th quarter of his senior year, a student is failing a subject necessary for graduation, the school may omit his name from the graduation program.

Students who are not eligible to graduate with their class due to failure in their senior year have only one additional term to complete the requirement for graduation. These requirements must be approved in advance by the Dean of Academics of St. Edward High School.

## **SENIOR COMMENCEMENT EXERCISES**

At the conclusion of the senior year, seniors and their families are invited to participate in commencement exercises, or graduation ceremony, for their class. Parents and guardians, as the primary educators of their sons, participate in the commencement exercises along with the graduates, walking with them as they receive their diplomas.

Participation in the commencement exercises is a privilege, and as such, senior students and their families will not be permitted to participate in the ceremony if they have not fulfilled all of the requirements for graduation. Reasons for exclusion include, but are not limited to: academic failure, failure to complete community service requirements, failure to resolve financial issues including outstanding tuition or fees, failure to return school property issued to the student.

## **SAFE ENVIRONMENT TRAINING**

St. Edward students are taught the prevention of sexual abuse through the school's Health curriculum. All St. Edward faculty and staff complete the Virtus program Protecting God's Children. Any parent wishing to obtain training on sexual abuse prevention through the Virtus Protecting God's Children program should contact the Dean of Men. There is no cost to parents for this training. Parents wishing to examine the prevention curriculum taught to students should contact the school's Health teacher.

## **Attendance**

Absence from School  
Appointments  
College Visitation  
Communicable or Contagious Disease  
Emergency Closing/Delayed Start  
Excessive Absence  
Planned Absence  
Tardiness  
Truancy  
Unexcused Absence

### **ABSENCE FROM SCHOOL**

In order to maintain scholastic standards, a student must attend school regularly; therefore, absence from school should be for illness or emergency only. In case of absence from school, a parent/guardian must call the Attendance Line (216-221-7663) by 9:30 a.m. on each day of absence. Additionally, parents may call the same number to report attendance on our 24-hour voice mail system. The law allows us to accept absence calls from parents or guardians. Students are marked unexcused if a parent or guardian does not make the call. If parents will be out of town for an extended period of time, the attendance office must be informed of who will be making the call in case of absence and who the emergency contacts will be. The school administration reserves the right to rule on all attendance matters and give excused absences or penalties for unexcused absences when appropriate.

A student who is 18 years of age and living at home is under the jurisdiction of the home. He may not write his own notes or call to excuse himself from classes.

A student absent 3 hours of a school day will be assigned 1/2 day absence. A student absent 5 hours will be assigned a full day's absence. Students who miss more than 3 hours of academic class time may be restricted from participation in extracurricular activities that same day.

### **APPOINTMENTS**

Parents and students are encouraged to refer to the school calendar when scheduling appointments in order to minimize the amount of class time missed. In the event a student must miss part of a school day for an appointment, parents/guardians should call the Attendance Office (216-221-7663) one day in advance to make arrangements. Upon arriving at school that morning, the student should stop in the attendance office to verify the time he is to leave for the appointment. Before leaving

school, the student must report to the attendance office to sign out. Upon returning to school, the student must again report to the Attendance Office to be readmitted. At that time the student should produce a note of verification from the doctor/ dentist. The regular attendance procedure is then followed.

Students aware of any pending absence, including field trips and retreats, are required prior to that absence to talk to the teacher of each class he will miss to make arrangements for makeup work and to hand in assignments.

### **COLLEGE VISITATIONS**

College visitations by seniors and by juniors after December of the current school year should be arranged outside of school time. Weekends, official no school days, and vacation days should be used for this purpose. However, when college visiting on a student's free time is not possible, two days of school time can be designated as college visitation days.

A college visitation form should be obtained from the attendance office at least two days prior to the visit. With the form completed and turned into the Attendance Office, these requested days are then listed as college visitation days. Parent/guardian should still call the attendance office one day in advance to confirm the visit.

College visits may not be made during the week of exams.

### **COMMUNICABLE OR CONTAGIOUS DISEASES**

Students that have been diagnosed as having a communicable or a contagious disease will not be permitted to attend regular classes or participate in school activities until after the Dean of Students has consulted with the student's treating physician, the student's parents or guardians, and a physician designated by the school.

### **EMERGENCY CLOSING/DELAYED START**

If St. Edward is to be closed or start on a delayed schedule because of an emergency situation, such as a sudden snow storm, it will be announced on local television and radio stations. The closing of St. Edward High School will be announced ONLY as "St. Edward High School." Students and parents will also be notified through St. Edward High School's Emergency Alert System called "**SEHS Alert.**" Alerts will be sent through texts and/or emails.

## **EXCESSIVE ABSENCE**

Students are considered excessively absent if they are out of school for 10 days or absent 10 times from any individual course for any two consecutive quarters with the following exceptions:

- 2 days for college visits (senior, throughout school year; juniors, after December)
- Funeral, at the discretion of the Dean of Students
- Prolonged illness, doctor verification required upon return to school
- Court Subpoena
- Pre-arranged doctor or dentist appointment, doctor/dentist verification required

Students who are excessively absent will forfeit academic credit for the term unless there are unusual circumstances.

When the Attendance Office becomes aware that a student has been absent from a class for 7 days during any quarter, after accounting for medical exceptions, the parents/guardian and his guidance counselor will be notified by letter.

After 10 absences during any two consecutive quarters, a student and his parents will be notified by the Dean of Students. Unless there is an extreme documented medical or family crisis, a student may not receive credit for a course once he reaches 12 absences during any two consecutive quarters. For any one-quarter course, a student may not receive credit once he reaches 7 days of absence without having medical/family exceptions. St. Edward High School reserves the right to deny credit to any student who reaches 18 days of absence in a semester course even in the case of a documented medical or family crisis.

## **PLANNED ABSENCE POLICY**

Parents/Guardians should contact the Dean of Students for special circumstances that may affect student attendance. Generally applications for long-term excused absence will not be considered unless the student has:

- A. 2.5 or higher cumulative academic average
- B. An attendance record acceptable to the Dean of Students

Students not complying with the aforementioned policies will be considered Absent Unexcused for the days missed. Academic credit may be denied for any days a student is Absent Unexcused.

## **TARDINESS TO CLASS**

A student is tardy when he is not seated in his assigned place when the bell to start the period rings or as determined by the teacher. A student who is tardy must obtain a late slip from the Attendance Office resulting in a minor infraction.

## **TARDINESS TO SCHOOL**

Students are expected to be on time. Every student coming to school late must report to the Attendance Office for an admit slip before he proceeds to class. No student will be admitted without a late slip from the Attendance Office.

On days of bad weather, students should anticipate transportation difficulties and leave home earlier than usual in order to arrive to school on time.

The following common reasons for being late to school are considered unexcused based on State of Ohio attendance laws.

- Car trouble of any kind
- Oversleeping, by student and/or parent
- Missing the bus
- Traffic jam
- Staying out of school an unnecessary length of time because of doctor's appointment, job interview, or driver's license examination.

Students will be granted three excused late passes per semester. The fourth time late will result in the student being issued a minor infraction.

## **TRUANCY**

Truancy means being absent from school at any time without permission of school authorities. Students may not leave school due to illness without receiving permission from the school nurse or Dean's Office and are required to sign-out in the Attendance Office.

Truancy is an unexcused absence and is subject to penalties ranging from detentions to in-school suspension or out-of-school suspension. Academic credit may be denied for periods in which a student is truant and/or for the day or days in which suspension is assigned. Penalties for repeat offenses are progressive and can lead to dismissal. Truancy offenses are considered on a cumulative basis from year to year.

St. Edward High School does not allow class cut days. Anyone organizing or participating in a class cut day will be considered truant.

## **UNEXCUSED ABSENCE**

Students absent for reasons other than illness or emergency will be readmitted unexcused. An absence may be unexcused, in the judgment of the Dean, even if the student is absent with parental consent. Academic credit may be denied for absences considered unexcused. Additional penalties may follow. The following are considered unexcused absences:

- 1) When a student participates in an extracurricular activity after school and has been absent during the school day.
- 2) When a student has been truant.
- 3) When no call has been received from the parent on the day of the absence.
- 4) When a student misses a scheduled final exam day without an acceptable doctor's excuse.



# Discipline

Introduction  
Detention  
Disciplinary Process  
Disciplinary Probation  
Dismissal  
Ineligibility in Athletics/Extracurricular Activities  
St. Edward Reparation Days  
Suspension

## INTRODUCTION

In matters of discipline, both at school and outside of the normal school day, it is the policy of St. Edward High School to examine each incident and determine the school's appropriate response. In determining consequences, a number of factors are weighed, including the seriousness of the act, the intention of the student, and the specific circumstances in each case. A student's grade level, past record, and willingness to acknowledge his inappropriate behavior also play a part in the decision-making process, as well as the harm caused and its impact on the student and the St. Edward High School community. St. Edward High School takes seriously its responsibility in the disciplinary formation of each student when actions detrimental to a student's health and well-being are involved.

## DETENTION

Detention period is a time when the student is assigned to stay after school for any infraction of unacceptable student behavior. Any member of the administration, faculty or staff may assign a period of detention for violation of school or classroom regulations or a violation of proper conduct. The number of detentions issued may range from one to five as determined by the Dean of Students. Students may receive minor infractions. Two minor infractions will be equal to one full detention. Minor infractions will be served after school for less time than a full detention. Minor infractions are not viewed as disciplinary detentions.

Detentions involve a serious violation of expected student behavior. The first detention a student receives will be put on his record, but it will not need to be served after school. All subsequent detentions after the first detention will be served after school. Detentions must be served on the day issued or the next school day in session. The time and place detentions are served is assigned by the Dean of Students. Students who fail to serve their detention will receive an additional detention daily until served. Only the Dean of Students may delay the serving date of a detention.

When reporting to detention, students are to be on time and must bring their copy of the detention slip. The dress code is in effect for all detentions. Any student who by word or action refuses to accept a detention from any staff member will face additional penalties up to suspension.

### **DISCIPLINARY PROCESS**

If a student receives five detentions a warning letter is issued. If a student receives ten detentions a conference with a parent/guardian, the student, and the Dean of Students will be scheduled. If a student receives fifteen detentions he will be placed on Disciplinary Probation, and his parent/guardian will be notified by letter. After being placed on probation, if a pattern of disruptive behavior continues, the student may be subject to immediate dismissal.

### **DISCIPLINARY PROBATION**

Disciplinary probation is the final warning prior to dismissal. It indicates that the student has forfeited the confidence of the school authorities and is required to restore it by improving his behavior and attitude. Students are placed on probation for an excessive accumulation of disciplinary detentions or for a single violation of school policy.

Participation in extracurricular activities may be restricted for students on probation. At the discretion of the administration, a student may be placed on probation for any action that would incur a suspension.

While on probation, if a student should commit any act for which a student not on probation would be suspended, he may be subject to immediate dismissal. At the end of each quarter, students on probation may be subject to review by the Discipline Committee. Following the acceptance of the committee's recommendation, the school administration may remove the student from probation, continue him on probation, or he may be dismissed from the school.

### **DISMISSAL**

During the 2013-14 school year, St. Edward High School reserves the right to dismiss a student for unacceptable academic performance, for misconduct, or because the student's continued presence at the school is determined by the school's administration to be detrimental to the educational purposes of the school. In some cases a student may be dismissed for a single offense against school regulations or civil law. In other cases, dismissal is the penalty for repeated acts or habitual attitudes contrary to the spirit of St. Edward High School. Any student whose conduct or influence

is regarded as detrimental to the common good or is substantially disruptive to the educational process will be dismissed. St. Edward High School also reserves the right to dismiss a student when, in the opinion of the administration of the school, the student's parents/guardians have repeatedly conducted themselves in a manner that is not conducive to the creation or maintenance of a constructive relationship between parents/guardians and the school. St. Edward High School also reserves the right to deny re-enrollment to a student for the subsequent year for any reason, including failure of tuition payment, failure of the student to make satisfactory progress, concerns about the student's behavior, or concern about the conduct of the student's parents/guardians. This decision is the right and responsibility of the Principal of St. Edward High School. The Principal's decision is final.

### **INELIGIBILITY (ATHLETIC/ EXTRACURRICULAR)**

Participation in athletic/extracurricular activities may be denied to students who display a disregard for school rules and policies. The period of Non-Participation will be determined by the Dean of Students. Students who violate the Controlled Substance Policy during their tenure as a St. Edward High School (including the months of June, July and August) may be suspended until an Administrative Review is conducted. The student may be suspended from all extracurricular activities or until in the judgment of the Principal, the student has reconciled his behavior with the values of the St. Edward High School community.

### **ST. EDWARD REPARATION DAYS**

A St. Edward Reparation Day consists of coming in on a Saturday or a weekday in which classes are not in session. Students may be required to attend for the following reasons: 1) Accumulation of detentions 2) Suspension 3) Placed on Disciplinary Probation. If a student receives five detentions he will need to attend a St. Edward Reparation Day. A reparation day will last for three hours (9 a.m. to 12 noon). Students will need to attend a reparation day for any accumulation of detentions in increments of five (i.e. 5, 10, 15, etc...). The Dean of Students will determine the day and date in which the reparation day will be served, and this day may involve service work at the school.

### **SUSPENSION**

Suspension is considered a harsh form of punishment which stops short of dismissal. It means exclusion from all classes and all school activities. This includes any extracurricular activities, club activities, dances and sporting events on the day of the suspension. If a suspension of multiple days bridges a weekend then all activities during the weekend are included in this restriction.

A student may incur suspension or disciplinary penalties for his behavior at any time during his attendance at St. Edward High School. This includes incidents which occur outside of the normal school day or outside St. Edward High School sponsored activities. This may include inappropriate behaviors that occur during the months of June, July, and August when school is not in session.

At the discretion of the Principal or Dean of Students, suspension may be an out-of-school suspension or in-school suspension for the entire day(s) or a particular class. Ordinarily a conference is scheduled with parents/guardians. If parental or guardian contact is not possible by the end of the school day, a letter of notification will be sent home. For each day of suspension, five (5) detentions are normally assigned to the student's discipline record. Moreover, academic credit may be withheld during the suspension period.

Listed below are examples of kinds of behavior which may incur immediate suspension and possible dismissal:

- Academic dishonesty
- Failure to serve detentions
- Fighting
- Harassment/Hazing/Bullying
- Improper use of the school's computers
- Inappropriate posting on social networking sites
- Major defiance, disrespect
- Major vandalism
- Possession, use, or distribution of controlled substances
- Theft
- Truancy (part or full day)
- Willful disruption of the educational process
- Any other behavior that may be deemed inappropriate or any conduct deemed unbecoming of a Christian gentleman by the Dean of Students or any behavior that adversely reflects on the reputation of St. Edward High School.

## **Policies**

Custody Status  
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### **CUSTODY STATUS**

Parents/Guardians must inform the school of any legal change in custody status. A legal custody form must be filled out. Additionally, a copy of the court order that establishes any custody change must be submitted to the Counseling Center.

### **FINANCE**

#### BUSINESS OFFICE

All tuition, fees, or other financial obligations are taken care of through this office. Questions about financial obligations should be directed to the Business Office.

#### TUITION AND FEES

Each spring the Board of Trustees in working with the administration of the school determines the tuition and fees for the next school year and determines the payment schedule. It is the parent's responsibility to understand the school's financial policy and to pay their financial obligations on time and in full.

- The tuition for the 2013-2014 school year is \$13,150.
- St. Edward High School offers three payment methods:
  - Full payment due by June 1 with a \$75 discount.
  - Semi-Annual payments due by June 1 and December 1

- Monthly: Ten equal payments beginning June 15 and ending March 15
- A non-refundable registration fee of \$250 is charged one time at the initial registration. An annual \$60 fee is charged to families who choose the monthly payment plan.
- All students who enroll in St. Edward High School are required to sell \$200 of raffle tickets in the annual Student Raffle. If the quota of tickets is not sold, the student's account will be billed for the balance of unsold tickets. This is the only required student fund-raiser and all proceeds directly benefit each student.
- There will be a graduation fee of \$100 for graduating seniors.
- There may be additional fees for consumables in various classes.
- Students whose tuition account is in arrears may be excluded from participation in extracurricular or athletic activities and may lose their classroom privileges until tuition is brought current.
- Report cards, transcripts, diploma, participation in senior events and graduation activities are withheld for students with financial obligations to the school. All senior students are expected to have their tuition, student raffle and graduation fees paid in full by April 15.
- Students who finish the school year with a financial obligation to the school are not considered enrolled for the next school year until those obligations have been paid in full. Only students who are enrolled may participate in extracurricular activities.
- A student may not begin a new school year if there are outstanding financial obligations from the previous school year.

#### GRANT-IN-AID

St. Edward High School offers financial assistance for students whose families demonstrate need through the completion of a financial assistance form. These forms are available at the school's business office. Timely completion of the financial assistance form is important for families to be considered for a grant-in-aid. The school cannot exceed the budgeted amount of grant-in-aid for the school year consequently families that are late in requesting financial assistance may be denied grant-in-aid.

- A student must be in good standing in regards to discipline, academics and financial obligations to receive a grant-in-aid.
- The grant-in-aid is a reduction of the student's tuition and will be applied evenly according to the tuition payment plan the family has elected.
- Grant-in-aid is for one year only and a new request must be completed each subsequent year a student is enrolled.

## POLICY FOR DELINQUENT TUITION

The Board of Trustees establishes the plan by which tuition is paid. General policies regarding tuition:

- No student may start the next school year unless the past school year has been paid in full. This will include any tuition and fees along with any other financial obligation the student may have such as lost text books.
- Seniors must have all tuition and financial obligations current by April 15, of the then current school year.

### **Policy for Full, Half-Year and Monthly Payment Plans:**

- Tuition is considered delinquent when it is 30 days past the due date for the particular payment plan that the parent has chosen.
- At 60 days the parent will be notified by mail that the tuition is delinquent and must be brought current within 30 days. At this time all the student's records will not be released to parents, colleges or other institution.
- At 90 days the parent will be notified by mail that the tuition is seriously delinquent and the student's classroom privileges will be suspended unless the tuition is brought current.

## WITHDRAWAL PENALTY FROM ST. EDWARD HIGH SCHOOL

For various reasons students may withdraw from St. Edward High School during the school year. The school will use the following policy to determine if there should be a refund of tuition that has been paid to the school.

- Students who withdraw after July 15 and before the start of the school year will be charged a \$500 fee.
- The student is not considered withdrawn from St. Edward High School until a Request for Transfer Form has been completed and returned to the guidance office.
- The date the completed Request for Transfer Form is received by the guidance office is the official withdrawal date.
- Enrollment at St. Edward High School is for the full school year, and the school has staffed accordingly for all students. Any family who withdraws their son after the first day of the school year will be responsible for paying the full assessed tuition.
- In the event that St. Edward High School dismisses a student during the 2013-14 school year, the entire tuition must be paid in full, regardless of the date of dismissal, for official transcripts to be released. This enrollment contract is for one school year only and does not guarantee enrollment for any future school year.

## **FUNDRAISING**

The President of St. Edward High School must approve fundraising of any kind, including the selling or distribution of any item that has the name or logo of St. Edward High School. If you have any questions, please call the Office of Institutional Advancement.

## **HEALTH SERVICES (CLINIC)**

Health Services is open during the school day for any student who becomes ill or injured. A nurse is on duty for this purpose. The school assumes responsibility only until the parent, guardian or family physician is notified. The clinic is located in the main office wing. In the nurse's absence, students are to report to the Dean's Office. Students may not leave school due to illness without permission from the school nurse and/or Dean.

### MEDICATIONS

The clinic staff, by state law, cannot and will not dispense medication, either prescription or non-prescription unless completed authorization forms from the student, parent/guardian and doctor are signed and dated and on file in the clinic. The information must state:

- Name of medication
- Dosage (in milligrams or milliliters)
- Time to be administered

The medication must be sent in the original prescription bottle with the pharmacy label matching the MD's and parent order. All medications will be kept locked in the clinic. St. Edward reserves the right to send a student home if his behavior under medication is a cause for concern.

Non-prescription drugs such as Advil, Tylenol or Maalox must be sent in the original-unopened container. Additionally, the clinic must be informed of any prescription medication the student is taking. This should be noted on the emergency medical card that is filled out at the beginning of each school year. This information is most helpful in allowing the nurse to assess any symptoms or side effects that may present themselves.

Students with asthma are permitted to carry their inhalers. A consent form signed by both parent and medical doctor must be on file in the clinic. Please contact the clinic for this important form.



Students with injuries requiring a cast, splint, crutches, etc... should provide the clinic with a doctor's note stating what activity is to be restricted and the length of time.

Forms to administer medication can be obtained from the nurse. Please contact the clinic @ 216 221-3776 x 227 / FAX # 216 221-4609 for additional information.

### **IMAGE USE**

St. Edward High School reserves the right to use student images for promotional purposes. If a student/parent does not consent to use of their image or likeness, they must send a letter to St. Edward High School stating their desire. Students are prohibited from video recording or taking photos during school or school events without permission. Any posting or public transmission of unauthorized imaging is strictly prohibited.

### **IN CASE OF EMERGENCY/ MESSAGES**

Students will not be called to the phone during the day, nor will phone messages be delivered unless it is an immediate emergency. Students may come to the Attendance Office to call a parent/guardian in case of an emergency.

### **LIBRARY**

The library is normally open from 7:30 AM to 4:30 PM on school days. While in the library, all school rules apply before, during and after school.

### **LOST AND FOUND**

Lost articles can be turned in to the Dean's Office. It is important that all books and personal articles be marked with the student's name. Articles unclaimed after two weeks will be disposed of.

### **MEDICAL REQUIREMENTS**

State law requires all incoming freshmen to submit a certified physical examination document prior to starting classes. Sophomores, juniors and seniors must also submit a certified physical examination document prior to the start of each school year, if participation in school sponsored athletics is anticipated.

### **STUDENT INSURANCE COVERAGE**

St. Edward High School provides a student insurance policy that is supplemental to the parents' insurance policy. This policy is provided as a service to our students. Typically this policy covers medical expenses not covered by the parent's insurance policy; however, there are some treatments that are not covered. The St. Edward policy

is designed to pick up any shortage and, if no other insurance, to pay the claim to the maximum of the policy limits.

To qualify for insurance benefits from this supplemental policy, the parents must fill out the claim form and provide copies of all medical bills and Explanation of Benefits form and any other information requested by the insurance company. The claim form may be picked up in the business office. All claims must be submitted to the insurance company within 90 days of the student accident.

### **STUDENT SUPPORT TEAM (SST)**

The Student Support Team meets regularly to discuss ways of helping students who are facing personal and family problems. Concerned students, parents and school personnel can speak to a school counselor, nurse, school deans, Campus Minister, Principal, or any teacher whenever they are concerned about a student.

### **TECHNOLOGY**

#### CELL PHONES

Students are not to use their cell phones during the school day except during designated times and in approved locations and areas. Cell phones should never be taken out in an academic classroom or ring during a class. Phones are to be put on silent so as not to disturb a class setting. In case of emergency students wishing to make a call to a parent may come to the Attendance Office to use their cell phone.

#### ELECTRONIC EQUIPMENT

If electronic devices are brought to school, they should be stored in a student's locked locker or kept in the possession of the student at all times. St. Edward High School is not responsible for any lost or stolen device. The school cannot be held liable for items being left unattended.

#### PERSONAL COMPUTERS AND TABLETS

The use of personal computers or tablets is acceptable in class when permission is granted by the student's guidance counselor and teacher. The student should fill out a form with their counselor that helps register and identify their computer. The student must keep the computer in their possession at all times or safely locked in their locker. St. Edward High School cannot be held liable for unattended items. Personal computers are to be carried in a case that uses an over-the-shoulder single strap. Backpack cases are prohibited.

## **ST. EDWARD HIGH SCHOOL COMPUTER NETWORK AND INTERNET ACCEPTABLE USE AGREEMENT**

### **I. Personal Responsibility**

By attending St. Edward High School, you agree not only to follow the rules in the Policy Agreement personally, but also not to participate with nor in any way support, help, encourage, view or condone any misuse of the network by others. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another person, his or her property, or St. Edward High School.

### **II. Term of the Permitted Use**

A student who attends St. Edward High School and follows the Policy to which he has agreed will have the privilege of computer network and Internet access during the course of the current school year only. Students wishing to use their personal computer must first meet with their guidance counselor to initiate the process for approval through administrative consultation. If approval is granted the student must register his computer with the IT department. The school accepts no responsibility for lost, damaged or stolen personal notebook computers. St. Edward High School complies with the requirements of the Children's Internet Protection Act (CIPA) effective April 20, 2001.

### **III. Purpose and Use**

St. Edward is providing access to its computer network and the Internet for educational purposes only. No other personal use of the Internet is condoned or allowed by the school

All users must abide by rules of network etiquette, "netiquette," which include:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet.

Among uses that are considered unacceptable and constitute a violation of this Policy Agreement are:

1. Posting personal communication without the author's consent; posting anonymous messages.
2. Offensive posts/messages that make religious, ethnic, racial, sexual or gender related slurs/jokes, or transmit offensive, harassing messages or pornographic material.

3. Uses that violate the law or encourage others to violate the law. Intrusion on the networks or computers of others; downloads or transmissions of confidential, trade secret information, or copyrighted materials, even if materials are not marked with the copyright symbol. Assume that all materials are protected unless there is explicit permission on the materials to use them.
4. Uses that cause harm to others or damage to property; Defamation (harming a person's reputation with falsehoods); Impersonating another user; uploading a virus/malware of any kind.
5. Uses that access controversial, dangerous or offensive materials. All users and their parents or guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for students. Users must take responsibility for their use of the computer network and Internet. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the technology coordinator.
6. Uses that are commercial transactions. Students may not sell or buy anything over the Internet while using the St. Edward network.
7. Product advertising and political lobbying are prohibited.
8. Participation in any form of social networking sites.
9. Students may not under any circumstances access, or attempt to access, a proxy server, anonymous proxy, or other type of website that grants the user anonymous access to the internet. On all devices, students must accept the limitations set forth on the school's internet access and must not attempt to circumvent in any way the school's firewall and filtering.
10. Students may not probe the network in any way. Any type of technological activity that includes accessing or attempting to access the school's network to obtain information that is not or should not be privy to students is considered unacceptable. These restrictions include, but are not limited to: attempting to hack into the network, installing software for hacking purposes, installing software that is known to be a hacking tool, attempting to gain lists of school IP addresses, attempting to circumvent school security, running utilities that are not specifically allowed by the school administration, accessing or attempting to access network files and folders not explicitly allowed to students, unplugging cables from computers, etc...

#### IV. Privacy

Network and Internet access are provided as an educational tool. St. Edward High School reserves the right to monitor, inspect, copy, review and store at any time and

without prior notice any use of its network and all transmissions. All such information files shall be and remain the property of St. Edward and no user shall have any expectation of privacy regarding such materials.

#### V. Failure to Follow Policy and Breach of Agreement

The use of the computer network and Internet is a privilege not a right. All such unacceptable actions will be treated as vandalism of school property and discipline shall be administered accordingly, including loss of privileges. No exceptions are made if computer access is needed for a classroom assignment. A user who violates the Acceptable Use Policy and breaches this Agreement shall, at a minimum, have their access to the computer network and Internet terminated, and St. Edward may refuse to reinstate access. A user breaches his Agreement not only by personally violating the above Policy, but also by participating with or in any way supporting, helping, encouraging, viewing or condoning misuse by others.

Further, a user violates this Policy Agreement if he permits another to use his account or password to access the computer network and Internet, including any user whose access had been denied or terminated. St. Edward may take other disciplinary action beyond terminating access when deemed appropriate, up to and including expulsion, if deemed appropriate.

#### VI. Warranties/Indemnification

St. Edward makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy and Agreement. The school shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly by any user or their parent(s) or guardian(s) arising out of the user's use of the computer network or the Internet under this Policy and Agreement. By accepting St. Edward's policy agreement, the user takes full responsibility for their use. The parent(s) or guardian(s) agree to indemnify and hold St. Edward and all of its administrators, teachers, and staff harmless from any and all losses, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with St. Edward in the event of the school's initiating an investigation of a user's use of their access to its network/internet.

### **TRANSCRIPTS**

Requests for transcripts are made to the Counseling Center. A release form must be signed. There is no charge for students currently enrolled at St. Edward High School.

## **TRANSFER**

When a student wishes to transfer to another school, his parents/guardian must call his school counselor. A transfer form must be completed and signed, before any credits can be sent to his new school. Students and families who transfer or withdraw from St. Edward High School must have a formal exit interview with the Vice President of Marketing and Admission or the Dean of Academics.

## **TUTORING**

To assist students experiencing academic difficulties, tutoring is available at St. Edward. Our Auxiliary Services Department offers help in Language Arts, Reading, and Mathematics. They also offer assistance in study skills and organizational skills. A student may be referred to Auxiliary Services by a teacher or by his guidance counselor. Another option is peer tutoring where students who are struggling, work with other students who have skill in a subject area. Together, they prepare for quizzes and tests, review and study classroom notes, and assist in homework completion. Peer tutoring meets Tuesdays and Thursdays after school. Finally, many faculty members are available for tutoring before and or after school.

## **UNACCEPTABLE BEHAVIOR** **Students, Parents and Fans**

St. Edward High School supports the guidelines that the OHSAA has set forth concerning fan behavior at athletic events. They include:

- Remember that young people play sports for their enjoyment, not to entertain you.
- Do not have unrealistic expectations and understand that doing one's best is as important as winning.
- Understand that ridiculing an athlete for making a mistake is not acceptable behavior.
- Respect the official's decisions and encourage all participants to do the same.
- Respect and show appreciation for the coaches and understand that they have given their time to provide sport activities for our young people.
- Encourage athletes and coaches to play by the rules and to resolve conflicts without resorting to hostility or violence.
- Show respect for my team's opponents.
- Do not use bad language and harass athletes, coaches, officials or other spectators.
- Always show good sportsmanship since young people learn best by example.

# Student Regulations

Behavioral Expectations  
Academic Integrity  
Appearance Code  
Backpacks  
Cafeteria  
Care of Property  
Cell Phones  
Collections  
Complaints  
Controlled Substances  
Dismissal from Class  
Field Trips and Retreats  
Gambling  
Harassment  
Hazing  
Identification Cards  
Leaving Class  
Leaving School Grounds  
Locks and Lockers  
Loitering  
Motor Vehicle  
Posting Material  
Searches  
Smoking/Tobacco Products  
Social Networking Sites  
Staff  
Theft  
Transportation

## BEHAVIORAL EXPECTATIONS

To be sound, a Christian system of education must include and emphasize the development of moral character. To foster this moral development, each St. Edward student, under the guidance of the staff, strives to be responsible for the social regulations inside and outside the classroom. These regulations, based on the Christian perspective of education of the whole man, are enforced at St. Edward. When a student becomes a member of our student body, he acknowledges acceptance of these regulations which are intended for the good of the entire school community. Therefore, a student accepted at St. Edward High School subjects himself to the school's rules and

regulations, and assumes responsibility for knowing and abiding by the school's rules and regulations. In addition to the listed rules, St. Edward High School expects each student to act as a Christian gentleman at all times, both in and out of school. As a representative of his school, his family and himself, the student's good conduct shows respect for others. Since no one document can include all regulations that may come up during a student's time at St. Edward High School, the school administration will make the final determination as to the appropriateness of a student's behavior when such regulations are not listed.

Any act of misconduct on or off school property that reflects on the school's reputation is a matter for disciplinary action by the administration. In matters of behavior outside the normal school day and apart from school sponsored activities, it is the policy of St. Edward High School to examine each incident and determine the school's appropriate response. Furthermore, the administration of St. Edward High School may become aware of information from various sources, including but not limited to law enforcement agencies. St. Edward High School cooperates with local law enforcement agencies. As a school community, the administration and faculty of St. Edward High School expect the full cooperation of parents, guardians and students with our norms of conduct.

### **ACADEMIC INTEGRITY**

Academic integrity is one of the pillars of any academic institution such as St. Edward High School. Academic Dishonesty (commonly called cheating or plagiarism) is the academic equivalent of stealing and is not tolerated by our academic community. Students must conduct themselves according to the highest standards of personal integrity. Any student who is guilty of academic dishonesty will not be eligible for any academic awards for the remainder of the school year.

For all incidents regarding academic dishonesty, the teacher will make every effort to notify the parents or guardian within 24 hours. In case of academic dishonesty, academic credit will be denied to the student. The Dean's Office will be notified and the following penalties will be assessed:

- 1st offense: Detention(s) to Suspension
- 2nd offense: Suspension to Disciplinary Probation
- 3rd offense: Disciplinary Probation to Dismissal

In the event of a flagrant act of academic dishonesty, such as theft of an exam, a student will be subject to dismissal from the school.



## Definition of Academic Dishonesty

- representing the work of someone else as your own
- obtaining questions, tests or information on a test illegally prior to taking a test/quiz
- removing tests/quizzes or parts of tests/quizzes without the knowledge or consent of the teacher
- communicating with another student during a test or quiz
- failure to acknowledge ideas or materials obtained from another for either oral or written use
- copying the written work or test/quiz answers from someone else
- violating test/quiz-taking procedures as established by the teacher
- alteration of records or answers to seek credit on an assignment or quiz/test after the work has been graded
- failure to cite sources correctly(using quotation marks, footnotes, and bibliography) when writing papers (also called plagiarism)
- helping someone else to engage in academic dishonesty
- making, possessing, or utilizing unauthorized aids/technology to obtain an unfair advantage when taking a quiz or test
- unlawfully copying computer software or data created by others
- any other violation intended to obtain credit for work which is not one's own

It is the responsibility of each student not only to abstain from academic dishonesty, but also to avoid the appearance of any such acts. Any student who helps another student engage in academic dishonesty is as guilty as the student he assists.

Homework: Teachers will clearly define honest and dishonest academic work by discussing expectations with their classes. Teachers will indicate when assignments are to be done individually and when collaboration with other students is permitted. When collaborating, the names of all students must be included on the assignment. In the absence of specific directions, the student will assume the assignment is to be completed alone.

Quiz/Test Taking: Teachers will clearly define test-taking procedures for their classes. Violation of test-taking procedures may result in academic credit being denied.

## APPEARANCE CODE

**If an article of clothing is not addressed in the Appearance Code section of the handbook, that article of clothing should be considered unacceptable.**

The Dean of Students will make the final determination as to the appropriateness of any student's attire. If there is any question as to the appropriateness of a type of clothing or possible appearance of a student, parents should consult with the Dean of Students before student attendance takes place. It is the responsibility of each student, as well as his parents, to cooperate with the school and conform to the spirit as well as the letter of the Appearance Code. The ordinary penalty for dress code violations is a minor infraction that will be served after school. Flagrant or repeated violations may result in full detentions or suspension until the situation is remedied.

Neatness, cleanliness and appropriateness in dress and appearance are conducive to a serious academic atmosphere and will be expected of all students at St. Edward High School. A student is expected to be in dress code when he enters the building in the morning and the dress code will be enforced until the end of a student's class day. A student can put on his tie or change his shoes at his locker. Students will not be permitted to change their shirts or pants at their school locker or in the hallways. Changing for athletic/ gym classes should take place in the athletic locker rooms. Clothing must be clean, in good repair, and fit properly.

Regular school attire consists of:

- Shirts – Dress style shirt (oxford or straight-point collar), tucked in completely, buttoned fully, solid color, vertical striped or small checked of 1 in. or less.
- Pants - Dress style pant or khakis, four pockets, fitted at waist, sitting at the hips.
- Undershirts - Plain white (crewneck T-shirts, V-neck, or A-shirt /singlet).
- Ties - Tie placed at the top of the dress shirt, extended to the top of the belt, school appropriate graphics. Bow ties are acceptable.
- Socks - Socks must be worn and visible.
- Belts - Leather or cloth dress belt. Prohibited: athletic belts.
- Shoes - Dress shoes or dress/casual shoes, leather, suede, colors: black, brown, gray, burgundy, tan, blue and white, properly laced and tied, with sole and heel. Prohibited: tennis shoes, moccasins, canvas uppers, slippers, and any style boot.
- Layering over dress shirt - Sweaters (cardigans, crew, or V- neck), Fleece and athletic brand (pullover, 1/2 zips, or vests), and St. Edward clothing (crewneck sweatshirts, light jackets, pullovers, 1/2 zips, and vests).
- Outerwear - Coats, jackets, and hats are to be stored in lockers. Remove hats upon entering the building.

- Hair – Neatly cut and combed, length not to exceed top of eyebrow in front, top of collar in back, nor below the ear on the side. Estimated length of hair should not exceed three inches. Use of natural hair color and tapered lengths rather than drastic variations in lengths and sharp cuts.
- Facial Hair - Students are to be clean-shaven with no mustaches or beards. Sideburns are not to extend beyond the middle of the ear.
- Jewelry – Earrings or posts cannot be worn or covered with a Band-Aid. Necklaces are to be inside of dress shirt. Watches and rings are allowed.
- Body markings - Student cannot wear nail polish, body paint, or visibly display a piercing or tattoo.
- Gym Clothing - Gym attire is restricted to the athletic areas of the school. Regulation gym clothing is required for Physical Education classes.
- Polo Shirts Days: Due to warm weather at different times during the school year, the administration of the may allow for the wearing of polo shirts. Students will be notified of those days in advance. Polo shirts must be St. Edward produced polo shirts or a plain polo in the colors of either dark green, yellow, gold, or white.

Appearance Code when injured: If a student is injured and can't be in normal dress code attire, it is the responsibility of the student and his parents to inform the Dean of Students previous to his attendance that he has been injured. The student is to receive a permit pass for his dress code from the Dean's Office or from the nurse for a designated period of time. Depending on the injury, the dress code may vary; however, the student will be asked to conform as closely to the policy as possible. Any injury that involves being out of dress code for over a few days must receive written permission by a physician as to the length of the injury and the altered dress code requirement.

Dress at school functions: Students are expected to dress appropriately at school functions. Clothing with inappropriate language, pictures, numbers, or writing is never to be worn.

Dress Down Days: In order to maintain at all times an orderly learning environment, the following guidelines have been put in place for Dress Down Days. These are days in which students are allowed to dress casually in order to show school spirit and/or to raise money for charity or school events.

Shirts - St. Edward or solid green, gold, or white t-shirts, sweatshirts or hooded sweatshirts. Shirts with any other logos or writing are not permitted.

Pants - St. Edward or solid green, gold, white or gray sweatpants/ athletic pants. Jeans are permitted. Jeans and sweatpants must be neat, clean and in good repair. There should not be any visible holes or purposely frayed edges.

Shorts - St. Edward or solid green, gold, white, gray or black athletic shorts. Cargo-style and dress shorts are also permitted in any color or pattern (i.e. striped, plaid).

Shoes - Athletic shoes and sandals are permitted.

For any solid color shirts, sweatshirts, sweatpants or shorts, small brand logos (Nike, Reebok, Under Armour, etc.) are acceptable. However, any other words, logos, symbols or designs are not permitted.

## **BACKPACKS**

Backpacks are to be stored in lockers during the normal school day from periods 1 thru 18. Backpacks are not to be taken to classrooms. Students are expected to carry their books between class periods, making use of their individual school assigned lockers. Any student who carries a laptop computer or tablet to class must use a single strapped over the shoulder carrying case.

## **CAFETERIA REGULATIONS**

Students are responsible for maintaining cleanliness in the cafeteria during their lunch period. Tables are to be cleaned before leaving. Dispose of all litter in the containers provided, and keep litter off the floor. Plastic trays are to be returned to the dish washing area before leaving the café. Chairs should be replaced to their original position by the tables. Cooperation with the faculty and cafeteria staff is essential to maintain an orderly atmosphere in the lunch room.

Chewing gum is not permitted to be used except in the cafeteria. No food or drink, including candy, may be consumed or taken outside the cafeteria unless otherwise authorized. Likewise, lunches brought from home are not to be carried by students to the classroom; they are to be left in the locker and obtained just before going to the cafeteria for lunch. No open containers of any kind may be stored in lockers. This includes but is not limited to coffee cups, disposable drink cups and water bottles. No drinks or food may be consumed at a locker or in the halls or classrooms.

## **CARE OF PROPERTY**

Students are expected to take pride in their school and to take care of school property. Writing or scratching on desks, chairs, lockers, walls, etc... shows a lack of consideration and respect for the school and for the student body. Anyone causing such damage will be subject to penalties, ranging from detention(s), suspension and possible dismissal. Students are financially responsible for any damage done to school property.

A great deal of time is spent to keep the campus attractive. Students should respect and assist in the efforts to keep the school an attractive place. When outside of the building, students should use the sidewalks and stay off the grass.

## **CELL PHONES**

Below are the rules concerning the use of a student's cell phone at St. Edward High School.

- **Cell phones cannot be used in any academic class, in the Library, or in the hallways during the school day.**
- **Cell phone communication is limited to texting.**
- **Headphones are to be used if a student is watching video or listening to music on their phone in an approved area.**
- **Students wishing to make a call may come to the Attendance Office.**

If a student is in violation of the school's cell phone policies, the following occurs:

1st Offense – Cell phone is confiscated and given to the Dean of Students. Student is given 2 detentions and a \$10 fee is collected within a week of the violation. Student can pick up cell phone at the end of the school day.

2nd Offense – Cell phone is confiscated and given to the Dean of Students. Student is given 3 detentions and a \$20 fee is collected within a week of the violation. Student can pick up cell phone at the end of the school day. The Dean of Students will contact a parent.

3rd Offense – Cell phone is confiscated and given to the Dean of Students. Student is given 5 detentions and a \$30 fee is collected within a week of the violation. Student can pick up cell phone at the end of the school day. Student is subject to suspension, and parent will be contacted. An action plan concerning the phone will be discussed.

Students who do not pay the fee on time will be subject to further detentions for each day payment is not received. If a fourth offense occurs, the student and parent will meet with the Dean of Students to discuss Disciplinary Probation and cell phone restrictions.

## **COLLECTIONS**

All collections or selling of merchandise, for any reason whatsoever, is prohibited without prior permission of the Principal.

## **COMPLAINTS**

Instances of disruptive behavior, hazing, verbal or physical abuse will not be tolerated. Any such behavior is contrary to the spirit of St. Edward High School. Students who feel themselves victimized or have become aware of instances of this type should report it immediately to the Dean of Students or to any faculty or staff person. All faculty and staff are required to report incidents to the Dean of Students or to another administrator. The complaint will be thoroughly investigated by the Dean's Office and reported to the Principal.

### **CONTROLLED SUBSTANCES: Drugs and Alcohol**

Any student judged guilty by the Dean of Students of possession, use or distribution of alcoholic beverages, controlled substances, as defined by Ohio Revised Code sections 3719.01, 3719.40 and 3719.41 including any future additions to that code, or counterfeit controlled substances any time on the school grounds, in the neighborhood around St. Edward High School, in a car coming to school or going home from school, or at any school sponsored activity, or at any place and time during his tenure at St. Edward High School (including the months of June, July and August) may be suspended until an Administrative Review is conducted. The Ohio Revised Code presently allows local law enforcement agencies to inform schools of inappropriate student behavior. When such contact is made school authorities will examine each incident and determine the school's appropriate response.

1. If a student is judged to be selling (dealing) a controlled substance or has quantities of drugs or money that would indicate that he was selling controlled substances, the typical recommendation would be dismissal.
2. If a student is judged to be in possession of a controlled substance, using a controlled substance, is under the influence of a controlled substance at any time and is currently on disciplinary probation, the typical recommendation would be dismissal.
3. If a student is judged to be in possession of a controlled substance, using a controlled substance, is under the influence of a controlled substance during that student's tenure at St. Edward High School and is not currently on disciplinary probation, the typical recommendation would be placement on disciplinary probation with the possibility of additional conditions including but not limited to:
  - a. A timely professional assessment by a chemical abuse counselor mutually agreed upon by the Dean of Students and Parents/ Guardians.
  - b. Willingness to follow through on the recommendations of the assessment.
  - c. Full but confidential release of all information from the professional assessment to St. Edward High School's officials.

Chemical dependency self-referrals either by parents or the student himself are encouraged at St. Edward High School. St. Edward recognizes that chemical dependency is a treatable disease and will extend to the student and his family all the support that is available. This support may be internal or external but essentially requires professional assessment and the follow through on the recommendations of that assessment. Recovery for the student is the primary goal of this self-referral program. First time self-referrals are always non-disciplinary in nature.

### **DISMISSAL FROM CLASS**

Any student dismissed from a class for disciplinary reasons must report to the Dean of Students Office immediately and wait there until he has conferred with the Dean.

The usual penalty for a student who has been dismissed from class is detention(s) issued by the Dean's Office, in addition to whatever penalty the classroom teacher imposes. A superior education requires an attentive presence in class. Being dismissed from class shows a lack of regard for the teacher's efforts to educate and fellow students' efforts to learn. Repeated occurrences of dismissal from class may result in the student being removed from class for a longer period of time, with subsequent disciplinary penalties, and/or loss of academic credit for that period of time.

### **FIELD TRIPS AND RETREATS**

Field trips and retreats are privileges that are afforded to students. Participation can be denied if a student fails to meet academic or behavior requirements or if the student has an unacceptable attendance record as judged by the Dean of Students. Participation may be denied if applicable permission slips are not filed in a timely fashion.

### **GAMBLING**

All forms of gambling are prohibited. This includes all card playing in which a standard deck of playing cards is used.

### **HARASSMENT/BULLYING**

Federal and state laws prohibit racial, ethnic, religious, age, gender, disability, or sexual harassment of any student, teacher, employee, or applicant. St. Edward High School seeks to create and foster a school community in which all individuals are treated with dignity, integrity and respect. And in light of this, every person has a human

dignity which St. Edward 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 St. Edward High School community is one in which all faculty, students and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional and physical potential. Harassment or bullying of any kind interferes with this development and, therefore, will not be tolerated.

Harassment/bullying 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/bullying 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.
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature.

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

In order for St. Edward High School to effectively enforce this policy and to take prompt, corrective measures, it is essential that any and all incidents of harassment be reported by students to the Dean of Students within ten (10) days of the alleged incident. Oral complaints will be reduced to writing to assist the school’s investigation and will be written on a complaint form which is available in the offices of the Principal, the Dean of Students, and Counseling Center. Should the complaint involve either the Dean of Students, the Principal, the Executive Vice President, or the President, the person filing the complaint may skip the step involving that person.

If, after an investigation, St. Edward High School finds that any student has violated this policy, prompt corrective action will be taken which may subject that individual to disciplinary action, up to and including removal from the school. Any questions relating to the school’s harassment policy and complaint procedures should be submitted to the Dean of Students, the Principal, or the President.



## **HAZING**

Hazing activities of any kind are inconsistent with the educational process and philosophy of St. Edward High School and are prohibited at all times. Students who plan, encourage, or engage in any hazing activities will face disciplinary action by the school. Hazing is also prohibited by Ohio State Law. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that causes or creates a substantial risk of causing mental or physical harm to any person.

## **IDENTIFICATION CARD**

Each student is issued an identification card which he must have with him at all times. Students not carrying an I.D. card are subject to penalty. Lost or damaged I.D. cards are replaced at the student's expense. The fee is \$3.00. The card can be replaced in the Dean's Office. The I.D. card is the property of St. Edward High School.

## **LEAVING A CLASSROOM DURING A CLASS PERIOD**

Ordinarily, students are not permitted to leave the classroom during a class period. For school business and counseling, written permission will be sent to the student to leave the classroom. Students who have permission to leave a class during the period must have either a hall pass from the teacher, or written authorization from the office.

## **LEAVING SCHOOL GROUNDS**

No student may leave the school building during the school day without verbal/written permission of the Dean of Students. If a student must leave the school because of illness or any other emergency, he must obtain a passport from the Dean's Office. Failure to obtain a passport before leaving will be considered truancy. Likewise, no student may be in the parking lot or outside the building during the school day without express permission from the Dean.

## **LOCKS AND LOCKERS**

Student lockers, physical education lockers and sports lockers are to be properly locked at all times using a school approved lock. Both new school (black) and athletic (red) replacement locks are available for purchase in the Bookstore. The Dean's Office sells used replacement black and red locks at a reduced cost. Locks that are not

approved by the school may be cut off without warning. Lockers are the property of the school and may be inspected without notice.

Students should keep all electronics and valuables locked in the locker during the day. No student should allow another student to learn his locker combination. Students are to use only the lockers assigned to them. Anyone found tampering with a locker other than his own will face disciplinary action.

Locker decorations which are appropriate and in good taste may be put on the inside of the locker with magnets or masking tape. Lockers should be kept clean and orderly on a regular basis. Students must completely clean out their lockers and remove locks prior to Christmas vacation and again at the end of the school year. Each student is liable for damage to his locker.

### **LOITERING**

When arriving at school in the morning, students are to come into the school building immediately. A student is considered to have arrived at school when he exits his bus or when he is dropped off by car. Students are not to loiter on school grounds, in the adjoining neighborhood, or in the local business establishments. Sitting in parked cars is prohibited. It is to be noted that the City of Lakewood has a strict ordinance concerning loitering. Specifically, students are not permitted to loiter on Elbur Ave., North of Detroit. St. Edward students are prohibited from parking a vehicle on Elbur Ave., north of Detroit. Before school and during the school day, students must be in a designated area: an assigned class, the library, Kahl Center or the cafeteria.

### **MOTOR VEHICLE REGULATIONS**

Use of motor vehicles on school premises is a privilege granted by St. Edward High School. When a student applies for permission to operate and park a motor vehicle on school property, he must present proof in writing from his parents or guardian that he has their permission to drive to and from school, he has a valid Ohio driver's license, and he is covered by adequate insurance. Parking permits will be issued first to seniors, who have applied for a permit. Once all seniors have had the opportunity to purchase a permit, juniors and sophomores respectively, who have applied for a permit, will be issued the permit on an availability basis. Students must purchase and display in the appropriate place the current school permit. The cost of the current yearly parking permit is seventy-five (75) dollars. Numbered spaces will be assigned to those students who qualify for a parking permit. Courtesy and observance of traffic and safety laws are presumed of any student who is granted permission to operate a motor vehicle on school property.

Students who park illegally on school grounds (parking without a permit) are subject to penalties from the Dean's Office and their car may be towed. Vehicles parked in a marked restricted area (fire lane) may be ticketed by the City of Lakewood and/or towed.

Students are not permitted to go to their cars or any other car during the school day. All cars must be locked while they are parked on school property. The school is not responsible for articles removed from cars. Likewise, the school does not assume the responsibility for any damage or accidents which occur on the school grounds.

Any student who tampers with any motor vehicle on school property is subject to disciplinary penalties and loss of parking privileges. Likewise, possession in a car of any kind of contraband or controlled or illegal substances subjects a student to suspension and/or dismissal.

### **POSTING MATERIALS**

Any materials that need to be posted in the building should be submitted to the Dean for approval.

### **SEARCHES**

Student lockers, desks, and storage facilities are provided for the convenience of the students. They are the property of the school and may be searched at any time. Searches of students' personal possessions (bags, backpacks, electronic devices, cell phones, clothing, vehicles, etc...) may be conducted when there is reasonable suspicion that a student has violated the law or school rules. St. Edward High School reserves the right to search any motor vehicle that a student parks on St. Edward High School property. Individualized testing may be required when there is reason to suspect that a student may be under the influence of alcohol or other drugs.

### **SMOKING/CHEWING TOBACCO**

Smoking or the use of any tobacco products (smokeless tobacco, chewing tobacco, etc...) on school grounds or adjacent environs, on field trips, and at all school sponsored activities is strictly prohibited.

### **SOCIAL NETWORKING SITES**

The frequent use of social networking sites (Facebook, Twitter, YouTube, Instagram, Snapchat, Vine, etc...) by St. Edward High School students can create disciplinary problems that the school may need to address. Material posted on these sites by students may run contrary to the values of the St. Edward High School. Acts of

hazing and harassment on such sites are strictly prohibited. Lewd and illegal acts are also strictly prohibited. Thus, communications posted on these sites are subject to disciplinary sanctions up to and including dismissal. The posting of sexually explicit messages or photographs on cell phones (sexting) or on sites is prohibited. St. Edward tries to proactively monitor how students are using social networking sites. St. Edward cautions students and parents concerning the seriousness of these actions and the criminal implications that may be involved.

### **STAFF**

Students should respect and cooperate with St. Edward staff members. These staff members include volunteers, secretaries, maintenance staff and the cafeteria staff. Also, students should be considerate of guests when they are in the building.

### **THEFT**

Theft of any nature may incur immediate, indefinite suspension and possible dismissal. Possession of stolen property is treated in the same manner. Theft or vandalism of any kind should be reported to the Dean of Students immediately.

### **TRANSPORTATION CONDUCT**

When riding any form of public or private transportation to or from school or to or from a school sponsored activity, students are expected to conduct themselves in a mature manner. All school regulations are in effect while the student is on or is waiting for a bus. The driver, although sometimes not an employee of St. Edward High School, is the authority figure and generally has support of the school in determining disciplinary situations. Any student judged guilty of misconduct on any of the buses that service the school will face disciplinary action by the school. Penalties for major violations on the bus will be determined by the Dean of Students.

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