

IMPORTANT PADUA TELEPHONE NUMBERS

SCHOOL: (440) 845-2444

ATTENDANCE OFFICE: **To report student absences, call (440) 845-8882**

EXTENSIONS:

GENERAL OFFICE	Ext. 121
PRINCIPAL'S OFFICE	Ext. 120
ATHLETICS	Ext. 116 & 127
ATTENDANCE	Ext. 117 & 118
BRUIN SHOP	Ext. 131
BUSINESS OFFICE	Ext. 103 & 105
CAMPUS MINISTRY	Ext. 166, 132, & 133
GUIDANCE OFFICES	
<u>Class of 2012, 2013, and 2014</u>	
Mr. Andrew Shuman (A to Go)	Ext. 124
Ms. Jennifer Di Lisi (Gr to N)	Ext. 108
Mrs. Mary Lou Sidoti (O to Z)	Ext. 125
 <u>Class of 2015</u>	
Mrs. Louise Daniel	Ext. 167
 <u>All MedTrack Students</u>	
Mr. Virgil Daniel	Ext. 126

INSTITUTIONAL ADVANCEMENT OFFICES:

ADMISSIONS	Ext. 112
ALUMNI	Ext. 106
FUND DEVELOPMENT	Ext. 109 & 171
PUBLIC RELATIONS	Ext. 109
RECRUITING & MARKETING	Ext. 111

KITCHEN: Ext. 140 & 141

REGISTRAR: Ext. 122

DIRECT LINES:

ATHLETIC OFFICE	(440) 845-0442
ATTENDANCE OFFICE	(440) 845-8882
INSTITUTIONAL ADVANCEMENT OFFICE	(440) 845-8224
MODULAR UNIT	(440) 888-3440
SCHOOL FAX #	(440) 845-5710

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SCHOOL PERSONNEL

Administrative Team

President	Fr. Theodore J. Haag, O.F.M., M.S.S.A.
Principal	Mr. David Stec, M.A. '86
Dean of Students	Mr. Gary Jennrich, M.S.
Academic Dean	Br. Tom Carroll, O.F.M., M.A.
Professional Development	Mrs. Linda Darus Clark, B.A.
Director of Guidance Services	Mr. Virgildee Daniel, M.A., M.Ed.

Support Team

Assistant to the President and Admissions Coordinator	Mrs. Nancy Hodas
Assistant to the Principal	Mrs. Pat Flecher
Business Manager	Mrs. Susan Huber
Director of Marketing & Admissions	Mrs. Lillian Gathers

Board of Trustees

Mr. Martin K. Zanotti '70	Chairperson
Mrs. Genmarie Stiber	Vice Chairperson
Fr. Theodore J. Haag, O.F.M.	President
Mr. Gerald R. Jindra '70	Secretary
Mrs. Susan L. Huber	Treasurer

Fr. Jerry J. Bleem, O.F.M.
Mr. James A. Climer
Fr. Michael F. Cusato, O.F.M. '71
Mr. James Dighero '82
Mr. Nick DiGioia
Mrs. Ann-Marie DiPaolo '86
Mr. Timothy G. Dobeck
Fr. Phil D. Hogan, O.F.M.
Mr. Nick J. Iafigliola
Mr. Gerald M. Koler '86
Mr. David J. Sibits '68
Mr. John M. Veres

Department Chairpersons

Business/Computer Science	Mrs. Susan Fatica, B.A.
English	Mrs. Meghan Schepis, M.A.Ed.
Fine Arts	Mrs. Tamara Plasterer, M.A.
Foreign Language	Mrs. Melissa Kinzie, M.A.
Guidance	Mr. Virgildee Daniel, M.Ed.
Health/Physical Education	Mr. Jason Lantz, B.A.
Mathematics	Mrs. Janine Akstens, B.A.
Social Studies	Mrs. Linda Darus Clark, B.A.
Science	Mr. Matthew Harley, M.A.
Theology	Deacon Bob Grgic, M.A.

Office of Institutional Advancement

Vice President
Assistant Director
Assistant Director
Administrative Assistant

Mr. Gerald R. Jindra '70
Mrs. Laurie K. Grabowski '89
Mr. Robert J. Holz '90
Mrs. Cheryl Kuhn

Special Assignments

Mr. Kevin Leigh '89
Mr. Bill Parker
Deacon Bob Grgic
Mr. Virgildee Daniel

Br. Tom Carroll, O.F.M.
Mrs. Sue Brizius
Mr. Rich Tramont
Mrs. Susan Fatica

Athletic Director
Assistant Athletic Director
Campus Minister
Director of Business & Community Leadership Program
and Career Shadowing Program
Director of International Programs
Registrar
Technology Coordinator
Assistant Technology Coordinator

Guidance Services

Class of 2012, 2013, and 2014

Mr. Andy Shuman, M.A. (Last names beginning with A to G)
Ms. Jennifer Di Lisi, M.Ed. (G to N)
Mrs. Mary Lou Sidoti, M.Ed. (O to Z)

Class of 2015

Mrs. Louise Daniel, M.Ed., LPC

MedTrack '13 '14 and '15

Mr. Virgildee Daniel, M.A., M.Ed.

Kathleen Averre, Ph.D.

School Psychologist

Student Organizations/Moderators

Student Council
Freshman Class
Sophomore Class
Junior Class
Senior Class
Key Club
National Honor Society
Teen Institute

Mr. Nello Cotugno
Mr. Mitch Gerycz & Mr. Seth Jennrich '95
Mrs. Christine Kozarik & Miss Elizabeth Oles
Mr. Bob DiRocco & Ms. Rebecca Gellott
Mrs. Denise Frantz & Mr. Tim Giulivo
Ms. Rosie Cook & Ms. Elizabeth Oles
Mr. Eric Larson
Mrs. Joan Giulivo & Mr. Dave Sabo

Padua Support Organizations

Athletic Boosters Association
Parents' Club
Endowment
Music Association

Mr. Tom Wolf, President
Mrs. Berta Panecassio and Mrs. JoAnne Spilker, Co-President
Mr. Nick Marra '76, Chairperson
Mrs. Cheryl Gryniewicz, President

PADUA FRANCISCAN HIGH SCHOOL

Mission Statement



Padua Franciscan High School, a Catholic, college preparatory school, rooted in and committed to the traditions and values of Saint Francis and Saint Clare of Assisi, educates young men and women within a community where all are challenged to achieve academic excellence and to live out a lifelong commitment to Christ *in Holiness and Learning.*

Belief Statement

In Holiness...

We believe that:

- ✧ the focus of what we do is Christ-centered as modeled by Saint Anthony of Padua and Saint Francis and Saint Clare of Assisi
- ✧ the Sacramental life of the school is fundamental to our sense of community
- ✧ compassionate service is a manifestation of Christian holiness
- ✧ to embrace human dignity is to respect and honor each individual as a person created in the image and likeness of God
- ✧ the doctrines and the moral values followed by the Roman Catholic Church are integral to all facets of Padua Franciscan High School

In Learning...

We believe that:

- ✧ Franciscan education respects the unique potential of each human being
- ✧ academic excellence is achieved through self-discipline, which includes having a strong work ethic, sharing a positive attitude, and being a responsible person
- ✧ a student's potential for success is strongly enhanced by the partnership between parents and the school
- ✧ our educational process is focused on the formation of a well-rounded individual: spiritual, intellectual, emotional, social, and physical
- ✧ a Padua Franciscan education prepares students to be effective citizens of a globally interdependent community

PURPOSE OF CATHOLIC EDUCATION

“The very notion of Catholic education is closely related to the essential mission of the Church, to communicate Christ. It is linked to our own episcopal mandate to teach - to teach everything that Jesus commanded to be taught. And as teachers, we are called to bear witness by word and example to the Christ whom the Church is endeavoring to communicate. Simply put, the aim of Catholic education is to help people arrive at the fullness of Christian life. It is identified with the great ideal of St. Paul who is not satisfied 'until Christ is formed' in the Galatians; he yearns to see this process completed.”

"The Second Vatican Council presented the aim of all Christian education in various aspects, which include 'ensuring that the baptized ... may grow ever more conscious of the gift of faith which they have received'; that they may learn to adore God the Father in spirit and truth, especially through liturgical worship; and that they may be prepared to lead their personal lives according to a new nature, in justice and holiness of truth; so that they may reach perfect maturity ... and make their contribution to the increase of the Mystical Body."

"These are elements with far-reaching implications; they take into account the fact that Catholic education is indeed concerned with the whole person, with his or her eternal destiny and with the common good of society, which the Church herself strives to promote. In practice this requires that the physical, moral and intellectual talents of children and young people should be cared for, so that they may attain a sense of responsibility and the right use of freedom and take an active part in the life of society."

Pope John Paul II
October 28, 1983

PADUA FRANCISCAN HIGH SCHOOL PHILOSOPHY

Padua Franciscan High School, founded in 1961, is an independent, co-educational, secondary school rooted in the Catholic and Franciscan traditions. As a college preparatory school, Padua offers programs to prepare students for a successful transition to post-secondary education.

As a Franciscan school, the religious tradition is based upon the following central themes as modeled through the life of Francis of Assisi: God is the center of life and the goal of our striving, the humanity of Jesus emphasizes the importance of our humanity, our God is good and loving, God's creation reflects goodness and wholeness, and each person as a creation of God has dignity and deserves respect. From this religious tradition, the Padua educational community believes that each person has unique, God-given abilities and potential; therefore, each person is offered opportunities to develop this potential in ways that will provide a foundation for further learning and for a productive life.

The Franciscan intellectual tradition is characterized as critical, scientific, progressive, and practical. From this intellectual tradition, the administration, faculty, and staff at Padua Franciscan High school strive to develop and implement contemporary educational programs that stimulate intellectual curiosity by encouraging students to be creative and to develop problem-solving skills.

Based upon these spiritual and intellectual traditions, Padua Franciscan High School strives to provide a diverse curricular and extra-curricular program designed to foster the spiritual, intellectual, social, physical, cultural, emotional, and aesthetical development of the whole person.

Some, but not all, of Padua's specific aims are:

- To foster the formation of a Christian educational community that can model healthy human interaction to the students, faculty, and staff as well as to the larger community of northeast Ohio.
- To teach religious studies emphasizing spiritual, intellectual, and experiential components of each person's relationship with God.
- To provide opportunities for students, faculty, and staff to worship together as a Christian community.
- To encourage the personal, spiritual, and ethical development of each member of the educational community through a focused campus ministry program.
- To foster the intellectual development of each member of the educational community through curricular programs that are challenging and contemporary.
- To prepare students for careers and education beyond the secondary level.
- To support the continuing personal and professional development of faculty and staff.
- To implement programs that demonstrate a commitment to social justice.
- To sponsor social programs and events that allow students, faculty, and staff opportunities to interact and develop sound human relationships.
- To promote the importance of Catholic and Franciscan education within the larger community of northeast Ohio, especially through the alumni.

PADUA PARENT PARTNERSHIP

As Catholic educators, the faculty of Padua Franciscan High School firmly believes that no true education can take place unless the significant adults in a student's life are actively involved in the educational process. This means much more than merely paying tuition and seeing the student off to school each morning. It means setting high, yet reasonable, expectations for the student and insisting that he/she work to achieve these realistic goals. It means providing a quiet and private space in the home for study and insisting upon the completion of daily homework. It means knowing the student's teachers and communicating with them when necessary or useful. It means showing a personal interest in the student's academic achievements, offering compliments as often as merited, and reprimands when the student is not living up to potential.

To facilitate effective communication between parents and school personnel, it is expected that all parents will attend the following:

- 1) Meet the Faculty Night (held in September)
- 2) Parent-Teacher Conferences (held in November & March)
- 3) Parent Meetings for:
 - a) Freshmen and other New Parents (in September)
 - b) Sophomores - Career Planning Night (in February)
 - c) Juniors - College Planning Night (in October)
 - d) Seniors – Parent College Forum (in September)

Beyond this, we encourage all parents to become involved in one or more of our parent organizations as described later in this book.

At Padua, therefore, we strive to EDUCATE THE "WHOLE PERSON," and hence the partnership we seek with parents/guardians extends beyond the academic realm of a child's life.

As Catholic educators we strive to teach and instill Christian values in all our students. These values must be hallmarks of the homes from which our students come if we are to be successful. We expect that our students will witness the living of Christian values within their own homes to support what we are trying to give them in school. This means the living of one's faith, regular attendance at Church, and the promotion of honesty, respect for others, justice, and peace. As a Franciscan school, we explicitly promote "Gospel values" and we want these values to be contagious in our student body and the homes from which our students come.

It is also important that parents/guardians spend time with their children as they pursue their individual interests. This means that they encourage their children to get involved in extracurricular activities and actively support their involvement by attending activities in which their children play a part. These activities are very important in the lives of teenagers and also enhance the Padua Franciscan community.

ABSENCE FROM SCHOOL

When a student is absent from or tardy to school for any reason, notification by telephone or email to the Attendance Office by parent or guardian is required between 7:00 a.m. and 9:30 a.m. on each day that the absence occurs. A detention will be issued to students whose parents/guardians do not notify the Attendance Office.

**TO REPORT AN ABSENCE, PLEASE CALL (440) 845-8882
OR EMAIL: attendance@paduafranciscan.com**

Please be prepared to give the following information:

- Student's name and grade
- Reason for absence
- Caller's relationship to the student
- Phone number at which a parent or guardian may be reached for verification

On the day of the student's return after absence, a note of excuse signed by the parent or guardian giving name, date, days of absence, and reason for absence must be presented at the Attendance Office upon arrival at the school. The student will then be issued an "Admit Slip" for classes obtained. If a student is absent from class for any reason, he/she must present an Admit Slip or pass to the teacher the next time the student attends that class. A detention is issued to students who fail to present a note of excuse. No class work will be allowed to be made up until a note is presented.

Attendance office

The Attendance Office is located in the General Office. Students who have been absent or are tardy must report to this room before reporting to class. Students who will be excused from school should also report to the Attendance Office to have their excuses validated. This room is also the waiting room for students who are to see the Dean of Students.

Attendance Required for Credit

Since attendance is required for credit in order to comprehend the material covered in all our courses, students may receive failing grades for excessive absences. Any student who is absent from school for more than ten days in a semester may receive no credit for that semester. Unless the school deems it an extenuating circumstance, no credit will be given to students with more than 20 school days absent per year. Excessive absences may result in dismissal from school.

Under normal circumstances, a student with an excused absence is permitted to make up all missed work. For an unexcused absence, no academic work may be made up, including tests, quizzes, and assignments. In such cases, a grade of zero will be given for tests, etc., which have been missed. A student who is truant is not allowed to make up any class work for credit.

College Visits

With a written request from his/her parents, a senior who desires to visit a college may do so during school time up to a maximum of three times per school year from September 15 to May 1. A "College Visitation Permission Form" should be picked up from the student's counselor at least three days before the planned day of absence. Students who follow this procedure will not have these days recorded as days of absence. A junior may elect to use one of his/her three days after March 1. It is strongly recommended that students save at least one of these three days for a last visit to their first choice school for program auditions, scholarship testing and/or interviews, meeting with a coach, etc.

After April 1, a senior may take one additional day for the sole purpose of completing course registration. To be excused from school for that day, the student must request this through their assigned counselor. In addition, they must present to their counselor, in advance, the letter notifying them of this event; i.e. the counselor will verify that the student has no alternative for college registration except to take a day's absence from school prior to granting that permission.

"Cut Days"

Padua's administration does not authorize any "cut days" (either whole or partial) for individual students or groups of students.

Make-Up Work

Students are expected to make contact with their teachers upon their return to school. Given the logistics of contacting teachers for make-up work, this is most efficient for students missing only a few days of school. As a student enters upon a third day of absence – or if a three or more day absence is anticipated – then the student's assigned guidance counselor should be contacted to organize make-up work, either via phone call or email. Our expectation is that such make-up work would be available by the end of the next school day (e.g. call on Tuesday, pick up Wednesday afternoon). Assignments are then normally available at 2:30 p.m. in the Attendance Office. Another student may pick up this work if that is convenient. Alternately, teachers may elect to email make-up work directly to the parent. If there is a course of particular concern to the student or parent, direct email contact with a teacher would expedite a response to those concerns.

Medical Appointments

Doctor and dental notes as well as telephone notification to the Attendance Office by a parent or guardian are required for all appointments.

The "Admit Slip" must be shown to all teachers to verify the reason for the student's absence.

Teachers will record in their grade books each time a student is absent from their classes for whatever reason (e.g. illness, field trips, appointment with counselor).

When a student must be excused from school or from class for appointments or other reasons, he/she must bring a written request from his/her parents or guardian. This request must be presented to the Attendance Office on the day BEFORE the student is to be excused or BEFORE classes begin on a day of partial release. Parents must also call the Attendance Office to verify the note. When the student returns to school, he/she must report to the Attendance Office for an Admit Slip.

Prearranged Absence

The Dean of Students has the authority to excuse an absence when it is judged to be in the best interest of all concerned. Students requesting an absence because of hospitalization, other educational opportunities, or vacation with parents should follow the procedures outlined below:

1. The student obtains a Prearranged Absence Form from the Attendance Office. The parent or guardian fills in the information regarding the purpose and dates of the absence and then signs the form.
2. The student presents the signed form to the Dean of Students for approval. The Attendance Office will confirm this approval with the parents. The student then takes the approved form to the subject area teachers. The teachers may indicate the work to be made up when the student returns. If a teacher feels that the student cannot afford to miss the class time without seriously affecting the student's classroom performance or grade, the teacher will indicate this on the form.

3. After obtaining the signature and comments of all the subject area teachers, the student presents the form to the Dean of Students at least two (2) days prior to the absence. In the case of extended absence or family vacation, the form should be submitted one week in advance.

4. A copy of the completed form will be sent home in order to inform the parent or guardian of the work to be made up or the risk that the absence might entail for the student. It is the responsibility of the student to make up the work missed. Teachers are not required to take extra time for tutorial help. A student must make arrangements for staying after school to make up work if a teacher requests this. The student will receive full credit for any work promptly made up within the time determined by the teacher.

5. Prearranged absences following this procedure will be considered excused absences. These days along with absences for illness may not exceed the limit allowed for credit. Students who are on attendance probation or have been ill for several days during the academic year are not likely to receive approval. Pre-approved absences should not be requested the last week of any quarter.

Tardiness to School/Class

Students who arrive late for school must report directly to the Attendance Office where they will receive an Admit Slip. Students must show the teacher this slip before they can be admitted to class.

Any student who is late for homeroom must have either an Admit Slip from the Attendance Office or a pass from a teacher.

Tardy Detentions

Students receive a tardy detention each time they arrive late to school or to class. After accumulating 10 tardy detentions within a school year, a student will be issued a regular detention for each subsequent time that they are late. A student will receive a 15 minute detention each time they are 20 minutes (or less) tardy to school. A student is required to make up all time for being more than 20 minutes tardy. Students who are over twenty minutes late without a legitimate reason will receive at least a 30 minute detention.

ACADEMIC DISHONESTY

Students should protect their academic work at all times from the possibility of being used for academic dishonesty. Academic dishonesty – i.e. cheating – in any form will not be tolerated. Cheating is the dishonest acquisition of material that another had to find or obtain on his/her own. Examples of such material include homework, special assignments, tests and quizzes, projects, or any other information or answers that one is required to provide to receive a graded evaluation of academic performance. A student who willingly provides information or answers to another student with the intent to copy is similarly and equally guilty of academic dishonesty. We firmly believe that each student must be engaged in the education process, that all students must rise to the academic challenge. A particular note concerning homework: although it may appear as routine, mechanical work, homework is a crucial part of independent learning. As such, the copying of even very basic homework removes the learning component of the assignment.

Plagiarism is also a form of academic dishonesty. It includes copying, either verbatim or in substance, the words or even thoughts and opinions of another, without crediting the author. This can include written or computerized reference sources, as well as the major assignments and reports of other students.

In the event that a teacher determines that a student has been involved in any form of academic dishonesty, he/she will issue the student a double detention and will report the incident to the Dean of Students. After review with the teacher, further sanctions will be determined which will likely include the

assigning a grade of “0” regardless of the graded weight of the material involved. These sanctions will apply to any instance of cheating.

First offenders will be referred to their counselor, who will discuss the value of academic honesty with the student and the student’s parents and determine appropriate assistance should there be an academic skill concern.

Second incidents of academic dishonesty will result in more serious sanctions, minimally a Saturday detention, with a possibility of suspension and/or dismissal. Subsequent incidents of academic dishonesty in a student’s high school career will result in a dismissal hearing. (See Saturday Detentions, p. 35 and Suspension, p. 36)

ACADEMIC PROBATION /DISMISSAL

Academic Probation

Students are placed on Academic Probation if their semester or cumulative grade point average is below a 1.6. In addition, the grades of incoming freshmen will be reviewed at the end of the first quarter and any freshman whose 1st quarter grades fall below the standard stated above will also be placed on Academic Probation.

Students who are on Academic Probation are required to do the following:

1. attend weekly tutorial sessions and seek help from teachers in the subject areas in which grades indicate the student is having difficulty
2. demonstrate the commitment to improve by consistently completing all assignments in a satisfactory manner and by making profitable use of any available study hall time
3. schedule a meeting with his or her counselor and the Academic Dean to discuss any problems and to formulate a strategy to improve academically
4. keep his or her parents informed regarding the status and progress being made in academic subject areas

A student on Academic Probation may be restricted from participating in some extracurricular or co-curricular activities.

Academic Dismissal

A student may be asked to leave Padua:

1. if the student is not performing according to his/her academic potential
2. if a student is of average or above average ability and falls below 1.6 overall accum
3. if a student's cumulative GPA or semester GPA is below 1.0 for more than two consecutive semesters
4. if a student has been on Academic Probation and has not complied with the above requirements
5. if a student fails to successfully complete the required Summer School
6. if a student does not have sufficient credits to begin the next school year
 - a. 6 credits for sophomore year
 - b. 12 credits for junior year
 - c. 18 credits for senior year

ACCIDENTS

Students who sustain an injury while at school should report to the Nurse's office. The Nurse/Health Aide can provide first aid and will contact the parents/guardians in order to jointly determine the appropriate course of action. The student must complete an accident/injury report.

STUDENT ACCIDENT INSURANCE: All injuries requiring hospital treatment or a doctor's care should be reported to the Business Office within 30 days of the injury. The Business Office will complete a report and forward it to the parents for processing. Any bills not covered by the family's insurance should be reimbursed by the student accident insurance. (Note: the Student Accident Insurance Company must be put on notice within 30 days of the injury, or they have the right to refuse reimbursement for uncovered expenses.)

ACTIONS REFLECTING ON SCHOOL REPUTATION

Padua's goal of developing Christian character in its students is an attitude that extends well beyond the limits of the school day. Padua students who engage in activities which damage the reputation of the school (harassing or vandalizing the property of others, creating disturbances on or vandalizing public transportation, etc.) will be dealt with severely because of the harm they have caused to their own family and the entire Padua community. Students involved in other illegal or criminal conduct will be subject to disciplinary action. Severe offenses of this nature can result in dismissal. (See Dismissal p. 31)

ADDING A COURSE (See SCHEDULE CHANGES)

ADMISSIONS OFFICE

The Admissions Office is responsible for the recruitment of new students and processing of applications. For more information, call Mrs. Lillian Gathers (ext. 111), Director of Marketing and Admissions or Mrs. Nancy Hodas (ext. 112), Administrative Assistant to the President and Admissions Coordinator, at (440) 845-2444.

ADULT ORGANIZATIONS

The purpose of the Padua Franciscan High School Alumni Association is to facilitate an active relationship between the school and its graduates through programs and activities which encourage fellowship, attract financial support, and promote the benefits of a Padua education. For more information on the Alumni Association or to become involved in the events and activities planned, please contact Rob Holz, Director of Alumni Affairs at (440) 845-2444, ext. 106.

The Boosters Club actively supports the athletic program by supplying personnel to assist at games, by sponsoring various fund raisers during the year, and by covering many of the costs incurred by our extensive interscholastic and intramural programs. The Boosters Club meets on the 4th Wednesday of the month at 7:00 p.m. For more information call Mr. Tom Wolf, President, at (216) 901-9677 or Mr. Kevin Leigh at (440) 845-0442.

The Padua Parents Club exists to provide the parents/guardians of our Padua students the opportunity to become better acquainted with their children's school and to actively support its efforts on behalf of all the children. The Parents Club meets on the 2nd Monday of the month at 6:30 p.m. For more information, call Mrs. JoAnne Spilker at 440-884-5255 and Berta Panacassio at (440) 886-1324 or Brother Tom Carroll at (440) 845-2444.

The Padua Franciscan High School Endowment Fund was founded in May 1981 to provide for the future financial needs of the school. The trust consists of gifts (wills, bequests, stocks and bonds, memorial offerings, cash contributions) which are permanently invested. The accrued interest is annually given over

to the school. Parents and friends of all students are encouraged to become members of the Endowment Trust by making an annual gift to the fund c/o Institutional Advancement Office. There are no meetings to attend. For more information call Mrs. Laurie Grabowski at (440) 845-2444 ext. 171.

The Padua Music Association consists primarily of parents/guardians of children who take part in our vocal and instrumental music programs. By means of various fundraisers they provide for partial scholarships for talented musicians, purchase new instruments and music, and cover the cost of many repairs. The Music Association meets on the third or fourth Tuesday of the month at 7:00 p.m. For further information, call Mrs. Cheryl Gryniewicz at (440) 884-2820, Mr. Mark Wozniak at (440) 845-2444 ext.165, or Mrs. Tamara Plasterer at (440) 845-2444 ext. 145.

ALCOHOL (See DISCIPLINARY POLICIES)

ARRIVALS

Students arriving before 7:15 a.m. must report to the cafeteria. Students arriving after 7:15 must be in the cafeteria, library, chapel, or with a teacher. They will remain there until dismissed. Upon arrival, only seniors and juniors may go directly to their lockers.

Any freshman or sophomore found in the stairwells, corridors, restrooms, or locker rooms before 7:45 a.m. without a pass will be issued a detention.

Students are not to sit in cars or loiter outside the building. Upon arriving at school they are to enter the school building immediately.

Students with bulky sports equipment may take it to the designated storage areas after 7:45 a.m.

ATHLETIC EVENTS

Students may purchase pre-sale student tickets for selected away athletic events from the Athletic Office. (The only exception to this policy is hockey. Student tickets for home and away hockey games must be purchased at the rink.)

ATHLETICS

For the purpose of school policy, a student athlete is defined as any member of an interscholastic sports team, a trainer, or a cheerleader.

Christian Athlete

Padua students are expected to act as Christian young adults at all times. Discourteous conduct either on or off the playing surface will not be tolerated. Misconduct in the shower or locker room, in transit to games and practices, and on the athletic field or floor may result in suspension or expulsion from the team. Team prayer and Mass on game days and other days are encouraged for personal improvement and team unity.

Academic Requirements for Student-Athletes

There are two standards that athletes must meet in order to be scholastically eligible. The first is spelled out in the OHSAA Constitution and Bylaws in Bylaw 4-4. This regulation states that in order to be eligible for the current grading period (9 weeks), a student must have passed subjects in the preceding grading period (9 weeks) that earn a minimum of five credits per year towards graduation. Incoming ninth graders must have received a passing grade in a minimum of five subjects of all subjects taken during the final grading period of the eighth grade in order to be eligible for the first grading period at Padua.

A student who does not meet the OHSAA Bylaw 4-4 is ineligible for an entire grading period.

The second standard that must be met in order to be scholastically eligible for the current grading period (9 weeks) is that of having attained at least a 1.6 grade point average in the preceding grading period (9 weeks). If a student has met the OHSAA Bylaw 4-4 standard, but not the minimum grade point average standard, the student has the opportunity to regain his or her eligibility midway during the succeeding grading period by attaining a 1.6 grade point average or better on the interim report card that is issued mid-quarter.

If a student has met the OHSAA Bylaw 4-4 standard, but not the minimum G.P.A. standard, the student may not participate in any athletic activities for at least a week (exclusive of tryouts). After that period, at the discretion of the coach, the student may continue to practice with the team, but may not participate in any athletic contests (including scrimmages).

Attendance Policy for Student-Athletes

Student-athletes are expected to follow the general attendance policies of the school, as stated on pp. 7-9 in the Parent-Student handbook. This means that student-athletes are expected to attend all of their classes in a school day, regardless of the previous night's or that current day's activities. Student-athletes can be disciplined for repeated absences or tardies in conjunction with athletic contests.

Student athletes absent from school due to illness are not permitted to participate with the team in any capacity on the day of absence. A student is considered absent from school if he/she arrives to school after 11am or leaves school prior to the end of the school day. Excused absences for college visits, doctor appts., funerals, etc. do not require the student to attend school from 11am-2:30pm, but those absences must be approved by the Dean of Students.

Student athletes who have their credits removed based on attendance issues may be denied participation in interscholastic athletic activities and contests for the remainder of the current school year.

Controlled Substance Policy

For many reasons, athletes are held to a strict, year-round, no-use standard with respect to tobacco, alcohol and drugs. First of all, it is completely contrary to the concept of athletic training and competition for athletes to use such substances. It is also incompatible with the concept of team sports and the commitment we ask our athletes to make to each other.

In addition, athletes are accorded a certain amount of respect and prestige as a result of their participation in Padua's athletic programs. They become role models to other students as well as to youngsters in the grade school programs. With this status comes additional responsibility. Lastly, as school representatives in interscholastic competition, our athletes convey to the community the values and image of Padua. This, too, calls them to greater responsibility.

As such, we have established the following Training Rules for student-athletes:

1. Any use of tobacco, alcohol, or illegal drugs (possession, sale, under the influence of) is not permitted throughout the athlete's four years at Padua. Athletes observed anywhere (on or off school premises) by a responsible adult using these prohibited substances are in violation of this rule. Athletes are also cautioned that they can be guilty by association, i.e., being observed in the company of someone using these prohibited substances.
2. Penalties for the conduct described in paragraph 1 will be as follows:
 - a. First Offense:

- i. In season – Suspension of two contests during the regular season of competition (except for football – one game) as outlined by the OHSAA (“season begins” date).
 - ii. Off season – Suspension of two contests beginning with the first week of the regular season of competition (except for football – one game) as outlined by the OHSAA (“season begins” date).
 - b. Second Offense:
 - i. In season - suspension from all team contests for the remainder of the season (minimum of six weeks). If the infraction occurs with less than six weeks remaining in the regular season, the athlete will complete the six weeks suspension commencing with the first week of regular competition in the next sport in which he/she participates. Athletes suspended for a second offense are also not allowed to participate in any off-season/pre-season activities of any other sports until the completion of the regular season of the sport from which they were suspended.
 - ii. Off season - suspension from all team contests during the first six weeks of regular competition for the next sport in which the athlete participates.
 - c. Third Offense - a one year suspension from all interscholastic sports, commencing from the date of the infraction, unless the infraction occurs during the suspension period for the second offense. In that case, the suspension for the third offense will commence when the second offense suspension ends.
 - d. Any infractions beyond the Third Offense will render the athlete ineligible to participate in interscholastic sports for the remainder of their career at Padua.
 - e. In addition to the penalties outlined above:
 - i. Individual coaches may enforce additional penalties as part of the team rules
 - ii. When deemed necessary by the school Administration and/or its Athletic Department, further sanctions may be imposed including but not limited to detentions, suspensions and/or dismissal per school policy as stated on pp.30-31 in the Parent-Student Handbook. Furthermore, professional assessment (including a blood test), and adherence to any recommended follow-up treatment may be imposed as a condition for return to sports participation.
3. Prior to an offense being reported, if an athlete or athlete’s parents/guardians seek assistance from the coach, the athletic director, or a school administrator with a tobacco, alcohol or drug problem and/or incident and the athlete agrees to undergo a urinary drug sample test and participate in a tobacco education program or a drug/alcohol assessment, the athlete will not be denied participation from contests. Refusal or failure to complete the tobacco education program or drug/alcohol assessment and UDS test and to follow its recommendations will result in the denial of participation. The self-referral is still considered a violation for the purpose of accumulation of violations.
4. All offenses described in paragraph 1 that occur on school property or at school-sponsored activities will also carry school disciplinary action as well as counseling.

Potentially harmful substances: Please note that student-athletes should be aware of any substance that they are drinking, eating and ingesting. Side effects of energy drinks and/or other supplements can be harmful to student-athletes and can potentially be dangerous to their bodies. These supplements can have adverse effects on a student’s performance in contests. Padua strongly discourages the use of these substances.

Sports Related Injury Policy

It is the Athletic Department’s concern that the athlete's health and welfare is a top priority and that competition or practice should never jeopardize his/her physical wellbeing. Each coach is required to be

versed in the care and prevention of injuries. Along with this, the school provides a staff of qualified student-trainers and a full-time professional trainer to oversee any immediate care an athlete might need. Each year the Sports Medicine Section of the Cleveland Clinic provides our teams with a physician who visits our school weekly to diagnose, refer and specify needed rehabilitation programs.

1. Prior to the start of any official practices, each athlete is required to have on file in the Athletic Office:

a. A properly filled-out and signed-by-a-parent O.H.S.A.A. physical examination form dated within one year prior to the end of the sports' season. (i.e., a student participating in a fall sport that ends on November 1, 2011, must have his/her physical card dated after November 1, 2010.)

b. A completed and signed by parent insurance information card, including an emergency telephone number.

2. Initial care of an injury will be dependent upon its severity:

a. Major injuries - in the case of those injuries that need immediate doctor's care, an emergency ambulance will be called and the athlete will be transported to the nearest emergency care center. It is the coach's responsibility to make sure the parent/guardian is immediately notified as to the nature of the injury and the location of the emergency treatment.

b. Head Trauma/Concussions: in the event of head injuries, the coach or athletic trainer will notify the parent/guardian of the potential for a concussion. The student-athlete must then be cleared by qualified medical personnel (e.g. Doctor or Certified Athletic Trainer) to return to any activity in that sport. Also, the coach, athletic trainer or parent/guardian must contact the Athletic Director via email regarding the potential head injury as soon as possible. The Athletic Director will notify the Guidance Department so that the student's teachers are aware of the potential head injury for the following school day(s).

c. Minor injuries - Muscle strains, bruises and sprains are common occurrences in sports. Often times these types of injuries go unnoticed by the coach or trainer. It is the athlete's responsibility to notify immediately the supervising coach whenever the injury occurs, no matter how minor the athlete may feel the injury is. The coach will then consult with the head trainer who will assess and treat the injury. It should be noted that some injuries occur while the athlete is not in practice or competing. Any injury sustained while not under the supervision of a coach (home accidents, etc.) is to be reported to the coach immediately upon return to practice.

3. Follow-up: It is the coach and trainer's responsibility to monitor daily the progress of an injured athlete. Each injury will be attended to by the team physician upon his/her visit to the school or sooner, if necessary, at the Cleveland Clinic. Athletes who have had x-rays of their injury should make them available to the team doctor upon his/her visit. Once the doctor has seen an athlete, it is solely the doctor's decision as to what participation restrictions are required. In the case of an athlete having another physician treat his injury, he/she will be prohibited from participation until his/her doctor gives clearance in writing to the coach. It is the parent/guardian's responsibility to notify the coach immediately when their son/daughter is being treated by any physician other than those provided by the Cleveland Clinic. In the case of minor injuries, the athlete may be cleared to continue practicing or competing by the most qualified adult present (i.e., Doctor, Certified Athletic Trainer, Head Coach). This decision will be based on the individual's expertise and opinion that the athlete will not further jeopardize his/her health by participating. Communications by the athlete as to severity of pain, lacks of mobility, etc. are essential to this decision-making process.

For those injuries which will affect the student-athlete's academic work, parents are asked to notify their student's guidance counselor via email about the injury as soon as possible. The guidance counselor will assist the student-athlete with his/her return to the classroom and assist with possible accommodations that he/she will need until he/she is healthy.

4. Rehabilitation: Nearly all athletic injuries require some form of rehabilitation. It is the athlete's responsibility to follow through with any such program assigned to him/her.

5. Home Care: Often times an athlete may sustain a minor injury that doesn't show discomfort until hours after it has been sustained. Such injuries should be treated with cold packs, elevation where possible, and inactivity. Heat should never be applied to a sports injury sustained within a 48 hour period.

6. Insurance: the parent/guardian's health insurance carrier should first pay injuries requiring hospital treatment or doctor's care. Any bills not covered by the family's insurance will be paid for by the school's insurance. In order to process the school's insurance payment, an insurance claim form should be picked up in the school's Business Office, filled out and returned to the office along with a letter from the athlete's insurance stating how much of the treatment cost is not covered.

General Team Rules

1. The head coach of that sport shall establish curfew for each sport.

2. All athletes must have all equipment turned in before participating in another sport. All fines for lost equipment must also be paid for before participation in another sport.

3. Student athletes must conform to the grooming policies prior to the fall sports picture day through the end of the spring sports season. These policies are outlined beginning on p. 36 of this handbook. This includes any practice, scrimmage or contest at any date during this time period, including weekends and non-school days (i.e. Christmas break, spring break, etc.)

Facilities

Students are allowed the use of the gym, wrestling or weight rooms only if a member of the faculty or coach is present in the room the entire time the students are using the facilities. Students playing anywhere on the gym floor must wear tennis shoes.

Padua students, with the permission of the Athletic Director, may use the athletic fields.

Equipment

Each player is personally responsible for all equipment issued to him/her. This equipment is to be handled with proper care. Damaged equipment should be reported immediately to the head coach. All equipment issued must be returned promptly at the end of the season. A player failing to do this will not be issued any awards or letters until the equipment is returned. An athlete from any Padua athletic team who steals, destroys, or intentionally damages property or equipment at Padua, home, or another school's facility may be immediately dismissed from the team.

Intramurals

Padua offers intramural programs in a variety of sports and activities. Students are encouraged to sign up either as a player or a captain. Fun and good sportsmanship are the two main goals stressed in this program. All participants must have intramural permission/medical form signed and returned before participation will be permitted.

Locker Rooms

The entrance to the boys' locker room is located at the northwest corner of the gymnasium wing; this locker room may be entered through the gymnasium or directly from the parking lot.

The entrance to the girls' locker room is located in the basement corridor east of the kitchen; this locker room may be entered from the northeast end of the cafeteria (or gymnasium) or from the east parking lot.

Students are not permitted in the locker room before school or during lunch. At other times students may use the locker room only under the supervision of a teacher or a coach. (See Off-Limit Areas, p. 33)

Students are not assigned permanent gym lockers, but are required to bring their gym equipment with them on the days they have a Physical Education class. Students must also bring with them on these days a lock which they have purchased from the Bruin Shop. This should be kept with the student's gym equipment when not in use. During Physical Education classes personal belongings must be securely locked in a locker. The school is not responsible for theft or loss. No physical education equipment is to be left overnight in the locker room. During Physical Education classes all students must wear an official P.E. uniform available for purchase in the Bruin Shop.

Athletic Team Fee

All students that participate on the interscholastic athletic teams will be charged a team fee. The fee structure is as follows:

1 st sport in a school year:	\$150
2 nd sport in a school year:	\$100
3 rd sport in a school year:	\$50

There is no maximum or family cap for the athletic team fees. The business office will send out invoices to the families of student-athletes around the 1st week of regular season contests within a particular sports season. Once the student-athlete has participated in a contest, the family is responsible for the entire team fee. If the student-athlete suffers a season ending injury, parent/guardian is asked to contact the Athletic Director regarding any reduction in the team fee. Student-athletes who become ineligible or who quit the team are not subject to any reduction in the team fee for that season.

AUDITING A CLASS

At times students are required or expected to repeat a semester of a class without credit before they may retake a failed semester of a course. This is called auditing a class. Auditing students are expected to complete all assignments and tests that are given by the teacher, and otherwise meet the normal expectations of successful class work and participation throughout the semester. This does not appear on report card. Audited classes do not appear on the transcript or report card.

AUTOMOBILES

Padua considers driving an automobile a privilege to be accorded only to those students who demonstrate maturity commensurate with the serious responsibility of operating a motor vehicle. Driving to Padua is an even more serious responsibility because of the close proximity of St. Anthony of Padua School.

Due to limited parking availability, sophomores will not be granted parking privileges under normal circumstances. All spots are reserved for juniors, seniors, faculty, and staff.

All students who wish to park their vehicles on Padua premises are governed by the following norms:

1. The cost of a permit is \$100 per year. Students must present a completed parking form, their car registration, driver's license and the \$100 fee to the Attendance Office.

2. Failure to follow the directions of a parking lot supervisor will result in the loss of parking privileges.
3. Students are to park in their designated spots only. No student is to park against the school building, or on any side streets. Parking is allowed only in the designated areas since clearance for buses and emergency vehicles must be maintained at all times. (See map of designated areas on parking permit application.)
4. Through the generosity of the Pastor of St. Anthony's, we have been given permission to use a limited number of specific parking spaces in their lot. All of the rules and regulations in this section, which are related to parking and driving, apply to these spots. Absolutely no other cars will be permitted to park anywhere on St. Anthony's property (in front of or behind the church and school.)
5. Speed is not to exceed 15 mph while on school property.
6. Courtesy, safety and consideration for others are expected of every driver.
7. Parking permits must be displayed while using the parking lots during the school hours. Driving without a parking permit will result in a parking ticket for the first offense and a ticket plus detention for subsequent offenses.
8. No student is allowed to go to a car during the school day without a pass from the Dean of Student's office.
9. Littering or throwing objects from cars is prohibited.
10. Padua is not responsible for the safety of any car or its contents.
11. Once a student arrives in the parking lot he/she is to remain on the premises.
12. No one is allowed to sit in a car or allow anyone else to do so after arriving on school property.
13. Entrance to and exit from the premises is to be made by means of the main driveway to State Road, Riester Street, or Forest Hills. Exiting and entering via St. Anthony driveways is not allowed.
14. Students and parents are reminded that traffic flow is one way from the front to the back on the west end of the building from 7:00 a.m. to 8:30 a.m. and 2:00 p.m. to 3:00 p.m.
15. School buses that transport our students to and from school are on very tight schedules. Therefore, as buses are in the process of exiting the property, cars are not permitted to cut in line ahead of them.
16. Motorcycles, large trucks, vehicles with plows or any other vehicle that may be deemed a safety hazard are not permitted in the parking lot.
17. The racing of engines or playing of loud music is prohibited.
18. Failure to abide by these rules will result in a parking ticket being issued. The fines levied for these tickets are \$10.00. All parking fines must be paid at the Attendance Office within five (5) calendar days of issuance. Failure to do so will result in a \$20.00 fine.
19. Serious or repeated offenses will result in school suspensions and/or suspension of driving privileges or, if necessary, towing.

AV ROOM

The AV room in the basement may be used for large groups. Students are not allowed in the AV room unless a classroom teacher or coach accompanies them. No food or drinks are allowed at any time.

AWARDS

Awards will be presented to deserving students at the annual Awards Assembly in May. These academic awards will be given for excellence in studies, the most outstanding student in each department, scholarships, placement on national tests, or any significant achievement in scholastics.

The distinguished awards of Valedictorian and Salutatorian are presented to two students who have achieved outstanding academic excellence while at Padua. At the end of seven semesters, they are the students with the highest accumulative grade point average. Specifically, the Valedictorian is the student who has the highest GPA after seven semesters, and the Salutatorian is the student who has the second-highest GPA after seven semesters.

In cases of transfer students and other special circumstances, the awards of Valedictorian and Salutatorian must be based on a minimum of four full and consecutive semesters at Padua Franciscan High School.

Awards for perfect attendance are made to graduating seniors who have not missed any days of school during their four years of high school; pre-approved absences for school-related activities such as field trips and college visits do not jeopardize a student's perfect attendance record.

BASIC COURSES

Padua Franciscan offers a select group of basic courses. The material in a basic course is that material which is essential to minimal mastery of the subject matter and the curriculum focuses on foundational material. These courses are not elective to the student; enrollment is strictly upon Academic Department recommendation after consideration of available standardized testing and related assessment data, often in consultation with the School Psychologist.

BELL SCHEDULE

Padua's school day is divided into 11 periods. First period begins at 8:00 a.m. and students are dismissed at 2:29 p.m.

Regular Schedule (Monday, Tuesday, Thursday, Friday)

				5 - L	6 - 7				
				11:06 11:29	11:33 12:14				
1 ST	2 ND	3 RD	4 TH	5 - 6	7 - L	8 - 9	10 TH	11 TH	
8:00 8:47	8:51 9:32	9:36 10:17	10:21 11:02	11:06 11:47	11:51 12:14	12:18 12:59	1:03 1:44	1:48 2:29	
					7 - 8	9 - L			
					11:51 12:32	12:36 12:59			

Homeroom Schedule (Wednesdays)

				5 - L	6 - 7				
				11:14 11:37	11:41 12:20				
HR	1 st	2 ND	3 RD	4 TH	5 - 6	7 - L	8 - 9	10 TH	11 TH
8:00 8:18	8:22 9:01	9:05 9:44	9:48 10:27	10:31 11:10	11:14 11:53	11:57 12:20	12:24 1:03	1:07 1:46	1:50 2:29
					7 - 8	9 - L			
					11:57 12:36	12:40 1:03			

BOARD OF TRUSTEES

Padua Franciscan High School is a not-for-profit corporation within the state of Ohio. The members of the Corporation are the Provincial Minister and Provincial Councilors of the Franciscan Province of the Sacred Heart in St. Louis, Missouri. The members appoint the Board of Trustees. The President and Board of Trustees are accountable to the members for preserving the Catholic/Franciscan mission of the school. Authority to operate Padua resides within the Board of Trustees comprised of community and religious leaders. The President of the school is a full-time employee who works closely with the principal and administrative team to conduct the day-to-day curricular and extra-curricular educational programs.

BREWIN' CAFÉ

Padua maintains a Wi-Fi hub and coffee shop named the Brewin' Café. Students have the privilege to use the computers and purchase food and beverage. The café is open from 7:30 a.m. until 2:15 p.m. Offerings include both caffeinated and non-caffeinated beverages, fresh baked items, and healthy food choices. The Wi-Fi hub is always available.

Students may purchase items before school from 7:30 to 7:55 a.m. Items purchased from the café may not be taken out of the cafeteria. As a privilege, juniors and seniors, however, may have food and drink in the first floor hallway until the 7:55 a.m. bell. Students are responsible for their hall cleanliness.

All students will have access to the café before school and during their lunch period. During the day, only students who have a study hall assigned in the cafeteria are permitted to purchase items from the café.

Students are not permitted to purchase items from the café during other class periods or from study halls not assigned to the cafeteria. Students are responsible for their own cleanup. During the school day, students are not permitted to leave the cafeteria with food or beverages. (see STUDY HALL POLICIES)

BRUIN SHOP

Padua maintains a spirit shop on the first floor to the left of the main lobby. Parents, students, alumni, and other friends of Padua are welcome to purchase Padua related items. These include, but are not limited to, jackets, t-shirts, shorts, sweat suits, bags, mugs, a variety of Franciscan items, uniform slacks and shirts for girls, and gym shorts.

The Bruin Shop is regularly open Monday through Friday from 11:30 until 3:00 p.m. (Regular hours may vary during exam weeks.) Additional hours include: opening at 7:30 a.m. on Spirit Days, on various evenings for select adult organization meetings and parent teacher conferences, and evening /weekends for select home athletic events and/or fine arts performances. Times are posted on the Bruin Shop door as well as the answering machine.

The shop also accepts mail orders. To place an order, call (440) 845-2444, ext. 131.

BUS TRANSPORTATION

RTA and a number of public school districts provide bus transportation. Information is available in the General Office. These buses are considered as extensions of the school community. Some buses are on a tight schedule and leave a few minutes after school is out.

Disciplinary action is taken against students who do not behave themselves properly on the bus.

First offenses may be handled by means of a conference with the student and a detention. Subsequent offenses and actions in violation of bus safety rules may warrant a suspension of riding privileges.

Serious or repeated offenses may result in a permanent suspension of transportation privileges and disciplinary action being taken. Padua will cooperate with all civil authorities in maintaining safe and proper bus behavior.

Parents/Guardians who have questions or concerns about transportation provided by the various public school districts should contact the respective Board of Education. The same procedure should be followed if there is a question about a citation given a student by the bus driver.

CAFETERIA

Padua maintains its own cafeteria, giving us the ability to offer quality lunches to our students. Students may purchase breakfast daily beginning at 7:30 a.m. Students are offered our standard lunch choice as well as the option of a “healthy” choice. Only trans fat- free oil is used in all cooking. Lunch prices are \$3.75/lunch or students can buy a \$17 pass for 5 lunches.

The lunch period should be a time for pleasant socializing for the students. This can be achieved only by courteous behavior at the table. The norm to guide students is simple enough: conduct yourselves at lunch as you would at the dinner table at home or as you would in an ordinary restaurant. The lunch supervisors will insist on this very basic mark of a young adult.

All students scheduled for a certain lunch period are to be in the cafeteria during that lunch period. No one is to leave the cafeteria without a written pass issued by one of the supervisors. No permission will be given to go to the locker room. Students who are tardy to the cafeteria will receive a tardy detention.

Students should either go to a table and be seated or get into one of the lunch lines as they enter the cafeteria. In the lines there is to be no pushing, shoving, moving ahead of others, etc. The students do not have to sit in any particular section, but they must be seated (i.e. not walking around, visiting, etc.) when eating. After eating, bags, paper, cartons and leftovers are to be put in the plastic containers placed around the cafeteria. All students will be assigned periodic clean-up duty.

Dismissal from the cafeteria will be conducted in an orderly fashion by the head supervisor.

Padua maintains a coffee shop named the Brewin’ Café. Students and staff have the ability to purchase food and beverage from 7:30 a.m. until 2:15 p.m. prior to school, during their cafeteria study hall or their lunch period. Offerings include both caffeinated and non-caffeinated beverages, fresh baked items, and healthy food choices. (see STUDY HALL POLICIES or BREWIN’ CAFE)

CELL PHONES (See DISCIPLINARY POLICIES)

CHEMICAL ABUSE PREVENTION/INTERVENTION

Padua Franciscan High School views with grave concern the serious implications of drug, alcohol, and tobacco use by young people. PFHS continues to seek ways to educate students about the dangers of the misuse and abuse of drugs, alcohol, and tobacco. In the interest of student and staff health, a climate is created in the schools so that people with problems may seek and receive help. Parents and/or students who need assistance should contact their guidance counselor or the school’s Campus Minister who will provide information and guidance or assist in making an appropriate outside referral.

Padua takes an active approach to promoting a chemical free lifestyle through the Teen Institute Organization. For information regarding alcohol, drugs, and tobacco with respect to athletic participation, please refer to the “Training Rules” section under Athletics.

CHRISTIAN SERVICE REQUIREMENT

All freshmen will complete 20 hours of Christian service:

- 10 hours of service to the student's family; 10 hours to Padua or their Parish
- Each student will write a reflection paper in their Christian Life class.
- Students cannot start service until after the start of the school year.

All sophomores will complete 4 visits for a minimum of 1 hour per visit to one or more organizations serving people in the following area:

- Soup Kitchen/Hunger Center
- Food Pantry/Food Bank
- Homeless Shelter/Drop-in Center
- Handicapped/Disabled Facility
- Hospital

Each student will complete a written reflection during the second semester theology class.

All juniors will participate in Community service to the "marginalized".

- At least 8 one-hour visits to an agency that has been approved by the service coordinator. A list of approved service sites will be provided to the students.
- Each student must complete all 8 visits at 2 service sites at most.
- After selecting service site, each student must meet with the site supervisor and sign a service site agreement form.
- Each student will be encouraged to do the service with a partner.
- Each student will complete a reflection paper in their 4th quarter Theology class.

All seniors will be required to complete an Advocacy project within their Social Justice Class.

- This project takes place during the semester that the student is enrolled in the Social Justice course. Details are given by the teacher of the course.
- The project will be a significant grade within this Theology class. Some portions of the project will be completed during class time. Failure to complete the Advocacy Project will result in failure of the class.
- The Advocacy Project will consist of 3 parts: Research, Action, and Reflection.

The following are general requirements of the Christian Service program:

- Students are required to perform four years of Christian Service at Padua.
- Students will receive specific requirements for each year through Campus Ministry orientations and Theology classes.
- All freshmen will be required to turn in a monthly log sheet for any hours completed during that month. The sheet will include: individual hours, supervisor's name, contact number and initials, short description of service performed, total hours, and student and parent signatures stating that all hours have been completed. These sheets will be in the service folder provided by Campus Ministry and extras are always available.
- All sophomores and juniors are required to turn in their completed service log sheets when they finish their service visits.
- On report cards and transcripts, students will receive a Pass/Fail grade based on the completion of the required service. Service will be required for graduation but will be recorded as a zero credit "class" on transcript. Students who fail to fulfill their service requirement will not be allowed to matriculate through Padua.
- All students must turn in completed forms by the end of the 3rd quarter.

CLASSROOM POLICIES

Padua teachers insist upon proper conduct at all times in the classroom. Disciplinary action will be taken against any student who fails to cooperate with any teacher. It is the right and responsibility of teachers to establish the policies and procedures of their classroom.

COURSES NOT TAKEN AT PADUA

It is the opinion of Padua Franciscan High School that the full Padua Franciscan experience includes the need to be an active and full-time student in our community. Beginning in 2009, the State Board of Education enacted a program entitled Credit Flexibility. It will be the provisional policy of Padua Franciscan High School to welcome applications under this program, which at Padua shall be referred to as "Credit Flex." Requests for credit under this program must be filed on the school's appropriate application form through the student's assigned guidance counselor. The principal of Padua Franciscan High School may approve individual Credit Flex plans upon consultation with the Credit Flex Advisory Committee. This policy will be in effect with the beginning of the 2010-2011 school year. It will be reviewed annually and adjusted by the principal according to need, upon consultation with the Credit Flex Advisory Committee, until such time as the State of Ohio Department of Education promulgates a permanent policy. (The complete policy document and application materials are available online at www.paduafranciscan.com.)

Prior approval is required in order to receive credit for any courses taken under provision of Credit Flex, including those taken at another school (college, university, summer school, evening school, etc). Students must begin by requesting approval through their counselor by submitting Padua's Credit Flex application form. All requests under Credit Flex must reflect the specific course number and content description published in the current Course Description Book (available online at the Padua Franciscan website), as well as comply with the content and standards of the current curriculum on file for the course being requested for credit under Credit Flex. The use of the Credit Flex option will in no way reduce the full tuition obligation to Padua since credit will be accepted for graduation.

In 1989 the Ohio General Assembly created the Post Secondary Enrollment Options Program, or PSEOP. Padua students have utilized PSEOP to gain credit where it was an appropriate supplement to our course offerings and schedule. Credits earned under PSEOP would generally be the preferred means of utilizing the Credit Flex option. PSEOP permits public and private high school students to complete college or university course work for high school and/or college credit, broadening the range of choices through which qualified students may complete requirements for high school graduation. If applicable guidelines are met, students are eligible for full tuition reimbursement from the State of Ohio for courses taken at colleges or universities. The PSEOP application deadline for participation during the next school year is March 31st of the current school year. Details may be obtained from the counselors. In addition to possible credit towards graduation, courses under the Post Secondary Enrollment Options Program may be taken for personal enrichment.

All courses required for graduation from Padua must be taken at Padua unless taken as part of an approved Credit Flex plan. Credit earned via Credit Flex count toward graduation credit as well as being factored into a student's accumulative grade point average. As a general rule, full-year courses at Padua are not recommended for completion under the Post Secondary Enrollment Options Program. We generally do not approve of night school courses during the regular school year. Early release for college courses is usually available only to seniors. Credit Flex applies only to students currently enrolled at Padua Franciscan High School; credits earned in the 8th grade do not qualify under Credit Flex since they could not be prior approved by the principal.

Audited courses by definition do not meet the Credit Flex requirement because they are offered to afford students who failed a second semester course the preceding year the opportunity to improve their skills during the current first semester prior to retaking the failed second semester.

Courses taken in summer school for the purpose of retaking a failed course may be considered under provisions of Credit Flex. However, the course would be retaken for credit purposes only and not for GPA recalculation/improvement since the initial failing grade will stand as a matter of transcript record.

Transfer students: Courses taken at another school in the instance of transfer to Padua Franciscan High School will be annotated appropriately on a Padua Franciscan transcript to document completion of credits to fulfill graduation requirements. However, since these courses were not taken under the supervision of the principal of Padua Franciscan High School, they will not be considered in the student's final GPA calculation.

CURRICULUM AND COURSES

The Padua Course Description Book is issued each winter. A copy is given to each current freshman during registration week; upper class students may access the Course Description Book online at www.paduafranciscan.com. The curriculum and courses are explained in that publication.

COMPUTER USE POLICY

General Understandings

Padua Franciscan High School has made a profound and pervasive commitment to providing excellence in computer related educational experiences for all its students. In order that optimum advantage may be taken of both the equipment and computer related classroom experiences, mature and responsible behavior is expected of all students at all times. Respect for administrators, teachers, staff, other students, as well as for the equipment itself is essential.

The various Padua networks and programs (including the Internet) available to students in a variety of classes are meant to enhance the learning environment and contribute to the overall development of knowledge both in the subject areas and in computer-related technology. The right of a student to use computers is contingent upon his/her cooperation with the understandings and procedures outlined here as well as those indicated by the individual classroom teachers.

The understanding and procedures outlined here are in effect for all computers throughout the building.

Specific Understandings

The computers at Padua Franciscan High School are to be used for academic purposes.

1. Students are not to bring computer games to school, nor are they to spend time online, or otherwise, playing games.
2. Students are not to occupy themselves in writing personal letters, journals, blogs, social networking sites, or sending personal e-mail messages on the school's computer without the explicit permission of a teacher or staff member.
3. Students may not use any removable media including flash drives, external hard drives, floppies, etc. in classroom school computers unless approved by the teacher in charge.
4. Students may use data storage flash/USB drives only. No installation programs or portable applications are permitted on flash drives; this includes but is not limited to file names with an extension of .bat, .com, .vbs, .exe.
5. Students are not to access or utilize e-mail.
6. Students are never allowed to send any messages across the network or Padua domain to any

other computers.

7. Any attempts to bypass content filtering or security by using a portable application or proxy server will result in severe consequences.

Each student is required to have a password.

1. The password should be considered as the combination lock on one's locker, and should not be shared with anyone else. Should any difficulties arise, a student who has shared his/her password shares in the responsibility for the incident.
2. Students will be issued a password that cannot be easily deciphered.
3. Students with more than one account shall log on to the class computer with the appropriate class account.
4. Students will be assigned a password for their personal account.
5. Students are to always log on to the classroom accounts in the computer labs for computer classes. They are not permitted to use their personal accounts in the labs.
6. Students may use the classroom account or personal account in non-computer classes based on the instructions of the teacher.

The computers may never be used to review or transmit indecent or harassing material.

1. Transmitting indecent material includes making, creating, soliciting, copying, or initiating the transmission of any comment, request, test, graphic file, suggestion, proposal, image, or any other communication which is obscene, offensive, or otherwise inconsistent with the Padua Franciscan High School philosophy as determined by the Padua Franciscan Administration.
2. Students are not to use the computer to threaten, harass, insult, or defame others.

Teachers, site coordinators, systems operators, and school administrators always retain the right to access, read, alter, or perform any needed function regarding any files, documents, or programs in all school computers.

1. Students should assume that computer usage is monitored for breaches of security or inappropriate use.
2. Students should not assume that their files are confidential.

All students using computers, and their parents, are required to sign the Acceptable Use Policy.

*** This contract will be kept on file.**

Unacceptable Behaviors

The following behaviors are considered unacceptable and will be dealt with swiftly and judiciously:

1. logging in-or attempting to log in- to the computer as another student
2. logging in-or attempting to log in-to the computer as a teacher, administrator, or systems operator
3. sending messages of any kind without the explicit permission of a teacher or staff member
4. damaging, defacing, marring, or in any way harming the computer hardware or furniture, including but not limited to the monitor, keyboard, CPU, headphones, printers, desks, trays, chairs, glass, etc.
5. doing-or attempting to do-any damage or mischief to the software-including the introduction of viruses or any form of hacking
6. any activity deemed inappropriate by the systems operator or site coordinator
7. copying-or attempting to copy-the work of another student whether from a disk or hard drive
8. destroying or tampering with another's disk and/or USB flash drive
9. copying or attempting to copy licensed software
10. intentionally wasting limited resources
11. posting personal contact information about yourself or other people

12. employing the network for commercial purposes
13. accessing chat rooms, forums, message boards, journals, instant messaging, blogging, AIM, e-mail, games, on-line games, auction site (i.e. E-Bay)
14. **printing personal topics or pictures for nonschool purposes**
15. downloading information for personal use
16. **changing and/or adding software of any type** to a school computer
17. changing any settings to a school computer, (including backgrounds)
18. executing applications from the Internet
19. hacking, spamming, and phishing

* **The preceding list is not an all inclusive list of inappropriate uses and activities.**

Cafeteria Computers

1. The café computers may be used during study halls. Academic use takes priority over any other use.
2. Printing in the café is for academic use only. Consequences will be served for printing personal topics, personal graphics, sports brackets, fantasy sports, birthday messages, etc.
3. Be sure to log yourself off of your personal account when you are finished. If an account is found logged on that is not your account, log it off. Do not use this account.
4. Do not install any software or make any changes to the computer including background wallpaper.
5. Any attempts to bypass content filtering or security by using a portable application or proxy server will result in severe consequences.

Consequences

A student who does not cooperate with the above understandings or who engages in unacceptable behavior may be subject to the sanctions of detention, temporary or permanent suspension of computer privileges, or suspension or expulsion from school. Such actions may have a detrimental effect on the student's academic record.

If a user acts inappropriately through the communications systems, Padua Franciscan High School reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

DANCES/SOCIALS

The following regulations are in effect during all student dances and socials sponsored by the school.

1. Unless otherwise advertised, all dances will be held from 8:00 p.m. to 11:00 p.m. No students will be admitted into a dance after 10:00 p.m. All students and guests must have picture ID's for entry to the dance.
2. Music at dances will end at 11:00 p.m. Any students not driving home must be picked up no later than 11:15 p.m.
3. Once students have entered the dance, they may not leave until the dance is over. If attendees do decide to leave early, they **MAY NOT RETURN** for any reason and parents may be contacted.
4. Anyone needing to go to their car must ask for a faculty escort.
5. Padua socials will be open to current students only. For special dances such as Homecoming, Junior Ring Dance, Winter Dance and Prom, students may bring a date from another school pending administrative approval and the completion of the guest approval form, which is available from the dance moderators. Dances are for high school students. Grade school students are never permitted to attend. Generally, individuals over 20 years old are not permitted. Tickets may not be purchased without submitting the completed form.

6. Sponsors for dances cannot be responsible for valuables. Do not leave purses and other valuables unattended.

7. Absolutely no smoking, alcoholic beverages or other mood altering chemicals shall be allowed at any onsite or offsite venue including the building, in the parking lot, or on Padua or St. Anthony Parish property.

8. All school rules apply to all attendees at dances. Failure to abide by school rules may result in removal from the dance and/or disciplinary action against the student and/or guest.

9. Use and/or possession of tobacco, alcohol, or drugs are prohibited. A breathalyzer, administered by local police authorities, may be given to any student attending a dance. Padua Franciscan High School retains the right to randomly check, or have a breathalyzer test administered by a police officer, to determine if a student is under the influence. Students who test positive for alcohol on the breathalyzer will be removed from the dance and suspended from school for *at least 5 days*. The parents of that student will be contacted to come and pick up the student. If after reasonable attempts, parents cannot be contacted, the student will be released to the local authorities. In addition, any student under the influence of alcohol or drugs at any school dance may not be allowed to attend future dances.

10. It is the responsibility of the students and their parents, along with Padua Franciscan, to insure that the school and students remain alcohol and drug-free. We appreciate parent assistance in prohibiting the use of alcohol or drugs by students at any time.

11. Students are expected to act in a safe and appropriate manner while at dances/socials. Suggestive or inappropriate behaviors or attire can result in detention and/or removal from the dance/social or further disciplinary action.

12. Appropriate attire must be worn at all times:

- a. No suggestive, revealing or transparent attire; i.e. halter tops, low cut or plunging necklines, micro-mini skirts, extremely low rider slacks or shorts.
- b. No excessively sagging pants
- c. No clothing that does not cover undergarments completely.
- d. No clothing that promotes obscenity, drugs, alcohol, tobacco, sex, or violence.
- e. Other than shoes or jackets or other wraps, clothing may not be removed.

13. Unsafe, lewd, or vulgar behavior is not permitted.

- a. No dancing that imitates sexual activity: i.e. Freak dancing, grinding, or dirty dancing.
- b. No crowd “surfing” or dancing on other’s backs or shoulders.
- c. No “mosh pits”/slam dancing.
- d. No excessive public displays of affection.

DISCIPLINARY POLICIES

Padua Franciscan High School cites the following principles as a basis for our various policies, rules, and regulations:

1. Respect for the laws of God as taught by the Roman Catholic Church;
2. Respect for the common good - whether this be the rights of a particular group (a class, team, homeroom) or the entire school community;

3. Respect for the rights of the individual;
4. Respect for self;
5. Respect for the building, grounds, and facilities;
6. Respect for the organizations and individuals outside of the school.

Alcohol and Drugs

Padua Franciscan High School has a strict policy with regard to the bringing of illegal drugs to school. This includes the building, grounds, and other off-limits areas. Even first time offenders who violate this policy likely will be dismissed.

Drug sniffing dogs or other controlled substance detecting devices may be used to detect the presence of drugs or other controlled substances on school grounds (i.e. lockers, individuals, vehicles, etc.) or at school sponsored functions.

The use of alcohol and other controlled substances, whether on school property or at any school-sponsored activity, is also a serious matter, so serious enough to warrant suspension, probation, or dismissal by the school. Activities that would lead to such consequences include:

1. the use, possession, or sale of alcohol
2. behavior which indicates that a student is under the influence of a controlled substance
3. the possession of drug paraphernalia

Members of the school's staff or those acting in the name of the school are responsible for the enforcement of the alcohol or illegal drug policies of the school regarding the use, possession, sale, and behavior which indicates that a student is under the influence. A breathalyzer test may be administered by a police officer. If a breathalyzer test is not available for the determination of being "under the influence," then that judgment will be made by a responsible adult; parents/guardians may discuss the judgment in a meeting with the Dean of Students and the responsible adult.

In the process of enforcing these policies, the members of the school's staff or those acting in the name of the school observe the following procedures:

The first and immediate concern must be for the welfare of the student, after which:

1. During school hours
 - a. the student is taken immediately to the Office of the Dean of Students
 - b. a written statement of the circumstances is completed
 - c. from this point, the situation becomes the responsibility of the Administration.
2. Outside school hours on campus or at a school-sponsored activity
 - a. the student is taken to a location which is closed from the mainstream of activity;
 - b. the Dean of Students is notified in person, if he is present, or by phone; if the Dean of Students cannot be reached, another Administrator is notified;
 - c. the parents/guardians of the student are notified by phone
 - d. if a student is judged to have used alcohol or drugs, he or she is to be held until the student can be released to the custody of his or her parents/guardians; if a parent or guardian cannot come, they will be released to the authorities; under no circumstances will such a student be released to the custody of other students;
 - e. on the next school day, a written statement of the circumstances will be submitted to the office of the Dean of Students
 - f. from this point, the situation is the responsibility of the Administration.

In the case of student use of alcohol or other chemical substances, the disciplinary sanctions will be at least a five day suspension, a urinary drug screen, and the requirement of a professional assessment, the level of which will be designated by the school administration. The parents and student will be required to sign a release allowing designated school officials to consult with the assessment agency. Allowing for the discretionary judgment of the Principal, a recommendation of probation or dismissal may be made by the Disciplinary Review Board.

Parents/guardians are reminded that, according to Ohio law, they are held responsible for illegal drug usage (including alcohol) in their homes even if they are not at home at the time of the usage.

Building Restrictions

Students who abuse passes, cut classes, or are often in the halls during classes may be put on building restriction. This restriction is designed to keep the student in class and out of trouble.

Students on building restrictions should be in the halls only during the four minutes for changing classes. Passes will only be issued by an Administrator. Being in the halls without a pass or asking a non-authorized person for a pass will result in detentions.

Cell Phones (and other Electronic Devices)

Electronic devices (EDs), including cell phones, pagers, PDAs, iPods, CD players, laser pointers, walkmans, radios, TVs, and cameras are an inherent distraction to the educational process and are not permitted during school hours. Recognizing the benefits of EDs for communication with parents and family members before and after school, EDs will be permitted on the premises under the following conditions:

- EDs, including cell phones, pagers, PDAs, iPods, CD players, laser pointers, walkmans, radios, TVs, and cameras must be turned off (not just placed on vibrate or silent mode) and may not be carried with the student (including in pockets, purses, or gym bags) between the hours of 8:00 a.m. and 2:29 p.m. They must be left out of the building or in the student's locker.
- The possession of EDs between 8:00 a.m. and 2:29 p.m. will result in the forfeiture of the device, subsequent loss of device privileges, and a Saturday detention. Subsequent offenses during the student's time at Padua will result in a Saturday suspension. The device will be released to the student's parent/guardian only.
- Necessary use of an ED during school hours can be arranged through the Attendance Office. Students must first report to the Attendance Office to obtain a pass to get their ED out of their locker. Such use must occur in the Attendance Office and in the presence of Attendance Office personnel or an administrator.
- If it is necessary for a parent/guardian to contact their son/daughter during school hours, a message may be left with the school receptionist at (440) 845-2444.

Chewing Gum

Gum chewing is not allowed and will result in a detention.

Classroom policies

It is the right and responsibility of the teacher to establish policies and procedures in the classroom. Padua teachers insist upon proper conduct at all times in the classroom.

Disciplinary action will be taken against any student who fails to cooperate with any teacher. Lunches, gym equipment, backpacks, duffel bags and jackets are not to be brought into the classroom.

Closed Campus

Padua operates under the "closed campus" system. Once a student arrives in the morning, he/she may not leave the building until the final dismissal bell or he/she has received official authorization from the Office of the Dean of Students. Should a student leave campus during the school day without the proper authorization, the action will be considered truancy.

Damage to Property and/or Vandalism

Damage to school property, the building, or the grounds, as well as damage to private property or buses, will not be tolerated. The repair/replacement value of such damage must be reimbursed by the student(s) responsible in addition to any other disciplinary action that Padua may deem appropriate in any given case.

Detention System

A student may be given a detention for those lesser offenses that violate the rights of others - students, teachers, the school, the community - or which are a hindrance to the smooth and effective operation of the school.

A few examples, but not a complete list of infractions warranting a detention, are:

- academic dishonesty (a double detention)
- failure to bring a written excuse, signed by a parent, explaining the reason for an absence
- disrespect for teachers (at least a double detention)
- discourteous behavior
- tampering with locks and security bars on school doors
- cutting classes (a double detention for each class cut)
- dress code violations
- improper bus behavior
- having matches or lighter on school premises (a double detention)
- arriving late to detention room
- not returning a detention stub, signed by a parent, to the detention room proctor
- failure to cooperate with parking lot and driving regulations
- failure to return school forms which must be signed
- excessive public displays of affection
- running in the halls and stairways
- eating outside the cafeteria
- taking food from the cafeteria
- talking in class or study hall
- tardiness to school or class (Tardy Detention)
- littering
- failure to have had a call placed to the school on the day or days of absence
- not having paper and pen for detention period
- having a TV remote control on the premises
- having MP3 players, radios, CD players, cellular devices, pagers, etc. activated or displayed between 8:00 a.m. and 2:30 p.m.
- bringing backpacks or duffel bags to class
- not being prepared for class

If the student receives six detentions, a warning letter will be sent home to the parents. This must be signed and returned by the parents to the Dean of Students.

Detention Period (See also Saturday Detention)

The detention period is conducted daily. The period begins promptly at 2:35 p.m. and ends at 3:05 p.m. A student who has received a detention is to serve it the next day. Any exceptions to this are to be cleared with the Office of the Dean of Students on the morning of the day the detention is to be served. No one is to presume a postponement; it must be obtained personally each time. Failure to report for the detention period when expected is punishable by issuance of a double detention. The original detention as well as the double detention must be served. Failure to serve these detentions will result in a suspension.

Detention Period Procedures

Students serving detentions are to report to the detention room with pencil/pen and paper. They are not to bring books, jackets, school bags, etc. The school dress code is in effect. On entering the room, students are to take a seat in the front of the room and put their signed detention stub on top of their desk. The desks in the row along the windows are not to be used. Those who come late for detention automatically receive an additional detention. Students are to remain silent from the time they enter the detention room until they are dismissed by the proctor.

Students who do not return a signed detention stub will receive another detention and must return the original stub to the Dean of Students the next morning. Failure to do so will result in the student serving the detention again.

Disciplinary Probation

If the Discipline Review Board, upon reviewing a student's records, recommends placing the student on probation, the Dean of Students will notify the parents by letter of this condition. **Students who are suspended for any reason are automatically placed on probation.** A student who is placed on probation remains so for at least one full semester or until notified of his/her removal from probation. At the end of each semester the Discipline Review Board reviews all students who are on probation. **Students whose behavior has not improved may be continued on probation or dismissed from Padua.** A student who is placed on probation if suspended again **may be immediately dismissed from Padua.** Students on disciplinary probation may be restricted from extracurricular activities at the discretion of the moderator or the administration.

Dismissal

A student who exhibits poor behavior over an extended period of time is subject to dismissal at the recommendation of the Discipline Review Board and the concurrence of the Principal. In addition, a student who is on probation and receives a suspension is subject to dismissal. Any unlawful or dangerous act taking place on the school property or at a school sponsored function not only makes the student subject to civil penalties but also could result in suspension or dismissal from school. Gross disrespect and insubordination or harassment of a faculty/staff member, whether on campus or off campus, will likely result in dismissal. This final decision is the right and responsibility of the Principal/President.

Students who are dismissed from Padua are not permitted on Padua property or at Padua events at any time without prior written permission from the Principal or the Dean of Students. Failure to adhere to this policy could result in police intervention.

Forgery

Forgery of a parent's signature on any school communication (detentions, student reports, etc.) is a serious offense because this undermines the necessary communication between the school and the home. Forgery of any type for any reason is punishable by suspension or Saturday detention. Whenever a

parent/guardian signature is required, the parent/guardian must personally sign his/her name; a student is never authorized to sign a school document for a parent/guardian.

Gang-Related Activity

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes recruitment; initiation; a manner of grooming and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang; displaying gang markings or slogans on school or personal property or clothing; having gang tattoos; possessing literature that indicates gang membership; fighting, assault, or hazing; extortion; establishing turf; use of hand signals, gang vocabulary and nicknames; possession of weapons; attendance at functions sponsored by a gang or known gang members; exhibiting behavior fitting police profiles of gang-related drug dealing; being arrested or stopped by police with a known gang member; selling or distributing drugs for a known gang member; helping a known gang member commit a crime; or any other action directly resulting from membership or interest in a gang.

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A retention contract will be prepared stating the conditions for the student to remain in the school, if that is to be the case.
3. Students may be referred to counseling (personal and/or family)
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime.
7. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as already outlined in the school discipline policies.

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang-related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

Harassment, Violence, and Sexual Violence Policy

Padua Franciscan 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 Padua Franciscan is committed to enhance and protect. We believe that all individuals are “created in the image and likeness of God.” For these reasons, the Padua Franciscan community is one in which all faculty, students, and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional and physical potential. Harassment of any kind, in person, physically, or electronically produced, interferes with this development and, therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, cyber-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, impudence, 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 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 seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. As members of the Padua Franciscan family, we trust that you will embrace and practice these principles on campus and in your home.

- Sexual Harassment

For illustrative purposes, although this list is not meant to be all-inclusive, the following are examples of behavior that is prohibited by this policy: verbal sexual abuse; jokes of a sexual or obscene nature; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or written materials, or having such materials in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on school grounds, continual and unwanted written or oral communications of a sexual nature directed toward another; spreading sexual rumors/innuendoes; obscene T-shirts, hats or buttons; obscene and/or sexually explicit gestures or touching; unwanted requests for sexual favors; and any other inappropriate behavior of a sexually explicit or obscene nature that is demeaning and/or offensive.

Isolated incidents may not be sufficient to constitute harassment or sexual harassment and will be handled according to the student behavior code.

Allegations of harassment or sexual harassment (as defined above) by any person are to be reported to a Guidance Counselor and the Dean of Students. Parents of both the offender and the victim will be informed of the allegations. To lessen the possibility of retaliation, the matter is to be kept confidential by all parties involved. 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 the 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
- a parent/student/principal conference
- written warning/reprimand & 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
- dismissal

No retaliatory action will be taken against any parents/students who use or participate in this complaint procedure in good faith.

- Sexual Violence

Sexual violence is handled separately because of its potentially criminal 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 Human Services and/or 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.

Appropriate actions will be taken by the school in cases where sexual violence has occurred or is alleged. These actions may include removal, suspension, or dismissal.

General 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. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (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 Human Services and/or the police will be contacted immediately.

Off-Limit Areas

The following areas are off limits to Padua students during school hours unless given special permission to be there:

1. Padua's athletic fields, lawn areas, garage area, and parking lots
2. The wooded area to the west of the school including the transmitting tower property. Loitering in this area is always prohibited.
3. St. Anthony School, Church, Rectory and parking lot areas
4. All side streets and fields between Padua and Ridgewood Drive
5. Faculty and coaches' offices
6. Locker rooms before 7:45 a.m. or during the school day, unless in gym class
7. 2nd and 3rd floor halls and stairwells are off limits after 3:00 p.m. unless under the supervision of a teacher.

After school is dismissed at 2:29 p.m., unsupervised students are not allowed in any classrooms, corridors, locker rooms, offices, or the gym. Students who are waiting for transportation should do so in the lobby. Athletes waiting for practice are restricted to a classroom selected by and under the supervision of their coach or his/her adult designee. No other students should remain in the building.

Students who are entering and leaving Padua's property must do so by using the main driveway from State Road, Riester Street or Forrest Hills Drive. Exiting and entering via St. Anthony's driveways are not allowed. Otherwise, no parking, driving, walking or loitering on the side streets is permitted. Likewise, no loitering is allowed anywhere in the neighborhood near the school. Failure to abide by these rules may result in a suspension. Continued disregard of these rules can result in dismissal.

Students may use only the sidewalks and driveways near St. Anthony Church and Rectory. They are to stay off parish property and the lawns surrounding parish buildings.

Removal from Class

When all reasonable and usual appeals to a student have failed to bring about a student's conformity to a teacher's request for cooperation in the classroom, the student may be suspended from class. The student may be removed from class for the rest of the term. If the student is permanently removed from the class, all credit for the class will be lost and an F will be computed for that semester.

Saturday Detention

For those offenses that warrant a more serious response than a detention, but are not grave enough to warrant a suspension and probation a Saturday detention will be issued. The penalty for a Saturday detention is to spend two hours in school on the first detention Saturday following the Saturday detention notification. Students are to report to the detention room by 9:00 a.m. Tardiness will not be tolerated. Students are to dress according to the dress code and are to bring writing instruments and paper.

Some examples are:

- cell phone violation, first offense
- forgery, first offense
- third dress code violation
- disrespect for faculty or staff members
- second academic dishonesty offense
- lewd, vulgar, profane behavior

For the purpose of discipline records, Saturday detentions will count as four single detentions towards a ten detention suspension.

Searches

All property of the school, including students' desks and lockers as well as their contents, may be opened, searched or inspected at any time. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

The search of a student's person or handbag currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, dangerous objects, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

Smoking and Tobacco

Students are not permitted to possess, use, transmit, or sell tobacco products on school grounds or at school related activities (home or away). "School grounds" also includes the adjacent property of St. Anthony Parish, busses, and bus stops. Hence, any property west of State Road is included in this restriction. Students who are in possession of tobacco products or who smoke or chew tobacco will be suspended. Students with matches or lighters in their possession will receive a double detention.

Student Threats

A threat has occurred whenever an individual believes that his or her personal safety has been put in jeopardy or challenged. More specifically defined as menacing in the Ohio Revised Code, ORC 2903.22, menacing occurs "when an individual knowingly causes another to believe that the offender will cause physical harm to the person or property of that person or a member of his/her immediate family".

Any and all student threats to inflict harm to self or other should be taken seriously and reported immediately to the Dean of Students or Principal by anyone who hears a threat. In such cases the report will be investigated and appropriate actions will be taken, which may include any or all of the following:

- removal of the student from class;
- the signing of a no-contact agreement by the parties involved;
- schedule changes to provide for no-contact agreement when feasible;
- notification of the parent or guardian of the student who has made the threat;
- notification of the parent or guardian of the person or persons threatened;
- suspension of the student pending a psychiatric evaluation and the receipt by the school of a written statement from a qualified professional that the student is not/does not pose a threat to self or others;
- the requirement of follow-up counseling if recommended in the evaluation;
- further discipline actions, including detention, suspension, or dismissal; and
- notification of the police.

Suspension

When a student receives a total of ten detentions in one school year, that student is suspended and placed on disciplinary probation. The suspension will be entered into the student's disciplinary record. The penalty for suspension is to spend four hours in school on the first suspension Saturday following the suspension notification. Students are to report to the suspension room by 9:00 a.m. Tardiness will not be tolerated. Students are to dress according to the dress code and are to bring writing instruments and paper. A total of three (3) suspensions in one school year can be grounds for dismissal.

If a student fails to serve a suspension, the student may be suspended until the parents meet with the Dean of Students. Failure to serve suspensions may result in dismissal.

Should the situation warrant it, a student might be required to serve more than one Saturday suspension or he/she may be kept out of school for one or more days. A student who is suspended out of school is responsible for all the material covered in classes, and may be allowed to receive credit for homework, missed tests or quizzes.

A student who is suspended out of school is not allowed to participate in any athletic practice or games or other school sponsored activities on the day(s) of suspension.

Any suspended student who leaves the suspension room without permission of the suspension room proctor or who participates in an athletic event or practice or other school sponsored activity during the hours of a Saturday suspension or on the day of suspension will be suspended out of school. The parents or guardians of such a student must make an appointment with the Dean of Students to discuss reinstatement of their child in school.

When a student receives a suspension, the Discipline Review Board meets and may recommend one of the following:

1. that the student be placed on Disciplinary Probation
2. that the student be placed on Strict Disciplinary Probation
3. that the student be dismissed from Padua

In addition, the Disciplinary Review Board meets at the end of each semester to review the student discipline records and may recommend similar actions for students whose behavior has been unacceptable.

There are other reasons besides receiving ten detentions for which a student can receive a suspension. In general, any misbehavior, in or out of school, that in Administration's judgment warrants that punishment can result in a suspension.

Some examples are:

- fighting
- drinking or possession of alcohol (5 days for 1st offense)
- unwarranted pulling of fire alarms
- tampering with safety equipment
- insubordination
- jeopardizing the safety of others
- defacing or destroying property
- gross disrespect for members of faculty or staff
- theft
- forging signature (second offense)
- immoral acts
- possession or use of fireworks or offering them for sale
- possession of tobacco products and/or smoking or chewing tobacco on Padua or St. Anthony premises, on buses, at bus stops, on side streets between Padua and Ridgewood Drive, or at Padua sponsored events
- subsequent or serious acts of academic dishonesty
- truancy (2 days suspension)
- using off limits areas
- violating security by being in a closed-off or locked area of the school without permission
- actions which reflect unfavorably on the reputation of the school and the school community
- violation of computer use policy
- subsequent violations of the Cell Phone/Electronic Device (see page 28)

Out-of-building Suspensions

Out-of-school suspensions will be given for any serious offenses which are illegal such as vandalism; harassment directed at any school staff member or adult representing the school; offenses which grossly endanger the school or the school community, seriously harm the reputation of the school, or gravely hamper the safe and efficient operation of the school. Offenses of this kind will merit out-of-school suspension, whether committed on campus or off campus. An administrative decision may include dismissal.

In all cases, a student suspended out-of-school may not return to the classroom until permitted to do so by the Administration. This permission will be given only after consultation with the parents or guardians. The student is not permitted on school grounds or school related functions i.e. athletic events, dances, etc.

At the end of the school year, the Discipline Review Board will review the records of all students. Special attention will be paid not only to the reason for the suspension, but also to the student's conduct after the suspension. After this review, the Dean of Students will determine the status of these students for the following school year based on the recommendation of the Discipline Review Board.

Weapons

The use, possession, sale, or discharge of any type of weapon or dangerous object including toys or replicas of such objects (e.g. knife, gun, club, pepper spray, or any other type of instrument judged so by

the Dean of Students) is absolutely forbidden on school property and/or school events at all times. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy will result in immediate notification of police. A student in possession of such weapons and/or objects will be suspended from school immediately. The principal may dismiss the student, pending disciplinary review.

DRESS AND GROOMING

The Padua Franciscan High School dress code is a result of ongoing appraisal of year-to-year experience. The overall goal of the dress code is for Padua students to be attired professionally, tastefully, and comfortably. The school takes into consideration personal hygiene, development of good habits of grooming, cost of current available styles, and propriety. Simply stated, propriety means that which is correct and in good taste for a particular situation. Since our main purpose is the educational process, any distracting or attention-seeking attire is not appropriate.

For special occasions, athletes or other student groups may be given permission by the Dean of Students to wear team jerseys, shirts, or jackets. All other dress regulations are to be followed. In all cases, the group moderator or coach must obtain approval from the Dean of Students.

In general, personal clothing extremes in color, design, fit, and styles will not be permitted. Any questionable dress items are to be cleared with the Dean of Students' office before being worn. A decision of the Dean of Students regarding dress and/or grooming is final. Students who do not conform to the dress code may be held in the Dean of Students' office until proper attire can be acquired. In certain cases, students may be sent home.

It is the responsibility of each student to be properly dressed for school. Whenever a student chooses not to dress in an appropriate manner, teachers have the responsibility not to admit the student to class and to issue a detention. Any class time missed because of dress and grooming code violations will be considered an unexcused absence from class.

Failure to adhere to the dress code will result in:

1. First offense - detention which must be signed, is recorded, and is not served
2. Second offense - detention
3. Third offense - detention plus a Saturday detention
4. Further violations will result in more serious penalties.

Gym Uniform for all Students

The gym uniform for all students consists of brown or orange Padua gym shorts that must be purchased from the Bruin Shop, any Padua t-shirt, and tennis shoes. Students are permitted to wear Padua sweat pants or Padua sweat shirts to gym class during colder weather.

Dress Code and Grooming for Boys

Shirts - Only dress shirts in any solid color, except black, made of non-faded material, with conventional collars and full button front are acceptable. They must be worn completely tucked inside the pants with the belt showing at all times. Only solid color t-shirts with no patterns or designs may be worn under the shirt. T-shirt sleeves may not extend beyond the shirt sleeve, i.e. no mid-length or full length sleeves with short sleeve shirts. Fad shirts, flannel shirts, denim shirts, corduroy shirts, pullover shirts and any other deviations from

traditional dress attire are not permitted. Shirts are not to have extra pockets, loops, or straps and must be neatly pressed.

Ties – A dress necktie in good taste must be worn at all times. They are to be neatly tied and covering the top button of the shirt. Ties with insignias of gangs, rock groups, gambling, alcohol, or drug substances may not be worn to school. Bow ties are not permitted.

Pants - Properly fitting traditional dress or Docker-style pants in solid neutral colors, (other than white; no bright, pastel or fluorescent colors), with cuffs or stitched hems are to be worn. Pants must be worn only with a solid brown, black, tan, or navy traditional leather or canvas belt (no studs, rivets, or unusual ornamentation); no suspenders are allowed. Pants must be worn at the waist, not sagging. Pants must be full length, may not be cut, torn, or frayed; should not be excessively rolled up, nor should they be tucked into the socks. Denim pants are not permitted. Pants with rivets or jean style seams or stitching are never permitted.

Boys who arrive for first period class without a tie (neatly tied and covering the top button of the shirt) and/or belt (on pants designed for them) will be sent to the Attendance Office where ties and belts can be rented for the day for \$1.00 each. These items must be returned at the conclusion of the school day. (There will be an additional charge of \$1.00 if the rented item is not returned after school on the same day.)

Overwear - Dress sweaters or sweater vests in solid colors or patterns may be worn over dress shirts. No hooded sweaters or turtleneck sweaters may be worn. No fluorescent, oversized or undersized sweaters are permitted. Long sleeve cotton shirts are not considered sweaters. **For all students, Padua-embroidered fleece apparel may be worn in addition to sweaters. These will be the only fleece outerwear permitted and can be purchased through the Bruin Shop.** T-shirts, sleeveless shirts, sweatshirts, warm-up jackets, outdoor jackets or any other non-traditional overwear is not acceptable. No logos, insignias, slogans, brand names, etc. are allowed. Insignias of gangs, rock groups, other high schools, alcohol or drug substances may not be worn to school or displayed on backpacks, bookbags, hats, notebooks or other items within the school.

Shoes - dress shoes and socks must be worn. No shoes with lug soles or heavy tread is ever permitted. Only low cut shoes are allowed. Three-quarter or high-top styles shoes are not permitted. Athletic shoes, track shoes, pseudo sport shoes, backless shoes, oversized shoes, sandals, canvas shoes, work boots, slippers, moccasins or work shoes are not permitted. Shoes must be tied properly – no loose or sloppy footwear is permitted.

Hair - no unusual, non-traditional, contemporary, hair styles are permitted (e.g., unusual lines, "tails", steps, shavings, hanging bangs, page boys or flips). Hair length may not exceed the top of the shirt collar. Hair may not be pinned up or curled under in the back. Hair may not be cut short underneath and long on top, or parted in the middle and dangling. Hair may not be dyed. It is expected to be clean and combed. Hair may not be overly thick and unkempt. No facial hair is allowed and sideburns should not exceed the middle of the ear.

Jewelry - Earrings may not be worn at school from 6:30 a.m. to 5:00 p.m. (This includes posts and band-aids). No pocket chains, chokers, dog collars; no necklaces or bracelets made of hemp may be worn. Non-jewelry items such as paper clips, safety pins, carabiners, etc., are not to be worn.

Body Decoration - Body piercing jewelry may not be worn. Tattoos are never permitted on face, neck, hands, forearms or wrists (either temporary or permanent.) No makeup or nail polish.

Dress Code and Grooming for Girls

All girls must wear khaki-style pants with Padua-embroidered “polo-style” shirts. Padua polo-style shirts are available in multiple styles and colors and can be worn untucked. Both polo-style shirts and pants are available through the Bruin Shop.

Slacks - All girls are required to wear Padua slacks. The Padua slacks, sold through the Bruin

Shop, are the ONLY slacks that girls will be allowed to wear. The slacks will be available in khaki, navy blue, or black. They will be identifiable as Padua dress code slacks. Slacks must be worn with a belt if shirt is tucked in. No suspenders are allowed. Pants must be worn at the waist, not sagging. Pants must be full length, may not be cut, torn, or frayed and should not be excessively rolled up, nor should they be tucked into socks.

Belts – Belts may not have studs, rivets, or unusual ornamentation. Traditional leather or canvas belts in solid colors are permitted, as well as patterned belts that complement the outfit. Belts must be worn in the belt loops of the dress-code slacks.

Shirts – All girls are required to wear Padua polo-style shirts purchased through the Bruin Shop. Polo-style shirts are designed to be worn over pants and do not need to be tucked in. They may not be tied or gathered at the hem. Solid-color t-shirts or turtlenecks with no patterns or designs may be worn under Polo shirts. These can be short- or long-sleeved. The length of the t-shirt must not extend beyond the length of the polo shirt. Appropriate undergarments are to be worn.

Overwear - Dress sweaters or sweater vests in solid colors or patterns may be worn over the polo-style shirts. No fluorescent, oversized or undersized sweaters may be worn. Sweaters must be full length; covering the waist (i.e. no short/cropped or tight sweaters are permitted.) Sweaters may not have logos, insignias, slogans, brand names, etc. Long sleeve cotton shirts are not considered sweaters. No hooded sweaters or turtleneck sweaters may be worn over the polo shirt.

For all students, Padua-embroidered fleece apparel may be worn in addition to sweaters. These will be the only fleece outerwear permitted and can be purchased through the Bruin Shop.

T-shirts, sleeveless shirts, sweatshirts, warm-up jackets, outdoor jackets or any other non-traditional overwear is not acceptable. Insignias of gangs, rock groups, other high schools, alcohol or drug substances may not be worn to school or displayed on backpacks, bookbags, hats, notebooks or other items within the school.

Shoes - Flat shoes must be worn during the school day. Open-toed, sling-back shoes, athletic shoes, pseudo sport shoes, canvas shoes, boots, UGG boots, sandals, high heeled shoes, clogs, platform shoes, slipper, moccasins, or back-less shoes are not permitted. The backs of shoes cannot be “crushed.” Shoes must be tied properly – no loose or sloppy footwear is permitted. Shoes must always be worn with socks.

Hair - No highly unusual contemporary hair styles are permitted. Hair is expected to be neat and clean. Unusual lines, shavings, "tails", steps or hanging bangs are not permitted. Hair may not be cut short underneath and long on top. Hair may not be dyed any unnatural, odd, bright, or two-toned color.

Jewelry - A limited amount of jewelry in good taste may be worn during the school day. In the interest of safety, no earrings, necklaces or bracelets that dangle may be worn in school. No more than three (small) earrings per ear (in outer ear lobe only) are permissible. No other facial rings, including nose rings, lip rings, cheek rings and studs are permitted. Ankle bracelets, pocket chains, dog collars, chokers, or necklaces and bracelets made of hemp are not permitted. Non-jewelry items such as paper clips, safety pins, carabiners, etc., are not permitted.

Body decorations - Body piercing jewelry may not be worn (including nose rings, lip rings, cheek rings, studs), except appropriate earrings in outer ear lobes. Tattoos are never permitted on face, neck, hands, forearms or wrists (either temporary or permanent). Makeup should be conservative and subtle.

DROPPING A COURSE (See SCHEDULE CHANGES)

ELEVATORS

The elevators are for the use of the faculty and staff only. Handicapped and injured students may receive permission from the Dean of Students to use the elevators. Students who do not return an elevator key will be assessed a lost key fine of \$50.00. Inappropriate use of the elevator such as opening doors between floors, pressing the stop button, vandalism, bringing unauthorized students on the elevator will result in disciplinary action which may include suspension or expulsion.

EMERGENCY PROCEDURES

There are five basic whole-school responses to various crises – RAPID DISMISSAL RESPONSE, FIRE DRILL RESPONSE, TORNADO DRILL RESPONSE, and LOCKDOWN PROCEDURE RESPONSE. Following a FIRE DRILL RESPONSE, we may elect to initiate a RELOCATION PROCEDURE RESPONSE.

Fire Drills

All classrooms and student areas of the building have indicators (arrows above doors) as to where to go in the event of a fire. Fire drills are conducted monthly throughout the year.

1. Silence should be maintained so that instructions may be given.
2. Students should line up in single file at the front exit of the classroom. Leave all books behind. BE SURE ALL WINDOWS ARE CLOSED.
3. Everyone should exit the classroom according to indicators posted above the door.
4. Teachers should leave the classroom last and close the door.
5. Everyone should walk briskly and silently, in single file, along the lockers on their side of the corridor. Classes should not intermingle.
6. If a path is blocked, the first student of each class in the line should raise his/her hand to stop the class until the condition is cleared.
7. If an exit is permanently blocked, the line should reverse, whenever the teacher gives the order, and should go in the opposite direction to the nearest exit.
8. The first student at any exit should hold the door open until all people have left the building. The student will then join the original group.
9. Everyone should remain at a distance from the building. Classes should assemble in the designated areas outside and should maintain good order.
10. The entrances and parking areas should be clear so that the work of the fire department is not hindered.
11. Everyone should return to the building using the same route but only after the bell has rung indicating that there is no danger.

Relocation Procedure

Following a fire drill procedure, students will be gathered in the front and rear parking lots away from entrance and exit areas. Students are to maintain silence as faculty and staff members direct students to St.

Anthony of Padua School gymnasium or church or Padua Franciscan High School's stadium.

Tornado drills

Drills are conducted during tornado season.

1. Silence should be maintained so that instructions may be given.

2. Students should line up in single file at the front classroom exit. Leave books behind.
2. Students on all floors should vacate the classrooms and proceed to their assigned area. Students in the locker rooms and in the music area should gather in the corridors outside the basement locker room doors. No students should remain in the gym, lobby, or cafeteria areas.
4. All students should face the walls in the corridors and assume a crouching position with their hands on top of their heads.
5. No one should be facing a door or window with glass in it.
6. Silence should be maintained until an all-clear signal is given.

Rapid Dismissal:

1. Rapid dismissal instructions will be given over the P.A. system.
2. When rapid dismissal is announced, all students should go to their lockers to get what they need to go home.
 - a) Students with first floor lockers exit the building by way of the front or rear center exits.
 - b) Students with second floor lockers exit the building by way of the far east and west exits.
 - c) Students driving their own cars should leave the premises ASAP. Students awaiting rides should wait in the front parking lot rows directly in front of the main entrance
 - d) No one is allowed back in the building unless an “all clear” bell is rung (for at least 5 minutes)

Lockdown Procedure:

1. In the event of a building safety or security threat, lockdown procedures will be put in effect.
2. At this time students, faculty and staff are to remain in their rooms or offices with the doors shut and locked until a bell is rung or second announcement is made.

ENTRANCE TO THE BUILDING

Prior to the start of the school day, entrance to the building will be permitted only through the supervised doors at the (front) main lobby and the (back) west and east parking lot main doors. All outside doors to the school building will be locked daily from 8:15 a.m. until 2:29 p.m. During this time access to the building may only be gained through an electronically monitored door farthest to the right at the front MAIN entrance to the school. All visitors must report to the General Office.

EXAMINATIONS (See also SEMESTER EXAMS)

Final examinations are given in each subject area. They are an important factor in determining the grades that appear on the student's transcript. Students should review the entire semester's work in preparing to take their exams since the final exam will be weighted 20% in determining the semester grade.

FACULTY OFFICES AND LOUNGE

The various faculty offices are restricted to use by the members of the faculty. Faculty offices and faculty lounge are off limits to students.

FAILING GRADES

Each student receives a "Final Grade" for each semester's work on the report card. In general, required courses that are failed must be made up in summer school. There are some absolutes, however, that will be adhered to:

1. Any failed English class must be made up or the student will not be permitted to return for the following year.
2. A student must meet the minimum credit requirements outlined under Academic Dismissal or they will not be permitted to return for the following year.
3. A student may not carry over more than 1 semester of failed Theology into the next year.

Once the counselor has arranged for a student to take a summer school class, parents and students need to be aware that there are consequences for failure to enroll in or successfully complete a summer school course:

1. If one of the above criteria are violated, the student will not be permitted to return to Padua.
2. If the course does not fall into one of the above categories, it is possible that the student may be able to return to Padua, but it might not be possible to schedule the student for classes that they need due to class availability or class size limits. In such a circumstance they may be dismissed from Padua.
3. If it is possible to change a schedule to account for the fact that a summer school course was not enrolled in or successfully completed (excluding English or Theology courses), a \$50.00 schedule change charge will be assessed.

All seniors must pass ALL REQUIRED COURSES in BOTH semesters and have the required number of credits or their diplomas will be withheld until they make up any courses they failed.

FIELD TRIPS

Field trips by students, accompanied by teachers, are an integral part of the educational program; worthwhile instructional trips supplement classroom activities. Students will not be charged a fee to attend required field trips. However, students will normally be charged to take part in optional field trips.

All school regulations are in effect during field trips. Dress code is in effect on all field trips unless otherwise noted on the field trip permission form. Each student going on the trip is to return a signed Parent Permission Form to the classroom teacher. Transportation will be arranged by the teacher; on occasion, parents are required to provide transportation for their son/daughter to a field trip site. All students must return to the school with the group. Any student, at the discretion of the Dean of Students, can be denied field trip participation.

FINANCIAL POLICIES (See also TUITION)

The following form is on file in the Business Office for every family:

Financial Policies

Padua Franciscan High School offers two methods for payment of the tuition balance:
(See the enclosed Tuition Payment Plans.)

- a. Payment in advance – Payable to Padua Franciscan High School, or
- b. Ten monthly payments - Payable to Tuition Management Systems

Tuition Payment Options (choose one):

_____ Payment in Advance – payable to Padua Franciscan High School

_____ Monthly – Tuition Management Systems

Student Name: _____ Class: _____

Parent's Name: _____

Billing Address: _____

This signed form will remain on file until such time your student graduates or leaves Padua Franciscan. If you have more than one student here it will remain on file until the youngest graduates or leaves Padua Franciscan. If these financial policies change, this form will become null and void and a replacement will be requested.

Payment of Tuition:

1. A non-refundable registration charge of \$50 is due for course registration.
2. Tuition payments must be made on time. If three consecutive monthly payments are missed, your account will be referred back to Padua Franciscan High School's Business Office, and continued enrollment of your student cannot be guaranteed.
3. If a check made Payable to Padua Franciscan High School is returned NSF, a \$25 fee will be assessed. If three or more checks are returned NSF, CASH or MONEY ORDERS will be required for payment
4. Students whose tuition accounts are in arrears may be excluded from participation in certain extracurricular or athletic activities.
5. Report cards, interim grades, transcripts, and diplomas are withheld for students who owe tuition, fees, fines or other assessments.
6. No tuition may carry over from one year to the next.
7. Students with unpaid balances at the end of the school year are not recognized as enrolled in the following year until such balance is paid in full and will not be considered for financial aid, scholarships and/or other tuition reductions.
8. Participation in athletics and/or extracurricular activities is open only to enrolled students.

Withdrawal from Padua Franciscan High School:

1. A student is considered enrolled until a Notification of Withdrawal form has been completed in the Registrar's Office.
2. The date of the Notification of Withdrawal will be considered the official date of withdrawal from Padua Franciscan High School.
3. Withdrawals after July 10 but prior to the first day of school will be charged \$500.
4. In the event of a student's withdrawal from Padua Franciscan High School after the school year has begun, tuition is charged for each quarter the student is enrolled.
5. Financial aid, scholarships and/or other tuition reductions will be forfeited for those students withdrawing from Padua Franciscan High School prior to the start of school. If the student withdraws after classes have begun, financial aid, scholarship and/or other tuition reductions are forfeited pro-rata on a quarterly basis, unless otherwise specified by the source of the reduction.
6. If a student withdraws leaving behind a financial obligation, report cards, interim grades, transcripts, diplomas, and athletic releases will be withheld until the debt is satisfied.

I have read and agree to the stated financial policies of Padua Franciscan High School as outlined above.

Parent/Guardian

Date

The signed "white" form must be returned to the Business Office with the Deposit that is due on June 6, 2011. If the signed form is not received, the student's schedule will be withheld. Please keep the yellow copy for your records.

(April 2010)

FOREIGN TRIPS

Annually, Padua sponsors international tours for students. They take place either during Easter or summer vacation. Viewed as a field trip, students participating in these trips are subject to the same rules and regulations as for a field trip. In addition, all financial obligations to Padua must be current before a student may take part in these trips. Foreign language trips are open to second, third, and fourth year language students who are taking or who have taken the language which is sponsoring the trip. Teacher/chaperones make the final decisions on the eligibility of all student participants. Students who have already graduated will not be permitted to participate in foreign travel. In most cases this rule also applies to students on disciplinary probation.

GENERAL/ATTENDANCE OFFICE

The General/Attendance Office is located on the first floor to the right of the main lobby. No student is allowed in the General/Attendance Office except for a valid reason. There should be no loud talking or loitering in the office. At no time is a student allowed behind the counter without the permission of office personnel.

GRADING

Student grades are an objective evaluation of progress in tests, quizzes, written assignments, homework, daily class work, special projects, etc.

The grading scale at Padua is as follows:

A+	98-100	B+	90-92	C+	82-84	D+	75-76
A	95-97	B	87-89	C	79-81	D	72-74
A-	93-94	B-	85-86	C-	77-78	D-	70-71
						F	69 or lower

"U" grade: An "Undecided" grade may be given, for the first semester grade of a full year course, to those students who have shown consistent effort, but whose average is between 65-69%. Assignment of a "U" grade is at the discretion of the teacher. The "U" will count as "0" credit toward the G.P.A. calculation. If the student passes Semester 2, this "U" will be changed to a "D-" in June and credit will be given for both semesters. If the student fails the second semester, the "U" grade is to be changed to an "F" grade and no credit will be given.

Quality points are determined as follows:

Honors	A 5.0	B 4.00	C 3.0	D 1.0
Regular/Basic	A 4.0	B 3.00	C 2.0	D 1.0

"I" grade: An "Incomplete" grade may be given only for extenuating circumstances, e.g. a serious medical situation. The Academic Dean must approve all "I" grades.

GRADUATION REQUIREMENTS

Padua Franciscan High School requires 24 credits for graduation, which is in compliance with or exceeds the minimum standards as adopted by the State of Ohio. Padua's program of study is intended to be for four years; therefore, early graduation will not be allowed.

Additionally, students must pass all required sections of the Ohio Graduation Test in order to receive a diploma from Padua Franciscan High School.

The requirements for earning a diploma from Padua Franciscan High School are as follows:

4 credits in Theology	3 credits in Science
4 credits in English	(2 lab courses, including Biology required)
3 credits in Mathematics	(3 lab courses beginning with the class of 2013)
(4 credits beg. with class of 2014)	
3 credits in Social Studies	½ credit in Health
(including World History, U.S.	½ credit in Physical Education
History and Government)	½ credit in Computer Science
2 credits in the same	1 credit in Fine Arts
Foreign Language	2 ½ credits in Electives

All obligations toward Padua (academic, disciplinary, and financial) must be satisfied before a student may receive a diploma.

GUIDANCE/STUDENT SERVICES INFORMATION

Guidance services are available for every student in the school. These services include educational, career, and personal counseling, scheduling, testing, interpretation of test scores, etc. Both individual and group sessions are conducted.

Each student is assigned a counselor as follows:

Class of 2012, 2013, and 2014

Mr. Andrew Shuman (Last names beginning with A to G)

Ms. Jennifer Di Lisi (G to N)

Mrs. Mary Lou Sidoti (O to Z)

Class of 2015 Mrs. Louise Daniel

All students in the MedTrack Program

Mr. Virgildee Daniel

Each student's "assigned" counselor is responsible for academic records, scheduling, and credit reviews. For personal counseling, students should feel free to see the counselor they are assigned, or another whom they prefer, the Campus Minister, or to consult with any faculty member.

The counselors are located on the first floor of the west wing of the building or in the modular unit. Students are required to arrange for an appointment with the West Wing receptionist, Mrs. Holzheimer, before coming for the counseling session. Students will receive a pass during their first period class of

the scheduled appointment day. When counselors initiate appointments, they will try to make appointments during Study Hall time whenever possible. If a student has no Study Hall time, a counselor may have to schedule an appointment during a class. Teachers may decline these "class time" appointments if a test or quiz is scheduled for that class.

HALLWAYS AND STAIRWAYS

Out of respect for others, courteous conduct is expected at all times. Running, shoving, loud talking and whistling are out of order at all times. Food, snacks, and beverages must be kept out of the school corridors and staircases.

HEALTH SERVICE

The school Nurse or Health Aide is available on a daily basis during school hours. Students who become ill during the school day must report to the Nurse's Office (Rm. 144) with a pass. The School Nurse will contact parents if the situation warrants it.

If a student is seriously injured while at Padua, he/she will be taken to Parma Community General Hospital with simultaneous notification to the parents or guardians. The hospital generally awaits arrival of a parent or guardian before administering treatment.

No student will be admitted to the Clinic without a pass from the teacher of the period they are in, except in emergencies. Any student not having a pass will be sent back to class or study hall to obtain one at the discretion of the teacher (this should ensure that students do not skip tests, speeches, etc.).

No student will be allowed in the Clinic for more than one period or study hall at a time unless it is an emergency or the student is going home.

Any student sent to the Clinic during a class period without symptoms of vomiting, diarrhea, temperature, or a known medical condition, will be sent back to class within 15 minutes (this would include general headaches, stomachaches, etc.).

Students will not be sent home unless temps are above 99.6, they are vomiting, have diarrhea, are visibly ill or have a medical condition or emergency which warrants this.

Students taking prescribed medications will come in at times designated to take their medication and then be sent back to class. If this is between classes these students will have a pass from the clinic to return to class.

The Clinic's primary function is first aid. Clinic personnel are not allowed to diagnose. Therefore, students who have medical conditions requiring diagnosis or treatment should be referred to a physician.

The nurse will see that each student has had the required immunizations. Concern for the welfare of the student dictates that a yearly medical questionnaire be completed before they participate in physical education classes or interscholastic sports.

Vision and hearing screening will be done on all freshmen students and any others upon request.

The parent/guardian should inform the nurse in writing of any medical conditions or limitations that need special consideration and of any medication which the student is required to take daily. As such, the Medical Authorization/Medical Questionnaire Form must be received by the school prior to the beginning of each school year. This information is kept in the student's health record and referred to in case of illness. The nurse will see that each student has had the required immunizations.

All medication (prescription and over the counter) must be in the original container and accompanied by a written request from the physician stating the name of the medication, dosage, route, and time to be taken. Signed permission from the parent/guardian must also accompany all medication before it can be administered during school hours. There are forms available in the clinic, Room 144, for obtaining this information. Important - each medication and medication change requires new forms.

HOMEWORK

Homework is self-study, i.e., the student's personal engagement with course content. Every student is expected to average at least *one half hour study per day, per subject*. Therefore, it is intended and expected that all students spend 2-3 hours each night studying and reviewing. Students should remember that homework includes study and research time in addition to daily written assignments. It also includes review of daily notes, note-taking of reading assignments, and preparation for the next class session.

Parents/guardians are encouraged to supervise their son's/daughter's study at home to ensure that sufficient time is devoted to academic matters.

Students are responsible for all homework missed when absent from school. (See ABSENCE FROM SCHOOL: Make-Up Work.)

HONORS COURSES

Honors courses have certain specified prerequisites that must be met before a student may apply for an honors course. The material of the honors course is studied in greater depth; more research and complex homework are assigned, a serious approach to academics is presumed, and the achievement of higher scores on standardized testing is a goal. All honors courses require the approval of the appropriate academic department for enrollment; some courses may also require application and testing to qualify. Placement in honors courses may be limited by the academic department and/or by current class enrollment numbers.

HONOR ROLL

The honor roll is based upon each quarterly average, not semester or cumulative averages. Upon graduation, however, the same four categories of the honor roll are used to designate a student's final academic status based upon seven semesters of course work at Padua Franciscan High School.

To be on the Honor Roll a student must have at least five grades on his/her report card, and may have no "I's" or "F's".

HIGHEST HONORS:	4.00 point average and above for that grading period.
HIGH HONORS:	3.60 point average and above for that grading period.
HONORS:	3.30 point average and above for that grading period.

MERIT LIST: 3.00 point average and above for that grading period.

I.D. CARDS

Padua identification cards are issued to each student at the beginning of the school year. Any teacher has the right to demand a student's I.D. card for the purpose of identification. These cards are required to be carried by all students at all times. Old I.D. cards will be collected at the beginning of every school year. A replacement fee will be charged for lost I.D.s.

Student I.D. cards may be required for admission to after-school events.

Students may use their student I.D. cards for free admission to all home athletic events, except Hockey.

LIBRARY MEDIA CENTER

Hours 7:30 a.m. to 3:30 p.m. - Monday, Tuesday, Wednesday, Thursday
7:30 a.m. to 3:00 p.m. - Friday

Borrowing Materials

Books - regular collection - 3 weeks which may be renewed for an additional 3 weeks
Magazines - 5 days (the most recent issue will not be checked out.)
Reference Books/Overnight Closed Reserve - overnight from 2:30 p.m. to 8:00 a.m.

Fines and Lost Materials

Students are responsible for all materials they check out. Fines for regular books, magazines, college catalogs, and vertical file materials are five cents (.05) a day for each school day the material is overdue. The fine for overnight materials is \$3.50 per day for each day they are overdue. The fine starts at 8:00 a.m.

Lost books will be charged according to the cost of the book. Lost magazines will be charged at \$3.00 per magazine regardless of the cost of the magazine.

Student Use of the Library

The library is the preferred site for quiet study during a student's study hall period. In order to use the library during the school day, a student must come to the library before or after school and sign the roster for the period he or she has study hall. Students in the library for their study hall may sign up for the same period study hall for the following day at the beginning of each period. This must be done on a day-to-day basis. The student should report directly to the library for the study hall period that they signed up to attend and check off their name as they enter the library. Students will only be admitted to the library if their name appears on the roster. Students may also use the library before school from 7:15 - 8:00 a.m. and after school from dismissal to 3:30 p.m.

To check out library materials, a student must present their student I.D. at the circulation desk.

Computer availability in the library varies from day to day. Students should check availability with the librarians the morning they intend to use the computers.

Student Behavior in the Library

Students who have signed up for the library must remain there for the entire period. Passes to restroom and lockers will not be given except in emergency situations. Quiet, individual study is expected at all times. Food and drinks are not permitted in the library. Students who misbehave in the library may be issued detentions and/or be prohibited from using the library.

LOCKER DECORATION POLICY

Locker decoration is permitted under limited circumstances only. Locker decorations by approved student groups must be with moderator supervision. Any other decoration (e.g. birthday celebrations) must be pre-approved by the Dean of Students. Any form of writing or marking directly on the locker surface is prohibited. Masking tape is the only acceptable adhesive for decorating lockers. Confetti, glitter, and balloons are not to be used. Unauthorized locker decoration may be considered vandalism and punishable by suspension. If permission has been obtained to decorate lockers, this must be done under proper supervision and completed before 8:00 p.m. Any interior decoration must be in moderation and good taste. Non compliance will result in detentions. No lewd or suggestive pictures are permitted. Students will be expected to remove all decorations by the end of the same day. Any remaining decorations will be removed.

LOCKS AND LOCKERS

Lockers are selected by putting a blue school lock on the locker and recording the locker number with the Homeroom teacher. Students may not share lockers; one student per locker.

Only official school locks, which can be purchased in the Padua Bruin Shop, may be used on school lockers (including corridor lockers, gym lockers, and music bins). Students may sell or pass their school locks to another student when they leave Padua. The Bruin Shop will not buy back used locks. These locks are the property of the student, although the school administration always retains the right of access by factory-issued passkey. Since lockers are the property of the school, the school administration can order a "locker check" or repair occupied lockers whenever this becomes necessary. All non-school locks will be immediately removed from school lockers.

Students should never tell their lock combination to anyone else. No student is ever allowed to open the locker of another student unless accompanied by one of the school's administrators.

Students are not allowed to change their lockers without the permission of the Dean of Students.

The school is not responsible for any loss or damage to books or personal property. Therefore, articles of great value (e.g., jewelry, electronic equipment, radios and headphones, etc.) should not be brought to school.

Locks should be kept securely locked at all times. Students are responsible for the upkeep and cleanliness of their lockers. No food or drink should be kept in the locker overnight. Lockers are not to be overstuffed or left open. Failure to comply could result in a detention.

LOST AND FOUND

Found articles should be brought to the Attendance Office, and lost articles should be claimed there. Found items not claimed within 10 days will be discarded.

MEDTRACK

MedTrack is a 4 year advanced science track focused on preparing students in the Franciscan tradition for careers in science and medicine. The program combines advanced coursework, enrichment opportunities, and practical experiences, while also integrating the distinctive Franciscan approach to healthcare which only Padua Franciscan High School can provide. For additional details regarding the program and eligibility, please refer to www.paduafranciscan.com/medtrack.

MESSAGES FOR STUDENTS

If it is necessary for a parent/guardian to contact their child during the school day, a message may be left with the school receptionist at (440) 845-2444.

MODULAR UNITS

Extra help with math, reading, and study skills is available in the Modular Units that are located outside the school building. The services of a school Psychologist, certified Speech Therapist, Math tutor, and a certified Learning Disabilities teacher are available in the Modular Units. Requests for these extra services must be made through the student's counselor. Once assigned to one of the classes held in the Modular Units, the student must attend these classes just as he/she would attend any assigned class in the building. Failure to do so will be considered a "cut" class and result in a double detention.

NATIONAL HONOR SOCIETY

When the National Honor Society was founded in 1921, the hope was to create an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. These ideals of scholarship, character, service and leadership remain as relevant today as they were in 1921.

Through NHS chapter service activities, members maintain and extend the qualities that earned them selection. Membership is thus both an honor and a commitment.

The Padua Franciscan St. Bonaventure Chapter of the NHS has established the following criteria for membership eligibility:

1. Only current Juniors or Seniors who meet the criteria are eligible for NHS.
2. Students must first meet a basic cumulative grade point average of 3.65 or higher for juniors, and
a
3.5 or higher for seniors.
3. Students on disciplinary probation may not be eligible for consideration.
4. Students not on disciplinary probation but found guilty of a serious infraction or unethical conduct, may not be eligible for consideration.
5. Transfer-in students must complete one full semester to be eligible for consideration.

Selection for the National Honor Society takes place once each semester. All eligible students are required to attend a mandatory meeting where the selection process is explained. At this meeting, each student receives his/her student activity form, which is returned to the NHS moderator. Students who do not receive their form at this meeting or do not return their forms by the stated deadline do not advance in the selection process.

Eligible students are then evaluated by full-time and part-time faculty members. Faculty members provide a recommendation of students they know well in the categories of character and leadership/service. These ratings are done on a five-point scale and the totals of all categories are combined on a master list, sorted from highest to lowest. At this point, a selection committee establishes a minimum score for membership. Only at the conclusion of the process will the committee learn the identity of the selected students. All eligible students will receive, by mail, written notification of their status.

It is important to note that meeting the academic criteria DOES NOT guarantee selection into the NHS. Selection is not based strictly on any one of the categories of scholarship, service, character or leadership.

OFFICE OF INSTITUTIONAL ADVANCEMENT

The Office of Institutional Advancement (Development) was established in 1982 to provide for the long-range planning and additional financial support of Padua Franciscan High School. The office is also responsible for public information, marketing, and recruitment activities. The office publishes *The Paduan* magazine and coordinates all fundraising activity related to the school.

Our Office of Institutional Advancement is an active member of the Association of Fund Raising Professionals and follows the ethical codes and principles established by both organizations. For more information call Mr. Jerry Jindra, Vice President for Institutional Advancement, at extension 109.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will take place in our cafeteria during the second week after the end of the first quarter and midway through the 3rd quarter: **November 9 & 10, 2011 and March 1, 2012.**

We expect that all parents will take advantage of these opportunities for a private talk with the teachers. Parents should bring their child to the conference. Private conferences of about five minutes are held between teacher and an individual student's parent(s). These conferences are arranged for all parents, and are set up for the benefit of each individual student.

PASSES

Passes are required of all students who are not in their assigned place during the course of the school day. All students who are in the building prior to 7:45 a.m. are expected to be in the cafeteria, chapel, library, or with a teacher. Juniors and seniors are also permitted to be in their hall. During the course of the school day, passes are obtained from the teachers or staff. Any student out of class without a pass will be issued a detention.

PHONE

With the increased popularity of cell phones, pay phones are no longer available in the school building. However, if a student finds it necessary to place a call, that request can normally be accommodated in the Attendance/General Office.

PLAGARISM (See ACADEMIC DISHONESTY)

PREGNANCY POLICY

An unmarried girl who becomes pregnant will not automatically be dismissed from school. The Principal will decide on continued attendance and subsequent return of both the boy and/or girl involved, after counseling with the student(s) and consultation with the student's parents. Each case will be determined individually considering the student's welfare, the protection of the unborn child, and the welfare of the school.

PROM

Because this is a special event in the lives of our seniors, "Prom Day" will be a free day for the members of the senior class. Underclassmen attending the Prom do not have this privilege.

The Prom is officially over at midnight and Padua assumes no responsibility for the safety of students who choose to take part in other activities after the Prom.

School rules, including those regarding tobacco, alcohol, and other controlled substances, apply at the Prom as they do at other Padua sponsored functions.

Additional information and guidelines regarding Prom are included in a special packet given to seniors in the spring.

REPORT CARDS

Report cards are mailed to all parents/guardians each quarter. Report cards of students who have unfulfilled financial obligations toward the school will be withheld until these obligations have been satisfied.

Mid Quarter Grade Reports

Parents are encouraged to regularly monitor academic progress by accessing Padua's online access to grades. Additionally, a Mid-Quarter Grade Report will be mailed to all parents at the end of the fifth week of each quarter. These reports will include an interim grade and teacher comments. Parents should call the General Office if they do not receive this information by the end of the sixth week of each quarter. In addition, in the week following the mid quarter grade report, those students who have a C- or lower will be provided a progress report by the teacher. These reports should be brought home by the student, signed by a parent, and returned to the teacher.

RETREATS

Retreats are an important part of our program of Christian formation at Padua Franciscan High School.

All students will make a retreat during each of their four years at Padua under the direction of Campus Ministry. Freshman, sophomore, and junior retreats are scheduled within the scope of a school day, while seniors participate in an extended day or overnight retreat. Seniors must make a retreat prior to graduation.

Any senior who, due to extenuating circumstances, is unable to attend his or her scheduled retreat must make alternate arrangements with the Campus Minister. Other retreat options sponsored by Campus

Ministry may be made available to students, but students must first fulfill their class retreat requirement. Students will be charged to cover the cost of these optional retreats.

SCHEDULE CHANGES, ADDING OR DROPPING COURSES, LEVEL CHANGES

Students are encouraged to select a course commensurate with their goals and abilities. Consultations with counselors, discussions with parents, and recommendations of teachers will assist students in making these important decisions. Students are to select electives that are appropriate for their ability; Padua Franciscan High School reserves the right to re-assign or alter these choices if the student is to move to a higher or lower level. While we will attempt to schedule students for all courses that they select and are qualified for, we can only guarantee that students will be scheduled for those courses specifically required for graduation.

Further academic information is available in the course description book issued annually in January.

The student's guidance counselor must make schedule changes. Changes are not automatic. They are subject to class size restrictions and the availability of classes. In addition, required courses may not be dropped, nor are students allowed to have more than one and a half study halls.

A student may change their proposed schedule for the following school year without charge if the change request is made to their counselor by March 12. After this date there will be no charge only for a department recommended change, for a change made necessary due to a clerical error, or if a class is being added in place of a study hall. For all other changes there will be a \$50.00 charge. This fee must be paid in the Business Office before the change will be finalized.

Classes may be added only during the first two weeks of a course, unless special written permission is obtained from the Academic Dean.

Courses that are dropped by the first interim report of the course will not appear on a student's permanent record. If a course is dropped after the first interim report of the course, the student will receive a WP (withdrawn passing) or a WF (withdrawn failing) and will earn no credit for that semester. A WF will be computed in the student's grade point average as an F for that semester. Once a student is in a course for 2 weeks past the course's midpoint, he/she will automatically receive a WF for the semester if the course is dropped. Once the school year begins, level changes (i.e. Regular to Basic, Honors to Regular) may only take place during the first two weeks of the second quarter or the first two weeks of the third quarter. Level changes must have the approval of the teacher and department chair and are subject to class size restrictions and the availability of the classes.

Students enrolled in a full-year course are not permitted to drop that course after completing one semester without approval of the Academic Dean. This would normally only be considered for students who have failed the first semester. Students who have selected a 1.0 credit course and successfully completed the first semester are expected to complete the full year of study.

Students who obtain a verified medical excuse for Physical Education are obliged to complete the Physical Education requirement upon expiration of the medical excuse. Only students with a verified medical excuse for all four years of high school are exempt from taking Physical Education.

SCHOOL EVENTS - SPORTSMANSHIP

At rallies, assemblies, and other school sponsored events, students, parents and other spectators are to conduct themselves in a courteous manner and are to follow the instructions of the directors.

At sporting events, at Padua or away, the good sportsmanship and mature behavior of athletes and fans are a means of conveying a respectful attitude towards students and fans from other schools as well as game officials. Such behavior is expected of all Padua students, parents, and fans. To act otherwise is to reflect unfavorably on the reputation of Padua, its students, parents, and friends. Students, parents or others who display unsportsmanlike or inappropriate behavior towards players, coaches, officials or others are subject to removal from the event and banning from attendance at future Padua events.

SCHOOL PSYCHOLOGIST

The services of a licensed school psychologist are available. Appointments with the school psychologist are arranged through the student's assigned guidance counselor.

SECURITY

Students may use the building and school facilities after school hours only under the supervision of a teacher or coach. Unless special permission has been granted by the Administration, no student may be in the building or on school grounds after 10:00 p.m. on the night before a school day. No student is allowed in a locked area of the building without proper authorization and supervision. Anyone found tampering with any lock on school property will be subject to serious disciplinary sanctions.

Parents, guardians, and students are advised that Padua Franciscan High School, in order to maintain a safe and secure environment for the school community, employs a video surveillance system in public areas on campus. These recorded images may be reviewed by school personnel.

SEMESTER EXAMS (see also EXAMS)

Semester exams are given the final three days of each semester. Families should ensure students are in school on those days. Semester examinations will not be given early for students who will not be at school on the days scheduled for examinations. In special emergency situations, parents/guardians should arrange with the Guidance Counselor for special examination times. Students with unfulfilled financial obligations will be allowed to take semester exams, however, students will not receive semester credit until those obligations are met. Students will receive an "I" grade on their report cards until the examinations have been completed. Incomplete grades must be made up within TWO WEEKS of the end of the grading period.

SIGNS

Students and student organizations may post materials in halls and classrooms after receiving approval from the Dean of Students or Academic Dean. Only masking tape may be used to hang signs.

SNOW DAYS

Padua Franciscan does not automatically close in conjunction with Parma City Schools. Padua families should listen to local radio and TV stations for the announcements of closure during bad weather. In these cases parents and students should NOT call the school for closing information. In addition, because our

students reside in numerous municipalities Padua may be closed in cases where Parma schools are in session. Watch or listen for “Padua Franciscan High School” on local radio and TV.

STUDENT ACTIVITIES

Padua Franciscan High School encourages varied student activities in the hope of developing abilities and giving opportunities for wider social contacts. Such activities develop qualities of citizenship, character, and personality. Besides extensive interscholastic and intramural athletics and music and art programs, Padua offers a variety of extracurricular activities which are planned annually according to student interest.

Regulations governing these and other school clubs are as follows:

1. A student may be an elected officer of only one student organization.
2. Each student is to limit his/her extracurricular activities to the amount that he/she can handle with a satisfying sense of achievement and without undue physical strain to schoolwork.
3. Students who are elected to a student government position may be required to sign a contract at the discretion of the advisors.
4. All club activities shall be held under the direction of the advisor for the activity.
5. The finances of each school organization shall be under the joint responsibility of the faculty advisor and student members and shall be handled according to guidelines established by the Administration. All funds collected by student organizations must be deposited with the Business Office no later than the next school day after their collection.
6. Students who are on academic or disciplinary probation may be prohibited from participating in a club or activity at the discretion of the moderator and the Dean of Students.

The minimum academic standards for seeking and retaining elected leadership positions in student organizations are:

1. The student must have received at least a 2.5 cumulative average or a 2.5 average in the previous semester.
2. The student must receive the signed approval of the Dean of Students, Moderator, and one or more teachers.
3. If a student's current or cumulative average falls below a 2.5, that student is automatically ineligible to exercise that office until such time as he/she qualifies according to the above norms.

The bylaws of each organization should reflect these standards and make provisions for all eventualities.

Regarding disciplinary standards for seeking elected leadership positions in student organizations, the qualifications are:

1. The student may not be on disciplinary probation.
2. The student must receive the signed approval of the Dean of Students.

The administrative team reserves the right to remove student leaders whose actions place them on Disciplinary Probation or are in conflict with Padua's philosophy.

STUDENT COUNCIL

The Padua Student Council has a threefold purpose: (1) to serve as a liaison group between the administration and faculty and the student body; (2) to sponsor projects and activities which will enrich student life, promote school spirit, and make it possible for Padua students to become better acquainted with each other; (3) to promote the good name of Padua outside of Padua. The Student Council members are either elected by the students or appointed by the executive committee.

STUDENT RECORDS

Parents and students can request to see their school records by contacting the student's assigned guidance counselor. The counselor will explain the records at a conference with the student and/or parents.

Parents of students withdrawing from Padua Franciscan must come into the General Office and complete a special records release form with the Registrar. Only the Permanent Records, as noted below, are released to a new school.

With respect to the review and/or release of student records by both a custodial and a non-custodial parent, the official Padua Franciscan policy in this regard follows Ohio State school law, which says:

“With respect to the giving of consent, or access to records, a non-custodial parent has the same rights as a custodial parent unless otherwise provided in the divorce decree or other court order.”

A letter on the part of the non-custodial parent requesting release of student records must be on file with the student's permanent record.

Permanent Records

The school keeps a permanent record for each student in order to answer an employer and/or college request about a graduated student, usually as a request for transcript. (Since 2001, these records have also been computerized.) Once the graduated student is 18, only the student may authorize such release, except under a court order.

Included in the student's Permanent Record are:

- biographical information
- semester grades for four years including summer schools and PSEOP (includes transcripts from former high schools for transfer students)
- activity records of extracurricular activities
- national and standardized test scores, including the High School Placement Test (HSPT) and the Ohio Graduation Test (OGT), the PLAN, the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT), the Scholastic Aptitude Test (SAT), and the American College Test (ACT)
- attendance records
- transfer records to and from Padua Franciscan

The following portions of the Permanent Record are only released with specific written permission of the student or by court order:

- discipline records
- 504 or other accommodation plans

Special Education records are not part of the student's permanent record at Padua Franciscan High School. They are the property of the Parma City School District and must be obtained from their offices, again only upon a specific written request from the student.

General Records

The school keeps additional records while a student is enrolled at Padua Franciscan High School. This information is destroyed when a student graduates or transfers from Padua.

Included in a student's General Records are:

- biographical facts and information not required for the permanent record
- all grades for the four years, interim, quarterly, etc. (paper copies)
- admissions information sheet
- documentation of special health conditions
- emergency telephone numbers
- additional test records, including elementary school records
- transcript requests for colleges, scholarships, NCAA Clearinghouse

The Guidance Department also keeps records related to counselor interaction with students, scheduling, letters of recommendations, copies of applications, surveys, etc. These records are retained for two years after graduation in the event former students choose to transfer colleges, apply for additional scholarships, etc. and want the assistance of their former counselor. Records of students transferring out are also retained in the event the student should return prior to their graduation year. All Guidance files are destroyed in total two years after the student's graduation date.

STUDY HALLS

While not required, the scheduling of a study hall affords opportunity for student access to valuable services during the course of the school day. Students may avail themselves of the resources in the Library/Media Center. The services of our professional tutoring staff in the Modular Unit are tied to student availability through study halls. Study halls are also a time to seek peer tutoring for students who are struggling with a particular class. (Note: All tutoring arrangements should be made through the student's assigned guidance counselor.) For the majority of periods, a teacher will be assigned to the library to provide additional tutoring opportunities during a student's study hall.

Students must report to their assigned study hall before going to appointments with counselors, teachers, etc. Some passes out of study hall will require a student to leave their I.D. with the study hall moderator. Study hall moderators will not issue passes to the library. Procedures for attending the library during study halls are outlined in the Library/Media section of this handbook.

Study halls are meant to provide several different options for students throughout the day. Generally speaking, all study halls will be assigned to the cafeteria except during lunch periods. The format for the cafeteria study hall allows students to choose between quiet individual study (west end of cafeteria), group study (middle section of cafeteria), or relaxed study (east end of cafeteria). Silent study hall is available in the library, and students must follow sign up procedures.

Students who are assigned a cafeteria study hall and who receive a failing grade of F in any courses will be immediately assigned to the silent study hall in the library. This is to ensure that those students who are having difficulties can have a quiet environment and be able to utilize the teacher tutor that is assigned

to the library during all study halls. Students can have their cafeteria study hall privileges reinstated if, at the end of the next mid-quarter or quarter marking period, they no longer have any failing grades.

Students are permitted no more than 1½ study halls per semester.

General Policies for Cafeteria Study Halls

1. Students must be in assigned seats at the beginning of study hall. Proctors will determine how and when students may relocate in the cafeteria to the specific study areas and when they may begin to utilize the Brewin' Café.
2. The use of the Wi-Fi hub and the Brewin' Café are privileges that may be revoked if the general policies are not adhered to.
3. Unless utilizing other opportunities in the study hall, students generally should remain seated.
4. Students are responsible for cleaning up after themselves. No food or drink should be taken out of the study hall.
5. Wi-Fi computer use may be limited based on the number of students desiring access.
6. Food or drink is not permitted at the computers.
7. Students are expected to maintain a respectful level of volume.
8. Use of personal electronic devices is not permitted, including cell phones and digital sound players. (see CELL PHONE POLICY.)

SUMMER ACADEMIC PROGRAM

Every student who plans to enter or return to Padua for a new academic year is required to take part in our school-sponsored "Summer Academic Program." This includes a summer reading assignment and the completion of a math review. These are mandatory assignments which will include a graded assessment at the beginning of the school year. The grades received on these tests are included in the student's first quarter English and Math grade. This program is intended to reinforce learned material and to prepare students for their next sequential course. All information can be found at www.paduafranciscan.com by mid June.

TEXTBOOKS

Students are responsible for all textbooks loaned to them. Writing in, mishandling, or destruction of textbooks is not permitted. Students are obligated to pay a fine for lost, damaged, or defaced books. Failure to meet this financial obligation will result in withholding of report cards, transcripts, and diplomas.

TRANSCRIPTS

The official transcript provides a summary record of a student's high school career. It includes semester grades, semester and cumulative point averages, class ranking, Ohio Graduation Test scores, and Padua

specific extracurricular and sports activities. It also includes a Test Record page listing standardized test scores in the student's record and a page of other extracurricular activities compiled by the student's counselor.

Padua Franciscan will supply final transcripts free of charge within one year of graduation to all students who are applying to college, provided all financial obligations have been met. All other requests after graduation incur a \$5.00 fee for each transcript copy issued. If a third party requests transcript information, the student will be notified prior to the transcript being produced.

No transcripts or records are released without the consent of the parent (prior to graduation) or the student. Transcripts, other than final copies after graduation, may be obtained by request to the assigned guidance counselor and only after all financial obligations to Padua Franciscan are fulfilled. Transcripts may be either official or unofficial at the discretion of the counselor. All college and scholarship applications automatically include an official transcript. The student's signature on the application for a college and/or scholarship constitutes permission to release the transcript. Students applying online to colleges or scholarships must complete a "transcript release" form with the Guidance Secretary before transcripts will be sent to colleges/scholarship providers to complete online applications.

TUITION DISCOUNTS AND SCHOLARSHIPS

Tuition for 2011-2012 \$8,975
Registration of \$50 paid in February 2011 (Incoming Freshmen).
Registration of \$50 due on June 6, 2011 (Sophomores, Juniors & Seniors)
A deposit of \$500 due June 6, 2011 (for all students)

Payment Options for Tuition Balance of \$8,425:

A. Full Payment by August 1, 2011 - Payable to Padua Franciscan High School

B. Ten monthly payments – Payable to Tuition Management Systems.
Enrollment is required prior to June 6, 2011.

The deposit must be paid in full no later than Monday, June 6. If it is not received by that date, we must assume that the student is not returning, and the student's course selections will be cancelled. If there is an extenuating circumstance, please call the Business Office at (440)845-2444. **THIS APPLIES TO ALL STUDENTS.**

PLEASE NOTE THE FOLLOWING:

- 1) The tuition of each additional sibling in the family attending concurrently is discounted \$1,250.
- 2) Scholarships and discounts do not apply to the \$550, (deposit and registration) due in June. All scholarships and discounts will be applied to the tuition balance.
- 3) **PREPAY DISCOUNT: IF FULL TUITION IS PAID BY MONDAY, AUGUST 1, 2011, \$250 MAY BE DEDUCTED. PLEASE NOTE THAT THE FULL TUITION PAYMENT MUST BE RECEIVED IN THE BUSINESS OFFICE BY AUGUST 1, 2011, TO QUALIFY FOR THE DISCOUNT. CASH, MONEY ORDER, OR CHECK WILL BE THE ACCEPTED METHODS OF PAYMENT (NO CREDIT CARDS).**

No exceptions will be made to the August 1st deadline. The prepay discount will be forfeited if the payment is not in the Business Office on or before August 1, 2011 at 3:00 PM. (For example, if the payment is mailed and it is received on August 2, 2011, the prepay discount is forfeited.)

CANCELLATION POLICY: Parents and guardians who enroll a student by payment of the COURSE REGISTRATION AND TUITION DEPOSIT may cancel enrollment, IN WRITING, without penalty (except forfeiture of the registration) prior to July 10. Parents or guardians canceling enrollment after July 10 will be held accountable for an amount equal to the Deposit (\$500).

Honors Scholarship

Students who maintain an “A” average (93-100%) during the entire seventh grade and the first semester of eighth grade and have satisfactory marks in conduct and effort are awarded an Honors Scholarship. This scholarship is renewable annually, as long as the student maintains a minimum 3.5 cumulative grade point average at Padua.

Padua Franciscan High School Endowment Trust

The endowment was founded in 1981 to provide for student financial aid as well as program support for Padua Franciscan High School. The income of the trust comes from tax-deductible contributions, including gifts of cash, securities, life insurance, bequests, and memorials which are permanently invested. Investment income from the trust, including that of several named financial aid funds, is distributed each year through the school. Contributions and inquiries regarding the Padua Franciscan High School Endowment Trust should be directed to Laurie Grabowski, Associate Director for Institutional Advancement at 440-845-8224.

Free and Reduced-Priced Lunches

Free and reduced-price lunches are available according to guidelines established by the government. Parents who wish to apply for free or reduced-price lunches must complete a PSAS application for evaluation, which is available in the Business Office.

All families who have completed the PSAS application for financial aid for the school year are automatically evaluated for eligibility for the free and reduced lunch program. Notification will be made prior to the beginning of the school year.

Tuition Assistance

PSAS: Private School Aid Service is an outside service that evaluates all financial aid applications for the Diocese of Cleveland, as well as many other private schools in the area including Padua Franciscan High School. Application deadlines vary from year to year. Please contact the Business Office for complete information. Any family seeking financial assistance from Padua must submit this form prior to consideration.

Some financial aid funds are available through the Catholic Education Endowment Trust of the Diocese of Cleveland. For complete information, call the Business Office at (440) 845-2444 ext. 105.

Music Grants

Students with a talent in music may audition, by appointment, for a music scholarship sponsored by the Padua Music Association and Padua Franciscan High School. Students awarded music scholarships are

notified in December. For further information, instrumentalists should contact Mr. Mark Wozniak at (440) 845-2444, ext. 165. Vocalists should contact Mrs. Plasterer at (440) 845-2444 ext. 145.

CYO Work Program

The CYO work program was established in 1980 as a way for students to help with CYO events at Padua. Twelve renewable tuition stipends are awarded each year. To be eligible for the CYO work program, students must complete an application which is available in the Athletic Office. Award criteria include knowledge of athletics, good conduct, and financial need. Applications are reviewed by late April.

Multiple Child Discount

The tuition of each additional sibling in the family attending concurrently is discounted \$1,250.

TUTORIAL SESSIONS

The educational achievement of students is dependent upon the instruction within the classroom, building upon prior middle school experience and/or earlier classes at Padua Franciscan. The student's inherent ability and determination, along with the reinforcement of these educational principles at home, are key to academic success. Each Padua teacher is committed to spending time, either before or after school, to offer extra educational assistance to Padua students. Parents will receive a schedule of these tutorial times for teachers with the first quarterly interim report card. Students who have received a mid-quarter progress report indicating a C- or below or who are on academic probation are required to attend weekly tutorial sessions in the subjects in which they are experiencing difficulties. No teacher is obliged to offer extra help to a student unless the student is attending the weekly tutorial sessions.

In addition, tutoring services are available through coordination with the student's guidance counselor. During study hall is the normal time for such services to be provided, although limited arrangements might be possible before or after school. In any event, provision of tutoring services presumes that the student is first and foremost actively seeking the weekly assistance available from the academic teacher. Without that effort on the part of the student, there is no obligation to provide additional tutoring support.

VISITORS- SHADOWING

Visitation by current high school students is limited to students currently in grades nine or ten who are seriously interested in applying to Padua. The prospective visitor's parent must contact the Admissions Office at (440) 845-2444, ext. 112, to make arrangements at least one week in advance of the anticipated visit. Visitation by current high school students is limited to Monday through Friday between March 31 and April 30.

Visitation by current eighth grade students must also be arranged through a parent call to the Admissions Office at least one week in advance of the anticipated visit. Visitation dates for current eighth graders are Monday through Friday, beginning on September 12 through December 22.

Unscheduled visitors may be refused permission to visit the school.

Please note that we may have to limit the number of visitors we can have on any given day.

Guests must conform to Padua's dress and grooming code on the day of the visit. The parents will be given all the necessary information when the visitation date is confirmed.

NOTE: The visiting student must bring a note of permission from both a parent and the principal of the student's current school.

VISITORS - OTHER

Visitors to the building must report directly to the General Office for a visitor's pass. The pass must be returned to the General Office before the visitor leaves. Padua alumni who wish to visit should report to the Attendance/General Office for a visitor's pass. Persons, other than a student's parents, who are coming to drop off or pick up student, must wait outside of the building. Anyone who causes a disturbance or does not comply with parking regulations may be asked to leave the property and be prohibited from coming on the property in the future.

AMENDMENTS TO PARENT/STUDENT HANDBOOK

The school reserves the right to amend or add to this handbook when warranted. Parents and students will be notified in writing of any changes.

